

**Town of Knox
Regular Meeting
January 7, 2014**

PRESENT: Supervisor Hammond
Councilwoman Pokorny
Councilman Barber
Councilman Decker
Councilman Viscio

ALSO: Town Attorney Dorfman
Town Clerk Murphy
Highway Superintendent Salisbury

The meeting was called to order at 7:32 p.m. with the Pledge of Allegiance to the Flag.

Councilman Barber confirmed the date of Winter Fest, which will be held on Saturday, January 25th from 9:00am to 2:00pm. A chili cook off contest will be held.

Town Board asked if any Trailer Park Permits have been received. Town Clerk Murphy confirmed that we have not yet received any Trailer Park Permits. Town Clerk Murphy will send follow-up letters requesting permits be sent immediately.

RESOLUTION # 14 – AUTHORIZE TRANSFER OF \$1,000.00 FROM A7140.4 TO KNOX LIGHTING DISTRICT AS PER 2014 BUDGET.

On motion of Councilman Barber, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to transfer of \$1,000.00 from account A7140.4 to Knox Lighting District as per 2014 budget.

RESOLUTION #15 – AUTHORIZE SUPERVISOR TO RENEW CONTRACT AND MAKE ANNUAL PAYMENT OF \$25,500.00 TO THE HELDERBERG AMULANCE, INC. FOR 2014 EMERGENCY SERVICES.

On motion of Councilwoman Decker, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize Supervisor to renew contract and make annual payment of \$25,500.00 to the Helderberg Ambulance Inc. for 2014 emergency services, as per budget.

RESOLUTION #16 – AUTHORIZE SUPERVISOR TO RENEW CONTRACT AND MAKE ANNUAL PAYMENT OF \$25,402.00 TO THE ALTAMONT RESCUE SQUAD FOR 2014 EMERGENCY SERVICES

On motion of Councilman Decker, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize supervisor to renew contract and make annual payment of

\$25,402.00 to the Altamont Rescue Squad for 2014 emergency services, as per budget.

RESOLUTION #17 – AUTHORIZE SUPERVISOR TO RENEW CONTRACT AND MAKE ANNUAL PAYMENT OF \$48,304.00 TO THE TOWN OF GUILDERLAND EMS FOR 2014 ADVANCED LIFE SUPPORT SERVICES

On motion of Councilman Viscio, seconded by Councilman Barber, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize supervisor to renew contract and make annual payment of \$48,304.00 to the Town of Guilderland EMS for 2014 Advanced Life Support Services, as per budget.

RESOLUTION #18 – AUTHORIZE PAYMENT OF \$7,000.00 TO THE ALTAMONT LIBRARY FOR 2014 SERVICES

On motion of Councilman Decker, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize payment of \$7,000.00 to the Altamont Library for 2014 services, as per budget.

RESOLUTION #19 – AUTHORIZE PAYMENT OF \$3,100.00 TO THE BERNE LIBRARY FOR 2014 SERVICES

On motion of Councilman Barber, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize payment of \$3,100.00 to the Berne Library for 2014 services, as per budget.

RESOLUTION #20 – AUTHORIZE SUPERVISOR TO MAKE TRANSFER OF \$55,000.00 FROM HIGHWAY FUND TO THE HIGHWAY CAPITAL RESERVE FUND

On motion of Councilwoman Pokorny, seconded by Councilman Decker, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize supervisor to make transfer of \$55,000.00 from Highway Fund to the Highway Capital Reserve Fund.

RESOLUTION #21 – AUTHORIZE SUPERVISOR TO MAKE TRANSFER OF \$80,000.00 FOR UNALLOCATED GENERAL FUND BALANCE TO A9730.6, PRINCIPAL ON BOND.

On motion of Councilman Decker, seconded by Councilman Barber, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize transfer of \$80,000.00 for unallocated General Fund Balance to account A9730.6, Principal on Bond.

Supervisor Hammond announced that Town Attorney Dorfman has reviewed the town's Procurement Policies and Procedures. Under General Municipal Law the amounts historical used for competitive bidding are very low and could be updated as follows; Purchase Contracts set at \$10,000.00 currently could be increased to \$20,000.00 and Contracts for Public Works set at \$20,000.00 currently could be increased to \$35,000.00.

Supervisor Hammond recommended that the amount be raised to meet current standards and law. The Board discussed their concerns over this. Councilman Viscio commented that the town would likely bid for any large purchases anyway and would prefer to be conservative in bidding thresholds which would give town more flexibility to go to bid. \$35,000.00 seems high and would prefer for it to be lower. Councilman Decker expressed his concerns for raising the threshold as well, stating that the town has the latitude to go to bid at anytime and the current threshold has not been an issue so far. Keeping it lower would keep the Board more accountable. Town Attorney Dorfman explained that the Board could keep current threshold or pick any number up to the new threshold. After review the Town Board decided the current policy and thresholds are sufficient and moved to adopt it again as the current Procurement Policy for the town.

