

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

PHONE: 518-587-1939

FAX: 518-587-2837

Susan Baldwin, Town Clerk

PUBLIC HEARING-7:00 P.M.

Housing Choice Voucher 5 Year/Annual PHA Plans 2025-2029

Supervisor Lant opened the public hearing at 7:00 p.m.

Jim Mastrianni from the Central Office for Section 8 spoke on the Housing Choice Voucher program that they have been doing since 2019. There are some new regulations that are going to go into effect in July and we need to make sure the public is aware of these changes. The Housing Choice Voucher Program is a program that helps the elderly, disabled and low-income people afford safe, sanitary and decent housing and that is achieved by subsidizing a portion of their rent based on their income. You have been provided with a copy of the plan as well as a summary of statistics and a few highlights from the statistics. We are currently helping thirty two families, and the average subsidy is \$459 dollars per month. On the report you will see what we have been provided by the federal government and what we spent. In 2024 we were provided \$166,596 and we spent \$166,606 so we overspent by \$10 which I told the finance company, good work. The changes that are coming up are for HOTMA. The main change is whether a household who has assets of over \$100,000 can participate in the program. Right now, there is no asset cap and so HOTMA places an asset cap.

Deputy Supervisor McEachron made a motion to close the public hearing. Councilwoman Kolligian seconded the motion. The public hearing was closed at 7:05 p.m.

PUBLIC HEARING-7:01 P.M.

Additional Use in C-3 Zone, NYS Approved Schools, Private

Supervisor Lant opened the public hearing at 7:05 p.m.

Susan Baldwin, Town Clerk noted the Senior Building Inspector, Mark Mykins would like to amend the additional use in the C-3 zone to include NYS Approved Schools, Public and Private.

Deputy Supervisor McEachron made a motion to close the public hearing at noting the amendment. Councilwoman Kolligian seconded the motion. The public hearing was closed at 7:06 p.m.

PUBLIC HEARING-7:02 P.M.

Proposed LL#1 of 2025 Video Conference Policy

Supervisor Lant opened the public hearing at 7:06 p.m.

There were no comments.

Deputy Supervisor McEachron made a motion to close the public hearing. Councilwoman Kolligian seconded the motion. The public hearing was closed at 7:07 p.m.

REGULAR TOWN BOARD MEETING

Supervisor Lant wished everyone a Happy New Year and called the meeting to order at 7:07 p.m.

Pledge of Allegiance

Roll Call

Roll Call by the Town Clerk showed the following board members present except Councilman O’Conor, who was excused.

John Lant-Supervisor
John McEachron-Deputy Supervisor
Duane Bogardus-Councilman
Erinn Kolligian-Councilwoman

Also present was Ryan K. Ripper, P. E., Director of Planning and Engineering, Maria Moran, CPA, Comptroller and Mark Schachner, Town Counsel.

Public Comment

Joanne Klepetar of Parkhurst Road said she was wondering, with new committees being appointed, whether you have given consideration to the Short-Term Rentals. It has been talked about for a long time and wonder if there is anything that has been done about it. We have had some very compassionate residents here about two years ago. She said she is sure any of them might want to step up. She said she has rentals in town and would volunteer to help on the committee. She said she thinks it is long overdue and wondering whether the Town Board is planning to assign a committee to work on that. Councilwoman Kolligian noted at the end of the State Legislative session; New York State just passed a Short-Term Rental Law that we will have to follow. It has been pushed to the side until we find out exactly what is included. In the law, there will be a statewide registry in order to collect sales and occupancy tax. The issue the town will most likely run into is now a residential unit has become commercialized in a residential area. It has not been forgotten.

Organizational Resolutions 1-67

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 (first) Thursday of each month beginning at 7:00 p.m., excepting additional meetings will be scheduled as deemed necessary by the Town Board. Additionally, pursuant to Executive Orders established by the Governor of the State of New York which continue the temporary suspension and modification of laws relating to disaster emergency, in-person meetings and in-person public hearings may be conducted via a virtual platform, for example, Zoom.

