

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

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Susan Baldwin, Town Clerk

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REGULAR TOWN BOARD MEETING-Thursday, January 7, 2016

Supervisor Johnson called the Regular Town Board meeting to order at 7:02 p.m.

Pledge of Allegiance

Supervisor Johnson led the board and the audience in reciting the Pledge of Allegiance to the Flag.

Roll Call

Roll Call by the Town Clerk showed all board members present.

Arthur Johnson-Supervisor

Steven Streicher-Deputy Supervisor

John Lant-Councilman

Joanne Klepetar-Councilwoman

John McEachron-Councilman

Also present were Town Comptroller Jeffrey Reale, Town Counsel Mark Schachner and Director of Planning and Engineering Ryan Riper.

Public Comment Session

There was none.

Organizational Resolutions #1-#59

RESOLUTION #1: REGULAR MEETINGS-RESOLVED, pursuant to Town Law §62 that all regular meetings of the Wilton Town Board shall be held at the Wilton Town Hall, 22 Traver Road on the first (1st) Thursday of each month beginning at 7:00 p.m., except that additional meetings will be scheduled as deemed necessary by the board.

RESOLUTION #2: CONDUCT OF MEETINGS-RESOLVED, pursuant to Town Law §63, that "Robert's Rules of Order" shall prevail as the source of clarification for any questions as to Parliamentary Procedure.

RESOLUTION #3: PLEDGE OF ALLEGIANCE-RESOLVED, pursuant to Resolution #67 adopted January 3, 1991 that all official town meetings shall be opened by reciting the Pledge of Allegiance to the Flag.

RESOLUTION #4: COMMITTEES-RESOLVED, pursuant to Town Law §63, that the Supervisor shall appoint committees of Town Board members and others to aid the full Board.

RESOLUTION #5: OFFICIAL NEWSPAPERS-RESOLVED, pursuant to Town Law §64 (11), to designate The Saratogian as the Official Newspaper of the Town of Wilton. Legal advertising will also be placed in the Daily Gazette and the Post Star newspapers.

RESOLUTION #6: EMPLOYEE BENEFITS-RESOLVED, to provide employee benefits to all General Fund and Highway Fund employees as outlined in the Town's Personnel Policies under separate cover, except health insurance benefits see resolution # 56.

RESOLUTION #7: EMPLOYEE SALARIES-RESOLVED, to pay Town employees according to the attached 2016 pay rate schedule effective 1/1/16-12/31/16. Also to pay merit pay as per schedule attached in lump sum payment during the month of January.

RESOLUTION # 8: STANDARD WORKDAY AND REPORTING RESOLVED, that the Town of Wilton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Elected Officials					
Title	Name	Standard Work Day (Hrs./day)	Term Begins/Ends	Employer Record of Time worked (Y/N)	Days/Month (based on sample Record of Activities)
Supervisor	Arthur Johnson	6	01/01/2016-12/31/2017	No	N/A
Councilman	John McEachron, Sr.	6	01/01/2014-12/31/2017	No	
Councilwoman	Joanne Klepetar	6	01/01/2014-12/31/2017	No	
Councilman	John Lant	6	01/01/2016-12/31/2019	No	
Councilman	Steve Streicher	6	01/01/2016-12/31/2019	No	
Town Clerk	Susan Baldwin	7	01/01/2016-12/31/2017	No	20
Town Justice	Gerald Worth	6	01/01/2014-12/31/2017	No	N/A
Town Justice	David Towne	6	01/01/2016-12/31/2019	No	N/A
Hway. Super.	Kirklin	8	01/01/2016-12/31/2017	No	N/A

	Woodcock				
Appointed Officials					
Comptroller	Jeffrey Reale	7	01/01/2016-12/31/2017	Yes	20
Engineer	Ryan Riper	7	01/01/2016-12/31/2017	Yes	20
Assessor	Kathy Austin	7	10/01/2013-09/31/2019	Yes	20

RESOLUTION #9: REIMBURSEMENT FOR TRAVEL-RESOLVED, to establish the rate of reimbursement for travel on town business at the prevailing annual rate established by the Internal Revenue Service.

