

**ORGANIZATIONAL MEETING, WARRENSBURG TOWN BOARD, JAN.2, 2013**

The Organizational meeting of the Warrensburg Town Board was held on Tuesday, January 2, 2013 at 5:00 p.m. at the Albert Emerson Town Hall with the following members present:

<b>PRESENT:</b>	Supervisor	Kevin Geraghty
	Councilman	John Alexander
	Councilwoman	Joyce Reed
	Councilwoman	Linda Marcella
	Councilman	Bryan Rounds

**OTHERS PRESENT:** Donna A. Combs, Town Clerk and Robert Hafner, Town Attorney.

**RESOLUTION #1-13**

**ADOPT ORGANIZATIONAL RESOLUTIONS #2- #24**

On motion of Councilwoman Baker-Marcella, seconded by Councilwoman Reed, the following resolutions were: ADOPTED

**AYES 5      Alexander, Rounds, Geraghty, Reed, Baker- Marcella**

**NAYS 0**

**RESOLUTION #2-13**

**REGULAR MEETING**

**RESOLVED**, that the regular meeting of the Town Board of the Town of Warrensburg shall be held on the second Wednesday of each month at 7:00 p.m. at the Albert Emerson Town Hall.

**RESOLUTION #3-13**

**DEPUTY SUPERVISOR**

**RESOLVED**, that the Supervisor is permitted to name John Alexander Deputy Supervisor for the year 2013.

**RESOLUTION #4-13**

**OFFICIAL DEPOSITORIES**

**RESOLVED**, that the Glens Falls National Bank is designated official depository for the Town funds.

**RESOLUTION #5-13**

**OFFICIAL NEWSPAPERS**

**RESOLVED**, that the Glens Falls Post Star is designated as official newspaper for legal advertisements.

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**RESOLUTION #6-13**

**INVESTMENT OF SURPLUS FUNDS**

**RESOLVED**, that the Supervisor be empowered to invest surplus funds to draw interest for the accounts from which the funds were drawn.

**RESOLUTION #7-13**

**ASSOCIATION OF TOWNS**

**RESOLVED**, that Town Officials are permitted to attend Association of Towns meeting in New York City in February at Town expense with individual Town Board authorization, naming the Supervisor the regular delegate, authorizing the Supervisor to name an alternate for voting purposes.

**RESOLUTION #8-13**

**FILING OF YEAR END REPORT**

**RESOLVED**, that the Supervisor be permitted sixty days extension in which to file year-end reports with State Comptroller.

**RESOLUTION #9-13**

**PAYMENT OF BILLS AHEAD OF ABSTRACT**

**RESOLVED**, that authorization is given for payment of utilities, postage, and, other similar expenses as the bills come in and previous to audit, by the Supervisor on recommendation of the Town Board.

**RESOLUTION #10-13**

**RECORDS MANAGEMENT**

**RESOLVED**, that Donna A. Combs be named as Records Management Officer and, the Supervisor to be the Appeals Officer.

**RESOLUTION #11-13**

**TAX COLLECTOR**

**RESOLVED**, that the Tax Collector deposit in her name as Tax Collector of the Town of Warrensburg at Glens Falls National Bank, Warrensburg Branch, within 24 hours after receipt, all monies collected by her which are due the Supervisor. All monies so deposited shall be paid to the Supervisor within 15 days after receipt.

**RESOLUTION #12-13**

**PETTY CASH/TOWN CLERK**

**RESOLVED**, that the Town Clerk is authorized to establish a Petty Cash Fund not to exceed the amount of \$100.00 (One Hundred Dollars).

**RESOLUTION #13-13**

**COLLECTOR CASH DRAWER**

**RESOLVED**, that the Tax Collector is authorized to establish a cash drawer for the collection of Land, Water and Sewer bills not to exceed \$100.00 (One Hundred) each.

