

**Town of Knox
Regular Meeting
December 10, 2013**

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

ALSO: Town Clerk Swain
Highway Superintendent Salisbury

ABSENT: Town Attorney Dorfman

The meeting was called to order at 7:28p.m. With the Pledge of Allegiance to the Flag.

RESOLUTION #114 – SET TIME AND DATE FOR THE JANUARY 2014 ORGANIZATIONAL MEETING

On motion of Councilman Barber, seconded by Councilman Decker, the following resolution was
ADOPTED AYES 5 NAYS 0
RESOLVED to hold the January 2014 Organizational Meeting on January 1, 2014 at 11:30a.m.

Town Board discussed the loss of Lewis Tubbs, a valued employee and an active member in the community. The board expressed their deep condolences to the Tubbs family.

RESOLUTIONS #115 – ACKNOWLEDGE THE SERVICE THAT LEWIS TUBBS HAS GIVEN TO THE COMMUNITY

On motion of Councilman Viscio, seconded by Councilwoman Pokorny, the following resolution was
ADOPTED AYES 5 NAYS 0
RESOLVED to acknowledge the life of Lewis Tubbs and the active part he played in the community.

With the loss of Lewis Tubbs, the Transfer Station has a vacant position. Place ad in the Altamont Enterprise for the position of Transfer Station Attendant.

RESOLUTION # 116 – AUTHORIZE TOWN CLERK TO ADVERTISE THE VACANT POSITION OF TRANSFER STATION ATTENDANT

On motion of Councilman Decker, seconded by Councilwoman Pokorny, the following resolution was
ADOPTED AYES 5 NAYS 0
RESOLVED to advertise the vacant position at the Transfer Station in the Altamont Enterprise.

Highway Superintendent Salisbury advertised for a part time position at the Highway Garage. Held interviews and has hired Joseph Adriance.

RESOLUTION #117 – HIGHWAY SUPERINTENDENT SALISBURY HAS HIRED JOSEPH ADRIANCE TO THE PART TIME POSITION AS ADVERTISED

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

RESOLVED that Joseph Adriance has been hired for the part time winter helper.

RESOLUTION #118 – AUTHORIZE TRANSFERS FROM CONTINGENT ACCOUNT A1990.4 AND TRANSFER FROM DA5130.4

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

RESOLVED to transfer from the contingent account: A1990.4 to A1410.4 for \$1,800; A1990.4 to A8020.4 for \$1000; A1920.4 for \$800 and from account DA5130.4 for \$9,340 to DA9040.8.

Supervisor Hammond circulated a document that the New York State Retirement System is now requiring the town to have employees sign stating that the employee was offered to enroll in the retirement system.

Supervisor Hammond discussed the computer in his office. Has been acting up and causing concerns. The computer is about nine or ten years old and would like to replace.

RESOLUTION # 119 – AUTHORIZE SUPERVISOR TO PURCHASE A NEW DESKTOP COMPUTER FOR SUPERVISOR’S OFFICE

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

RESOLVED to authorize supervisor to purchase a new desktop computer for the supervisor’s office.

Tom Payne with the Knox Youth Council would like to offer the students of Berne Knox Westerlo the opportunity to register with the Maple Ski Ridge for the ski program. The program runs six to eight sessions and with the registration that student will receive a lift ticket for that whole evening. The cost of the program is \$180.00 if registered by 12/25/13, after that the cost is \$190.00. The town board discussed and has done this program in the past few years and would like to offer this again.

Discussed the situation with the United States Postal Service and a kiosk unit has been ordered and the scheduled installation is still being worked out. The community survey that was previously discussed has not been done. A village post office is still being entertained.

Supervisor Hammond circulated a “draft” copy of the handbook for the board members and for Highway Superintendent Salisbury to review. He stated that the board should be adopting the handbook soon.

Councilwoman Pokorny reported on the Comprehensive Plan workshop that was held on November 26 for the purpose of reviewing questions for the public survey. The workshop was well attended and many inputs for the survey. Early next week, she would like to send a “draft” copy of the survey to the attendees for their review. Would like to have the survey mailed to residents by the end of the year. Councilman Viscio and Decker would like to review and read carefully before the survey is mailed out, maybe postpone the mailing until the end of January. Vasilios Lefkaditis and Pamela Fenoff were under the impression that more workshops would be held before finalizing the survey; at the workshop two topics were discussed and the review that was put together has six topics. Councilwoman Pokorny replied that the four work groups reviewed the questions for all six

topics. The survey has 25 questions, with some having sub-questions. Pamela Fenoff suggested adding a question to the survey; “would you like to see Knox as a bedroom community for Albany workers or would you like to see Knox as an actual town with businesses and perhaps a main street”?

