

Town of DeKalb Organizational Board Meeting

At the organizational meeting of the Town Board of the Town of DeKalb, St. Lawrence County, New York held on the 11th day of January 2018, at the Town Hall in DeKalb Junction NY, there were present:

John Frary	Supervisor	Rae Ann Davis	Councilwoman
Harold Lowery	Councilman	Michael Livingston	Councilman
Edward Newcombe	Councilman	Barbara Creazzo	Town Clerk
Jody Hamilton	Highway Superintendent		

Supervisor, John Frary opened the Town of DeKalb Organization meeting at 7:05 PM.

A motion was made by Harold Lowery and seconded by Rae Ann Davis to appoint **Charles Nash**, as Town Attorney for 2018, at a salary of \$3,060.00. Mr. Nash will take the Oath at the regular Board Meeting. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Michael Livingston to appoint **Sheila Gardner**, as Court Clerk for 2018 at a salary of \$17,100.00. Oath to be taken. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Harold Lowery to appoint **Daniel Moyer** as Animal Control Officer and Town Constable with a salary of \$4,100.00 and stipend of \$75 monthly, upon receipt of signed voucher. A contract will be provided for Mr. Moyer to sign, as he is an independent contractor. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Rae Ann Davis to appoint **William (Bill) Chamber** as Town Code Enforcement Officer for 2018 at a salary of \$12,000.00. Oath will be taken. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Harold Lowery to appoint **Michael Livingston** as Deputy Town Supervisor as per recommendation of the Town Supervisor. Carried 4 Ayes

A motion was made by Rae Ann Davis and seconded Ed Newcombe to appoint **Bryan Thompson** as Town Historian at a salary of \$2,575.00 per year. Oath to be taken. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Michael Livingston to keep the position of Deputy Town Historian and set the salary at \$700 per year. Oath will be taken when an appointment has been made. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Michael Livingston to appoint **Barbara Creazzo** as Registrar of Vital Statistics. Oath has been taken. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Ed Newcombe to appoint **Barbara Creazzo** as Tax Collector. Oath has been taken. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Harold Lowery to continue with **St. Lawrence County Health Services** as the Town's Health Officer. A Resolution to Director of Public Health was sent as a means of a contract in 2017 and remains in effect. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Ed Newcombe to designate the **Watertown Daily Times Newspaper** as the official newspaper for all legal notices. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Rae Ann Davis to designate **Community Bank, N.A.**, as the depository for the Town Clerk, Town Supervisor and Town Justice. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Michael Livingston to invest idle funds in any **F.D.I.C.** insured approved bank. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Harold Lowery to appoint John Frary as an authorized contact person for ACH (Automatic Clearing House) purposes at Community Bank N.A. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Ed Newcombe to charge \$25.00 for each returned tax payment check, to the Clerk, due to insufficient funds. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Michael Livingston to pay Town Officials the Federal Mileage Rate which is **.545 per mile**, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2018 by the Federal Government. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Michael Livingston to authorize the Highway Superintendent to purchase up to **\$2,500.00** without prior approval. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Rae Ann Davis to set the income ceiling limit at **the following** for Senior Citizens exemptions on Real Property Taxes.

Annual Income Amount	Exemption Percentage	
\$14,000.00 or less	50%	
\$14,001.00 to \$14,999.00	45%	
\$15,000.00 to \$15,999.00	40%	
\$16,000.00 to \$16,999.00	35%	
\$17,000.00 to \$17,899.00	30%	
\$17,900.00 to \$18,799.00	25%	
\$18,800.00 to \$19,699.00	20%	Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Michael Livingston to accept the Town Clerk's recommendation of **Wanda Law** to serve as Deputy Town Clerk and to be paid at a rate of **\$11.00** per hour. Oath to be taken. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Michael Livingston to accept the Town Clerk's recommendation of **Wanda Law** to serve as Deputy Registrar of Vital Statistics. Oath to be taken. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Harold Lowery to accept the Town Clerk's recommendation of **Wanda Law** to serve as Deputy Tax Collector. Oath to be taken. Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Michael Livingston to pay part-time Highway employees at a rate of **\$10.50** per hour with no CDL and to pay **\$15.50** per hour with a CDL license. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Ed Newcombe to designate the **3rd. Wednesday** of the month at 7:00 PM for regular Town Board meetings. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Harold Lowery to continue with **Hoffman, Eels & Gray** accountants as they enter their second year of a three year contract, as the accounting firm to the Town of DeKalb. They will be paid \$18,600 for this year, and \$19,200 next year. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Michael Livingston to approve salaries for the year 2018 as follows:

