

**Town of Knox  
Regular Meeting  
April 11, 2017**

**PRESENT:** Supervisor Lefkaditis  
Councilwoman Pokorny  
Councilman Hanley  
Councilman Barber  
Councilman Barcomb

**ALSO:** Town Attorney Dorfman  
Town Clerk Murphy  
Highway Superintendent Salisbury

The meeting was called to order at 7:00 p.m. with the Pledge of Allegiance to the Flag followed by a moment of silence for Delia "Barney" Palombo.

**RESOLUTION # 61-2017 – APPROVE TO CONSENT AGENDA AND MINUTES FROM 3.21.17 MEETING WITH AMENDMENT OF CHANGE “SHARED FACILITY” UNDER ITEM 4B (PAR. 2).**

On motion of Councilman Barcomb, seconded by Councilman Hanley, the following resolution was carried unanimously.

RESOLVED to approve to consent agenda and minutes from 3.21.17 meeting with amendment of change “shared facility” under item 4b (par 2).

**4. Presentations:**

- c. Fire Chief Bill Vinson announced the upcoming Albany County Sheriffs “Active Shooter Drill” program being offered at the Knox Town Hall on Monday, April 17<sup>th</sup> from 6-8pm. He also announced the NYS DEC has established a Burn Ban until May 16<sup>th</sup> and asked that this be added to the town website.
- b. The Town Board presented John Todd McGivern with a Proclamation for his accomplishments of making Eagle Scout.
- a. The Town Board presented Emma Detlefsen with a Proclamation for her many accomplishments with “Emma’s Incredibles” on behalf of Lymphedema and LE&RN. The Board proclaimed every March 6th, World Lymphedema Day in the Town of Knox.
- d. Liaison Report:

ZBA – Councilwoman Pokorny announced that the previous variance application was withdrawn so no new applications.

CAC and PB have meetings coming up.

**5. Highway: FEMA** – waiting on final checks; everything has been signed off on and approved.

All small projects have been closed out. After a final audit the last check will be sent and all projects will be complete.

Highway Superintendent Gary Salisbury stated that the Grader engine is complete and they are using it.

Highway Employee Dental Plan – The highway employees are requesting to switch to the mid-option dental plan at a cost of \$388/year total to cover all employees.

**RESOLUTION # 62-2017 – AUTHORIZE SUPERVISOR LEFKADITIS TO EXECUTE THE NECESSARY DOCUMENTS TO IMPLEMENT THE MID-OPTION DENTAL PLAN UNDER CDPHP.**

On motion of Councilwoman Pokorny, seconded by Councilman Barcomb, the following resolution was carried unanimously.

RESOLVED to authorize Supervisor Lefkaditis to execute the necessary documents to implement the mid-option dental plan under CDPHP.

Hwy Superintendent Salisbury suggested that a committee be formed to have further discussions around moving forward on grants or renovations to the highway garage. Gary requested to be on the committee, along with one other highway employee, to discuss options and have a solid plan moving forward.

Bob Price took a water sample for the garage and sent it to Bender Lab to be analyzed. Results should be back in about 2 weeks.

Supervisor Lefkaditis suggested that the Town Board designate a committee at the next meeting with highway employees and other volunteers. Anyone interested in being part of this committee can email Supervisor Lefkaditis. Councilwoman Pokorny stated that the Climate Smart Communities Group has been gathering information and resources to give to the formal committee.

Councilman Barcomb requested that the Town Board handle “old business” first.

**7. Old Business:**

- d. Pucker Street Fair – Councilman Barber has quotes for signs but after discussion the board would like to get a quote for a large sized banner (4' x 20') doubled sided.
- e. The Town Board rescheduled the Public Workshop to identify the lots within the potential business districts before the Public Hearing. Rescheduled for: Monday, May 1, 2017 at 6pm.
- f. Town Attorney Dorfman received proposal for Town Engineer from Mark Jacobson. He will edit and send to the board for review.
- g. Building Use Policy for Public – Councilman Hanley presented a draft copy of the policy to Town Attorney Dorfman for review. The Board discussed potential issues:
  1. Access to building – The building is not staffed all the time so a key rental/dropbox would need to be set up.
  2. Potential time limits established

3. Who handles paperwork – Scheduling, approval, and clean-up?

Supervisor Lefkaditis stated that the Town Insurance Policy will cover use of the town park as well as internal use of the building. He is waiting for proof in writing.