RESOLUTION #22 – ADOPT THE CURRENT PROCUREMENT POLICIES AND PROCEDURES AS OFFICIAL TOWN PROCUREMENT POLICY.

On motion of Councilman Decker, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to adopt the current Procurement Policies and Procedures as the official Town Procurement Policy and Procedures.

RESOLUTION # 23 - PAYMENT OF BILLS

On motion of Councilman Viscio, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED that the Bills be paid on General Abstract #13 of the General Fund, covering claims #334-345 & 359 and of the Highway Fund, covering claims #346-358 for the year 2013 and on General Abstract #001 of the General Fund, covering claim #1-6 for the year 2014.

RESOLUTION # 24 - APPROVAL OF MONTHLY REPORTS

On motion of Councilman Decker, seconded by Councilman Barber, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED that the Reports of the Town Clerk and the Town Supervisor for the Month of December 2013 be approved.

RESOLUTION # 25 - APPROVAL OF MINUTES

On motion of Councilman Viscio, seconded by Councilman Decker, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED that the minutes of the December 2013 meeting and the January 1, 2014 organizational meeting be approved.

Highway Superintendent Salisbury reported that there was some concern about the garbage truck starter and wear & tear issues but after inspection it seems like it will be okay.

Supervisor Hammond received a call from the Post Office concerning the requested boxes for outside the Town Hall. The Post Office has requested a letter be sent formally requesting the boxes. Town Attorney Dorfman will work on draft letter to be sent out right away. Supervisor

Hammond reviewed with the Board the location for the mailboxes. They are to be placed along the west side of the old building next to the sidewalk where there is adequate lighting at night, handicap parking, and sidewalk access.

RESOLUTION # 26 – AUTHORIZE SUPERVISOR TO ADVISE THE USPO DEPARTMENT THAT THE TOWN HAS AGREED TO PERMIT THE INSTALLATION OF CLUSTER BOXES ON THE TOWN HALL PREMISES AT AN AREA AS SHOWN ON THE ATTACHED DIAGRAM.

On motion of Councilman Decker, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to authorize Supervisor to advise the USPO Department that the town has agreed to permit the installation of cluster boxes on the town hall premises at an area as shown on the attached diagram.

Supervisor Hammond announced that he did purchase a new computer for his office and came in under budget at \$399.00. A recommendation was made to update the Town Clerk computer as well since the desktop computer is no longer working and the current laptop is very old and having issues.

RESOLUTION #27 – AUTHORIZE SUPERVISOR TO PURCHASE A NEW DESKTOP COMPUTER FOR THE TOWN CLERK’S OFFICE.

On motion of Councilman Viscio, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to Authorize Supervisor to purchase a new desktop computer for the Town Clerk’s office.

Supervisor Hammond opened the floor to the public.

Vasilios Lefkaditis asked about the status of the Planning Board recommendations for the business district. He also raised questions about the comprehensive plan survey as well as the anticipated town survey coming from the Post Office.

Pamela Fenoff expressed her opinion on making an agenda available to the public before Town Board meetings.

Councilwoman Pokorny announced that the Girl Scouts have a meeting set for Friday, January 24th at 6:30pm to discuss how they can contribute, through a work project, towards improving the Knox town park for smaller children.

Enter into executive session.

RESOLUTION #28 – ENTER INTO EXECUTIVE SESSION

On motion of Councilman Viscio, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0

RESOLVED to enter into executive session regarding personnel matters.

Return to general session at 9:15pm

RESOLUTION #29 – RETURN INTO GENERAL SESSION AT 9:15PM

On motion of Councilman Barber, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to return to general session.

RESOLUTION #30 – APPOINT CHERYL FRANTZEN AS TOWN HISTORIAN FOR FISCAL YEAR 2014

On motion of Councilman Barber, seconded by Supervisor Hammond, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to appoint Cheryl Frantzen as town historian for fiscal year 2014.

The Board acknowledged there are currently 2 vacancies on the Knox Conservation Advisory Council that they would like to have filled. Place ad in the Altamont Enterprise for interested person(s) to contact Town Clerk or any Board member by February 7, 2014.

RESOLUTION # 31 – AUTHORIZE TOWN CLERK TO ADVERTISE THE TWO (2) VACANT POSITIONS ON THE CONSERVATION ADVISORY COUNCIL.

On motion of Councilman Barber, seconded by Councilman Decker, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to advertise the vacant positions on the Conservation Advisory Board in the Altamont Enterprise.

With no further business, on a motion of Councilwoman Pokorny, seconded by Councilman Barber, the meeting was adjourned at 9:30 p.m. Carried unanimously.

Respectfully Submitted,
January 11, 2013

Tara L. Murphy