RESOLUTION #10: HOLIDAYS (PAID)-RESOLVED, pursuant to General Municipal Law §90 and §92, that the following dates be designated as paid holidays for all full-time employees and all town offices shall be closed in observance of these holidays:

- January 1, 2016 (Friday) New Year's Day
- January 18, 2016 (Monday) Martin Luther King Day
- February 15, 2016 (Monday) Washington's Birthday
- May 30, 2016 (Monday) Memorial Day
- July 4, 2016 (Monday) Independence Day
- September 5, 2016 (Monday) Labor Day
- October 10, 2016 (Monday) Columbus Day
- November 11, 2016 (Friday) Veterans Day
- November 24, 2016 (Thursday) Thanksgiving Day
- November 25, 2016 (Friday) Post Thanksgiving Day
- December 26, 2016 (Monday) Christmas Day

RESOLUTION #11: PETTY CASH-RESOLVED, pursuant to Town Law §64(1a) to allocate the following amounts of Petty Cash to the department heads indicated:

Comptroller	100
Town Clerk	200
Town Justices (2) (\$50 each)	100
Planning Board Chairman	50
Zoning Board Chairman	25
Tax Receiver	150
Recreation Director	200
Dog Control Officer	<u>50</u>

TOTAL PETTY CASH ALLOCATED \$875

RESOLUTION #12: CELLULAR PHONES-RESOLVED, that the following employees are authorized to use cellular telephones. Amendment to policy on May

5, 2011 would give employees two options:

1. Employee would use their own cell phone and get a flat reimbursement rate of \$30 per month for phone only or \$65 per month for phone/data.
2. To continue the same way it is now, where they chose not to take a flat reimbursement rate and continue to use the Town's cell phones.

Kirclin Woodcock, Highway Superintendent
Michael Monroe, Working Foreman
Frank Holden, Working Supervisor
Richard McCane, Working Supervisor 5/1/08
Ronald Stunzi, Dog Control Officer
Steve Porto, Recreation Director
John King, Super. Maint. Worker 4/3/08
Arthur J. Johnson, Supervisor
Steve Streicher, Councilman
Susan Baldwin, Town Clerk
Larry Gordon, Emergency Services Coordinator
Jeff Reale, Comptroller
Lori Olson, Highway Clerk (amended 6/7/07)
Kathy Austin, Town Assessor
David Towne, Judge
Gerald Worth, Judge
Ryan Riper, Town Engineer
Mark Mykins, Senior Building Inspector, Fire Marshall
John Herlihy, Assistant Building Inspector
Scott Harrington, Buildings and Grounds Maintenance Supervisor
Roy Vanderbogart, Buildings and Grounds Maintenance
Jason Strong, Buildings and Grounds Maintenance
Ross MacNeil, Recreation Assistant
Bill Lloyd, Recreation Maintenance
Tracey Kubis, Assistant Recreation Director
Front Desk, Recreation Department
(2) After School Care, Recreation Department
Maintenance, Recreation Department

RESOLUTION #13: HIGHWAY DEPARTMENT (4-TON ROAD LIMIT)-RESOLVED, to post all town roadways at a 4-ton road limit until further notice.

RESOLUTION #14: HIGHWAY SUPERINTENDENT SPENDING (TOWN ROADWAYS)-RESOLVED, pursuant to Hwy Law §284, that the Town Board

and the Town Highway Superintendent shall enter into an Agreement for the Expenditure of Highway Funds for the repair and improvement of town highways

AND, BE IT RESOLVED, that these funds shall be expended at such places and in such manner as may be agreed upon by the Town Board and the Town Highway Superintendent

AND, BE IT FURTHER RESOLVED, that this Agreement is to be executed and signed by a majority of the Town Board members and the Highway Superintendent.

NOTE: Chapter 173 of the Laws of 1994 amended S284 of the Highway Law to delete the requirement that the County Highway Superintendent must approve all agreements for the expenditure of town highway funds.

RESOLUTION #15: HIGHWAY SUPERINTENDENT SPENDING (MACHINERY TOOLS, MINOR EQUIPMENT & OTHER IMPLEMENTS)-RESOLVED, pursuant to Hwy Law §142(a), to authorize spending by the Highway Superintendent for machinery, tools, minor equipment and implements up to \$3,000 without prior approval from the Town Board provided that sufficient appropriations exist, and the purchase has been made in compliance with the town's procurement policies and procedures and a Purchase Order has been issued for purchases of more than \$1,500.

RESOLUTION #16: DEPUTY HIGHWAY SUPERINTENDENT-RESOLVED, pursuant to Town Law §32(2) to establish the position of Deputy Highway Superintendent

AND, BE IT FURTHER RESOLVED, to appoint Sandra Woodcock to the position at no remuneration.

RESOLUTION #17: ELECTIONS (VOTER REGISTRATION DAY)-RESOLVED, to consolidate election districts for Voter Registration Day at the Town Hall Annex, 20 Traver Road. **NOTE:** Pursuant to Saratoga County Board of Elections resolution adopted January 7, 1993, there shall be no meetings for local registration except in presidential and vice-presidential election years.