The board will review and modify the draft to discuss further at the next meeting.

- e. Animal Control Services: The Dog Control Committee is set to tour two local facilities to see how different dog shelters are built. After these visits the group will work on putting together quotes for building materials. The town may only need one kennel but the committee is still working on the plans.

Lou Saddlemire has identified a beaver dam concern in the town park that is creating a lot of flooding. Lou is requesting a row boat to get out to the dam with tools and supplies to remove it. Jack Norray has been contacted to get permit for trap and relocate the beavers.

The committee suggested that the DCO have a vest and hat with “Animal Control Officer” on it for when Lou is working. Councilman Barber will get a quote and present at the next meeting.

6c. Dog Day in the Park – Rabies Clinic: The committee would like to have a vet come to do rabies vaccinations and micro-chipping of dogs with the ability to then license the dog with the Town Clerk. The committee is looking for a date in late July. Theresa Tommell addressed the board, mentioning that she is a local vet and would like to help out for this event. Councilwoman Pokorny will work out a date with her.

7f. Councilman Barcomb presented the Town Board with a proposed resolution to establish the Agricultural Advisory Committee to act as an advisory board to the Town Board. The following residents have asked to be part of the Agricultural Advisory Committee:

Justin Peterson  
Brain Wilsey  
Dan Saddlemire  
Paul Keppler  
Gary Kleppel  
Betty Ketchum (Planning Board Representative)  
Earl Barcomb (Town Board Representative)

More residents are encouraged to join the group. If interested please contact Councilman Barcomb.

**RESOLUTION**  
***Establishing an Agricultural Advisory Committee***  
***Adopted April 11, 2017***

*BE IT RESOLVED, that the Town Board of the Town of Knox hereby establishes the*

***Purpose, Structure, Operational Parameters, and Membership of the  
Town of Knox Agricultural Advisory Committee***

**Section 1** – *The purpose of the Agricultural Advisory Committee is to advise the Town Board and other Town agencies on matters pertaining to the preservation, promotion, and ongoing operation of agricultural activity in the Town of Knox.*

**Section 2** –

- A. **Committee; Personnel; Appointment; Organization.** *There is hereby established in the Town of Knox a permanent committee to be known and designated as the "Town of Knox Agricultural Advisory Committee" which shall consist of five (5) residents of the Town of Knox who are engaged in farming, agri-business, or a vocation related to agriculture; and two (2) residents of the Town of Knox who shall serve as ex-officio members, one of whom shall be a Town Board member and one who shall be a Planning Board member or alternate member. Ex-officio members shall only be eligible to serve on the committee while they hold the other cited Town office. The members of the said committee first appointed, shall serve for terms as follows: one (1) appointee for a one (1) year term; one (1) appointee for a two (2) year term and one (1) appointee for a three (3) year term; one (1) appointee for a four (4) year term and one appointee for a (5) year term. Thereafter, all appointments shall be for terms of five (5) years and vacancies shall be filled for the unexpired term only. The Knox Town Board will select one member of the said committee to serve as chairperson for a one (1) year term on an annual basis. The members shall serve until their respective successors are appointed. The members of the committee shall receive no compensation for their services.*

*The committee shall organize within thirty (30) days after the appointment of its total membership for the remainder of the then calendar year and thereafter annually. Said committee may establish rules of order and meet at least once annually and from time to time as its rules of order might provide. The Agricultural Advisory Committee shall report to the Town Board and to such other Town agencies as may request its assistance.*

- B. **Assistance.** *The Agricultural Advisory Committee may request technical assistance and/or specialized advice from any resource it may deem appropriate, including but not limited to other local residents; other Town of Knox officials; Albany County Cooperative Extension; Albany County Soil and Water Conservation; Albany County Agriculture and Farmland Protection Board; American Farmland Trust; New York Agricultural Land Trust and NYS Agriculture and Markets. However, no contracts for payment for services or other expenditure of Town funds may be entered into by the Committee.*

C. **Funds for Committee Operations**

*As a citizen advisory committee, the Agricultural Advisory Committee may not authorize any expenditure of Town funds. Funds necessary for proper committee operation may be requested by the committee from the Town Board and, in accordance with customary procedures, the Town Board may authorize such funds and approve the expenditure thereof.*