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**RESOLUTION #14-13**

**TOWN HISTORIAN**

**RESOLVED**, that Sandi Parisi is named as Town Historian for the year 2013.

**RESOLUTION #15-13**

**RE-APPOINT DAVID SPATZ TO THE PLANNING BOARD**

**RESOLVED**, to re-appoint David Spatz to the Warrensburg Planning Board (January 2018).

**RESOLUTION #16-13**

**LEGAL SERVICES FOR ASSESSOR**

**RESOLVED**, that the Supervisor is authorized to enter into a contract with Carusone & Muller and or Bartlett, Pontiff, Stewart and Rhodes, P.C. for legal services for the Assessor on a per diem basis.

**RESOLUTION #17-13**

**APPOINTMENT OF BUDGET OFFICER**

**RESOLVED**, to appoint Kevin B. Geraghty as Budget Officer for the year 2013.

**RESOLUTION #18-13**

**SALARIES**

**RESOLVED**, that the Town Board does hereby fix salaries of the Officers and Employees of the Town of Warrensburg for the year January 1, 2013 at the amounts respectfully stated in the budget.

**RESOLUTION #19-13**

**ACCEPT COMMITTEE APPOINTMENTS**

**RESOLVED**, to accept the Committee Appointments for the Year 2013.

**RESOLUTION #20-13**

**RE-APPOINT MARK MOREY TO ZONING BOARD OF APPEALS**

**RESOLVED**, to re-appoint Mark Morey to the Warrensburg Zoning Board of Appeals with a term to expire on January, 2018.

**RESOLUTION #21-13**

**RESOLUTION DESIGNATING TOWN POLICE OFFICER**

**RESOLVED**, to designate David Cavanaugh as Town of Warrensburg Police Officer, setting his duties to be that of a Town Court Officer.

**RESOLUTION #22-13**

**RESOLUTION SETTING MILEAGE ALLOWANCE FOR 2013**

**RESOLVED**, to set the mileage reimbursement allowance for 2013 at \$.56.

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**RESOLUTION #23-13**

**AUTHORIZE SUPERVISOR TO ENTER INTO CONTRACT WITH UPSTATE TOURS FOR ASSOCIATION OF TOWNS BUS**

**IT IS RESOLVED**, that the Supervisor is authorized to enter into an agreement with Upstate Tours to allow the Town of Warrensburg to contract for a bus for the Association of Towns Annual Training and Meeting to be held in New York City so the Town is able to contract with other towns to provide transportation, with the provision that any bus seat reservation purchased must be paid for at the time the bus seat reservation is made.

**RESOLUTION #24-13**

**APPOINTING JAMES COOPER CHAIRMAN OF THE ZONING BOARD OF APPEALS**

**IT IS RESOLVED**, to re-appoint James Cooper the Chairman of the Zoning Board of Appeals for the year 2013.

**DISCUSSION – ASSOCIATION OF TOWNS ANNUAL MEETING**

Town Clerk Combs read the correspondence from the Association of Towns and said the proposed resolution copies for 2013 at the Annual meeting would be in the Town Board member's folders for them.

**RESOLUTION #25-13**

**AUTHORIZING VOUCHERS TO BE PAID AHEAD OF ABSTRACT**

On motion of Councilman Alexander, seconded by Councilman Rounds, the following resolution was ADOPTED

**AYES 5** Alexander, Rounds, Geraghty, Reed, Baker- Marcella  
**NAYS 0**

**RESOLVED**, to authorize the following vouchers to be paid ahead of Abstract #1: Upstate Tours, Association of Towns, Hilton New York and Sheraton New York.

**RESOLUTION #26-13**

**DESIGNATE SUPERVISOR TO BE DELEGATE FOR 2013 ANNUAL ASSOCIATION OF TOWNS**

On motion of Councilwoman Baker-Marcella, seconded by Councilman Rounds, the following resolution was ADOPTED

**AYES 5** Alexander, Rounds, Geraghty, Reed, Baker- Marcella  
**NAYS 0**

**RESOLVED**, to designate Kevin B. Geraghty, Supervisor to be the 2013 delegate for the Association of Towns annual meeting, and naming John Alexander to be the alternate delegate.

