

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

PHONE: 518-587-1939

FAX: 518-587-2837

Susan Baldwin, Town Clerk

sbaldwin@townofwilton.com

Public Hearing: January 5, 2017, 7:00 p.m.

Abandonment of a portion Harran Lane

The following Notice of Public Hearing was advertised in the Daily Gazette, The Post Star and the Saratogian newspapers.

PLEASE TAKE NOTICE that the Town Board of the Town of Wilton, New York, County of Saratoga, will hold a public hearing on the proposed abandonment of a portion of Harran Lane.

SAID PUBLIC HEARING will be held on Thursday, January 5, 2017 at 7:00 p.m. at the Wilton Town Hall located on 22 Traver Road in said town at which time all persons will be given an opportunity to be heard.

SAID MAP OF PROPOSED ABANDONMENT will be filed in the office of the Town Clerk of the Town of Wilton at 22 Traver Road where it may be examined by an interested person during regular business hours.

BY RESOLUTION OF THE TOWN BOARD OF THE TOWN OF WILTON

Supervisor Johnson asked if there were any questions or comments. There were none.

The public hearing was closed at 7:01 p.m.

REGULAR TOWN BOARD MEETING-January 5, 2017

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

Steve Streicher-Deputy Supervisor

Joanne Klepetar-Councilwoman
John Lant-Councilman
John McEachron-Councilman

Also present was Director of Planning and Engineering, Ryan Riper, P. E. and Town Counsel, Mark Schachner.

Public Comment Session

Jennifer deVincenzo of 7 Tawny Terrace said would like to bring attention to the dead end at Gailor Road. She said she is a resident of "The Woods" and for years the dead end has been an issue. We've had house and car break-ins and drug deals going on. Nothing good is going on and there is no deterrent such as lights or signs. We have a small neighborhood watch and we all communicate with each other. If someone sees a car there, we call the troopers. Last night, the troopers were called again. Most times, when the police get there, whatever transaction has taken place and the car is gone. Two houses at the end of Dakota were vacant for a long time. We have new neighbors and we don't want to ask them to put lights up. We've been really patient. We have kids that are at an age where they should be able to ride around the neighborhood on their bikes. Garbage has been dumped there and the highway department was notified but it has yet to be picked up. The plows have now hit it and it is spread out everywhere. There were five boys from another development down there on their bikes. We have to do something about this. They are preteen. If one of them makes a bad decision with what is going on down there, which is exactly what they want. We have to do something to deter what is going on down there. We need to act on this. Calling the police isn't good enough at this point. **Supervisor Johnson** asked if the police respond when called. **Ms. deVincenzo** said they do respond. In December, the police had two cars down there with two men in handcuffs. The exchanges take only minutes and by the time we call and the police show up, they are gone. The troopers always respond and have done a really good job at monitoring the neighborhood. It was worse when the empty trailer was there. **Supervisor Johnson** said a new subdivision is proposed to be built near the dead end. **Mr. Riper** noted the entrance to the subdivision will be closer to Traver Road. **Councilman Lant** asked if a street light would help. **Ms. deVincenzo** said it would help. The area is dark. You don't even know someone is down there unless you see them pulling in. There are woods they can hide in. All of the neighbors are aware of it. A motion light would help. Anything would help at this point. **Councilman McEachron** said he thought there was an issue with the power supply. **Supervisor Johnson** said the town would contact National Grid to ensure a light can be installed. The Saratoga County Sheriff's Department will be asked to have more patrols through the area. **Ms. deVincenzo** said at one point she wanted to put up a trail camera. A gate or even a chain may be beneficial. **Councilwoman Klepetar** asked if the people are driving in. **Ms. deVincenzo** said they are driving in and doing their business. **Councilman Lant** suggested a "No Parking" sign. **Ms. deVincenzo** suggested a berm or a gate. She said she was told the area had to be clear for emergency access. **Supervisor Johnson** said the town would work on it.

Supervisor Johnson wished everyone a Happy New Year.

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, including Choice Care Card.

RESOLUTION #7: **EMPLOYEE SALARIES-RESOLVED**, to pay Town employees according to the attached 2017 pay rate schedule effective 1/1/17-12/31/17. Also to pay merit pay as per schedule attached in lump sum payment during the month of January.

RESOLUTION # 8: STANDARD WORKDAY AND REPORTING RESOLUTION

BE IT 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	1.92
Councilman	Steve Streicher	6	01/01/2016-12/31/2019	No	6.04
Town Clerk	Susan Baldwin	7	01/01/2016-12/31/2017	No	22.53
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.	Kirclin Woodcock	8	01/01/2016-12/31/2017	No	N/A
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 Gen Mun Lw §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 2, 2017	(Monday)	New Year's Day
January 16, 2017	(Monday)	Martin Luther King Day
February 20, 2017	(Monday)	Washington's Birthday
May 29, 2017	(Monday)	Memorial Day

July 4, 2017	(Tuesday)	Independence Day
September 4, 2017	(Monday)	Labor Day
October 9, 2017	(Monday)	Columbus Day
November 10, 2017	(Friday)	Veterans Day
November 23, 2017	(Thursday)	Thanksgiving Day
November 24, 2017	(Friday)	Post Thanksgiving Day
December 25, 2017	(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 Collector	150
Recreation Director	200
Spray Park	200 (in season only)
Dog Control Officer	<u>50</u>
TOTAL PETTY CASH ALLOCATED	\$1075

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.

