

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-January 3, 2019

Supervisor Johnson called the Regular Town Board meeting to order at 7:05 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 the following board members present.

Arthur Johnson-Supervisor
Steven Streicher-Councilman
Duane Bogardus-Councilman
John Lant-Deputy Supervisor
John McEachron-Councilman

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

Supervisor Johnson noted at the last meeting Ron and Joan Stunzi submitted their resignations as Dog Control Officer and Assistant Dog Control Officer. The board would like to recognize them tonight. Ron and Joan have 62 years of service between them at the town. There is a special trophy for Ron, "With deep appreciation from the Town of Wilton for your services". There is also another plaque "*To Ron and Joan Stunzi by the Wilton Town Board in recognition and appreciation of your combined 62 years of service as Dog Control Officer and Deputy Dog Control Officer. The Town of Wilton Town Board and the residents of the Town of Wilton congratulate you on your retirement. Paws to enjoy life!*"

Joan Stunzi said the board has always been very supportive and she thanked them. **Ron Stunzi** said it feels very strange being unemployed now with all of the years spent in the Highway Department and then as DCO. He said he'll just have to go fishing and golfing.

Public Comment Session

Nancy Gatland, 28 Timbira Drive said thank you to the Town of Wilton and the Bicentennial Committee for a great job. There is a vacant lot on Timbira Drive with a realtor sign which was knocked over and another realtor put a sign up. **Mark Mykins** said he would stop by and dispose of it.

Jeff Hurt, 6 Manchester Court thanked the board for considering the school safety resolution that will be voted on tonight.

Kara Rosettie, 25 Fenimore Place said she started Saratoga Parents for Safer Schools. Saratoga Springs School District took away all the security for our children. She thanked the board for reviewing the resolution and hoped the board will pass it like the City of Saratoga Springs and the Town of Greenfield. It is their mission to get security back in every school so a tragedy does not occur.

Eric Rosenberg, 16 Craw Lane spoke about his concerns with not having a Town Planner, the Wilton Planning Board meetings, no town tax and the current conditions at the Wilton Mall. At what point does the town become too big not to have more of a police presence. He said the board received a letter from him regarding 421 Northern Pines Road and the property maintenance issues and something needs to be done.

Organizational Resolutions

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 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 attached 2019 pay rate schedule effective 1/1/19-12/31/19. 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	01/01/2018-12/31/2019	No	N/A
Councilman	John McEachron, Sr.	6	01/01/2018-12/31/2021	No	
Councilman	Duane Bogardus	6	01/01/2018-12/31/2021	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	01/01/2018-12/31/2019	No	22.53
Town Justice	Gerald Worth	6	01/01/2018-12/31/2021	No	N/A
Town Justice	David Towne	6	01/01/2016-12/31/2019	No	N/A
Hwy. Super.	Kirclin Woodcock	8	01/01/2018-12/31/2019	No	N/A
Appointed Officials					
Comptroller	Maria Moran	7	01/01/2019-12/31/2019	Yes	20
Engineer	Ryan Riper	7	01/01/2018-12/31/2019	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 1, 2019 (Tuesday)		New Year's Day
January 21, 2019	(Monday)	Martin Luther King Day
February 18, 2019	(Monday)	Washington's Birthday
May 27, 2019	(Monday)	Memorial Day
July 4, 2019	(Thursday)	Independence Day
September 2, 2019	(Monday)	Labor Day

October 14, 2019	(Monday)	Columbus Day
November 11, 2019	(Monday)	Veterans Day
November 28, 2019	(Thursday)	Thanksgiving Day
November 29, 2019	(Friday)	Post Thanksgiving Day
December 25, 2019	(Wednesday)	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
Recreation Administrator	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

Joshua Vincek, Dog Control Officer

Mark Marino, Park and Recreation Administrator

John King, Super. Maint. Worker 4/3/08

Arthur J. Johnson, Supervisor

Steve Streicher, Councilman

Susan Baldwin, Town Clerk

Duane G. Bogardus, Councilman

Steven Gordon, Emergency Services Coordinator

Maria Moran, Comptroller

Lori Olson, Highway Clerk (amended 6/7/07)