Highway Superintendent Salisbury reported on the completed SAM process approximately 300 to 400 pages. Hill and Dale Road is federal funding and in the process of receiving the funds. Dutch Settlement and the remainder of Hill and Dale from state funding will take a while to receive those funds. He stated other towns gave up on the lengthy process due to the overwhelming amount of paperwork. The time clock at the Highway Garage is no longer working; Supervisor Hammond advises Salisbury to purchase another time clock.

The next town board meeting was scheduled for Tuesday, January 14, 2014; however a few board members have a conflict with that date. Schedule the meeting for Tuesday, January 7, 2014.

RESOLUTION # 120 – THE JANUARY TOWN BOARD MEETING WILL BE HELD ON TUESDAY, JANUARY 7, 2014 INSTEAD OF JANUARY 14, 2014

On motion of Councilman Viscio, seconded by Councilman Decker, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to hold the regular town board meeting on Tuesday, January 7, 2014.

RESOLUTION # 121 – ADOPT THE STANDARD WORKDAY AND REPORTING RESOLUTION FOR ASSISTANT BUILDING INSPECTOR DANIEL SHERMAN

On motion of Councilman Decker, seconded by Councilwoman Pokorny, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED to adopt the Standard Work Day and Reporting Resolution for Daniel Sherman.

RESOLUTION #122 – APPROVAL OF THE MONTHLY REPORTS

On motion of Councilman Viscio, seconded by Councilman Decker, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED that the Reports of the Supervisor and Town Clerk for the Month of November 2013 be approved.

RESOLUTION #123 – APPROVAL OF MINUTES

On motion of Councilman Barber, seconded by Councilman Viscio, the following resolution was ADOPTED AYES 5 NAYS 0
RESOLVED that the minutes of the November 2013 meeting be approved.

Councilman Decker questioned the status of NYS DEC. Town Clerk Swain reported that DEC will shut down the old system late December or early January for the switch to the new system. The shut down will take about a week. The old DEC equipment is the town’s responsibility to discard of, DEC will be sending a new license printer.

RESOLUTION #124 – APPROVAL OF MONTHLY BILLS

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

RESOLVED that the bills be paid on General Abstract #012 covering claims #310-332 in the amount of \$11,544.52 and Highway Abstract #012 covering claims #295-309 & 333 in the amount of \$18,830.67 for 2013.

Robert Price reported the next meeting of the Planning Board will finalize boundaries in business district 1 and a map. Gave the town clerk an electronic copy of the map for the website, but is currently working on a revised map.

Pamela Fenoff questioned the vital records kept in the closet in the conference room. These records are not in a fire proof vault or room, which is a huge concern. Town Clerk Swain reported that those records were placed in the Records Room, but the Registrar of Vital Statistics could not access them and had them removed. With the board in agreement those Death and Birth Records will be moved back down to the Records Room. With a Records Management grant four years ago, has the town done any of the recommendations that K.Sickler/Murphy advised, such as a cage to separate court and town records? Town Board discussed this issue in 2011; are there plans to do so? Supervisor Hammond stated that the town doesn't have plans to install a gate. The Record Room is fire rated for up to 2 hours of fire; the room is also climate controlled. Recommendations were given to the town board after the completion of the inventory, such as what are the next steps in records management, which at this point, none of this has been done, Swain reported. The records that were inventoried downstairs, then entered into the database. After shelving was installed all records were moved from their inventoried location and put on shelves before town clerk had access to the records room. Which made the database useless for locating these records.

Councilman Viscio asked Clerk Swain if all of the town records in the storage room have been entered into the database. Clerk Swain responded that yes, all of the records have been entered into the database.

Supervisor Hammond stated that he just put records down in the records room today. Town Clerk Swain reported that those records should go to the Records Management Officer before being placed in the records room, so the database can reflect where those records are. If these steps are not followed, the purpose of the database is unsuccessful.

Vasilios Lefkaditis recognized Kim Swain for her eight years as the town's clerk.

Supervisor Hammond and the town board also thanked Kim Swain for her service as town clerk, and for training the newly elected clerk, Tara Murphy.

On motion of Councilman Viscio, seconded by Councilwoman Pokorny, the meeting was adjourned at 8:39PM. Carried unanimously.

Respectfully submitted,
December 18, 2013

Kimberly D. Swain