**Section 3 - Responsibilities of Committee.** *The responsibilities of the committee shall be as follows:*

- 1. To create, recommend methods, review proposals, and develop proposals for the implementation of the goals of the Town of Knox Agriculture and Farmland Protection Plan and, report their findings to the Town Board.*
- 2. To, from time to time, amend and update the Plan as needed and refer such updates and amendments to the Town Board.*
- 3. To monitor local farming activity and determine existing issues facing farmers and those in related endeavors and to recommend reasonable and desirable solutions to the Town Board.*
- 4. To monitor trends in agriculture, and local development so as to identify future issues, which will face*

*farmers and those in related endeavors and to recommend reasonable and desirable solutions to the Town Board.*

5. *To identify methods whereby the Town Board, County or State governments can encourage existing farmers to continue in active agricultural operation.*
6. *To, when requested by the Town Board or other agencies engaged in and environmental review of proposed private or public development projects and/or infrastructure projects, provide input regarding the impacts on agriculture of such projects.*
7. *To recommend to the Town Board, Town Planning Board and/or other agencies techniques that will help preserve large, contiguous and economically viable tracts of agricultural land.*
8. *To communicate with local farmers that the Agricultural Advisory Committee exists and can offer direction and assistance in many cases, invite their participation in Committee activities, and either directly or through interaction with other government agencies advise them of benefits and protections to which they are entitled.*
9. *To facilitate the local presentation of educational programs by Cooperative Extension and other experts for farmers for the purposes of improving local farming practices and meeting the challenges the industry faces.*
10. *To assist in minimizing conflicts between agricultural uses and adjacent and nearby rural residential and commercial activities.*
11. *To encourage and assist applications to farmland preservation programs including but not limited to the New York State Purchase of Development Rights program, and, when such applications are submitted provide input into the review thereof.*
12. *To encourage appropriate conservation strategies and agricultural activities.*
13. *To study and comment on proposals by local, county, state or federal governments that may impact on local farms and farmlands.*
14. *To recommend to the Town Board reasonable and desirable changes to this listing of responsibilities.*
15. *To make an annual report to the Town Board setting forth and detailing the activities and operations of the committee during the preceding year.*
16. *To accomplish any other tasks referred to it by the Town Board or other local agencies having to do with agricultural related activities.*

**RESOLUTION # 63-2017 – CREATE THE AGRICULTURAL ADVISORY COMMITTEE IN ACCORDANCE WITH THE RESOLUTION AS PRESENTED.**

On motion of Councilwoman Pokorny, seconded by Councilman Hanley, the following resolution was carried unanimously.

RESOLVED to create the Agricultural Advisory Committee in accordance with the resolution as presented.

7g. Clean Energy Communities Grant Update: Councilwoman Pokorny stated that Building

Inspector Dan Sherman (along with 2 elected officials) recently attended a required webinar which completes the 2<sup>nd</sup> step in the program. There are 2 more steps: (1.) Site inspection of 2 sites and (2.) to hold a follow-up webinar. When this is complete the action item would be complete.

Supervisor Lefkaditis and Attorney Dorfman received a contract from a representative at National Grid to change over the street lights in the lighting district to LED lights. The contract was sent without requested updates. Supervisor Lefkaditis will follow up with Rep for approval of changes and has been told that Knox is first on the list when the crew returns to the area.

7h. Emergency Preparedness Update – Megan Mason held a meeting with different support individuals to establish plans, alternate options, and communications. People need to be aware of the 911 directory registration and the Town will need to help spread the word to get people to sign up. This will be added to the next Town Newsletter.

Resident Linda Carmen stated that she and Randy Bashwinger have started a neighbors helping neighbors group and suggested that their group work with Megan. The next Emergency Preparedness meeting will be held on June 27<sup>th</sup> at the town hall.

Councilwoman Pokorny mentioned that some living room furniture is needed to put in the basement for emergency situations so that residents have a more comfortable place to sit. If people have couches or chairs to donate please reach out to the Town Board members.

7i. Business Directory – Councilman Barber suggested that the Town of Knox create a website directory similar to list found on the Village of Altamont website. Attorney Dorfman stated that there are concerns around creating a directory whereby the town may acknowledge or legitimize a business that may not be a legal business in the town.

Supervisor Lefkaditis introduced the idea of an Amnesty Program to grandfather in existing businesses that can prove they have been in existence prior to a certain date, to be determined by the board. The board could identify businesses and issue permits pending public hearing. Councilman Hanley stated that this topic is not on the agenda and the board members need time to review and research this topic for a later meeting.