RESOLUTION #18: ZONING BOARD OF APPEALS-RESOLVED, pursuant to Town Law §267(1) to establish a Zoning Board of Appeals consisting of seven (7) members with terms of office effective from January 1 through December 31 (7-year terms).

RESOLUTION #19: PLANNING BOARD-RESOLVED, pursuant to Town Law §271(1) and 272 to establish a Planning Board consisting of seven (7) members with terms of office effective from January 1 through December 31 (7-year terms).

RESOLUTION #20: BOARD OF ASSESSMENT REVIEW- RESOLVED, pursuant to Real Property Tax Law §523 to establish a five-member Board of Assessment Review with terms of office effective from October 1 to September 30 (5-year terms).

RESOLUTION #21: CHAIRPERSONS FOR BOARDS –RESOLVED, pursuant to Town Law §271 (1) the Town Board shall designate the chairpersons to the following Boards on a yearly basis and;

FURTHER BE IT RESOLVED, to appoint the following chairpersons to said boards for the terms listed below:

- a.) **Planning Board** Michael Dobis Current term 1/1/16- 12/31/16.
- b.) **Zoning Board** Joseph O'Brien Current term 1/1/16-12/31/16.
- c.) **Ethics Advisory Board** Matthew Lindley Current term 1/1/16-12/31/16 and;

FURTHER BE IT RESOLVED, to approve the extended terms of chairmanship of the Planning, Zoning and Ethics Advisory Boards when those terms would expire and their scheduled meeting would occur prior to the first available organizational Town Board meeting at such time resolutions will be passed for the current chairmanship terms.

RESOLUTION #22: SARATOGA COUNTY YOUTH BUREAU-RESOLVED, to appoint the Town's Recreation Director to serve as the Town of Wilton's representative on the Youth Advisory Board.

RESOLUTION #23: DIVISION FOR YOUTH SPENDING-RESOLVED, pursuant to Resolution #159 of 2014, amending Resolution #89 of 1990, adopted on December 4, 2014 by the Wilton Town Board, to authorize the Town Supervisor, on behalf of the Parks & Recreation Department, to apply for funding through the Division for Youth.

RESOLUTION #24: TAX BILLS/THIRD PARTY DESIGNATION-RESOLVED, Pursuant to a unanimous decision of the Wilton Town Board on November 6, 1986, and to comply with Chapter 758 of the Real Property Tax Laws of 1986, that the receiver of taxes shall include with each tax bill a notice that elderly and disabled tax-payers may designate an adult third party to receive duplicate copies of tax bills and notices of unpaid taxes

AND, BE IT FURTHER RESOLVED, that all eligible taxpayers must file said application on or before the first day of November of each year.

RESOLUTION #25: TAX COLLECTOR DEPOSITS-RESOLVED, pursuant to General Municipal Law §11, to authorize the Town Clerk to temporarily deposit or invest monies not required for immediate expenditure in special time deposit

accounts, or certificates of deposit, in any bank approved by the Town of Wilton as an Official Depository.

RESOLUTION #26: OFFICIAL DEPOSITORIES RESOLVED, pursuant to Town Law §64(1), Bk Law §96-6 and General Municipal Law §93, to designate the institutions listed below as Official Depositories of the Town of Wilton:

Adirondack Trust Company
Saratoga Nat'l Bank & Trust Company
Key Bank of New York
NBT Bank
Ballston Spa National
HSBC (added 5/7/07) (resolution # 133)

All Official Depositories must enter into a Custodial Agreement with the Town of Wilton if deposits exceed \$250,000. Maximum investment amount for each institution is not to exceed \$9,000,000.

RESOLUTION #27: INVESTMENT POLICY-RESOLVED, pursuant to a unanimous decision of the Town Board on June 3, 1993 and updated annually, to establish an Investment Policy to minimize risk to principal and interest, define eligible investments, provide sufficient liquidity to insure the availability of cash when needed and to insure a competitive rate of return. (See Attached).

RESOLUTION #28: CAPITAL ASSETS PROGRAM-RESOLVED, pursuant to a unanimous decision of the Town Board on May 7, 1987 and updated annually, to establish a Fixed Assets Program for the Town of Wilton with physical inventories to be conducted by all department heads by December 31 of each year. (Capital Assets Policy Attached).

RESOLUTION #29: PURCHASE ORDER SYSTEM/PROCUREMENT POLICIES AND PROCEDURES-RESOLVED, pursuant to a unanimous decision of the Town Board on November 12, 1987 to establish a Purchase Order System for use by all departments with the Account Clerk serving as Purchasing Coordinator.

