



# Knox Town Board Minutes

## November 16, 2021

### *Special Meeting of the Town Board*

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The meeting was called to order at 7:00 pm by Supervisor Lefkaditis followed by the Pledge of Allegiance.

**Present on this date:**

- Supervisor Lefkaditis
- Councilman Cyr
- Councilman Pritchard
- Councilwoman Springer
- Town Clerk Schanz
- Councilman Saddlemire
- Superintendent of Highways Schanz

**Public Comment:**

B. McCauliffe – commented those who run for office should hold the expectation that they should be held accountable for failures

- commented taxpayers who expect elected officials to follow the laws and responsibilities of office should not be attacked for demanding the officials do the jobs of the office they are elected to.

- commented to the supervisor regarding the skating rink, a recording she has about the rink purchase and an article in the paper as well as believing an audit should be performed due to the lack of transparency, and unwillingness to answer questions

**Consent Agenda:**

**Minute Approvals**

**RESOLUTION 116-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Pritchard to accept the minutes as presented from the October 19, 2021, and October 26, 2021 meetings. This motion carried unanimously.

**RESOLVED:** to accept the minutes as presented from the October 19, 2021, and October 26, 2021 meetings.

**Old Business:**

**Workday Resolution**

**RESOLUTION 117-2021** - A motion was made by Councilman Cyr seconded by Councilwoman Springer to approve 12.27 days/quarter for the building inspector, Daniel Sherman. This motion carried unanimously.

**RESOLVED:** to approve 12.27 days/quarter for the building inspector, Daniel Sherman.

**PILOT RIC Agreement**

A brief discussion was held regarding the PILOT agreement with BKW. In a previous meeting with the School Board, it was discussed how the Town assumes all of the risk, town employees maintain the property, tax dollars are used, if anyone calls 911 it is the Town's responsibility, if someone gets hurt they will go after the Town, not the school and therefore the Town should receive the lion's share of the agreement. The School Board had countered with 50% which the Town Board is not in agreement with, and the Supervisor will inform them as such.

**Transfer Station SOP**

The titles and responsibilities have been changed in such that they have now been taken from the highway department and given to the transfer station. This move will also be in accordance with keeping the budgets separate as well.

**RESOLUTION 118-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Cyr to approve the Standard Operating Procedures at the Transfer Station, as amended, dated October 9, 2019. This motion carried unanimously.

**RESOLVED:** to approve the Standard Operating Procedures at the Transfer Station, as amended, dated October 9, 2019.

**New Business:**

**BZA Policy**

This policy obligates the BZA and/or the assistant to be available every Thursday (except for recognized holidays) from 5-7pm to hold office hours, perform inspections outside of these office hours, requires residents give the department 48 hours to complete an inspection except in the case of an emergency, forms will be provided by the Board, to file everything by section/block/lot, (combining the old files with the new as they go along), respond to residents in 24 hours, determine within two weeks if a property is vacant under the blight law, then one week to mail a letter to the owner, immediately notify the clerk, 48 hours to inspect a property after a complaint is received, (or 24 hours if an emergency), document (in triplicate) all violations/non-violations and permits issued/rejected, one employee must be available for court, employees will be available to Planning Board and Zoning Board when 7 day's notice is given, employees will follow through on conditions of variances before issuing a C of O. An email has been specifically created for the Blight Law, for residents to correspond with the BZA and Clerk regarding blight issues. This will be added to the employee handbook.

**RESOLUTION 119-2021** - A motion was made by Councilman Cyr seconded by Councilwoman Springer to approve the Building and Zoning Policy for the Town of Knox as presented. This motion carried unanimously.

**RESOLVED:** to approve the Building and Zoning Policy for the Town of Knox as presented.

### **Blight Law Documents**

The Board reviewed the forms to be used for the Blight Law, as well as the order in which the forms should be issued and how each should be used.

The BZA and assistant answer to the Board. If a complaint is filed against the ZBA/Assistant for not following procedure, then it will be addressed by the Board with the BZA/Assistant present.

### **NYS Retirement**

**RESOLUTION 120-2021** - A motion was made by Councilman Pritchard seconded by Councilman Cyr to authorize the Supervisor to pay the NYS Retirement invoice for \$48,603.00. This motion carried unanimously.

**RESOLVED:** to authorize the Supervisor to pay the NYS Retirement invoice for \$48,603.00.

### **Member Comments:**

#### **Councilman Cyr**

-Stated he spoke with Katie Johnson, the school nurse at BKW and she does not need any donations for Thanksgiving this year but would like the town to keep her in mind for Christmas. A date of 12/18 was set for the Santa drive through from 11-1 with an age cut off of 16.

