

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 8th day of January 2020, at the Town Hall in DeKalb Junction NY, there were present:

John Frary	Supervisor	Michael Livingston	Board Member
Edward Newcombe	Board Member	Constance Elen	Board Member
Andrew Fenton	Board Member	Barbara Creazzo	Town Clerk
Wayne Holland	Highway Superintendent	William Chambers	Buildings & Code

Others present: Wayne and Lana Storie, representing St. Lawrence Agency of Hammond, NY.

Oath of office was completed for John Frary, Supervisor, Andrew Fenton, and Constance Elen as Board Members.

Supervisor, John Frary opened the Town of DeKalb Organization meeting at 4:07 PM.

Pledge of Allegiance was led by Supervisor Frary.

Mr. Storie presented the Town of De Kalb insurance coverage proposal for coverage from 01/01/2020 to 01/01/2021. During the presentation, questions were asked.

- The Agency will send the Town, a complete list of all equipment, and we will check for accuracy. Items may be added or deleted as the check is completed.
- Supervisor Frary will research the replacement cost of the water tower, which is listed at a current cost of \$356,421.
- The Pipeline Park needs to be insured; a list of equipment will be provided to the agency.
- The parking lot located on County Route 17 and possibly the vacant acreage also located on County Route 17 will be included as necessary.
- Once the installment of new streetlights has occurred, these too will need to be insured.
- Supervisor Fray asked for the value of the pole barn, located at the Town Garage, be increased from \$41,200 to \$75,000.
- Supervisor Frary also asked if the value of the old town barn, located on Ridge Street, to be reduced from \$253,186 to \$100,000.
- Deductible will remain at \$1,000.
- Mr. Storie recommended the General Liability (each occurrence limit) raise from \$1,000,000 to a minimum of \$2,000,000. The General Aggregate Limit will increase to \$4,000,000.
- Requested a certificate sent to the County under OCP.
- Need to check on the land use liability for the town.
- Wayne Holland, Highway Superintendent is to receive a copy of the vehicle schedule.
- Under Inland Marine: the 2020 truck listed at \$123,947, is the chassis only.
- Plow truck; wings are listed separately, need to check to see if the plow us listed with the truck or without.

Overall, with this proposal, the price for 2020, is \$27,305.87; compared to last year when it was \$25,530.08. There is the possibility this year's proposed amount may change once clarifications have been completed.

One other clarification that needs to be made, is the proof of Youth Sports insurance. There will be a follow-up with K&K, as they are the main overseers for such insurance.

The Board notes that Mr. Storie has been the town's agent for 20 years, and they would like to thank him for the fine job he has done. He has worked hard to ensure the town has the needed coverage, while maintaining cost.

A motion was made by Michael Livingston and seconded by Constance Elen to appoint **Charles Nash** as Town Attorney, with a salary of **\$3,060**. Mr. Nash will take the Oath at the regular Board Meeting. Carried 5 Ayes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint **Sheila Gardner** as Court Clerk with a salary of \$17,820. Oath to be taken. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Ed Newcombe to appoint **Daniel Moyer** as Dog Control Officer and Town Constable with a salary of **\$4,200** and **\$1,500** for contractual needs. A contract will be provided for Mr. Moyer to sign. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Andrew Fenton to accept the Agreement for Dog Pound Services for the Calendar Year 2020 with **Dan Moyer**. The sum of **\$15.00** per day for boarding and keep per dog. The sum of **\$50.00** for euthanasia and burial should it be required after any mandated time has expired and provided in Article 7 of the Agriculture & Markets Law. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Andrew Fenton to appoint **William (Bill) Chamber** as Building & Code Officer. Oath will be taken Carried 5 Ayes

A motion was made by Ed Newcome and seconded by Andrew Fenton to appoint **Michael Livingston** as Deputy Town Supervisor as per recommendation of the Town Supervisor. Carried 5 Ayes

A motion was made by Constance Elen and seconded Ed Newcombe to appoint **Bryan Thompson** as Town Historian at a salary of **\$2,712.00** per year. Oath to be taken. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Ed Newcombe to keep the position of Deputy Town Historian and set the salary at **\$700** per year. If no one is appointed during the year, one half of the \$700 or \$350, of the salary, will go to the historian at the end of the year. The Oath will be taken when an appointment has been made. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Constance Elen to appoint **Barbara Creazzo** as Registrar of Vital Statistics. Oath to be taken. Carried 5 Ayes