Town Supervisor	\$ 9,150.00		
Town Board	\$ 2,475.00	per Member	
Code Officer	\$ 12,000.00		
Highway Supt	\$ 46,000.00		
Justice	\$ 16,525.00		
Court Clerk	\$ 17,100.00		
Town Clerk	\$ 28,495.00		
Assessor	\$ 17,250.00		Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Ed Newcombe to approve the payment of the Board of Assessment Review members, the following, Chairman **\$ 250.00** and Regulars **\$200.00** for the year. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Harold Lowery to approve the payment of **\$1,850.00** to the DeKalb-Hermon Senior Citizens Club. Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Rae Ann Davis to approve the payment of **\$3,120.00** for rented office space at the Town of DeKalb Historical Association Building. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Ed Newcombe to approve the payment of **\$300.00** for rented archival space at the Town of DeKalb Historical Association Building. Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Harold Lowery to approve the payment of **\$375.00** to the Village of Richville for Youth Services which are open to youth outside of the Village.
Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Harold Lowery to approve the payment of **\$1,500** to the Richville Free Library.
Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Ed Newcombe to approve paying Highway Superintendent **\$500.00** per year for work done for the Sewer & Water District.
Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Michael Livingston to grant permission to the Highway Department to work with any municipality within St. Lawrence County, any School District and Not for Profit Organization in the Town of DeKalb. Any charges of services shall be arranged by the Highway Superintendent. This motion shall stay in effect until rescinded by the Town Board with notification from the Highway Superintendent.
Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Rae Ann Davis that any bills/vouchers under **\$500.00** do not need individual approval and/or signatures. All vouchers will be available for any Board Member to review at each Board Meeting and any time they so choose.
Carried 5 Ayes

A motion was made by Ed Newcombe and seconded by Harold Lowery that the Supervisor authorize and/or pay the following either by autopay or check prior to regular Board Meetings, to avoid late charges: Verizon, Justice Court Fund, National Grid, Time Warner Cable, First Bank.
Carried 5 Ayes

Members of the Board have reviewed the **Town of DeKalb Procurement Policy** Harold Lowery made the motion and seconded by Michael Livingston for Supervisor Frary to sign and date on behalf of the Board members.
Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Harold Lowery to make the following resolution:

WHEREAS, section 987 of the Real Property Law, provides for the Tax Collector, to mail a second notice to each owner of real property, upon which taxes remain unpaid on the current tax roll, to which his or her warrant relates to, and

WHEREAS, the governing body of the Town of De Kalb, may adopt by resolution providing for expense of mailing out such notice with an additional penalty of not more than \$2.00 chargeable against such parcel.

THEREFORE, the Town of De Kalb, approves the penalty of \$2.00 to be charged against each parcel requiring the second notice.
Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Harold Lowery to appoint David Hart and John Frary as marriage officiants for one year. Oath from each will be taken.
Carried 5 Ayes

A motion was made by Harold Lowery and seconded by Michael Livingston to increase the water fee from the rate of \$2.40 to the rate of \$2.60 per 1000 gallon.
Carried 5 Ayes

A motion was made by Rae Ann Davis and seconded by Ed Newcombe to maintain the sewer fee at the rate of \$66.50 per unit.
Carried 5 Ayes

Oath of Office were administered to the following names and titles during this meeting session:

John Frary – Town Supervisor
Michael Livingston – Town Councilman
Michael Livingston Deputy Supervisor
Ed Newcombe – Town Councilman
Jody Hamilton – Highway Superintendent
John Frary – Officiant

A motion was made by Rae Ann Davis and seconded by Ed Newcombe to close the Organization Meeting.
Carried 5 Ayes

Meeting closed at 7:35 PM.

Respectfully submitted by:
Barbara A. Creazzo,
Town Clerk