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 NEWSPAPER-RESOLVED**, pursuant to Town Law §64 (11), to designate The Saratogian as the Official Newspaper of the Town of Wilton.

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.

RESOLUTION #7: **EMPLOYEE SALARIES-RESOLVED**, to pay Town employees according to the 2025 pay rate schedule effective 1/1/25-12/31/25 and to pay merit pay as per schedule, with a 50% lump sum payment during the month of January and 50% paid throughout the calendar year.

RESOLUTION #8: STANDARD WORKDAY AND REPORTING - RESOLVED,
that the Town of Wilton hereby establishes the following as standard workdays 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	
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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	John Lant	6	01/01/2024-12/31/2025	No	18.60
Councilman	John McEachron, Sr.	6	01/01/2022-12/31/2025	No	
Councilman	Duane Bogardus	6	01/01/2022-12/31/2025	No	N/A
Councilwoman	Erinn Kolligian	6	01/01/2024-12/31/2027	No	1.0
Councilman	Raymond O'Connor	6	01/01/2024-12/31/2027	No	
Town Clerk	Susan Baldwin	7	01/01/2024-12/31/2027	No	22.53
Town Justice	David Towne	6	01/01/2024-12/31/2027	No	N/A
Town Justice	Chad Jerome	6	01/01/2025-12/31/2028	No	5.17
Highway Superintendent	Michael Monroe	8	01/01/2024-12/31/2027	No	25.79
Appointed Officials					
Comptroller	Maria Moran	7	01/01/2024-12/31/2025	Yes	20
Engineer	Ryan Riper	7	01/01/2024-12/31/2025	Yes	20
Assessor	Tina Weber	7	10/03/2019-09/31/2025	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 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, 2025 (Wednesday) New Year's Day
- January 20, 2025 (Monday) Martin Luther King Day
- February 17, 2025 (Monday) Washington's Birthday
- May 26, 2025 (Monday) Memorial Day
- June 19, 2025 (Thursday) Juneteenth
- July 4, 2025 (Friday) Independence Day
- September 1, 2025 (Monday) Labor Day
- October 13, 2025 (Monday) Columbus Day

November 11, 2025	(Tuesday)	Veterans Day
November 27, 2025	(Thursday)	Thanksgiving Day
November 28, 2025	(Friday)	Post Thanksgiving Day
December 25, 2025	(Thursday)	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 Secretary	50
Zoning Board Clerk	25
Tax Collector	150
Spray Park & Jr. NBA	200 (in season)
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. Employees 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.

John McEachron, Councilman
 Duane Bogardus, Councilman
 Susan Baldwin, Town Clerk
 Ryan Riper, Town Engineer
 Roberta Corrigan, Senior Center Director
 Scott Harrington, Buildings and Grounds Maintenance Supervisor
 John Herlihy, Building Inspector
 Marcus Hart, Assistant Building Inspector
 Michael Monroe, Highway Superintendent
 Frank Holden, Deputy Highway Superintendent
 Jason Brueckner, Highway

Maria Moran, Comptroller
 Lori Olson, Highway Clerk
 David Towne, Town Justice
 Chad Jerome, Town Justice
 Mark Mykins, Senior Building Inspector, Fire Marshall
 Roy Vanderbogat, Buildings and Grounds Maintenance
 Buildings and Grounds Maintenance
 Tina Weber, Assessor
 Lisa Muller, Bookkeeper

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.

Dog Control Officers
 John King, Super. Maintenance Supervisor
 Assistant Recreation Director
 Recreation Leader
 (2) After School Care, Recreation Department
 (2) Recreation Maintenance

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 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 (MACHINERY TOOLS, MINOR EQUIPMENT & OTHER IMPLEMENTS)-RESOLVED**, pursuant to Highway 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 equal to or greater 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 Frank Holden to the position at \$1,500 per annum.

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**, William Rice Current term 1/1/25-12/31/25.
- b.) **Zoning Board**, Joseph O'Brien Current term 1/1/25-12/31/25

c.) **Ethics Advisory Board**, Charles Garrison Current term 1/1/25-12/31/25
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 Gen Mun Law §93, to designate the

institutions listed below as Official Depositories of the Town of Wilton:

Adirondack Trust Company
Saratoga National 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 \$12,000,000.