-There was a site inspection by DEC at the Transfer Station. The inspection went well, the process was explained, a new contact has been made between DEC and Councilman Cyr

-Received a quote to replace the back stairs at the Historical Society

-The power is off at the concession stand and demo will begin as soon as possible

-A site visit was completed for the Solar Company, and it was determined that a path needs to be cleared and the area prepped. Councilman Pritchard offered his machinery and time to help clear the area

-Would like to be able to add the hourly rate to the ad when posting it for the Transfer Station employee. The amount will be \$20.10.

-Began a discussion regarding the mailing of letters by the homeowner to surrounding neighbors (without proof of what was mailed). Supervisor Lefkaditis will add this to the December meeting and will check on changing the law/policy with the Town Attorney. In further discussion it was decided that it was not necessary to consult with the Town Attorney, and Supervisor Lefkaditis will work on the policy for December's meeting.

-Asked Supervisor Lefkaditis to buy back the skating rink. The Supervisor believes it should be installed immediately. There was a brief discussion regarding the cost of prepping an area for it, as well as the multiple use possibilities for it.

-Addressed Mrs. McAuliffe in regard to the comments she made in the paper about employees at the Transfer Station not being available and how she is often approached for help. It was clarified that it happened once in August.

#### **Clerk Schanz**

- Informed the Board the Ag Committee would like to change the committee meeting date to the third Tuesday of each month

-Reported that Ag and Markets completed the inspection on the dog kennels and everything passed

-Reported the letter of confirmation of Justices from the Comptrollers office had been received and will be completed and mailed back

-Read a letter she received from a relative of a resident who had fallen at the Transfer Station, thanking the Town Transfer Station employees and a Sherriff's Deputy for the kindness and care provided during the incident.

**Superintendent Schanz** -inquired if the rate set for TS employee would start now or in January and asked when the raises will go into effect for the highway employees. It was decided that the highway changes would take place in January.

**RESOLUTION 121-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Cyr to accept the \$4,128.00 quote to replace the stairs, with paint, at the Historical Society provided by Ray **LAST NAME**. This motion carried 4 to 1, with Supervisor Lefkaditis voting NAY.

**RESOLVED:** to accept the \$4,128.00 quote to replace the stairs, with paint, at the Historical Society provided by Ray **LAST NAME**.

**Personnel:**

**RESOLUTION 122-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Cyr to appoint Jeffrey Young to the full-time position of Highway Laborer at a rate of \$17.74 hourly with a start date of 10/28/2021. This motion carried unanimously.

**RESOLVED:** to appoint Jeffrey Young to the full-time position of Highway Laborer at a rate of \$17.74 hourly with a start date of 10/28/2021.

**Finance:**

**RESOLUTION 123-2021** - A motion was made by Councilman Pritchard seconded by Councilwoman Springer to increase DA5112.41 and DA3501 \$19,368.46 and \$58,000.00 for 2020 and 2021 adopted budgets respectively. This motion carried unanimously.

**RESOLVED:** to increase DA5112.41 and DA3501 \$19,368.46 and \$58,000.00 for 2020 and 2021 adopted budgets respectively.

**RESOLUTION 124-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Pritchard to adopt the 2022 Budget as presented. This motion carried unanimously.

**RESOLVED:** to adopt the 2022 Budget as presented.

**RESOLUTION 125-2021** - A motion was made by Councilman Cyr seconded by Councilman Pritchard to authorize the Supervisor to pay the bills for Abstract 11. In the General account this includes voucher #'s 302-325 in the amount of \$22,850.60 and in the Highway account this includes voucher #'s 326-341 in the amount of \$8,130.75. This motion carried unanimously.

**RESOLVED:** to authorize the Supervisor to pay the bills.

**RESOLUTION 126-2021** - A motion was made by Councilwoman Springer seconded by Councilman Pritchard to accept the Clerk and Supervisor reports as presented. This motion carried unanimously.

**RESOLVED:** to accept the Clerk and Supervisor reports as presented.

**RESOLUTION 127-2021** - A motion was made by Councilman Saddlemire seconded by Councilman Pritchard to adjourn the meeting. This motion carried unanimously.

**RESOLVED:** to adjourn the meeting.

Respectfully submitted,

*Traci Schanz*

Traci Schanz  
Knox Town Clerk