6a. Maintenance Building Surplus – Supervisor Lefkaditis presented a list of obsolete items being stored in the maintenance garage behind town hall. A volunteer has offered to put these items up for bid on ebay. The town ebay accounts have been linked to the general account.

**RESOLUTION # 64-2017 – AUTHORIZE THE SALE AT AUCTION OF SURPLUS MAINTENANCE/PARK ITEMS AS PRESENTED.**

On motion of Councilman Barber, seconded by Councilman Hanley, the following resolution was carried unanimously.

RESOLVED to authorize the sale at auction of surplus maintenance/park items as presented.

6b. Bulletin Board at Transfer Station – Councilman Barber presented the idea of installing a larger locking bulletin board at the Transfer Station, to be maintained by Councilman Barber, to display important upcoming town news and events. The board members discussed the idea of

asking the Girl Scouts or Boy Scouts groups to see if anyone would be interested in building the bulletin board as a project to earn a badge. Councilman Barber will reach out to groups to see and report back.

6d. Written Communications with Public – Supervisor Lefkaditis requested that if board members are going to send out information to residents in the paper or as a letter to the editor that it should be sent from the whole board.

Councilman Barber requested that a date be set for the Town-wide Clean-Up Day. The board chose Saturday, June 4<sup>th</sup>. More details will come as the event gets closer.

9 Finance:

- a. Senior Coordinator Charlotte Fuss has requested that her salary be donated back to the senior programs. The board expressed gratitude to Mrs. Fuss for all of her work for seniors and for her generous donation of her salary.

**RESOLUTION # 65-2017 – AUTHORIZE THE TRANSFER OF \$500.00 FROM A6772.41 TO A6772.4**

On motion of Councilman Barber, seconded by Councilman Barcomb, the following resolution was carried unanimously.

RESOLVED to authorize the transfer of \$500.00 from A6772.41 to A6772.4

**RESOLUTION # 66-2017 – AUTHORIZE THE TRANSFER OF \$44,500.00 FROM DA5120.4 TO KEYBANK ACCOUNT ENDING IN 212 (BAN ACCOUNT)**

On motion of Supervisor Lefkaditis, seconded by Councilman Barcomb, the following resolution was carried unanimously.

RESOLVED to authorize the transfer of \$44,500.00 from DA5120.4 to Keybank account ending in 212 (ban account).

**RESOLUTION # 67-2017 – AUTHORIZE PAYMENT OF \$215,312.56 TO KEYBANK ACCOUNT ENDING IN 212 (BAN ACCOUNT)**

On motion of Councilman Hanley, seconded by Councilman Barcomb, the following resolution was carried unanimously.

RESOLVED to authorize the payment of \$215,312.56, to Keybank account ending in 212 (ban account).

**RESOLUTION # 68-2017 - APPROVAL OF MONTHLY REPORTS**

On motion of Councilwoman Pokorny, seconded by Councilman Hanley, the following resolution was ADOPTED unanimously.

RESOLVED that the Reports of the Town Clerk and Town Supervisor for the Month of March 2017 be approved.

**RESOLUTION 69-2017 - PAYMENT OF BILLS**

On motion of Councilman Barber, seconded by Councilman Hanley, the following resolution was ADOPTED unanimously.

RESOLVED that the Bills be paid on General Abstract #4-2017 of the General Fund, covering claims #65-82 + 96 in the amount of: \$7,883.45 and of the Highway Fund, covering claims #83-95 in the amount of: \$25,340.17 for the year 2017.

Councilman Barcomb asked for an update on the contractor and town hall repairs. Supervisor Lefkaditis stated that Lou Saddlemire is fixing a lot of the items and supplies need to be picked up for the larger repairs downstairs. Councilman Barcomb volunteered to pick up the supplies next week.

#### 10. Public Discussion:

Resident Linda Carmen addressed the Town Board to announce the creation of the “pitchfork people” committee stating that new timers want to take over the town and they are not going to. She announced that she is selling pins for \$2 and signs as well.

With no further business, on a motion of Councilman Barcomb, seconded by Councilman Hanley, the meeting was adjourned before going into Executive Session, not to reconvene, at 9:36 p.m. Carried unanimously.

Respectfully Submitted,  
April 26, 2017  
Tara L. Murphy