

**Town of Knox  
Special Meeting  
June 30, 2017**

**PRESENT:**

Supervisor Lefkaditis  
Councilman Barber  
Councilman Barcomb  
Councilman Hanley  
Councilwoman Pokorny

**ABSENT:**

Town Clerk Murphy  
Attorney Dorfman

The meeting was called to order at the Knox Town Hall at 4:08 p.m. with the Pledge of Allegiance.

**RESOLUTION #96-2017 –APPOINT COUNCILWOMAN  
POKORNY AS ACTING CLERK.**

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

RESOLVED to appoint Councilwoman Pokorny as acting Clerk.

Youth Council Coordinator Maryellen Gillis, who is spearheading the park improvement plan, presented budget estimates and other information related to a NYS Consolidated Funding Application for a grant, as well as matching funds and in kind contributions for the project. The maximum grant award is \$500,000 which includes a \$250,000 match requirement, so up to \$250,000 could be provided to the Town. Supervisor Lefkaditis offered to find out whether the recently awarded \$125,000 SAMs grant can be designated as matching funds.

Councilman Hanley noted that community efforts should be encouraged to raise matching funds, and that donation incentive items could be sold

such as concrete and wood memorial benches for placement along the walking trails.

Supervisor Lefkaditis said the town has an extra \$480,000 in the General Fund and he recommended \$50,000 of it be set aside to use if needed to meet match requirements.

Ms. Gillis said that if we are awarded less than the full \$250,000 grant amount, we will have an opportunity to revise our plans to fit a smaller budget.

Councilman Barcomb noted that the town has several large capital expenses to plan for, including upgrades to the transfer station, the scheduled closure of the landfill and associated tipping fee increases, and upgrades to the highway garage. Councilwoman Pokorny added that the hamlet business district sewage treatment system is another anticipated cost.

Ms. Gillis noted that because the park improvement plans include flush toilets, seniors and other community groups would be able to make more use of the park, which would be an economic driver for the business district.

Supervisor Lefkaditis will inquire about how we can apply for a waiver for the septic system and install a holding tank as a less expensive alternative.

**RESOLUTION #97-2017 – AUTHORIZE THE SUPERVISOR TO SIGN FOR A CONSOLIDATED FUNDING APPLICATION FOR A PARK IMPROVEMENT PROJECT GRANT:**

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

RESOLVED to authorize the Supervisor to sign for a Consolidated Funding Application for a park improvement project grant.

**RESOLUTION #98-2017 – AUTHORIZE THE SUPERVISOR TO APPROPRIATE \$50,000 IN LINE A7140.4 OF THE 2018 BUDGET FOR PARKS EQUIPMENT:**

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

RESOLVED to authorize the Supervisor to appropriate \$50,000 in line A7140.4 of the 2018 budget for parks equipment.

The following arrangements were agreed upon for administration of the grant:

- Administrative responsibility for the grant will lie with the Town Board. Reporting to them, a volunteer Clerk of the Works who has construction experience will oversee the construction work, and Maryellen Gillis acting as the Project Coordinator will oversee volunteer in kind contributions.
- The Town will use the RFP procurement and voucher system procedures that are in place for other town business. Invoices presented to the supervisor are forwarded to the town clerk to be recorded, then passed to the town board for approval, then sent to the bookkeeper for accounting, and then returned to the supervisor for payment.
- Detailed budget information for the project will be authorized to allow contractor spending within line items.

Details for the grant application were discussed:

- Volunteer assistance will be sought from community members who have experience with grant submissions to review the grant application. Ms. Gillis has set a target date for finishing the application by July 14, allowing time for adjustments if needed.
- The Planning Board will sign the SEQR paperwork.

- Documentation to show that the project will only impact ground that has previously been disturbed will alleviate need for an archaeological study. The park was built around 1972, involving extensive excavation and ground moving operations to all areas of the park that will be impacted by construction for this project.
- Documentation from the comprehensive plan update public survey will demonstrate public support for the park improvement plan.
- Supervisor Lefkaditis will request letters of support from our state legislative representatives and from our national congressional representative.
- Ms. Gillis met with Building and Zoning Administrator Dan Sherman to review the plans for the multi-purpose building and he made suggestions that would save money and make it more efficient. The utility area will be moved to be located close to the kitchen, and the dimensions will be rounded up to fit specifications for concrete block construction. Also, the roof orientation will accommodate solar panels if the opportunity arises, and windows will allow visibility for the playing fields.
- Ms. Gillis will ask town board members to review a draft letter to request in kind donations of goods, supplies and equipment.

Upon motion by Councilman Barber, seconded by Supervisor Lefkaditis, the meeting was adjourned to executive session to discuss a legal matter, not to be reconvened, at 5:27 p.m. Carried unanimously.

Respectfully Submitted,  
June 30, 2017  
Amy Pokorny