Kirklin Woodcock, Highway Superintendent

Michael Monroe, Highway

Frank Holden, Highway

Richard McCane, Highway

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

John McEachron, Councilman

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 Lw §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 highway.

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 S284of 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 (MACHINERYTOOLS, MINOR EQUIPMENT & OTHER IMPLEMENTS)-**

RESOLVED, pursuant to Hwy Lw §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 1/1/17- 12/31/17.

b.) **Zoning Board** Joseph O'Brien Current term 1/1/17-12/31/17.

c.) **Ethics Advisory Board** Charles Hodgson Current term 1/1/17-12/31/17 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 Lw §96-6 and Gen Mun Lw §93, to designate the institutions listed below as Official Depositories of the Town of Wilton:

- Adirondack Trust Company
- Saratoga Nat'l Bank & Trust Company
- NBT Bank
- Ballston Spa National

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, 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 Gen Mun Lw §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 Atty	Town Clerk	1/1/2017 – 12/31/2017
MVP	Medicare Advantage	Saratoga County	12/1/2017 – 11/30/2017
Woshanko, Paul and Linda	Camp Saratoga Caretaker	Town Clerk	On-going
CDPHP	Health Insurance	Human Resources	12/1/2016 – 11/30/2017
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	1/1/2017 – 12/31/2017

Miller, Mannix, Schachner and Hafner, LLC	Town Counsel	Town Clerk	1/1/2017 – 12/31/2017
EarthLink Business	Phone Lines	Human Resources	
Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	1/1/2017 – 12/31/2017
Friends of Ulysses S. Grant	Service Agreement	Town Clerk	1/1/2017 – 12/31/2017
Maple Ave. Fire District	Gasoline Agreement	Town Clerk	12/5/2011, On-going
Wilton Heritage Society	Service Agreement	Town Clerk	1/1/2017 – 12/31/2017
HUD	Section 8 Program	Town Clerk	10/23/2007, On-going
City Saratoga Springs	Inter-Municipal Agreement-snow plow	Town Clerk	5 year term, 2/22/12- 2/22/17, On-going
Multiple Towns	Shared Services	Town Clerk	See file
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
NYS DOCCS	Mt. McGregor Rd. Snowplowing Contract	Town Clerk	2016-2017 Snow Season
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	1/1/2017 – 12/31/2017
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	1/1/2017– 12/31/2017
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	1/1/2017 – 12/31/2017 1/1/2017– 12/31/2017
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	1/1/2017 – 12/31/2017
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	1/1/17-12/31/17
Thomas, Christopher	Health Officer	Town Clerk	1/1/2017 – 12/31/2017
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 NYSOGS
Vincek, John	Land Lease	Town Clerk	1/1/2017 – 12/31/2017
Vincelette, Daniel	Assessment Attorney	Town Clerk	1/1/2017 – 12/31/2017
Wilton Emergency Services	Ambulate Services	Town Clerk	1/1/2017 - 12/31/2017
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	1/1/2017 – 12/31/2017
Wilton Fire District	Snow Removal Services	Town Clerk	9/1/2017 - 4/30/2017, 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	1/1/17-12/31/17
Wilton Youth Baseball	Field Rental	Town Clerk	1/1/17-12/31/17

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 RESOLVED, 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 \$ 16,440 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 \$ 12,924 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 \$ 3,240 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 RESOVED, 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

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 1/1/17-12/31/17, 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 1/1/17-12/31/17, 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 one additional Deputy Tax Receiver with no remuneration;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position of Deputy Tax Receiver, at \$2,500 per annum and Karen James to the additional Deputy Tax Receiver position at no remuneration.

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 24 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, 2017.

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

RESOLUTION #60

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions #1-#59 with the amendment to add one additional part-time Deputy Tax Receiver.

FURTHUR IT BE RESOLVED, to appoint Karen James to the position with additional special project hours.

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

Supervisor Johnson said the town board liaison assignments will continue as they were last year since everyone did a great job.

- Ryan Riper**-Wilton Water and Sewer Authority
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

Councilwoman Klepetar- RUOK

Seniors

Americans with Disabilities

Town Historian

Deputy Supervisor Streicher-Parks and Recreation Department

Approve Pending Minutes

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

RESOLUTION #61

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 1, 2016 meeting, as typed.

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

Road Acceptance-Portion of Cider Mill Way

Mr. Riper said Cider Mill Way is a phase of The Mill at Smith Bridge. It is a short cul de sac section of the road. **Attorney Schachner** said the approval should be conditioned upon review of the letter of credit. There are easements being granted to the Saratoga County Sewer District as well as Wilton Water and Sewer Authority.