RESOLUTION #27: **EQUIPMENT AND CAPITAL RESERVE FUND-RESOLVED,** pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate money to finance the cost of a type of capital improvement and/or equipment such as land, buildings, building alterations and studies or surveys related thereto, equipment and vehicles.

RESOLUTION #28: **SIDEWALK FEE RESERVE FUND-RESOLVED,** pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate money to finance the cost of specific capital improvement related to sidewalks.

RESOLUTION #29: **STORMWATER MANAGEMENT RESERVE FUND-RESOLVED,** pursuant to a unanimous decision by the Town Board to establish a reserve fund to accumulate monies to finance the cost of specific capital improvement related to stormwater management.

RESOLUTION #30: **TRAFFIC MITIGATION RESERVE FUND-RESOLVED,** pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate moneys to finance the cost of a type of operation improvements, safety needs and address non-motorized transportation to mitigate the impact of increased development in the Town as outlined in the most recent Town Traffic Planning Study.

RESOLUTION #31: **HIGHWAY EQUIPMENT RESERVE FUND-RESOLVED,** pursuant to a unanimous decision by the Town Board to establish a reserve fund to accumulate monies to finance the cost of a type of capital improvement for the purchase of highway equipment and vehicles.

RESOLUTION #32: **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 ensure the availability of cash when needed and to insure a competitive rate of return.

RESOLUTION #33: **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.

RESOLUTION #34: **PARKS AND RECREATION RESERVE FUND-RESOLVED**, Pursuant to a unanimous decision by the Town Board to establish a reserve fund to accumulate monies to finance the cost of a type of capital improvement for the maintenance and operation of land dedicated by the Town for public recreational use.

RESOLUTION #35: **PURCHASE ORDER SYSTEM/PROCUREMENT POLICIES AND PROCEDURES-RESOLVED**, pursuant to a unanimous decision by the Town Board on November 12, 1987 to establish a Purchase Order System for use by all departments with the Bookkeeper 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 GML §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.

RESOLUTION #36: **RETURN CHECK CHARGE-RESOLVED**, pursuant to General Obligation Law 5-328, to charge \$20.00 for checks returned unpaid.

RESOLUTION #37: **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 #38: **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 #39: **WIRE/TELEPHONE TRANSFERS-RESOLVED**, pursuant to a unanimous decision of the Town Board on August 13, 1987, that the Bookkeeper, 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 #40: **CERTIFIED PUBLIC ACCOUNTANTS-RESOLVED**, to retain Cusack and Company Certified Public Accountants to provide professional services for the annual audit.

RESOLUTION #41: **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 and renewed on a yearly basis.

RESOLUTION #42: **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
Amazon Web Services AWS formerly VPS	Tax Collection	Town Clerk	01/17/2021, ongoing
American Red Cross	Gavin Park Emergency Shelter	Town Clerk	On-going
CDPHP	Health Insurance	Human Resources	12/1/2024– 11/30/2025
Centerline, AT&T	Right of Way/Pole Agreement	Town Clerk	09/25/2019 On-going
Davis Vision	Vision Insurance	Human Resources	12/01/2024-11/30/2025
Delta Dental	Dental Insurance	Human Resources	01/01/2025 – 12/31/2025
Miller, Mannix, Schachner and Hafner, LLC	Planning and Zoning Board Atty.	Town Clerk	01/01/2025-12/31/25
Miller, Mannix, Schachner and Hafner, LLC	Town Counsel	Town Clerk	01/01/2025 – 12/31/2025

Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	01/01/2025 – 12/31/2025
Friends of Ulysses S. Grant	Service Agreement	Town Clerk	01/01/2025 – 12/31/2025
GAR Associates, LLC	Real Estate Appraisers and Consultants	Town Clerk	01/01/2020, ongoing
Greenfield Fire District	Gasoline Agreement	Town Clerk	12/05/2011, ongoing
Wilton Heritage Society	Service Agreement	Town Clerk	01/01/2025 – 12/31/2025
City Saratoga Springs	Inter-Municipal Agreement-snow plow	Town Clerk	5 year term, 02/22/12-2/22/17 On-going
Mastrianni, Inc Joseph E.	Section 8 Housing Program	Town Clerk	01/01/2019, ongoing
Moran, Maria	Comptroller	Town Clerk	01/01/2024-12/31/2025, ongoing
Multiple Towns	Shared Services	Town Clerk	See file, On-going
MJ Engineering	Engineering Services	Town Clerk	01/10/13, On-going
CDPHP	Medicare Advantage	Human Resources	01/01/2025-12/31/25
National Grid	Outdoor Lighting	Town Clerk	06/27/2005, On-going
Northern Pines Housing Development	PILOT Program	Town Clerk	2007-08, 25 Years
NYS DOCCS	Mt. McGregor Rd. Snowplowing Contract	Town Clerk	2024-2025 Snow Season
PENFLEX	Service Award Program-WES		02/01/2000, On-going
Pitney Bowes	Mailing Lease	Town Clerk	09/17/13 – 09/17/2018, On-going
Riper, Ryan	Engineer	Town Clerk	01/01/2024-12/31/2025, ongoing
Saratoga County Animal Shelter	Impoundment of Dogs	Bookkeeper	01/01/2025 – 12/31/2025
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	01/01/2025–12/31/2025
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	01/01/2025 – 12/31/2025 01/01/2025 – 12/31/2025
Saratoga County Office of Emergency Services	Mutual Aid	Town Clerk	06/01/09--5 year renewal On-going
Saratoga County Intermunicipal Agreement	SC Sheriff's Dept. Substation/Wilton Mall	Town Clerk	Expires 11/30/2029. 5 year contract
Saratoga National Bank	Credit Card	Bookkeeper	02/08/2010, On-going
Saratoga Springs School District	Summer Camp Buses	Bookkeeper	01/01/2025 – 12/31/2025
Saratoga Springs School District	School Land Lease	Town Clerk	7/05/2025 – 7/04/2030
Saratoga/Wilton Soccer Club	Travel Soccer	Town Clerk	05/10/11, ongoing
Saratoga/Wilton Youth Soccer Club	Field Rental	Town Clerk	06/01/2009, Ongoing
Smith Conservation Subdivision Agreement	Naming Rights for open space	Town Clerk	07/02/2009, On-going
Spectrum- Gavin Park	Security Cameras	Bookkeeper	1/10/2024 ongoing

Sprague Operating	Natural Gas Retail Sales Agreement	Town Clerk	02/01/24-1/31/26-auto-renewing
Spa Net, LLC	IT Services	Town Clerk	01/10/2011, Ongoing
Tamarack Composting	Animal Waste Management	Town Clerk	07/27/2020, Ongoing
Christopher Thomas	Health Officer	Town Clerk	01/01/2025–12/31/2025
Time Warner Cable	Franchise Fee	Town Clerk	Expired-Year to Year
Town of Saratoga	Intermunicipal shared services agreement	Town Clerk	01/01/2016-12/31/20, ongoing
Amazon Web Services AWS (formerly VPS)	Tax collection	Town Clerk	12/16/2010, On-going
Verizon Wireless	Wireless Service	Human Resources	On-going contract NYSOGS
Vincelette, Daniel	Assessment Attorney	Town Clerk	01/01/2025 – 12/31/2025
Wilton Commons Senior Housing	Pilot Program	Town Clerk	12/14/2000, ongoing
Wilton Emergency Services	Ambulate Services	Town Clerk	01/01/2025-12/31/2025
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	01/01/2025 – 12/31/2025
Wilton Fire District	Snow Removal Services	Town Clerk	09/01/2025 - 04/30/2025, ongoing
Wilton Fire District	Gasoline Agreement	Town Clerk	01/12/2004, On-going
WWSA	Building Lease Fuel	Town Clerk	06/28/2011, On-going
WWPP	Service Agreement	Town Clerk	01/01/25-12/31/25
Wilton Youth Baseball	Field Rental	Town Clerk	01/01/25-12/31/25

