

May 11, 2010

**Town of Knox
Regular Meeting**

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 7:28 p.m. with the Pledge of Allegiance to the Flag.

RESOLUTION # 60 - APPROVAL OF MINUTES

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

RESOLVED that the minutes of the April 2010 Meeting were approved after change of a typo in resolution #58.

RESOLUTION # 61 - APPROVAL OF MONTHLY REPORTS

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

RESOLVED that the Reports of the Supervisor and Town Clerk for the Month of April 2010 be approved.

RESOLUTION # 62 - PAYMENT OF BILLS

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

RESOLVED that the Bills be paid on General Abstract #005 of the General Fund, covering claims # 125-148 & 153 and of the Highway Fund, covering claims # 119-124 & 149-152 for the year 2010.

Linda Novello of Thompson's Lake Road presented the Town Attorney with pictures of Mr. Chapman's property. Mrs. Novello would like to know if a building permit was issued to Mr. Chapman for the purpose of a new shed, and if a concrete slab is needed? Her concerns are that the ground and water will be contaminated. Town Attorney Dorfman suggests she meets with the Zoning/Building Enforcement Officer to show him the pictures.

Supervisor Hammond received letter from Albany County, Department of Management and Budget Finance Division regarding Board of Elections Charge backs from 2008, for \$6,941.29. The letter also stated that later in 2010, the town will receive request for payment for 2009 Board

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of Election Charge backs. Supervisor contacted John Rodat, Commissioner of Management and Budget regarding the 2009 Charge backs. Supervisor expressed his concerns, of not budgeting for 2009 Charge backs in the same year as 2008 Charge backs.

RESOLUTION # 63 - AUTHORIZE SUPERVISOR TO MAKE PAYMENT OF \$6,941.29 FOR 2008 BOARD OF ELECTIONS CHARGE BACKS

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

RESOLVED to authorize the Supervisor to make payment of \$6,941.29 to Albany County, Department of Management and Budget Finance Division for 2008 Board of Election Charge backs.

RESOLUTION # 64 - APPOINT NATHAN GIRANDO TO THE CONSERVATION ADVISORY COUNCIL

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

RESOLVED to appoint Nathan Girando to the Conservation Advisory Council.

RESOLUTION # 65 - AUTHORIZE PAYMENTS FOR BUILDING PROJECT TO THE HOME DEPOT FOR \$149.85, BRUCE BUNZEY FOR \$4,530.00, SACCO & MCKINNEY FOR INVOICE #9 FOR \$1,786.88, M.A. SHAFER CONSTRUCTION FOR FRAMING FOR \$9,014.00, M.A. SHAFER FOR ROOFING FOR \$9,511.50, WAINSCRAF ASSOCIATES, INC FOR GENERAL CONSTRUCTION \$31,337.27, TRI-VALLEY P&H FOR PLUMBING FOR \$1,185.13, PHOENIX ELECTRICAL INC., FOR \$2,681.47, ECKERT MECHANICAL SERVICE, INC. FOR HV&C FOR \$41,932.00, ALTAMONT GLASS & MIRROR CO, INC. FOR SLIDE WINDOW IN TOWN CLERK'S OFFICE FOR \$244.50, MAR-GAS LP FOR \$339.97.

Comment [Watermark1]:

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.

Supervisor Hammond reported that he ordered a sliding window from Altamont Glass for the town clerk's office, and the window has been installed. The view window in the clerk's office will be installed later this week. Councilman Stevens suggested a policy regarding placement of items on the walls. Possibly, post a notice, advising persons to receive permission from Town Supervisor before placing items on the new walls.

Architect Charlie Sacco supplied the town board with a construction cost analysis, for change orders and payment approval. Bruce Bunzey, Clerk of the Works in no longer working full time, and contractors that still have work to be completed, must contact him to gain access to the building.

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RESOLUTION # 66 - AUTHORIZE ARCHITECT CHARLIE SACCO TO WRITE CHANGE ORDERS FOR \$6,484.45

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

RESOLVED to authorize Charlie Sacco to write change orders in the amount of \$6,484.45.

Councilman Stevens suggested inviting the Town Hall Renovation/Addition Committee to see the completed project.

