

**Town of Knox
Regular Meeting
January 12, 2010**

PRESENT: Supervisor Hammond
Councilwoman Gage
Councilman Stevens - left meeting @ 8:50 p.m.
Councilman Viscio
Councilwoman Nagengast

ALSO: Town Attorney Dorfman
Town Clerk Swain
Highway Superintendent Salisbury

The meeting was called to order at 7:25 p.m. with the Pledge of Allegiance to the Flag.

RESOLUTION # 14 - APPROVAL OF MINUTES

On motion of Councilwoman Gage, seconded by Councilman Viscio, the following resolution was ADOPTED

AYES 4 NAYS 0

RESOLVED that the minutes of the December 8, 2009 and January 2010 Organizational Meeting be approved.

RESOLUTION # 15 - APPROVAL OF MONTHLY REPORTS

On motion of Councilwoman Gage, seconded by Councilwoman Nagengast, the following resolution was ADOPTED

AYES 4 NAYS 0

RESOLVED that the Reports of the Town Clerk and the Town Supervisor for the Month of December 2009 be approved.

RESOLUTION # 16 - PAYMENT OF BILLS

On motion of Councilwoman Nagengast, seconded by Councilwoman Gage, the following resolution was

ADOPTED AYES 4 NAYS 0

RESOLVED that the Bills be paid on General Abstract #13 of the General Fund, covering claims #465-485 and of the Highway Fund, covering claims #451-464 & 486 for the year 2009 and on General Abstract #001 of the General Fund, covering claims #2-11 and of the Highway Fund, covering claim #1 for the year 2010.

Kathy Sickler and Kerry Murphy from K. Sickler/Murphy, Records Management Consultants presented the Town Board with a presentation of what Records Management is and how it would benefit the Town of Knox. Within the grant money, an inventory would be conducted of all the town records, a Needs Assessment and finally all the records would be placed in a database for the Town Clerk to use as a tool to locate and manage the Town's records.

RESOLUTION # 17 - AUTHORIZE TOWN ATTORNEY TO DEVELOP A CONTRACT WITH K. SICKLER/MURPHY FOR INVENTORY AND NEEDS ASSESSMENT FOR RECORD MANAGEMENT

On motion of Councilwoman Gage, seconded by Councilman Stevens, the following resolution was ADOPTED

AYES 5 NAYS 0

RESOLVED to authorize Town Attorney to develop a contract with K.Sickler/Murphy for Inventory and Needs Assessment.

Charlie Sacco presented the board with the interior colors and tile selection for the building addition and renovation. The front door was not in the original contract to be replaced, but Charlie recommends that the board replace the existing door with a new one. Received a quote from Altamont Glass for about \$4,100.00 to replace the door. It would be a 36" door with two side lights.

RESOLUTION # 18 -PURCHASE NEW DOOR AS SPECIFIED FROM ALTAMONT GLASS

On motion of Councilwoman Gage, seconded by Councilwoman Nagengast, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to purchase a new door from Altamont Glass as specified for \$4,100.00.

RESOLUTION # 19 - TOWN BOARD OF THE TOWN OF KNOX INSPECTED THE JUSTICE COURT'S CASH BOOK AND DOCKET FOR DECEMBER 2008 THROUGH NOVEMBER 2009

On motion of Councilman Viscio, seconded by Councilwoman Nagengast, the following resolution was ADOPTED AYES 4 NAYS 0
RESOLVED that the Town Board has reviewed the Justice Court's cash book and docket for December 2008 through November 2009 and all funds due to Supervisor are accounted for.

RESOLUTION # 20 - AUTHORIZE SUPERVISOR TO RENEW CONTRACT WITH MOHAWK HUDSON HUMANE SOCIETY FOR SHELTER SERVICES FOR 2010

On motion of Councilman Viscio, seconded by Councilwoman Nagengast, the following resolution was ADOPTED AYES 4 NAYS 0
RESOLVED to authorize Supervisor to renew contract with Mohawk Hudson Humane Society for Shelter Services for 2010.

RESOLUTION # 21 - AUTHORIZE SUPERVISOR TO TRANSFER \$1,000.00 FROM A7140.4 TO KNOX LIGHTING DISTRICT AS PER BUDGET

On motion of Councilwoman Gage, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize Supervisor to transfer \$1,000.00 from A7140.4 to Knox Lighting District as per budget.

RESOLUTION # 22 - AUTHORIZE SUPERVISOR TO DISPERSE GRANT FUNDS RECEIVED FROM DEC TO THE FRONTIER SNOW RIDERS FOR \$2,061.36 AND RIDGE RUNNER SNOWMOBILE CLUB FOR \$458.64

On motion of Councilman Viscio, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize Supervisor to disperse grant funds received from DEC to the Frontier Snow Riders and Ridge Runner Snowmobile Club.