AND, BE IT FURTHER RESOLVED, pursuant to Resolution #115 adopted on April 2, 1992, amended on December 4, 2003, and December 6, 2007, July 1, 2010 and updated annually, to follow the procurement policies and procedures contained in that resolution for the procurement of goods and services not subject to bidding requirements under General Municipal Law §103 or any other law, such procurement policies having been reviewed and reaffirmed by the Town Board annually. Pursuant to Resolution #194 adopted on July 6, 1995, the Comptroller is authorized to approve budget transfers after conferring with at least three (3) Town Board members with such action to be ratified by resolution at the next Town Board meeting. All town vouchers shall be certified or verified. (See Procurement

Policy).

RESOLUTION #30: RETURN CHECK CHARGE-RESOLVED, pursuant to General Obligation Law 5-328, to charge \$20.00 for checks returned as unpaid.

RESOLUTION #31: TOWN COMPTROLLER-RESOLVED, pursuant to Town Law Article 8-§124 that the Comptroller assumes the duties of an Accounting Supervisor with approval to countersign checks and/or to use the Supervisor's signature stamp as deemed necessary.

RESOLUTION #32: FUND TRANSFERS-RESOLVED, pursuant to a unanimous decision of the Town Board on December 27, 1984, to approve fund transfers into appropriations at the same time expenditures not budgeted are approved. This shall be done at the Regular Town Board Meeting whenever bills are approved for payment.

RESOLUTION #33: WIRE/TELEPHONE TRANSFERS-RESOLVED, pursuant to a unanimous decision of the Town Board on August 13, 1987, that the Principal Account Clerk, in the Comptroller's office, is authorized to make wire/telephone transfers at the Adirondack Trust Company and Saratoga National Bank from the Money Market Account to the various checking accounts. **WITHDRAWALS ARE NOT AUTHORIZED except for payroll transactions related to the payment of taxes and direct deposit.**

RESOLUTION #34: CERTIFIED PUBLIC ACCOUNTANTS-RESOLVED, to retain Cusack and Company Certified Public Accountants to provide professional services for the annual audit.

RESOLUTION #35: SECTION 125 PREMIUM ONLY PLAN-RESOLVED, pursuant to Resolution #165 adopted on August 5, 2004, which allows employees to have pre-tax monies withheld from their paycheck to cover the cost of the employee's premium portion of Health Insurance, Group-Term Life Insurance and Disability Plans. Effective July 1, 2004 renewed on a yearly basis.

RESOLUTION #36: CONTRACTS-RESOLVED, that the Town Board authorizes the Supervisor to enter into the following contracts:

Contract	Description	Location of Contract	Terms
Adirondack Trust Bank	Banking Agreement	Town Clerk	On-going
ActiveNet	Parks Software	Bookkeeper	On-going
Miller, Mannix, Schachner and Hafner	Planning Board Attorney	Town Clerk	1/1/2016 – 12/31/2016
MVP	Medicare Advantage	Saratoga County	1/1/2016 – 12/31/2016
Woshanko, Paul and Linda	Camp Saratoga Caretaker	Town Clerk	On-going

CDPHP	Health Insurance	Human Resources	12/1/2015 – 11/30/2016
Christopher Dailey Foundation	Ground Lease	Town Clerk	7/29/2005 – 7/29/2035
Christopher Dailey Foundation	Facility Lease	Town Clerk	8/8/2005 – 8/8/2025
Delta Dental	Dental Insurance	Human Resources	1/1/2016 – 12/31/2016
Miller, Mannix, Schachner and Hafner, LLC	Town Counsel	Town Clerk	1/1/2016 – 12/31/2016
EarthLink Business	Phone Lines	Human Resources	
Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	1/1/2016 – 12/31/2016
Friends of Ulysses S. Grant	Service Agreement	Town Clerk	1/1/2016 – 12/31/2016
Maple Ave. Fire District	Gasoline Agreement	Town Clerk	12/5/2011, On-going
Wilton Heritage Society	Service Agreement	Town Clerk	1/1/2016 – 12/31/2016
HSBC	Banking Agreement	Town Clerk	10/23/2007, On-going
HUD	Section 8 Program	Town Clerk	10/23/2007, On-going
H&V	Gravel Pit Access	Town Clerk	Expires 12/31/2017
City Saratoga Springs	Intermunicipal Agreement-snow plow	Town Clerk	5 year term, 2/22/12-2/22/17, On-going
Multiple Towns	Shared Services	Town Clerk	See file
Marshal, William	Court Security Officer	Town Clerk	3/13/2012, hourly-
MJ Engineering	Engineering Services	Town Clerk	1/10/13, On-going
National Grid	Outdoor Lighting	Town Clerk	6/27/2005, On-going
Northern Pines Hsg Dev	PILOT Program	Town Clerk	2007-08, 25 Years
PENFLEX	Service Award Program-WES		2/1/2000, On-going
Pitney Bowes	Mailing Lease	Bookkeeper	9/17/13 – 9/17/2018
Reale, Jeffrey	Comptroller	Town Clerk	1/1/2016 - 12/31/2017
Riper, Ryan	Engineer	Town Clerk	1/1/2016-12/31/2017 ongoing
Saratoga County Animal Shelter	Impoundment of Dogs	Bookkeeper	1/1/2016 – 12/31/2016
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	1/1/2016– 12/31/2016
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	1/1/2016 – 12/31/2016 1/1/2016– 12/31/2016

