

**The regular and organizational meeting of the Fine Town Board** was held on Wednesday, January 11, 2018 at the Municipal Office Building in Star Lake. The meeting was called to order by the Pledge of Allegiance at 6:30 PM.

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>	<b>Late</b>	<b>Arrived</b>
Supervisor Connie Snider	X			
Councilman Philip Giardino	X			
Councilman Jeremy Thompson	X			
Councilman William Powers	X			
Councilman Peter Kerr	X			

<b>Town officials present:</b>	<b>Present</b>	<b>Absent</b>
Hope Dolan, Town Clerk	X	
Tracy Typhair, Highway Superintendent	X	
Herb Snider, Code Enforcement Officer	X	
Mark Hall, Water Superintendent	X	

**Guests:** T. McDonald, P. MacKay, S. Hall, R. McGuinness, and L. Denesha.

**Public Participation 01/2018-1** Moved by J. Thompson, seconded by P. Giardino that the town board adopt the following “Rules of Procedure” for public participation at town board meetings for the year 2018.

- a. All persons attending meetings are required to sign attendance sheet,
- b. The town board encourages orderly and constructive public participation as long as it does not interfere with the business and purpose of the meeting. Please be concise so that your message can be delivered in a three-minute time frame. A total of fifteen minutes is scheduled for public comment.
- c. Any person wishing to address the town board must wait for an invitation from the presiding officer. Any person called upon to speak shall state their name and be respectful to the town board, other town officials and other citizens. Remarks are to be directed to the town board, not to members of the audience in the form of a debate,
- d. Speakers are to conduct themselves in a civil manner (obscene language, libelous statements, threats of violence, statements advocating racial, religious, or other forms of prejudice will not be tolerated),
- e. Citizens should use proper channels through appropriate town officials prior to addressing the town board and attempt to have the concern added to the agenda which is typically finalized on the Monday prior to the meeting,
- f. No person has the right to demand the answer to a specific question from a member of the board or other town official. The board reserves the right to discontinue public comment at any time so that business may be conducted, and

- g. Citizens in the audience must refrain from private conversations or whispering during the meeting, as it is distracting and prevents other attendees from hearing and paying attention to the matter at hand, and
- h. Any member of the public that is disruptive or fails to observe the rules of procedure during a meeting may be asked to leave before the meeting continues.

Ayes: 5                      Noes: 0                      Carried.

**Supervisor Appointments 01/2018-2** Moved by J. Thompson, seconded by P. Giardino that the town board acknowledge that the Town Supervisor has designated Hope Dolan as the registrar of vital statistics (4-year apt.).

Ayes: 5                      Noes: 0                      Carried.

**Committees 01/2018-3** Moved by J. Thompson, seconded by P. Giardino that the town board acknowledge that the Town Supervisor has designated the following committee appointments for the year 2018. Officials appointed to committees are responsible for gathering information and working with others to ensure efficient operation of such program or facility and to communicate back to the full town board recommendations for policy approval and money appropriations. The town board's basic statutory responsibilities are not abdicated to the committee.

1. Black Fly Program	Phil Giardino
2. CF Arena	William Powers
3. CF Community Center	Phil Giardino
4. CF Golf Course	Connie Snider
5. Fine Town Hall	Jeremy Thompson
6. Municipal Office Building	Phil Giardino
7. Star Lake Water District	William Powers
8. Wanakena Sewer District	Connie Snider
9. Dog Control	Connie Snider
10. Code Enforcement	Jeremy Thompson
11. Deferred Compensation	Philip Giardino, Jeremy Thompson, Connie Snider
Ayes: 5	Noes: 0                      Carried.

**Payroll 01/2018-4** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes the town supervisor to pay fixed salaries of officers, compensation of employees, payroll taxes and other payroll related expenses prior to audit for the year 2018.

Ayes: 5                      Noes: 0                      Carried.