David Towne, Judge

Gerald Worth, Judge

Ryan Riper, Town Engineer

Mark Mykins, Senior Building Inspector, Fire Marshall

John Herlihy, Building Inspector

Marcus Hart, Assistant Building Inspector
Scott Harrington, Buildings and Grounds Maintenance Supervisor
Roy Vanderbogart, Buildings and Grounds Maintenance
Jason Strong, Buildings and Grounds Maintenance
Ross MacNeil, Assistant Recreation Director
Recreation Maintenance
Mary Salica, Recreation Leader
Front Desk, Recreation Department
(2) After School Care, Recreation Department
Kurt Haas, Recreation Maintenance
John McEachron, Councilman
Roberta Corrigan, Senior Center Director

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 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 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** _____ Current term 1/1/19-12/31/19.

b.) **Zoning Board** Joseph O'Brien Current term 1/1/19-12/31/19

c.) **Ethics Advisory Board** Charles Hodgson Current term 1/1/19-12/31/19 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 taxpayers 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 Article8-§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 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 #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
American Red Cross	Gavin Park Emergency Shelter	Town Clerk	On-going
Miller, Mannix, Schachner and Hafner	Planning Board Atty	Town Clerk	1/1/2019 – 12/31/2019
MVP	Medicare Advantage	Human Resources	12/1/2018 – 11/30/2019
Woshanko, Paul and Linda	Camp Saratoga Caretaker	Town Clerk	On-going
CDPHP	Health Insurance	Human Resources	12/1/2018– 11/30/2019
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	1/1/2019 – 12/31/2019
Miller, Mannix, Schachner and Hafner, LLC	Town Counsel	Town Clerk	1/1/2019 – 12/31/2019
EarthLink Business	Phone Lines	HR/Town Clerk	6/15/2017-6/14/2019
Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	1/1/2019 – 12/31/2019

Friends of Ulysses S. Grant	Service Agreement	Town Clerk	1/1/2019 – 12/31/2019
Greenfield Fire District	Gasoline Agreement	Town Clerk	12/5/2011, On-going
Wilton Heritage Society	Service Agreement	Town Clerk	1/1/2019 – 12/31/2019
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	2018-2019 Snow Season
PENFLEX	Service Award Program-WES		2/1/2000, On-going
Pitney Bowes	Mailing Lease	Town Clerk	9/17/13 – 9/17/2018
Maria Moran	Comptroller	Town Clerk	10/23/2018 - 12/31/2019
Riper, Ryan	Engineer	Town Clerk	1/1/2018-12/31/2019 ongoing
Saratoga County Animal Shelter	Impoundment of Dogs	Bookkeeper	1/1/2019 – 12/31/2019
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	1/1/2019– 12/31/2019
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	1/1/2019 – 12/31/2019 1/1/2019 – 12/31/2019
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
Joseph E. Mastrianni, Inc.	Housing Choice Voucher Program	Town Clerk	1/1/2019, 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	1/1/2019 – 12/31/2019
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	1/1/19-12/31/19

Thomas, Christopher	Health Officer	Town Clerk	1/1/2019 – 12/31/2019
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, Laura	Land Lease	Town Clerk	1/1/2019 – 12/31/2019
Vincelette, Daniel	Assessment Attorney	Town Clerk	1/1/2019 – 12/31/2019
Wilton Emergency Services	Ambulate Services	Town Clerk	1/1/2019 -- 12/31/2019
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	1/1/2019 – 12/31/2019
Wilton Fire District	Snow Removal Services	Town Clerk	9/1/2019 - 4/30/2019, 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	1/1/19-12/31/19
Wilton Youth Baseball	Field Rental	Town Clerk	1/1/19-12/31/19

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 §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 #39: **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 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 Joshua Vincek to the position at \$ 19,500 per annum.

RESOLUTION #43: **TOWN HISTORIAN-RESOLVED**, to establish the position of Town Historian and;

BE IT FURTHER RESOLVED, to appoint Karen James Strack to the position at \$ 3,300 per annum.