Saratoga County Office of Emergency Services	Mutual Aid	Town Clerk	6/1/09--5 year renewal
Saratoga County Intermunicipal Agreement	SC Sheriff's Dept. Substation/Wilton Mall	Town Clerk	Expires 11/30/2019 5 year contract
Saratoga County Rural Preservation	Administer HUD Section 8 Program	Town Clerk	6/3/2005, On-going
Saratoga National Bank	Bank Agreement/ACH	Town Clerk	On-going
Saratoga National Bank	Credit Card	Bookkeeper	2/8/2010, On-going
Saratoga Springs School District	Summer Camp Buses	Bookkeeper	1/1/2016 – 12/31/2016
Saratoga Springs School District	School Land Lease	Town Clerk	3/25/2014 – 3/14/2019
Saratoga/Wilton Youth Soccer Club	Field Rental	Town Clerk	6/1/2009, Ongoing
Smith Conservation Subdivision Agreement	Naming Rights for open space	Town Clerk	7/2/2009, On-going
Spa Net, LLC	IT Services	Town Clerk	1/10/2011, Ongoing
TECH II	Phones	Bookkeeper	1/1/16-12/31/16
Thomas, Christopher	Health Officer	Town Clerk	1/1/2016 – 12/31/2016
Time Warner Cable	Franchise Fee	Town Clerk	Expired-Year to Year
Saratoga/Wilton Soccer Club	Travel Soccer	Town Clerk	5/10/2011, On-going
Town of Saratoga	Intermunicipal shared services agreement	Town Clerk	1/1/2016-12/31/20, ongoing
Value Payment Systems	Tax collection	Town Clerk	12/16/2010, On-going
Verizon Wireless	Wireless Service	Human Resources	On-going contract NYS OGS
Vincek, John	Land Lease	Town Clerk	1/1/2016 – 12/31/2016
Vincelette, Daniel	Assessment Attorney	Town Clerk	1/1/2016 – 12/31/2016
Wilton Emergency Services	Ambulate Services	Town Clerk	1/1/2016 - 12/31/2016
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	1/1/2016 – 12/31/2016
Wilton Fire District	Snow Removal Services	Town Clerk	9/1/2016 - 4/30/2016, ongoing
Wilton Fire District	Gasoline Agreement	Town Clerk	1/12/2004, On-going
WWSA	Building Lease	Town Clerk	6/28/2011, On-going

WWPP	Service Agreement	Town Clerk	1/1/16-12/31/16
Wilton Youth Baseball	Field Rental	Town Clerk	1/1/16-12/31/16

RESOLUTION #37: RECORDS MANAGEMENT OFFICER-RESOLVED, pursuant to a unanimous decision of the Town Board on March 2, 1989 to dispose of town records according to Schedule MU-1 issued pursuant to Article 57-a of the Arts & Cultural Affairs Law and;

BE IT FURTHER RESOLED, to appoint Susan Baldwin to the position of Records Management Officer.

RESOLUTION #38: REGISTRAR OF VITAL STATISTICS-RESOLVED, Pursuant to Public Health Law §4130, to establish the position of Registrar of Vital Statistics and;

BE IT FURTHER RESOLVED, to appoint Susan Baldwin to the position. Amount included in salary. (This appointment is the responsibility of the Supervisor).

RESOLUTION #39: DEPUTY REGISTRAR OF VITAL STATISTICS-RESOLVED, pursuant to Public Health Law §4130, to establish the position of Deputy Registrar of Vital Statistics and;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position. (This appointment is the responsibility of the Registrar of Vital Statistics).

RESOLUTION #40: SAFETY OFFICER, RESOLVED, to appoint Nancy Riely to the position at \$1,553 per annum. Established 2/1/96 (Hazard Communication Program).