Highway Superintendent Salisbury reported back to the board regarding the recycling of electronics. He received information from E-Lot, which charge \$50.00 per TV. Maven, which is the company that the Town of Berne currently uses, the main issue is storage of the electronics. The Town of Berne charges \$10.00 per TV, microwaves and monitors are \$7.00. Attorney Dorfman to contact Maven and develop a contract to present to the board at the next board meeting.

RESOLUTION #23 -AUTHORIZE PAYMENTS AS APPROVED BY THE CLERK OF THE WORKS AND PROJECT ARCHITECT

On motion of Councilwoman Gage, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize payments to Bruce Bunzey (clerk of the works) for \$5,505.00 for December, Rotterdam GC Corp., for \$27,395.00, M.A. Shafer Construction for Foundation for \$5,850.00, M.A. Shafer Construction for Framing for \$17,619.23, M.A. Shafer Construction for Roof for \$10,350.00, Wainschaf Associates, Inc. For General for \$134,251.50, Tri-Valley P & H Inc. For Plumbing for \$10,793.90, Phoenix Electrical Co., Inc. For Electrical for \$27,193.75, and Grainger for Invoice #9147660030 for \$248.15 and Invoice #9147660048 for \$76.37.

The Town Board reviewed a fee schedule to add a charge of \$2.00 for mailing a second notice for tax collection, and a

charge of \$10.00 for a returned check fee.

RESOLUTION # 24 -ESTABLISH A FEE OF \$10.00 FOR RETURNED CHECKS AND A \$2.00 CHARGE FOR MAILING A SECOND NOTICE FOR TAX COLLECTION

On motion of Councilwoman Gage, seconded by Councilwoman Nagengast, the following resolution was

ADOPTED AYES 4 NAYS 0

RESOLVED that the Town Board has established a \$10.00 fee for returned checks and a \$2.00 fee for mailing a second notice for tax collection.

Councilwoman Nagengast reported that the Knox Youth Committee will hold the Annual Winter Fest on Sunday, January 31st from 12:00 p.m. to 3:00 p.m.

Highway Superintendent Salisbury reported that he still has not received payment from Auctions International for the dump truck that was sold.

Supervisor Hammond presented a package of papers and accompanying instructions for a procedure which has been in place in New York State Employees Retirement System for people who are elected and have part time positions. Each person who is receiving credit in ERS must keep a record of municipal (town) business he or she is involved in during each day. This record will be submitted to the Town Clerk who will file it with ERS.

RESOLUTION # 25 -STANDARD WORK DAY AND REPORTING FOR NEW YORK STATE AND LOCAL EMPLOYEES' RETIREMENT SYSTEM

On motion of Councilman Viscio, seconded by Councilwoman Nagengast, the following resolution was

ADOPTED AYES 4 NAYS 0

BE IT RESOLVED, that the Town of Knox 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:

Title	Name	Standard Work Day (hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials					
Town Justice	Jean Gagnon	6	1/1/2010 - 12/31/2013	No	
Council Member	MaryEllen Nagengast	6	1/1/2008 - 12/31/2011	No	
Council Member	Nicholas Viscio	6	1/1/2010 - 12/31/2013	No	
Council Member	Travis Stevens	6	1/1/2010 - 12/31/2013	No	
Highway Superintendent	Gary Salisbury	8	1/1/2010 - 12/31/2011	Yes	

Appointed Officials					
Court Clerk	Deborah Liddle	6	1/1/2010 - 12/31/2010	Yes	
Transfer Station Attendant	David Quay	6	1/1/2010 - 12/31/2010	Yes	
Building Inspector	Robert Delaney	6	1/1/2010 - 12/31/2010	No	
Assistant Building Inspector	Daniel Sherman	6	1/1/2010 - 12/31/2010	No	
Court Officer	John McGivern	6	1/1/2010 - 12/31/2010	No	
Town Attorney	John Dorfman	6	1/1/2010 - 12/31/2010	No	

On this 12th day of January, 2010

Date enacted: January 12, 2010

I, Kimberly Swain, clerk of the governing board of the Town of Knox, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 12th day of January, 2010 on file as part of the minutes of such meeting, and that same is true copy thereof and the whole of such original.

I further certify that the full board, consists of five (5) members and that four (4) of such members were present at such meeting and that four (4) of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and the seal of the Town of Knox.

With no further business, on a motion of Councilman Viscio, seconded by Councilwoman Nagengast, the meeting was adjourned at 10:24 p.m. Carried unanimously.

Respectfully Submitted,
January 19, 2009

Kimberly D. Swain