Architect Charlie Sacco reported that the exterior doors are still not in. The delay is caused by Schlage, the electronic lock company, that hasn't sent the hardware to the door manufacturer for the assembly. Charlie Sacco suggests having Altamont Glass try to order one lock and have it installed on the front door at the cost of \$2,800.00. Councilman Viscio would like to explore other options for keyless entry doors, or take a look at other systems. Councilman Stevens doesn't think it would be that involved to run wire for another locking system. Councilman Viscio stated that if we order lock through Altamont Glass, then we stick with this keyless entry system, and have an extra lock through Wainschaf. Charlie Sacco to contact Wainschaf regarding a new lock set.

Charlie Sacco received a proposal for paving the back lot, \$13,000.00 to \$18,000.00 depending on depth of material.

Town Clerk Swain announced she attended the Annual Town Clerk's Conference in Saratoga. She reported to the board a few possible changes that may effect the Town regarding New York State Department of Agriculture and Markets and the Dog License procedures. Bill Ketzer, with New York State, Director of Intergovernmental Affairs reported that a proposed law is currently in legislation for the removal of dog licensing at the state and county levels. The proposed bill proposes to have local towns process all dog license, from sending out renewal notices, purchasing dog tags, and 100% of the licensing revenues. Mr. Ketzer reported that as of July 31, 2010, New York State will not renew it's contract for the Dog Licensing System and as of January 1, 2011, towns should be ready to send out renewal notices to residents with licenses that expire January 31, 2011. Town Clerk Swain reported she has been using the state's database for the past one and half to two years, to eliminate the paper. Swain received a quote from BAS for the Town Clerk software, which handles dog license, marriage license, handicap parking, daily revenue, among other items, the price is \$980.00. Williamson Law Book also offers a similar package, but she has not received a quote.

Supervisor Hammond announced the drop in sales tax revenue that the town has received. He also reported that the elevator has been tested and operated. The extra phone line is in, 872-7124

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is the dedicated phone line for the elevator. In case of a 911 emergency call, Albany Protective Services will contact the following people: Michael Hammond, Gary Salisbury, Louis Saddlemyre, and Loren Shafer in the case of an emergency.

The town has received two proposals for the finishing of the community room floor. The first proposal from Flooring Environment is for \$4,265.00 and the second proposal from J.S.H Contracting is for \$3,000.00. Supervisor Hammond suggested J.S.H Contracting for the installation of the downstairs flooring. J.S.H. Contracting was the contractor who installed the upstairs flooring and tile.

RESOLUTION # 67 - AUTHORIZE SUPERVISOR TO ENTER INTO CONTRACT WITH J.S.H. CONTRACTING TO FINISH DOWNSTAIRS COMMUNITY ROOM FLOORING NOT TO EXCEED \$3,500.00

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

RESOLVED to authorize supervisor to enter into contract with J.S.H Contracting to finish community room floor, not to exceed \$3,500.00.

Supervisor Hammond sent an e-mail to all board members of chairs from Old Brick Furniture for the Board Room Table. Attorney Dorfman suggested the New Old Store on Pauling Avenue in Troy. Attorney Dorfman also suggested the Albany County Courthouse, that building is being remodeled, and may be looking to dispose of the old chairs. Dorfman will make a few calls and report at next month's meeting.

Attorney Dorfman reported to the board on the finding of the Fall Festival and reviewed the contact that Delmar using for their Festival. Dorfman advises that the CAC can do the same as Delmar for the Fall Festival in Knox.

Carol Barber has resigned as the Planning Board Recording Secretary as of May 1, 2010. Lisa Chase is interested in the position.

RESOLUTION # 68 -APPOINT LISA CHASE TO THE POSITION OF RECORDING SECRETARY FOR THE PLANNING BOARD

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

RESOLVED that the Board appoint Lisa Chase to the position of Recording Secretary for the Planning Board.

Supervisor Hammond opened and read the proposal from Newcomb Enterprises for the

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installation of two overhead doors at the Transfer Station.

RESOLUTION # 69 - AUTHORIZE NEWCOMB ENTERPRISES TO INSTALL TWO OVERHEAD DOORS AT THE TRANSFER STATION

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

RESOLVED that the Board authorize Newcomb Enterprises to install two overhead doors at the Transfer Station as per the submitted proposal.

Highway Superintendent Salisbury needed to purchase items for the Transfer Station from The Home Depot. Supervisor Hammond still has the Home Depot card, and will purchase those items for Salisbury. Councilman Stevens suggested that Supervisor Hammond to get his own Home Depot credit card.

On motion of Councilwoman Nagengast, seconded by Councilman Viscio, the meeting was adjourned at 10:10 p.m. Carried unanimously.

Respectfully Submitted,
May 22, 2010

Kimberly D. Swain