RESOLUTION #41: FIRE MARSHALL, RESOLVED, to appoint Mark Mykins to the position of Fire Marshall, established in 1998.

RESOLUTION #42: DOG CONTROL OFFICER-RESOLVED, to establish the position of Dog Control Officer and;

BE IT FURTHER RESOLVED, to appoint Ronald Stunzi to the position at \$ 16,116 per annum.

RESOLUTION #43: DEPUTY DOG CONTROL OFFICER-RESOLVED, to establish the position of Deputy Dog Control Officer and;

BE IT FURTHER RESOLVED, to appoint Joan Kelly to the position at \$ 12,672 per annum.

RESOLUTION #44: TOWN HISTORIAN-RESOLVED, to establish the

position of Town Historian and;

BE IT FURTHER RESOLVED, to appoint Jeannine Woutersz to the position at \$ 3,180 per annum.

RESOLUTION #45: INSECT CONTROL COORDINATOR- RESOLVED, to establish the position of Insect Control Coordinator and;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position at \$1,250 per annum.

RESOLUTION #46: TOWN HEALTH OFFICER- RESOLVED, to establish the position of Town Health Officer and;

BE IT FURTHER RESOLVED, to appoint Dr. Christopher W. Thomas, M.D. to the position at \$1,500 per annum (under separate contract).

RESOLUTION #47: TOWN COUNSEL-RESOLVED, to authorize engagement of Town Legal Counsel and;

BE IT FURTHER RESOLVED, to appoint Mark Schachner (Miller, Mannix Schachner and Hafner, Attorneys At Law) as Town Legal Counsel at \$33,000 per annum and at \$190 per hour for services involving litigation, bond counsel and labor law (under separate cover).

RESOLUTION #48: PLANNING BOARD AND ZONING BOARD OF APPEALS ATTORNEY-RESOLVED, authorize engagement of Town Planning Board and Zoning Board of Appeals Legal Counsel **AND, BE IT FURTHER RESOLVED**, to appoint Miller, Mannix, Schachner and Hafner, Attorneys At Law to the position at \$14,000 per annum (under separate contract).

RESOLUTION #49: DEPUTY SUPERVISOR-RESOLVED, to establish the position of Deputy Supervisor and;

BE IT FURTHER RESOLVED, to appoint Steven Streicher, to the position at \$2,500 per annum. (This appointment is the responsibility of the Supervisor).

RESOLUTION #50: NOTIFICATION POLICY FOR BREACH OF PRIVATE INFORMATION SECURITY-RESOLVED, to adopt this policy in accordance with New York State Technology Law Section 208 as added by Chapters 442 and 491 of the laws of 2005, and is consistent with the provisions of said Section. The purpose of this policy is to require the **Town of Wilton** to Notify a New York Resident when there has been or is reasonably believed to have been an unauthorized acquisition of the residents' private information from the computerized records maintained by the **Town of Wilton**.

RESOLUTION # 51:EMERGENCY SERVICES COORDINATOR-RESOLVED, to appoint **Larry Gordon** to the annual position of Emergency Services Coordinator, effective 1/1/16-12/31/16, the position was established at the April 5, 2007, Town Board meeting under the Home Land Security Law (Resolution # 115) with no remuneration.

RESOLUTION #52: DEPUTY EMERGENCY SERVICES COORDINATOR -RESOLVED, to appoint **Mark Mykins** to the annual position of Deputy Emergency Services Coordinator, effective 1/1/16-12/31/16, the position was established at the March 6, 2014 Town Board meeting (Resolution #84) with no remuneration.

RESOLUTION # 53:DEPUTY RECEIVER OF TAXES -RESOLVED, pursuant to Town Law §20(3-c) to establish the position of Deputy Tax Receiver and;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position, at \$2,500 per annum. (This appointment is the responsibility of the Town Clerk)

RESOLUTION # 54: PREVIOUS YEARS ENCUMBRANCES, to authorize the Town Comptroller to roll forward all outstanding encumbrances and budget appropriation.

RESOLUTION #55: GAVIN PARK REFUND POLICY -RESOLVED, pursuant to a unanimous decision by the Wilton Town Board (Resolution #104 of 2014) on May 1, 2014, authorizing the Director of Park and Recreation to refund fees in accordance with Facility Rental and Program Registration Refund Policy (see attached).

RESOLUTION #56: HEALTH INSURANCE BENEFITS, to provide health insurance benefits to all eligible town employees, under separate cover.