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

RESOLUTION #62

NOW, THEREFORE, BE IT RESOLVED, to accept the following road conditioned upon approval of the letter of credit and final documents.

Cider Mill Way: Station 12+75 to Station

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

Cornell Fire Tower

Larry Gordon said the fire tower project started in 2007 with some interest on the part of Alex Mackey, Wilton Town Board Members and some others. We finally came to an agreement as to the placement of the Cornell Fire Tower on town property at Camp Saratoga. It opened in 2010. A lot of work was done in two years. This past fall, the National Fire Tower Association meeting was held in Keene and said he was asked to attend to represent the fire tower and received a plaque for the tower designating it as a historic lookout. The plaque has been put on the cabin. The town also received one.

Mr. Gordon noted that the designation was for its former location but was changed to its current location. It was one of the few towers in the northeast that was operated by the Conservation Commission on private property owned by Thomas Luther. He had planted 7,000 acres of trees when the tower was opened. The first tower observer was Noah LaCasse. Noah lived in Newcomb and took a part time summer job operating the fire tower for the Conservation Commission. He went back as a licensed guide in his hometown of Newcomb. He was also the guide for Teddy Roosevelt when Teddy was taken out of the Adirondacks to take his place as president when McKinley was assassinated in Buffalo, New York.

Mr. Gordon said a lot of people helped with the project. The BOCES Forestry and Conservation class, three Eagle Scout projects, Highway Superintendent Kirk Woodcock and his crew, Mark Mykins, Building Inspector and Scott Harrington, Buildings and Grounds Supervisor were all very involved.

Councilman Lant thanked Mr. Gordon for all of the work he does for the town.

Abandonment of Harran Lane

Supervisor Johnson said a public hearing was held earlier in the meeting.

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

RESOLUTION #63

NOW, THEREFORE, BE IT RESOLVED, to approve the abandonment of a portion of Harran Lane subject to receipt of any releases required from adjacent landowners, order from the Town Highway Superintendent and any other required documentation.

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

WWSA

Supervisor Johnson said Jamie Green has been on the WWSA board since 1998. He will be moving and is resigning as Chairman but will remain a member.

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

RESOLUTION #64

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation, with regret, of Jamie Green as Chairman of Wilton Water and Sewer Authority.

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

Supervisor Johnson said WWSA has recommended David McDougal as the new chairman. Mr. McDougal has been a board member since 2012.

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

RESOLUTION #65

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment of David McDougal as Chairman of the Wilton Water and Sewer Authority.

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

Resignation

Supervisor Johnson said Sue Peterson has been on the Wilton Planning Board since 1993. She has submitted her resignation.

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

RESOLUTION #66

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Sue Peterson from the Wilton Planning Board, with regret.

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

Appointment

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

RESOLUTION #67

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment of Brett Hebner to the Wilton Planning Board for the remainder of Sue Peterson's term, **1/1/2017-12/31/2017**

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

Reappointment

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

RESOLUTION #68

NOW, THEREFORE, BE IT RESOLVED, to approve the reappointment of Richard Fish to the Wilton Planning Board as 1st alternate, **01/01/2017-12/31/2017**.

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

Committee Reports

Supervisor Johnson said there were traffic light outages at the Exit 15 area during the holidays. **Mr. Riper** said he received a quote to install the generator hookups. The ownership of the light at Weible and Loudon was questioned. Saratoga Springs maintains it but the Town of Wilton owns it. It will be taken care of if the board chooses.

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

RESOLUTION #69

NOW, THEREFORE, BE IT RESOLVED, to approve a budget transfer from Contingency (100-199.000-599.400) to Emergency/Disaster (100-876.000-599.200) in the amount of \$4,000 for generator

hookups for traffic signals in the Exit 15 corridor.

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

Comptroller's Report

1.) Personnel

a.

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

RESOLUTION #70

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel for **Amy DiLeone** for the Association of Towns Conference to be held February 19-22, 2017 in New York City:

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

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

RESOLUTION #71

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel for **Kathy Austin** for the Association of Towns Conference to be held February 19-22, 2017 in New York City:

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

b.

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

RESOLUTION #72

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel for **Stephen Porto** for the NYS Association of Agricultural Fairs, Inc. Conference to be held January 13-16, 2017 in Rochester, NY:

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.

Supervisor Johnson noted funding for a part time director at the senior center was approved in the 2017 budget. This is a civil service title and there are job duties and responsibilities. Robin Corrigan has been recommended for the position. She meets the minimum qualification for the position.

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

RESOLUTION #73

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment Robin Corrigan as the part time Senior Center Director with an annual salary of \$10,000, effective January 1, 2017.

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

Councilwoman Klepetar said Robin Corrigan is a good fit for the position and wished her success. She will be great in that position

On a motion introduced by **Deputy Supervisor Streicher** and seconded by **Councilwoman Klepetar** all board members in favor, the meeting was adjourned at 7:32 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

_____ Supervisor, Arthur Johnson

_____ Deputy Supervisor, Steve Streicher

_____ Councilman, John Lant

_____ Councilman, John McEachron

_____ Councilwoman Joanne Klepetar