RESOLUTION #43: **RECORDS MANAGEMENT OFFICER-RESOLVED**, pursuant to a unanimous decision of the Town Board on August 6, 2020 to dispose of town records according to Schedule LGS-1;

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

RESOLUTION #44: **REGISTRAR OF VITAL STATISTICS-RESOLVED**, Pursuant to Public Health Law §4121, 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 #45: **DEPUTY REGISTRAR OF VITAL STATISTICS-RESOLVED**, pursuant to Public Health Law §4122, to establish the position of Deputy Registrar of Vital

Statistics and;

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

RESOLUTION #46: **SAFETY OFFICER, RESOLVED**, to appoint Nancy Riely to the position at \$2,500 per annum. Established 2/1/96 (Hazard Communication Program).

RESOLUTION #47: **FIRE MARSHALL, RESOLVED**, to appoint Mark Mykins to the position of Fire Marshall, established in 1998.

RESOLUTION #48: **DOG CONTROL OFFICERS-RESOLVED**, to establish the position of Dog Control Officer and;

BE IT FURTHER RESOLVED, to appoint Wayne Luce and Christian Clark to the position at \$36,462 per annum.

RESOLUTION #49: **TOWN HISTORIAN-RESOLVED**, to establish the position of Town Historian and;

BE IT FURTHER RESOLVED, to appoint Katherine Coons to the position at \$5,400 per annum.

RESOLUTION #50: **TOWN HEALTH OFFICER- RESOLVED**, to establish the position of Town Health Officer and;

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

RESOLUTION #51: **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 \$41,580 per annum and at \$260 per hour for services involving litigation, bond counsel and labor law (under separate cover).

RESOLUTION #52: **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 \$17,820 per annum (under separate contract).

RESOLUTION #53: **DEPUTY SUPERVISOR-RESOLVED**, to establish the position of Deputy Supervisor at \$2,500 per annum (This appointment is the responsibility of the Supervisor).

RESOLUTION #54: **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' confidential information from the computerized records maintained by the **Town of Wilton**.

RESOLUTION #55: **EMERGENCY SERVICES COORDINATOR -RESOLVED**, to appoint Mark Mykins to the annual position of Emergency Services Coordinator, effective 1/1/25-12/31/25, at \$1,500 per Annum.

RESOLUTION #56: **DEPUTY RECEIVER OF TAXES -RESOLVED**, pursuant to Town Law §20(3-c) to establish the position of Deputy Tax Receiver and one additional part time Deputy Tax Receiver with no remuneration;

BE IT FURTHER RESOLVED, to appoint Sandra Holcomb to the position of Deputy Tax Receiver, at \$2,500 per annum and Jean Tranchina to the additional part-time Deputy Tax Receiver position at no remuneration.

RESOLUTION #57: **FREEDOM OF INFORMATION APPEAL OFFICER-RESOLVED**, to appoint Supervisor John Lant to the annual position of Freedom of Information Appeal officer, effective 1/1/25-12/31/25.

RESOLUTION #58: **PREVIOUS YEARS ENCUMBRANCES**, to authorize the Town Comptroller to roll forward all outstanding encumbrances and budget appropriation.

RESOLUTION #59: **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 Park and Recreation Administrator to refund fees in accordance with Facility Rental and Program Registration Refund Policy (see

attached) and execute and deliver such documents as they may deem necessary, appropriate or convenient to affect 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 #60: **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.

RESOLUTION #61: **PART TIME LEAVE BENEFITS, RESOLVED**, permanent part-time 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, 2025.

RESOLUTION #62: **PETTY CASH ACCOUNT POLICY, RESOLVED**-Petty cash shall be established for departments that request petty cash for the purchase of materials, supplies or services under conditions requiring immediate payment. The amount of each account will not exceed \$200. At its annual re-organizational meeting, the Town Board shall appoint a custodian for each petty cash account who shall administer and be responsible for such account.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Receipts and cash-on-hand must always total the authorized fund amount.
3. Payments may be made from petty cash for materials, supplies or services requiring immediate payment.
4. Sales tax on purchases shall not be paid by the town from petty cash funds.
5. The town shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support and as approved by the Comptroller.