RESOLUTION #57:HEALTH REIMBURSEMENT ARRANGEMENT, that the following is a formal record of action taken by the governing body of the Town of Wilton (the "Company") with respect to the adoption of the Town of Wilton Health Reimbursement Arrangement (the "Plan"), the following resolution are hereby adopted:

NOW, THEREFORE, BE IT RESOLVED, that the Plan be adopted in the form attached hereto, which Plan is hereby adopted and approved;

RESOLVED FURTHER: that the appropriate officers of the Company be, and they hereby are, authorized and directed to execute the Plan on behalf of the Company;

RESOLVED FURTHER: that the officers of the Company be, and they hereby are, authorized and directed to take any and all actions and execute and deliver such documents as they may deem necessary, appropriate or convenient to effect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

RESOLUTION #58: FUND BALANCE POLICY, for increased financial stability, the Town of Wilton desires to manage its financial resources by establishing a fund balance policy for the General Fund. (See Attached).

RESOLUTION #59: PART TIME LEAVE BENEFITS, RESOLVED- permanent part Employees hired prior to September 7, 2004 are eligible for the following leave benefits;

Vacation 90 hours
Personal 18 hours
Sick 45 hours
6 hours of pay for each holiday

NOW THEREFORE BE IT RESOLVED, that the indicated time will be credited to the employee's leave bank on January 1, 2016.

Supervisor Johnson said he would like to amend Resolution #12 to include Councilman McEachron in the cell phone reimbursement/usage.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #60

NOW, THEREFORE, BE IT RESOLVED, to approve the amendment to Resolution #12 to include Councilman McEachron to the cell phone usage list.

The adoption of the resolution was seconded by Councilwoman Klepetar, duly put to a vote, all in favor. The motion carried 5-0.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #61

NOW, THEREFORE, BE IT RESOLVED, to approve the amendment to Resolution #26

to remove HSBC as an official depository for the Town of Wilton

The adoption of the resolution was seconded by Councilman McEachron, duly put to a vote, all in favor. The motion carried 5-0.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #62

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions 1-59 with amendments to Resolution #12, to include Councilman McEachron and Resolution #26, to exclude HSBC.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, all in favor. The motion carried 5-0.

Approve Pending Minutes

On a motion introduced by Councilwoman Klepetar, the board adopted the following resolution:

RESOLUTION #63

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 3, 2015 meeting, as typed.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, with all in favor. The motion passed 5-0.

Dollar General

Supervisor Johnson said Dollar General is considering building a distribution warehouse on Ballard Road. As part of consideration for the site, they are asking the town for a fee reduction of 50% and also a waiver of the fee for the height variance. This is consistent with what was done with Ace and Target Distribution Centers. It is typical for a business of their size, which will be bringing in several hundred jobs, to ask for incentives in order to get the jobs here. We are in competition with other sites in other states. **Councilman McEachron** asked if Dollar General was asking for a higher building, in reference to the height variance. **Ryan Riper**, Town Engineer, said they were asking for a variance for occupied space within the building. We have a maximum occupied space within the building of 35'. It was a material

handling variance. The height of the building still meets the requirements for the town and fire departments. **Councilwoman Klepetar** asked what fees will be reduced. **Supervisor Johnson** said there is a list of fees and they are requesting a 50% reduction for all of them, including planning and building. **Councilman Lant** asked if this was onetime request. **Supervisor Johnson** said it is. **Councilwoman Klepetar** asked if anyone knew the amount. **Mr. Riper** said the fees are approximately eighty hundred and eighty eight thousand dollars and the reduction will amount to approximately four hundred and forty thousand dollars.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #64

NOW, THEREFORE, BE IT RESOLVED, to approve a onetime 50% fee reduction and a Zoning Board of Appeals fee waiver for Dollar General.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, with all in favor. The motion passed 5-0.

Appointments

Supervisor Johnson said there are several reappointments to various boards.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #65

NOW, THEREFORE, BE IT RESOLVED, to reappoint the following board members to the corresponding boards.

- David Gabay-WPB 1/1/16-12/31/22**
- William Rice-WPB 1/1/16-12/31/22**
- Robert Barrett-ZBA 1/1/2016-12/31-22**
- John Fleming-Historical Preservation Board
1/1/16-12/31-12/31/20**
- Scott Kingsley-ZBA 1st Alternate 1/1/16-
12/31/16**
- Charles Foehser, II-ZBA 2nd Alternate
1/1/16-12/31/16**
- Brett Hebner-WPB 1st Alternate 1/1/16-
12/31/2016**
- Richard Fish-WPB 2nd Alternate 1/1/2016-
12/31/2016.**

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, with all in favor. The motion passed 5-0.

Committee Reports

Councilman Lant said he wanted to thank the Building Department and Highway Department for the great job done on the new sign.