**Payroll 01/2018-5**

**WHEREAS**, the town board has made appropriations for the salaries and rates of pay in the adopted budget for the calendar year 2018, and

**WHEREAS**, town law prohibits fixing the salary of any elected or appointed town officer or employee at an amount larger than the appropriation, unless additional funds become available during the year, and

**WHEREAS**, town law prohibits the town board from fixing the salaries of the members of the town board, elected town clerk and elected town superintendent of highways at amounts more than the amounts respectively specified in the notice of hearing upon the preliminary budget, unless the town board adopts a local law increasing the salary for one year only, and

**WHEREAS**, the town board has adopted a personnel policy that establishes overtime pay, call-in procedures, holidays, vacations, sick leave, personal leave and health insurance coverage,

**NOW THEREFORE BE IT RESOLVED** that the town board establishes payroll for all employees to be done every two weeks, unless specified otherwise, and

**BE IT FURTHER RESOLVED** that the town board establishes payroll for the town historian, public safety administrator, youth commission director, and board of assessment review be done on an annual basis, and

POSITION	SALARY
Town Supervisor	\$ 11,060.00
Town Board (4) ea.	\$ 2403.50
Town Clerk	\$ 28,040.00
Town Justice	\$ 8,703.00
Highway Superintendent	\$ 52,540.00
Assessor	\$ 19,589.00
Code Enforcement Officer	\$ 8,027.00
Board Assessment Review (3) ea.	\$ 331.00
Dog Control Officer	\$ 3,892.00
Golf Club House Manager	\$ 12,470.00
Historian	\$ 500.00
Historian Deputy	\$ 200.00
Public Safety Admin	\$ 1,1823.00
Records Mgt Officer	\$ 1,387.00
Sewer Plant Operator	\$ 6,343.00
School Tax Collector	\$ 3,806.00
Tax Collector	\$ 3,806.00
Water Superintendent	\$ 42,973.00
Water Plant Operator	\$ 11,366.00
Youth Comm Director	\$TBD
Arts & Crafts Director	\$TBD

POSITION	RATE of PAY
Heavy Equipment Operator (2)	\$ 23.29 /hr.
Motor Equipment Mechanic (1)	\$ 23.29 /hr.
Motor Equipment Operator (3)	\$ 18.65/hr.
New Highway HEO	\$ 18.66/hr.
New Highway MEO (3)	\$ 18.28/hr.
New Highway Laborer	\$ 17.57/hr.
Water District Laborer (on call)	\$ 18.09 /hr.
BTI Technician	\$ 15.07 /hr.
BTI Apprentice	\$ 12.47 /hr.
Court Clerk	\$ 10.40 /hr.

Assessor Assistant	\$ 10.40 /hr.
Custodian (Municipal & Community)	\$ 10.40 /hr.
Custodian (Fine Town Hall)	\$ 10.40 /hr.
Deputy Town Clerk	\$ 10.40 /hr.
Deputy Town Supervisor	\$ no pay
Golf Club House Attendant	\$ 10.40/hr.
Golf Club House Attendant (NEW)	\$ 10.40/hr.
Golf Grounds Manager	\$ 11.99/hr.
Golf Grounds Laborer (full-time)	\$ 10.40/hr.
Golf Grounds Laborer (part-time)	\$ 10.40/hr.
Registrar of Vital Statistics	\$ Fees Collected

Moved by J. Thompson, seconded by P. Giardino that the listed salaries, rates of pay, payroll schedule and personnel policy be established for the calendar year 2018.

Ayes: 5                      Noes: 0                      Carried.

**Mileage 01/2018-6** Moved by J. Thompson, seconded by P. Giardino that the compensation rate for town officers and employees using their personal automobiles in the performance of their official duties be established for the year 2018 at the current federal rate.

Ayes: 5                      Noes: 0                      Carried.

**Meetings 01/2018-7** Moved by J. Thompson, seconded by P. Giardino that regular monthly Town Board meetings will, throughout the year 2018, be held at 6:30 pm on the Second (2<sup>nd</sup>) Wednesday of each month in the Municipal Office Building located at 4078 State Highway 3 in Star Lake.

Ayes: 5                      Noes: 0                      Carried.

**Newspaper 01/2018-8** Moved by J. Thompson, seconded by P. Giardino that the official newspaper of the town for the year 2018 be the St. Lawrence edition of the Watertown Daily Times.

Ayes: 5                      Noes: 0                      Carried.