A motion was made by Andrew Fenton and seconded by Constance Elen to appoint **Barbara Creazzo** as Tax Collector. Oath to be taken. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Ed Newcombe 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 Andrew Fenton 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 Ed Newcombe and seconded by Michael Livingston to designate **Community Bank, N.A.** of Hermon, as the depository for the Town Clerk, Town Supervisor and Town Justice. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Ed Newcombe to appoint Town Supervisor, John Frary, as the primary authorized contact person for **ACH (Automatic Clearing House), at Community Bank N.A.**, with Deputy Town Supervisor Michael Livingston as second. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Andrew Fenton to invest idle funds in any **F.D.I.C.** insured approved bank. Carried 5 Ayes

A motion was made by Andre Fenton and seconded by Constance Elen to pay Town Officials the Federal Mileage Rate, which is **.575 per mile**, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2019 by the Federal Government. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Ed Newcombe to charge **\$20.00** for each returned check, to the Clerk, due to insufficient funds. Carried 5 Ayes

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

A motion was made by Andrew Fenton and seconded by Ed Newcombe 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 Andrew Fenton and seconded by Constance Elen to accept the Town Clerk's recommendation of **Wanda Law** to serve as Deputy Town Clerk and to be paid at a rate of **\$12.50** per hour. Oath to be taken. Carried 5 Ayes

A motion was made by Constance Elen 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 Constance Elen and seconded by Ed Newcombe 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 Michel Livingston and seconded by Andrew Fenton to pay part-time Highway employees at a rate of **\$12.50** per hour with no CDL and to pay **\$18.00** per hour with a CDL license. Carried 5 Ayes

A motion was made by Constance Elen 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 Constance Elen and seconded by John Frary to appoint **Hoffman & Eels CPAs PC** as the accounting firm for the Town of DeKalb. A three-year contract was signed. The first year at \$19,800, second year \$20,400, and the third year, is \$21,000. Carried 5 Ayes

A motion was made by Michel Livingston and seconded by Constance Elen to authorize Hoffman & Eels CPAs PC, to transfer funds from NY Class, to appropriate Community Bank N.A. accounts for payment, when the Supervisor is not available to conduct the transfer(s) himself. Carried 5 Ayes

A motion was made by Andrew Fenton and seconded by Constance Elen to approve salaries for the year 2020 as follows:

Town Supervisor	\$ 9,528.00	
Town Board	\$ 2,580.00	per Member
Code Officer	\$12,600.00	
Highway Supt	\$50,000.00	
Justice	\$17,220.00	
Court Clerk	\$17,520.00	
Town Clerk	\$29,652.00	
Assessor	\$18,000.00	Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Ed Newcombe to approve the payment of the Board of Assessment Review members, the following salary, **Chairman \$ 250.00 and others \$200.00.** Carried 5 Ayes

A motion was made by Constance Elen and seconded by Andrew Fenton to approve the payment of **\$1,850.00** to the DeKalb-Hermon Senior Citizens Club. Carried 5 Ayes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to approve the payment of **\$3,200.00** for rented office space at the Town of DeKalb Historical Association Building. Carried 5 Ayes

A motion was made by Constance Elen and seconded by Michael Livingston 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 Michael Livingston and seconded by Ed Newcombe 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 Andrew Fenton and seconded by Ed Newcombe to approve the payment of **\$1,750** to the Richville Free Library. Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Andrew Fenton 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 Constance Elen and seconded by Andrew Fenton 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 Constance Elen and seconded by Ed Newcombe 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 if they so choose.

Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Ed Newcombe to authorize the Supervisor to 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 or other bills that will have a penalty, due to not being paid until after the regularly scheduled board meeting the third Wednesday of the month.

Carried 5 Ayes

Members of the Board have reviewed the **Town of DeKalb Procurement Policy**. Constance Elen made the motion and seconded by Andrew Fenton 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 Andrew Fenton to set the Second Notice Fee for unpaid taxes for the 2020 Tax Year at **\$2.00** per notice.

Carried 5 Ayes

A motion was made by Andrew Fenton and seconded by Ed Newcombe 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 Constance Elen and seconded by Andrew Fenton to maintain the water fee from the rate of **\$2.75** per 1000 gallon.

Carried 5 Ayes

A motion was made by Constance Elen and seconded by Andrew Fenton to increase the sewer fee at the rate of **\$68.00** per unit to **\$71.00** per unit.

Carried 5 Ayes

A motion was made by Michael Livingston and seconded by Constance Elen to close the Organization Meeting.

Carried 5 Ayes

Meeting closed at 5:45 PM.

Respectfully submitted by:

Barbara A. Creazzo
Town Clerk