Councilwoman Klepetar said at last month's meeting she reported that Phyllis Dumont resigned as President of the Senior Center. She has since been convinced to stay for a couple more years. We are still looking for one more volunteer for the RUOK program to fulfill phone calls in case there is an emergency.

Deputy Supervisor Streicher said Gavin Park is going over fees for the next year.

Supervisor Johnson said each year he appoints liaison assignments and they are as follows:

Ryan Riper-Wilton Water and Sewer Authority and Wilton Wildlife Preserve and Park

Nancy Riely-Insurance Committee and Personnel Committee

Councilman McEachron-Highway Department

Councilman Lant-Courts/Justice Department
Safety Review Committee
Personnel Committee
Town Historian

Councilwoman Klepetar-RUOK
Seniors
Americans with Disabilities

Deputy Supervisor Streicher-Parks and Recreation Department

Supervisor Johnson said there will be a couple of new committees. 2018 is a bicentennial year for the Town of Wilton. There is a lot of planning involved for events and a committee will be appointed to work on the bicentennial. If anyone would like to volunteer please contact the Town Clerk, Sue Baldwin. We may consider hiring an organizer due to the amount of work and professional advice is needed. It has been many years since the town has addressed the fee schedule. Ryan Riper, Mark Mykins and Jeff Reale have been appointed to review the fee schedule and recommend changes to the town board.

Comptroller's Report

1.) November 2015 Cash Disbursements

General Fund	\$247,459
<u>Highway Fund</u>	<u>\$102,616</u>
Total	\$350,075

2.) 2015 and 2016 Budget Transfers and Amendments

(See attached) Budget Transfers

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #66

NOW, THEREFORE, BE IT RESOLVED, to approve the 2015 and 2016 budget transfers and amendments requested for and listed in the Comptroller's 01/07/2016 report (attached) to the Town Board.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5-0.

3.) DASNY Grant Award

Mr. Reale said Highway Superintendent Woodcock has been working towards getting a grant from Senator Kathy Marchione's office. The town received a letter from New York State Dormitory Authority and we are in line to receive a grant of \$100,000 to go towards the purchase of a new highway truck. In order to do that, the town board is required to pass a resolution stating the town will approve the balance of the funds to purchase a new highway truck, contingent upon the town receiving the grant of \$100,000 from the State and Municipal Facilities Program. The town board should authorize the supervisor to sign the SAM Project Information Sheet.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #67

NOW, THEREFORE, BE IT RESOLVED, to approve the funding for the balance of a new highway truck after the State and Municipal Facilities Program grant.

BE IT FURTHER RESOLVED, that the Town Supervisor is authorized to finalize and

execute any documents necessary to effectuate the acceptance of the grant.

The adoption of the resolution was seconded by Councilman Lant, duly put to a vote, all in favor. The motion passed 5-0.

4.) Personnel

a.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #68

NOW, THEREFORE, BE IT RESOLVED, to approve the request to hire Karen Strack James as a part time clerk at a rate of \$13.00 per hour, working up to 17.5 hours per week with no benefits, effective January 4, 2016.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5-0.

b.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #69

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel requests for;

**Mark Mykins
John Herlihy
Scott Harrington**

to attend the Code Enforcement Conference in Lake Placid, New York, February 29-March 3, 2016.

The adoption of the resolution was seconded by Deputy Supervisor Streicher,

duly put to a vote, all in favor. The motion passed 5-0.

c.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #70

NOW, THEREFORE, BE IT RESOLVED, to approve the request to waive the leave hours probationary period for Josh Harrington.

The adoption of the resolution was seconded by Deputy Supervisor Streicher, duly put to a vote, all in favor. The motion passed 5-0.

Executive Session

Supervisor Johnson said there will be an Executive Session for a personnel matter involving the performance of a particular individual.

Councilwoman Klepetar made a motion to adjourn for Executive Session at 7:25 p.m. The motion was seconded by Councilman McEachron, with all board members in favor. The motion carried 5-0.

Councilman McEachron made a motion to reconvene at 7:55 p.m. The motion was seconded by Deputy Supervisor Streicher, with all board members in favor. The motion carried 5-0.

Supervisor Johnson said there no action was taken in Executive Session.

Adjournment

A motion to adjourn was introduced by Deputy Supervisor Streicher and seconded by Councilwoman Klepetar, with all board members. The motion carried 5-0. The meeting was adjourned at 7:56 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

Supervisor, Arthur Johnson

Councilman, John Lant

Councilwoman, Joanne Klepetar

_____ Deputy Supervisor, Steve Streicher

_____ Councilman, John McEachron

DRAFT