**Returned Check Fee 01/2018-9** Moved by J. Thompson, seconded by P. Giardino that the town board impose a charge of \$ 20.00 on each check tendered as payment and returned for insufficient funds.

Ayes: 5                      Noes: 0                      Carried.

**Supervisor's Duties 01/2018-10** Moved by J. Thompson, seconded by P. Giardino that the town board impose on the town supervisor the power and duties of administration and supervision of town and special district functions on behalf of the town board, allowing the town to function between town board meetings for the year 2018. By this delegation, the town board does not abdicate to the supervisor or surrender to her the board's basic statutory responsibilities.

Ayes: 5                      Noes: 0                      Carried.

**Bill Payment 01/2018-11** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes the town supervisor to pay claims for public utilities, postage, freight & express charges, principal and interest on indebtedness and amounts becoming due on contracts which exceed one year prior to audit for the year 2018.

Ayes: 5                      Noes: 0                      Carried.

**Annual Audit 01/2018-12** Moved by J. Thompson, seconded by P. Giardino that the town board engage the services of certified public accountants PMHV to perform an annual audit of the town's fiscal year 2017 for an amount not to exceed \$ 9,000.00 plus reasonable travel expenses.

Ayes: 5                      Noes: 0                      Carried.

**Procurement Policy 01/2018-13** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes the superintendent of highways and all other town officials to purchase budgeted supplies, equipment, tools and implements necessary to carry out their official duties, per the procurement policy, without prior town board approval during the year 2018.

Ayes: 5                      Noes: 0                      Carried.

**Post Roads 01/2018-14** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes the town highway superintendent to post roads as needed for the year 2018.

Ayes: 5                      Noes: 0                      Carried.

**Bid Openings 01/2018-15** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes any two of the following specific town officers be present to open advertised competitive bids on public works and purchase contracts. The authorized officers for the year 2018 are the town supervisor, town clerk, attorney for the town, superintendent of highways and the deputy supervisor.

Ayes: 5                      Noes: 0                      Carried.

**Insurance 01/2018-16** Moved by J. Thompson, seconded by P. Giardino that the town secure full and adequate insurance for the year 2018 to protect the property of the town against fire and theft and to protect the town from exposure to liability for tort damages and other claims which exist when they come due.

Ayes: 5                      Noes: 0                      Carried.

**Sales Tax 01/2018-17** Moved by J. Thompson, seconded by P. Giardino that the town board opposes the 50% assessed value / 50% population formula used by St Lawrence County to calculate sales tax distribution because it is unfair to the Town of Fine taxpayers.

Ayes: 5                      Noes: 0                      Carried.

**Conferences 01/2018-18** Moved by J. Thompson, seconded by P. Giardino that the town board authorizes appropriate town officials to attend conferences / meetings and authorizes payment of their "actual and necessary" expenses for proper town charges for the year 2018. The following conferences and meetings are approved: NYS Association of Towns, Adirondack Association of Towns (AATV), Adirondack Park Agency (APA), St Lawrence County government meetings, Adirondack Common Ground, Adirondack Partnership, Adirondack Park Local Government (Lake Placid), Local Government Conference (Potsdam), Local Government Conference (Tug Hill), Highway Superintendent School (Ithaca), Highway Superintendent Fall Conference, NYS Town Clerk's Association, Assessor's Conference, Town Supervisor's Association, Code Enforcement Conference

Ayes: 5                      Noes: 0                      Carried.

**Hold Harmless 01/2018-19** Moved by J. Thompson, seconded by P. Giardino to adopt the attached Hold Harmless Resolution with St. Lawrence County.

Ayes: 5                      Noes: 0                      Carried.

**Planning Board 01/2018-20** Moved by J. Thompson, seconded by P. Giardino to appoint Dave Ziemba to a five-year term on the Town of Fine Planning Board. The term will begin on 1/1/2018 and will expire on 12/31/2022.

Ayes: 5                      Noes: 0                      Carried.

**Local Government Review Board 01/2018-21** Moved by J. Thompson, seconded by P. Giardino to authorize the Supervisor to sign the agreement with the Local Government Review Board and send payment of \$300.00.

Ayes: 5                      Noes: 0                      Carried.