RESOLUTION #44: **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 #45: **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 #46: **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 \$200 per hour for services involving litigation, bond counsel and labor law (under separate cover).

RESOLUTION #47: **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 #48: **DEPUTY SUPERVISOR-RESOLVED**, to establish the position of Deputy Supervisor at \$2,500 per annum (This appointment is the responsibility of the Supervisor).

RESOLUTION #49: **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 #50: EMERGENCY SERVICES COORDINATOR- RESOLVED,

to appoint Steven Gordon to the annual position of Emergency Services Coordinator, effective 1/1/19-12/31/19, the position was established at the April 5, 2007, Town Board meeting under the Home Land Security Law (Resolution # 115) with no remuneration.

RESOLUTION #51: DEPUTY EMERGENCY SERVICES COORDINATOR -

RESOLVED, to appoint Mark Mykins to the annual position of Deputy Emergency Services Coordinator, effective 1/1/19-12/31/19, the position was established at the March 6, 2014 Town Board meeting (Resolution #84) with no remuneration.

RESOLUTION #52: 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 Julie Hotaling to the position of Deputy Tax Receiver, at \$2,500 per annum and Amy Ward to the additional part-time Deputy Tax Receiver position at no remuneration.

RESOLUTION #53: FREEDOM OF INFORMATION APPEAL OFFICER-RESOLVED, to appoint Arthur Johnson to the annual position of Freedom of

Information Appeal officer, effective 1/1/19-12/31/19.

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 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 #56: 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 #57: 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, 2019.

RESOLUTION #58: 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 #59: **HEALTH AND DENTAL INSURANCE AND HEALTHCARE BUYOUT, RESOLVED** to provide health insurance benefits to all eligible town employees and retirees, under separate cover.

RESOLUTION #60: **ACTUARIAL SERVICES, RESOLVED,** to retain Jefferson Solutions to provide professional actuarial calculation services for compliance with Generally Accepted Accounting Principles (GAAP).

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

RESOLUTION #61

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolutions 1-60 with the following amendments:

Resolution #12-Remove phone reimbursements for Kurt Haas and Mary Salica.

Table Resolution #21a-appointment of Planning Board Chairman.

Resolution #46-Correct hourly rate from \$200 per hour to \$210 per hour.

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

Approve Pending Minutes

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

RESOLUTION #62

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 6, 2018 meeting, as typed.

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

157 Jones Road

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

RESOLUTION #63

NOW, THEREFORE, BE IT RESOLVED, schedule a public hearing for February 7, 2019 at 7:00 pm. to deem 157 Jones Road an unsafe property and authorize removal of all structures and site cleanup pursuant to Town Law §130 and Wilton Town Code.

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

Voting Delegate and Alternate

Supervisor Johnson said the Association of Towns is being held in February in New York City. We need a voting delegate and an alternate. He said typically he has been delegate and the Comptroller has been the alternate.

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

RESOLUTION #64

NOW, THEREFORE, BE IT RESOLVED, to appoint Supervisor Johnson as voting delegate and Maria Moran as alternate voting delegate at the Association of Towns, February 20, 2019.

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

2019 Polling Site for Districts 1, 6 and 9

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

RESOLUTION #65

NOW, THEREFORE, BE IT RESOLVED, to approve the request to Saratoga County Board of Elections to move the 2019 Polling

Place for Districts 1, 6 and 9 from 20 Traver Road, Court Building to 18 Traver Road, Senior Center due to construction.

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

SSCSD Safety Resolution

Supervisor Johnson said the Saratoga Springs School Board made a decision to disarm the monitors. They now have one SRO to serve the entire school district. This resolution has been supported by the Saratoga County Board of Supervisors and other towns and favors the return of arming the monitors and adding Safety Resource Officers.

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

RESOLUTION #66

WHEREAS, the Town Board of the Town of Wilton is responsible to provide for public health, safety, and welfare to all individuals within the Town of Wilton.

