

**TOWN OF KNOX
REGULAR MEETING
APRIL 13, 2010**

PRESENT: Supervisor Hammond
Councilwoman Gage
Councilwoman Nagengast
Councilman Stevens
Councilman Viscio

ALSO: Town Clerk Swain
Highway Superintendent Salisbury
Town Attorney Dorfman

The meeting was called to order at 7:27 p.m. with the Pledge of Allegiance to the Flag.

RESOLUTION #50 - APPROVAL OF MINUTES

On motion of Councilwoman Gage, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED that the minutes of the March 2010 Meeting be approved.

RESOLUTION #51 - APPROVAL OF MONTHLY REPORTS

On motion of Councilwoman Gage, seconded by Councilman Stevens, 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 March 2010 be approved.

RESOLUTION #52 - PAYMENT OF BILLS

On motion of Councilman Viscio, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED that the Bills be paid on General Abstract # 004 of the General Fund, covering claims #88-111 & 118, and of the Highway Fund, covering claims #76-87 & 112-117 for the year 2010.

RESOLUTION #53 -AUTHORIZE SUPERVISOR TO MAKE PAYMENT OF \$150.00 TO THE HELDERBERG KIWANIS FOR THE OBSERVANCE OF MEMORIAL DAY

On motion of Councilman Viscio, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize Supervisor to make payment of \$150.00 to the Helderberg Kiwanis for the observance of Memorial Day.

RESOLUTION #54 - AUTHORIZE SUPERVISOR TO SIGN CONTRACTS FOR NEEDS ASSESSMENT/PLAN FOR \$3,322 AND INVENTORY FOR \$3,641 FROM GRANT MONEY RECEIVED FROM NEW YORK STATE

On motion of Councilwoman Gage, seconded by Councilman Stevens, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize Supervisor to sign contracts for Needs Assessment/Plan and

Inventory.

Discussion of setting date for receiving and opening bids for highway materials. Highway Superintendent Salisbury suggests state contract for highway materials.

RESOLUTION #55 – AUTHORIZE PAYMENTS FOR BUILDING PROJECT TO MICHAEL HAMMOND FOR \$229.34, THE HOME DEPOT FOR \$274.55, GRAINGER FOR \$77.00, BRUCE BUNZEY FOR \$5,670.00, SACCO & MCKINNEY FOR INVOICE #8 FOR \$3,479.26, M.A. SHAFER CONSTRUCTION FOR FRAMING FOR \$5,040.00, M.A. SHAFER FOR ROOFING FOR \$10,800.00, WAINSCRAF ASSOCIATES, INC FOR GENERAL CONSTRUCTION \$38,672.47, TRI-VALLEY P&H FOR PLUMBING FOR \$3,254.22, PHOENIX ELECTRICAL INC., FOR \$5,809.25.

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

RESOLVED to authorize payments for the Town Hall Renovation/Addition project.

Architect Charlie Sacco suggested, to approve payment to Wainschaf Associates, Inc., but hold the check until the millwork is completed.

Town Board members would like to schedule a building workshop with Charlie Sacco to discuss the progress of the addition/renovation. The workshop will be next Tuesday at 7:30p.m.

After the completion of the building project, a few items that need to be discussed. A security system, installing a new window in the town clerk's office, and tile downstairs with the extra tile, that will be left over. Installation of an additional phone line to accommodate elevator and fire alarm system. Councilwoman Gage suggested Albany Protective Services, the Knox Reformed Church and the Knox Firehouse use this system. Supervisor Hammond to contact Albany Protective Services.

RESOLUTION #56 – AUTHORIZE SUPERVISOR HAMMOND TO ENTER CONTRACT WITH NATHAN OFFICE INTERIORS TO PURCHASE THE NEW OFFICE FURNITURE FOR \$25,587.63 AND THREE DOLLIES TO STORE CHAIRS ON FOR \$172.00

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

RESOLVED to authorize Supervisor to enter into contract with Nathan Office Interiors to purchase office furniture and dollies all on state contract.