6. Each account will be reconciled by the Town Comptroller at the end of the calendar year.

RESOLUTION #63: **HEALTH AND DENTAL INSURANCE AND HEALTHCARE BUYOUT, RESOLVED** to provide health insurance benefits waiver to all eligible town employees and retirees, under separate cover.

RESOLUTION #64: **ACTUARIAL SERVICES, RESOLVED,** to retain Jefferson Solutions to provide professional actuarial calculation services for compliance with Generally Accepted Accounting Principles (GAAP).

RESOLUTION #65: **SENIOR CENTER DIRECTOR-RESOLVED,** to establish the position of Senior Center Director and;

BE IT FURTHER RESOLVED, to appoint Roberta Corrigan to the position at \$19,984 per annum.

RESOLUTION #66: **SARATOGA COUNTY AGING SERVICES ADVISORY BOARD, RESOLVED,** to appoint Maria Moran, Town Comptroller, to serve as The Town of Wilton representative on the Aging Services Advisory Board.

RESOLUTION #67 **NOW, THEREFORE, BE IT RESOLVED,** in accordance with Local Law #3, of 2024, Wilton EMS/Ambulance District Tax Cap Override, authorizing a property tax levy in excess of limit established in General Municipal Law §3-C for Fiscal Year 2026.

On a motion introduced by Councilwoman Kolligian, the board adopted the following resolutions:

RESOLUTION #68

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions #1-#38.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor. The motion passed 4-0.

On a motion introduced by Councilman Bogardus, the board adopted the following resolutions:

RESOLUTION #69

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolution #39.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor, except Councilwoman Kolligian who recused herself. The motion passed 3-0.

On a motion introduced by Councilwoman Kolligian, the board adopted the following resolutions:

RESOLUTION #70

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions #40-#41.

The adoption of the resolution was seconded by Deputy Supervisor McEachron, duly put to a vote, all in favor. The motion passed 4-0.

On a motion introduced by Deputy Supervisor McEachron, the board adopted the following resolutions:

RESOLUTION #71

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolution #42.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor, except Councilwoman Kolligian who recused herself. The motion passed 3-0.

On a motion introduced by Deputy Supervisor McEachron, the board adopted the following resolutions:

RESOLUTION #72

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions #43-#67.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor. The motion passed 4-0.

Approve Pending Minutes

On a motion introduced by Deputy Supervisor McEachron, the board adopted the following resolutions:

RESOLUTION #73

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 5, 2024 meeting, as typed.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor the motion passed 4-0.

WWPP Quarterly Report

Margo Olson, Director of WWPP appeared before the board with the quarterly report. Ms. Olson said there are a lot of wonderful updates to the Larry Gordon Educational Center. She thanked Highway Superintendent Mike Monroe for the work the Highway Department did with the walkways. The LA Group developed accessible pathway plans, north and south. We decided to implement the north side first because it connects the parking lot and all of the buildings. There were some questions regarding the south side with the dining hall but those will be resolved. The Building and Grounds crew, Scott, Roy and Andrew, were working at the cabin and getting the work underway. We are working on the exhibit and we were able to apply for a special funding program through New York State. The Legislature put \$20 million dollars away which was available to organizations who were already receiving funding through New York State ZBGA program. Since we received operating support from ZBGA, we were able to apply for this capital fund and we received \$100,000. We don't know what we can apply that to but it is all capital improvements that weren't included in the initial grant we received from New York State.

The Highway Department used mostly existing pathways and widened them. The paths need to be a minimum of five feet wide to meet handicap accessibility requirements. The Welcome Cabin is currently having the roof trusses being replaced to open up the space. Mr. Riper said the roof rafters were offset therefore new collar ties were put in. Ms. Olson says that framing and insulation as well as wiring and heating systems are being put in place.

The center did 157 new programs serving over 1,700 people. 196 in school field trips as well as in school, after school programs and other group programs serving 3,500 people and twenty five different community events as well as summer camps. Direct service attendance of all the programs is just shy of 11,000 which does not include people who just come to enjoy the trails and the pond. The attendance has made a comeback from the COVID years.