WHEREAS, it is the essential that the Town Board of Wilton support all measures of security to the students of the Maple Avenue Middle School and Dorothy Nolan Elementary schools.

WHEREAS, the Town Board is willing to work with the Board of Education of the Saratoga Springs City School District to find a reasonable solution for security needs of Schools in our jurisdiction.

WHEREAS, the Town Board is in support of Retired Police Officers that are Grounds Monitors to be allowed to carry weapons in line of defense to protect students.

WHEREAS, the Town Board is in support of adding additional School Resource Officers

to all Schools in the School District, which includes two Schools in our jurisdiction.

WHEREAS, the Saratoga Springs Board of Education recently discontinued the ability for School Grounds Monitors to carry firearms, resulting in only one SRO remaining to serve the entire Saratoga Springs School District, including the Saratoga Springs High School, Maple Ave Middle School, Caroline Street Elementary School, Division Street Elementary School, Dorothy Nolan Elementary School, Geysers Road Elementary School, Greenfield Elementary School, and Lake Avenue Elementary School.

WHEREAS, the Wilton Town Board, in an effort to ensure that all children in the School district are provided with a safe environment in which to learn, wishes to work together with the Saratoga Springs Schools District, the Saratoga County Board of Supervisors, and the Saratoga County Sheriff's Office toward a plan which will again permit appropriately trained and certified individuals to possess a firearm while on school grounds including, but not limited to, the potential expansion of SROs to all schools within the District.

NOW, THEREFORE, BE IT RESOLVED, The Wilton Town Board stands ready to work with all agencies to provide a safe and secure environment for all staff and students of the Saratoga Springs City School District.

BE IT FURTHER RESOLVED, that pending the development of such a plan the Town Board respectfully requests that the Saratoga Springs Board of Education reconsider its prior determination and allow for trained,

educated law enforcement and retired law enforcement personnel to carry firearms for the benefit and protection of all students, staff and administrators.

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

Amendments to Employee Handbook

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

RESOLUTION #164

NOW, THEREFORE, BE IT RESOLVED, to approve the amendments to the personnel policy, as attached.

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

Committee Reports

Comptroller's Report

1.) 2018 Budget Transfers and Amendments

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

RESOLUTION #164

NOW, THEREFORE, BE IT RESOLVED, to approve the 2018 budget transfers requested and listed in the Comptroller's 12/06/2018 Report (attached) to the Town Board.

The adoption of the resolution was seconded by Councilman Streicher, duly put

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

Personnel

a.

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

RESOLUTION #166

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel to New York City for the Association of Towns meeting to be held February 17-20, 2019 for the following:

**Arthur Johnson
Steve Streicher
Duane Bogardus
Maria Moran
Sue Baldwin
Ryan Riper
Zoning-TBD
Planning-TBD**

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

b.

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

RESOLUTION #165

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Karen James to the position of part-time Town Historian, effective 1/1/2019 at an annual salary of \$3,300, with no benefits.

The adoption of the resolution was seconded by Councilman McEachron 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 #167

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Josh Vincek to the position of Dog Control Officer effective 1/1/2019 at an annual salary of \$19,500, with no benefits.

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

Executive Session

Supervisor Johnson said there will be an Executive Session.

Councilman McEachron made a motion to adjourn at 8:03 p.m. for Executive Session to discuss the performance, promotion or demotion of a particular individual. The motion was seconded by **Councilman Streicher** with all board members in favor. The motion carried 5-0.

Councilman Bogardus made a motion to reconvene at 8:48 p.m. The motion was seconded by **Deputy Supervisor Lant** with all board members in favor. The motion carried 5-0.

Supervisor Johnson said there was no action taken.

Adjournment

On a motion introduced by **Councilman Bogardus** and seconded by **Deputy Supervisor Lant** all board members in favor, the meeting was adjourned at 8:49 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

_____ Supervisor, Arthur Johnson

_____ Councilman, Steve Streicher

_____ Deputy Supervisor, John Lant

_____ Councilman, John McEachron

_____ Councilman Duane Bogardus