**COMMITTEE ASSIGNMENTS**

Committee assignments for 2013 for the Town Board were reviewed and accepted.

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### **DISCUSSION – GRANTS**

Supervisor Geraghty opened discussion telling the Town Board the Town scored pretty good with the Consolidated Funding Grants, they received the Band Stand Grant, and the Park Development. Supervisor Geraghty told the Town Board that Patty had received word today the Town received the federal grant on Safe Routes to School and the Highway Superintendent helped get a grant for sidewalks from Greater Glens Falls Transportation for side walks on Hudson Street.

### **DISCUSSION – COMMITTEES**

Councilwoman Baker Marcella asked the Supervisor to discuss the Committees. Supervisor Geraghty said he would like the Committees to touch base with the Assessor, the Code Enforcement Officer, the Dog Control Officer, give them a call and see if there is anything they need, he would like the Committee Chairs to reach out to the Departments and if there is anything to be expanded discuss it, if there is an issue where they need to have a committee meeting they can sit down with it. Councilwoman Baker Marcella asked if there were any committees that should have a regular meeting. Supervisor Geraghty said he thought the Sewer and Water should schedule some meetings, even if they meet every other month, and the Well project. Supervisor Geraghty suggested once they are ready to begin the sidewalks perhaps Councilman Rounds could sit with the Highway Superintendent and discuss a game plan.

Supervisor Geraghty said he knew that the goals for Sewer and Water were not accomplished, like the water main from Lake Avenue to Hudson Street, there is a fire hydrant over there, the well is a big one and it is his thought that they meet once a month until they are sure they are on tract, and, get the Suozzo's involved.

Councilwoman Reed asked when the well would be done and said someone discussed putting the well in and adding it to the well house. Councilwoman Reed said she hated to see that happen in one building. Councilwoman Reed said if something were to happen to that building they would have all three wells shut down at one time, the Town can put up a garage from Curtis for \$4500.00.

Supervisor Geraghty said they should schedule a water committee meeting for sometime in January and get Tom Suozzo to list the pros and the cons to do that. Supervisor Geraghty told Councilwoman Baker Marcella the County is trying to make changes on the Landfill containers which could wipe out any savings the Town is getting on the tipping fees if they do make a company go out and provide their own containers. Supervisor Geraghty said he was a little concerned about that.

Supervisor Geraghty asked the Town Board to review the information in their packets for Complete Streets, there are things they need to do for Kate Manse.

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Supervisor Geraghty welcomed Robert Hafner, Town Attorney and spoke about the Attorney being able to attend all Board Meetings in the future.

Attorney Hafner reported receiving phone calls from Mike O'Connor who wishes to speak with him about the town's draft contracts and said he expects to be able to report what Mr. O'Connor's comments are before the next meeting.

**DISCUSSION – ATTORNEY CLIENT PRIVILEGE**

It was determined the Town Board will hold a Attorney Client meeting on Wednesday, January 23, 2013 at 4:30 p.m.

**DISCUSSION – PERSONNEL**

Councilwoman Reed asked if they wished to have discussion regarding town employees' vacation schedule. Councilwoman Reed said where she worked it is one person out on vacation at a time, the Town had three guys out at one time and then Tom got hurt. Councilwoman Reed voiced concern over what might have happened if there had been a water main break and the fact they would have been paying all of those guys over time because they would have been on vacation, there should not be more than one employee out at a time. Councilman Rounds suggested they might tell the employees if they want the time off they can have it but if they have to be called into work they would not be paid overtime. Supervisor Geraghty explained that has already been done with one guy, he volunteered to come in and work in exchange for Memorial Day time off. Supervisor Geraghty said with the limited force of seven people they should schedule time off one per week and it should be done based on seniority. The Personal Policy will be updated, the Town can tell the Water Superintendent to start putting it in place now.

On motion of Councilwoman Baker Marcella, seconded by Councilwoman Reed, the meeting was adjourned at 5:26 p.m.

Respectfully submitted,

Donna A. Combs, Town Clerk