

June 8, 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 # 70 - 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 May 2010 Meeting were approved.

**RESOLUTION # 71 - APPROVAL OF MONTHLY REPORTS**

On motion of Councilwoman Gage, 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 May 2010 be approved.

**RESOLUTION # 72 - 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 #006 of the General Fund, covering claims # 165 - 179 and of the Highway Fund, covering claims # 154 - 164 for the year 2010.

Supervisor Hammond reported that the phone system will be activated tomorrow morning at 9:00a.m. and asked Town Clerk Swain to be present.

Councilwoman Nagengast asked if any of the Highway employees are eligible for the State Retirement, 25 years of service and 55 years of age. None of the Highway employees meet that requirement.

June 8, 2010

Supervisor Hammond reported that a resident of Warner's Lake Road has made a complaint regarding a neighbor, that has band practice in garage and is very loud.

Supervisor Hammond also announced that the second check from the NYS Education Department for the Records Management Grant. Supervisor will have to establish a fund for the money, A1410.1 for \$6,266.00.

**RESOLUTION # 73 - AUTHORIZE SUPERVISOR TO ADJUST TOWN CLERK LINE AND ESTABLISH AN A1410.1 FUND FOR THE GRANT MONEY**

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

RESOLVED to authorize the Supervisor to adjust the Town Clerk line and establish an A1410.1 fund.

**RESOLUTION # 74 - AUTHORIZE SUPERVISOR TO MAKE PAYMENT TO ANDREW SYSTEMS, INC FOR \$2,700.00**

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

RESOLVED to authorize Supervisor to make payment to Andrew System's Inc. for providing and installing one 10' long chemical grounding rod, ground enhancement material, test well and be tied into existing grounding system, (\$2,700) town's insurance covered this less \$1,000 deductible.

Supervisor Hammond reported that T-Mobile has shown interest in the possible third carrier on the Pill Box Tower Site.

Discussion of request for proposal to construct a wall in the community room to enclose the concrete foundation wall and enclose the sump pumps on the south and west walls. Architect Charlie Sacco suggests waiting until all the contractors sign off on the completed project. Councilman Stevens suggests updating the drawing as work is being done. Robert Price volunteered to do the drawings.

Supervisor Hammond recommended that the old chairs be pressure washed and cleaned. Councilwoman Nagengast suggested that the Boy Scouts or Girl Scouts do the cleaning as Community Service.

Councilwoman Nagengast asked who will clean the Town Hall, and if the town will put the cleaning out to bid? Supervisor Hammond asked the board, how they would like to handle the cleaning of the new building? Councilwoman Gage asked about putting an ad in the Altamont Enterprise regarding a bid proposal for cleaning services. Supervisor Hammond wished to wait until the final cleaning is done by the General Contractor just before the project is considered complete.

June 8, 2010

Architect Charlie Sacco reported that the temporary doors are in. The electrician, plumber and HV & C have completed. The general contractor is not finished and has submitted for payment, which Charlie Sacco is holding final payment until work is complete. The permanent doors will be delivered in a few weeks. Charlie has written change orders that need to be signed by the town.

**RESOLUTION # 75 - AUTHORIZE SUPERVISOR TO MAKE PAYMENT ON CHANGE ORDERS TO TRI-VALLEY FOR \$1,500.00 AND M.A. SHAFER FOR \$255.50**

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

RESOLVED to authorize Supervisor to make payments on change orders to Tri Valley for \$1,500.00 and M.A. Shafer for \$255.50.

**RESOLUTION #76 - AUTHORIZE PAYMENTS FOR BUILDING PROJECT TO BRUCE BUNZEY FOR \$2,625.00, SACCO & MCKINNEY FOR INVOICE #10 FOR \$1,754.60, MAYLINE COMPANY, LLC FOR \$4,718.28, DESIGN OPTIONS FOR \$4,524.76, COLECRAFT COMMERCIAL FURNISHINGS FOR \$1,791.50, SEATING INC. FOR \$8,112.30, NATHAN OFFICE INTERIORS FOR \$1,827.50, ALBANY PROTECTIVE SERVICE, INC. FOR \$586.00, AND TO MICHAEL HAMMOND FOR A PURCHASE AT LOWE'S FOR A STORAGE CABINET IN MECHANICAL ROOM**

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.

Councilwoman Gage expressed her concerns with the air conditioner units outside of the building, with the possible damage due to snow and ice falling from the roof. Architect Sacco believes that with the snow guards on the metal roof, the units should be fine. Councilman Viscio and Stevens suggested the possibility of protectors to place over these during the winter months.

Town Clerk Swain received a contract from Williamson Law Book for the purchase of additional town clerk software to maintain the Dog Licensing. This software will not only benefit the dog licensing procedures, but marriage license, handicap parking, town clerk cash books as well as monthly reports. Councilman Viscio suggested a database in Excel for the dog license. Councilwoman Gage suggested purchasing the software to eliminate the paper in the clerk's office, if this software is capable to perform all the necessary functions in the clerk's office.

**RESOLUTION # 77 - AUTHORIZE SUPERVISOR TO SIGN CONTRACT WITH WILLIAMSON LAW BOOK TO PURCHASE TOWN CLERK SOFTWARE**

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

RESOLVED to authorize supervisor to sign contract with Williamson Law Book for the purchase of Town Clerk Software for \$300.00 for the additional software, \$455.00 for the support contract, and \$85.00 per hour for installation and training, and \$.50 per mile.

June 8, 2010

Councilwoman Nagengast on behalf of the Youth Committee reported on the Memorial Day Parade, decorated the float, threw candy to the spectators, at the Ice Cream Social, she reported 75 to 100 people in attendance and went through 20 gallons of ice cream.

The Youth Committee wanted the board's permission to attend the Contradance at the Gazebo in Orsini Park, Friday, June 18<sup>th</sup> at the cost of \$300.00. Board members did not want to participate if the town would be absorbing the cost for an out of town event.

The Knox Soccer Program will begin in September through October, on Sundays, possible Tennis Lessons over the summer, Ski Club at Maple Ridge designated a youth night and town residents will receive a reduced rate. The Helderberg Basketball Program in Westerlo, the current individual will no longer be running the program. The Girl Scout Troop 1758 earned the Bronze Award for cleaning trash up in the back of the park.

Councilman Stevens expressed his concerns with the thermostat and setting temperature guidelines and with the hanging things on the walls. He also reported that the playground equipment needs work done. The baby swings, the wooden seats and backs are weathered and rough. The fire engine could use painting.

The board discussed an issue with the Knox Fire Department and the use of the Firemen's pavilion. Supervisor Hammond reported a case of scheduling conflicts with the use of the Park Pavilion and having two parties scheduled for the same day, and having to use the Firemen's pavilion.

Town Clerk Swain brought an issue to the board, regarding the Transfer Station and an employee. The policy for the issuance of receipts to residents who dispose of items that the town collects money for. The issue with the transfer station employee is filling out the receipts if residents do not want one. Swain requests that regardless if the residents do not want a receipt, a receipt should be written out anyways. The board agreed and Supervisor Hammond to discuss this with the employees.

**RESOLUTION # 78 -APPROVE TRAILER PARK PERMIT FOR GREEN ACRES TRAILER PARK**

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

RESOLVED that the Board approve Green Acres Trailer Park Permit for 2010.

On motion of Councilwoman Gage, seconded by Councilwoman Nagengast, the meeting was adjourned at 9:14 p.m. Carried unanimously.

Respectfully Submitted,  
June 21, 2010

June 8, 2010

Kimberly D. Swain