**Marriage Officer 01/2018-22** Moved by J. Thompson, seconded by P. Giardino to appoint Hope Dolan as Marriage Officer, who shall have the authority to solemnize a marriage within the Town of Fine for a four-year term beginning 01/01/2018 and ending 12/31/21.

Ayes: 5

Noes: 0

Carried.

**Attorney 01/2018-23** Moved by J. Thompson, seconded by P. Giardino to authorize the Town Supervisor to sign the two-year agreement for attorney services with Conboy, McKay, Bachman & Kendall, LLP. (Through 12/31/2019)

Ayes: 5

Noes:

Carried.

**Agreement- 01/2018-24** Moved by J. Thompson, seconded by W. Powers to authorize the signing of the technical services agreement with DANC for an amount not to exceed \$5,000 for work to be done on the bridge over the Little River on Youngs Road.

Ayes: 5

Noes:

Carried.

**Minutes – 01/2018-25** Moved by J. Thompson, seconded by W. Powers to accept the minutes from the December 13<sup>th</sup> meeting.

Ayes: 5

Noes:

Carried.

**Report** – The Supervisor's financial report was submitted to the board.

**Budget Transfers – 01/2018-26** Moved by J. Thompson, seconded by W. Powers to accept the attached budget transfers and adjustments.

Ayes: 5

Noes:

Carried.

**Bills – 01/2018-27** Moved by J. Thompson, seconded by P. Giardino the town bills be paid.

<i>General Fund -</i>	<i>\$105,763.11</i>
<i>Highway Fund-</i>	<i>\$ 28,325.30</i>
<i>Capital Project-Water-</i>	<i>\$176,132.80</i>
<i>Fire Districts-</i>	<i>\$ 45,688.00</i>
<i>Street Lighting -</i>	<i>\$ 2,273.80</i>
<i>Golf Course-</i>	<i>\$ 5,645.69</i>
<i>Sewer District-</i>	<i>\$ 689.08</i>
<i>Water District-</i>	<i>\$ 5,898.77</i>
<i>Trust &amp; Agency-</i>	<i>\$185,435.25</i>
<i>Total -</i>	<i>\$555,851.80</i>

Ayes: 5

Noes:

Carried.

**Annual Financial Report** – The 2016 Annual Financial Report has been completed by the accountants and is available on the website.

**Fine Town Hall** – Sadie reported that their movie day in December was a success with 22 kids in attendance.

**Highway** – Tracy reported that the CHIPS money, winter relief, and Pave NY money have all come in to the town. It amounted to a about \$282,000.

**Codes** - Herb gave the board a verbal update on his office.

**Office** – Herb brought up an issue of items from his office coming up missing. He believes it is because people coming in for court are being allowed access to his office. Connie will talk to Julie to see what is required for giving people access to private space to meet with their attorneys and explain to her what is happening.

**Footbridge** – The DASNY grant money was received along with an \$8,000 check from the Wanakena Historical Association. Connie signed the amendment for the DOS grant



application. That money should be coming soon. We should know soon how much the final payment from the Wanakena Historical Association should be.

**Report – 01/2018-28** Moved by J. Thompson, seconded by W. Powers to accept the Town Clerk's monthly report.

Ayes: 5

Noes:

Carried.

**Dog Control –** There was no monthly dog control report submitted this month. There was discussion on a dog owner who has ignored their dog license and tickets that have been issued for two years. Connie will talk with Julie about issuing an order to seize the dog until the licenses are paid.

**County –** Larry Denesha was present to give the board an update on County business. The county will meet on January 16<sup>th</sup> to develop their legislative agenda for 2018. They will then take this to Albany and present it to our representatives.

**Term limits –** Larry asked the board what their feelings were on term limits for County legislators. The board was pretty much in favor of it, depending on what the term limit would be.

**Committees -** Larry ran down the list of committees that he is sitting on for 2018.

**Water Project –** Mark gave an update on the water project. Contractors have stopped work now because of the weather. They may come back, there is some blasting of bedrock that needs to be done around the back side of the lake.

**Arena –** The arena financials were submitted to the board. The Committee meeting was last night, no minutes are available yet.