Supervisor Hammond reported that AT&T should be turned on the Pillbox Tower on Friday. An incident occurred during a winter storm cleanup, at the tower site. Highway equipment pulled on a ground rod and pulled it up, fencing had not yet been installed to prevent this. Insurance will cover the cost of the repair, with a \$1,000.00 deductible, and total repair \$2,600.00.

Town Attorney Dorfman reported that the Town needs a Violence Policy. Supervisor Hammond read the Town of Knox Workplace Violence Policy and Policy Statement. The Policy Statement will need to be posted as well as all employees read this policy.

RESOLUTION #57 – ADOPT POLICY STATEMENT AND TOWN OF KNOX

WORKPLACE VIOLENCE POLICY AS PRESENTED

On motion of Councilman Viscio, seconded by Councilwoman Nagengast, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to adopt Policy Statement and the Workplace Violence Policy.

Highway Superintendent Salisbury reported that he has been in contact with JGS Recycling & Hauling. No charge for propane tanks, and cheaper for air conditioners. Board members reviewed contract and fees.

RESOLUTION #58 – AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH JGS RECYCLING AND HAULING

On motion of Councilwoman Gage, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to authorize Supervisor to sign contract with JGS Recycling and Hauling.

Highway Superintendent Salisbury reported Maven Technologies came to Transfer Station to pick up electronics, although there is no way to load the pallets on the truck. Salisbury reported there are two machines on state contract. Board members reviewed specifics on the two machines, although the main purpose for this machine is for loading pallets onto the recycling truck. Highway Superintendent Salisbury would be able to use this machine for highway use, snow removal as well as in the park. Supervisor Hammond recommends using \$55,000.00 in highway budget for the purchase of a skidsteer. Councilman Viscio not negating the purchase of a machine, but the Transfer Station is in need of a master plan. He suggests that the board meet at the Transfer Station for discussing a master plan and set up a workshop.

Highway Superintendent Salisbury will wait to make the final decision, he doesn't want to spend money on this machine, if he doesn't have to. Charlie Sacco volunteered to work on the master plan at the Transfer Station. The board will meet at the Transfer Station on April 29th at 6p.m.

Councilwoman Nagengast would like to have a space in the Town Hall for storing Youth Committee material. She would like the closet in the conference room near the supervisor's office. Councilwoman Nagengast spoke with the recording secretary of the Planning and Zoning Board, and she would also like a place to work.

Councilwoman Nagengast reported on the Easter Egg Hunt, and the Youth Committee will be meeting in two weeks to discuss the Fall Festival and Memorial Day Celebration and Ice Cream Social.

Councilwoman Gage announced that the Conservation Advisory Committee has set a date for the Fall Festival to be held on October 9, 2010 Columbus Day weekend from 10a.m. to 3p.m. Farm vendors will not have to pay, craft vendors, would have a \$25.00 registration fee. Attorney Dorfman will review contracts that are used at other Farmer's Markets.

Nathan Girando is interested in serving on the Conservation Advisory Committee. Supervisor Hammond would like to speak with Mr. Girando before appointing him to the committee. Councilwoman Gage would like to advertise to the public, vacancies on CAC.

Highway Superintendent Salisbury didn't contact the recommended person by Attorney Dorfman to

install the overhead doors for the Transfer Station. He suggests a request for proposal for the installation of overhead doors.

RESOLUTION #59 - AUTHORIZE TOWN OF KNOX TO PARTICIPATE IN THE TOWN OF BETHLEHEM'S HOUSEHOLD HAZARDOUS WASTE DAY

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

RESOLVED to authorize Town of Knox to participate in the Town of Bethlehem's Household Hazardous Waste Day on May 1, from 8:00a.m. to 1:00p.m.

On motion from Councilman Viscio, seconded by Councilwoman Nagengast and unanimously approved, the meeting was adjourned at 10:22 p.m.

Respectfully submitted,
April 24, 2010

Kimberly D. Swain