

# 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 6<sup>th</sup> day of January 2021, at the Town Hall in DeKalb Junction NY, there were present:

|                 |            |                    |            |
|-----------------|------------|--------------------|------------|
| John Frary      | Supervisor | Michael Livingston | Board Mem. |
| Edward Newcombe | Board Mem. | Constance Elen     | Board Mem. |
| Andrew Fenton   | Board Mem. | Barbara Creazzo    | Town Clerk |

Constance Elen was in attendance via zoom.

Wayne and Lana Storie, St. Lawrence Agency, attended the insurance portion of the meeting via telephone.

Supervisor, John Frary opened the Town of DeKalb Organization meeting at 7:01 PM.

Supervisor Frary connected with Wayne and Lana Storie via telephone to review the Insurance Proposal for: Town of De Kalb 01/01/2021 – 01/01/2022. Each page of the proposal was reviewed, and questions were asked. Pictures of the playground, gazebo, and car charging stations will be provided to the St. Lawrence Agency. Also, the acreage of the playground will be provided to them.

A motion was made by Andrew Fenton and seconded by Michael Livingston to appoint **Charles Nash** as Town Attorney, at the sum of **\$3,060**. Mr. Nash will take the Oath at the regular Board Meeting. Vote is as follows: Michael Livingston yes Ed Newcombe yes  
Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Ed Newcombe to appoint **Sheila Gardner** as Court Clerk at the sum of **\$17,520**. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes  
John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to employ **Daniel Moyer** as Dog Control Officer, at the sum of **\$4,200** for the year. A stipend (expenses) of **\$1,500** will also be paid. Mr. Moyer to complete all employee paperwork. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes  
John Frary yes

A motion was made by Michael Livingston and seconded by Constance Elen to accept the Agreement for Dog Pound Services for the Calendar Year 2021 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. Vote is as follows: Michael Livingston yes Ed Newcombe yes  
Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston to appoint **William (Bill) Chamber** as Building and Codes Officer, for the Town, at the sum of **\$12,600** for the year. Oath will be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes  
Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint **Michael Livingston** as Deputy Town Supervisor as per recommendation of the Town Supervisor. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes  
Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded Ed Newcombe to appoint **Bryan Thompson** as Town Historian, at the sum of **\$2,712** per year. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes  
Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Michael Livingston to accept the Historian's recommendation of Daun Martin-Poole, as Deputy Town Historian, at the sum of **\$700** per year. Oath to be taken. Vote is as follows: Michael Livingston yes  
Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint **Barbara Creazzo** as Registrar of Vital Statistics. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston to appoint **Barbara Creazzo** as Tax Collector. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston 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 with this motion. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Ed Newcombe to designate the **North County This Week Newspaper** as the official newspaper for all legal notices. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Andrew Fenton to designate the **Watertown Daily Times Newspaper** as the secondary newspaper for legal notices. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Michael Livingston to designate **Community Bank, N.A.** as the depository for the Town Clerk, Town Supervisor and for the Town Justice. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

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. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to pay Town Officials the Federal Mileage Rate which is **0.56 per mile**, for use of their own vehicles while on Town business. This rate is the new standard mileage rate as set for 2021 by the Federal Government. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Ed Newcombe to authorize the Highway Superintendent to purchase up to **\$2,500** without prior approval. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Constance Elen 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%                  |

Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

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 Town Clerk, and to be paid at a rate of **\$12.50** per hour. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Andrew Fenton to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Registrar of Vital Statistics. Oath to be taken. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Andrew Fenton to accept the Town Clerk's recommendation of **Wanda Law**, to serve as Deputy Tax Collector. Oath to be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston 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. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Constance Elen to designate the **3<sup>rd</sup> Wednesday** of the month at 7:00 PM for regular Town Board meetings. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint **The Hoffman Eels Group CPAs**, as the accounting firm for the Town of DeKalb. A three-year contract was signed. This year is \$20,400.00, and the third year will be \$21,000.00 (2022). Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston to approve salaries for the year 2021 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 |            |

Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Ed Newcombe and seconded by Michael Livingston for the Board of Assessment Review: Chairman \$ 200 Regulars \$ 150  
Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by \_\_\_\_\_ and seconded by \_\_\_\_\_ to approve the payment of **\$1,850** to the DeKalb-Hermon Senior Citizens Club. Money will not be disbursed this year per Senior's request due to COVID-19.

A motion was made by Constance Elen and seconded by Andrew Fenton to approve the payment of **\$3,200** for rented office space at the Town of DeKalb Historical Association Building. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Ed Newcombe to approve the payment of **\$300** for rented archival space at the Town of DeKalb Historical Association Building. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Constance Elen to approve the payment of **\$375** to the Village of Richville for Youth Services which are open to youth outside of the Village. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe to approve the payment of **\$1,750** to the Richville Free Library. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston to approve paying Highway Superintendent **\$500.00** per year for work done for the Sewer & Water District. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston 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. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Andrew Fenton to appoint John Frary as an authorized contact person for ACH (Automatic Clearing House) purposes at Community Bank N.A. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton 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. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Andrew Fenton and seconded by Michael Livingston 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 and other miscellaneous bills. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

Members of the Board have reviewed the **Town of DeKalb Procurement Policy**. Ed Newcombe made the motion and seconded by Constance Elen for Supervisor Frary to sign and date on behalf of the Board members. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Constance Elen and seconded by Michael Livingston to set the Second Notice Fee for unpaid taxes for the 2021 Tax Year at **\$2.00** per notice. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Ed Newcombe to appoint David Hart, Thomas Jasikoff, and John Frary, as marriage officiants for one year. Oath from each will be taken. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Ed Newcombe and seconded by Michael Livingston to maintain the water fee at the rate of \$2.40 per 1000 gallon. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Ed Newcombe to set the sewer fee at the rate of 85.00 per unit per quarter. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

A motion was made by Michael Livingston and seconded by Ed Newcombe, for Andrew Fenton to act as the liaison between the Town Board and the Highway Department. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes John Frary yes Andrew Fenton abstained

A motion was made by Michael Livingston and seconded by Andrew Fenton, to support North County Life Flight Inc., with a one-time annual payment of \$100. Vote is as follows: Michael Livingston yes Ed Newcombe yes Constance Elen yes Andrew Fenton yes John Frary yes

Clerk Creazzo notified the Town Board of the upcoming Town Association Annual Meeting which will be held virtually this year due to COVID-19. Information packet to be given to those who request a packet.

Oath of Office to be administered to the following names and titles:

Charles Nash, Attorney

Sheila Gardner, Court Clerk

William Chambers, Buildings & Code

Michael Livingston, Deputy Supervisor

Bryan Thompson, Town Historian

Daun Martin-Poole, Deputy Historian

Wanda Law, Deputy Clerk, Deputy Tax Collector and Deputy Registrar of Vital Statistics

David Hart, Officiant

Thomas Jasikoff, Officiant

John Frary, Officiant

A motion was made by Constance Elen and seconded by Ed Newcombe to close the Organization Meeting. Vote is as follows: Michael Livingston yes Ed Newcombe yes  
Constance Elen yes Andrew Fenton yes John Frary yes

Meeting closed at 8:20 PM.

Respectfully submitted by:

Barbara A. Creazzo

Town Clerk