WWPP does a great job with community outreach to let people know about the resources that our town maintains at Camp Saratoga. Educational programs at the schools are very well received and allows the children to learn about nature.

In 2025 there will be new programs coming. If the weather allows it, our cross-country ski and snowshoe rentals can begin. Our series of free programs will start and thanks to new grants from the Common Roots Foundation and the Adirondack Trust Company, anyone who can't afford the snowshoe rental costs can still participate in our workshops. Ms. Olson thanked the Town Board for their ongoing support and again thanked everyone for the continued work at Camp Saratoga.

Housing Choice Voucher

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

RESOLUTION #74

NOW, THEREFORE, BE IT RESOLVED, to approve the 2025-2029 contract with Housing Choice Voucher.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor the motion passed 4-0.

Additional Use in C-3 Zone

New York State Approved Schools

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

RESOLUTION #75

NOW, THEREFORE, BE IT RESOLVED, to approve the addition of a use, New York State approved schools, public and private, to the C-3 zone.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor the motion passed 4-0.

LL #1 of 2025- Allowing Members of Public Bodies of the Town to Participate in Meetings via Videoconference

Mark Schachner, Town Counsel said the local law is authorizing video participation. Local law states, as required by state law, that participation will also be in accordance with the town's video conferencing policy.

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

RESOLUTION #76

NOW, THEREFORE, BE IT RESOLVED, to approve Local Law #1 of 2025, Allowing Members of Public Bodies of the Town to Participate in Meetings via Videoconference.

FURTHER, BE IT RESOLVED, to adopt a video participation policy , as required.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor the motion passed 4-0.

Reappointment Wilton Planning Board

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

RESOLUTION # 77

NOW, THEREFORE, BE IT RESOLVED, to approve the following appointment to the Wilton Planning Board;

Dean Kolligian 01/01/2025-12/31/2031

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor except Councilwoman Kolligian who recused herself. The motion passed 3-0.

Committee Reports

Supervisor Lant stated the Town Comptroller, Maria Moran, was appointed to the Aging Advisory Council for Senior Citizens and thanked her for stepping up and taking on this role.

Supervisor Lant appointed the following liaisons to committees:

Ryan Riper-Wilton Water and Sewer Authority, Wilton Wildlife Preserve and Park and Town Trails Coordinator.
Nancy Riely-Insurance Committee, Personnel Committee and Safety Review Committee
Maria Moran-Personnel Committee
John McEachron-Deputy Supervisor, Parks and Recreation Department and Zoning Review Committee
Councilman Duane Bogardus, Court, Safety Review Committee, RUOK and Americans with Disabilities, Zoning Review Committee and Emergency Services Review Committee
Councilwoman Erinn Kolligian-Senior Center and Historian, Short Term Rental Committee and Exit 16 Committee
Councilman Ray O’Conor-Highway Department, Veterans Committee, Sheriff’s Department, Exit 16 Committee and Wilton Wildlife Preserve and Park
Ryan Riper, Highway Superintendent Mike Monroe and Councilman O’Conor will be on the Roundabout Design Committee
Supervisor Lant-Historian
Councilwoman Kolligian, Highway Superintendent Mike Monroe and Ryan Riper-Champlain Hudson Power Express

Comptroller’s Report

1.) 2024 Budget Transfers

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

RESOLUTION #78

NOW, THEREFORE, BE IT RESOLVED, to approve the 2024 budget transfers requested for and listed in the Comptroller’s 01/02/2024 Report to the Town Board.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor. The motion passed 4-0.

2.) Surplus Asset Disposal

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

RESOLUTION #79

NOW, THEREFORE, BE IT RESOLVED, to approve the request from Scott Harrington, Building and Grounds Supervisor, to sell concrete blankets on Auctions International.

The adoption of the resolution was seconded by Deputy Supervisor McEachron, duly put to a vote, all in favor. The motion passed 4-0.

Adjournment

On a motion introduced by Councilwoman Kolligian, and seconded by Deputy Supervisor McEachron, all board members in favor, the meeting was adjourned at 7:40 p.m.