**Retirement – 01/2018-29** Moved by J. Thompson, seconded by W. Powers the attached Standard Workday Resolution be adopted.

Ayes: 5

Noes:

Carried.

**Executive Session – 01/2018-30** Moved by J. Thompson, seconded by P. Giardino to go into executive session at 7:56 PM to discuss land acquisition.

Ayes: 5

Noes:

Carried.

**Executive Session – 01/2018-31** Moved by J. Thompson, seconded by W. Powers to come out of executive session at 8:20 PM.

Ayes: 5

Noes:

Carried.

**Adjourn – 01/2018-32** Moved by J. Thompson, seconded by W. Powers the meeting was adjourned at 8:20 PM.

Ayes: 5

Noes:

Carried.

Respectfully submitted,

Hope M. Dolan, Town Clerk



**Resolution 01/2018-19  
Holding Harmless the County of St. Lawrence  
for Providing Service for the Town of Fine**

**WHEREAS**, the Town of Fine is desirous of having St. Lawrence County provide engineering and other services to the Town of Fine, and

**WHEREAS**, both the Town of Fine and the County of St. Lawrence are desirous of promoting cooperation for the safety of the traveling public in St. Lawrence County, and

**WHEREAS**, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

**NOW, THEREFORE, BE IT RESOLVED**, that the Town of Fine hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against any and all liability, loss, damage, claim or action, to the extent permissible by law, arising out of operations performed or services provided by St. Lawrence County Department of Highways, and

**BE IT FURTHER RESOLVED**, that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance

On an "Occurrence" basis, with the following limits:

\$1,000,000 Each Occurrence

\$3,000,000 General Aggregate

\$1,000,000 Products Aggregate

\$1,000,000 Personal Injury

\$ 50,000 Fire Damage Legal Liability

\$ 5,000 Medical Payment Expense

**BE IT FURTHER RESOLVED**, that St. Lawrence County shall be an additional insured on the GL Policy, via ISO endorsement CG 2026.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town of Fine



**Town of Fine  
Standard Work Day and Reporting Resolution  
For NYS Retirement  
01/2018-29**

BE IT RESOLVED, that the Town of Fine / Location code 30379 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 Employee's Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Standard work day (hrs./day)	Name	Tier 1 (Check only if member is in Tier 1)	Current Term begins/Ends	Record of Activities Result*	Not Submitted (check only if official did not submit their Record of Activities)
Elected Officials						
Town Council	6	Philip Giardino		01/01/2018-12/31/2021	.53	
Highway Superintendent	6	Tracy Typhair		01/01/2018-12/31/2021	29.82	
Town Clerk	6	Hope Dolan		01/01/2018-12/31/2021	20	
Appointed Officials						
N/A						

**BUDGET TRANSFERS AND PAYMENTS**

**12/31/2017**

**GENERAL FUND –**

**Budget Amendments –**

- Increase Supervisor CE A12204 budget by \$6,771.00 from Unexpended Fund Balance General Fund
- Increase Attorney CE A14204 budget by \$598.00 from Unexpended Fund Balance

**Budget Transfers –**

- Transfer \$269.00 from Assessor's Assistant PS A1355.1 to Assessor's CE A13554
- Transfer \$104.00 from Public Safety CE Demolition & Clean up A30104.1 to Public Safety A30104

**HIGHWAY FUND –**

**Budget Amendment –**

- Decrease Machinery Equipment DA51302 budget by \$80,000.00 for the Highway Equipment Reserve Fund

**Budget Transfer –**

- Transfer \$1,085.00 from State Retirement DA90108 as follows:
  - \$821.00 to Social Security DA90308
  - \$264.00 to Medicare DA90358

**Cash Transfer –**

- Transfer \$136,424.00 from Cash DA200 to Special Reserves DA231 as follows:
  - \$80,000.00 from Machinery Equipment DA51302 budget amendment
  - \$56,424.00 from State Aid (CHIPS) Revenue Account DA3501

**CLIFTON-FINE GOLF COURSE-**

**Budget Transfer-**

- Transfer \$23.00 from Kitchen Supplies Clubhouse CE SPG72504.4 to Grounds CE SPG72504.2