

**MINUTES OF THE TOWN OF WARRENSBURG  
COMBINED ORGANIZATIONAL AND REGULAR TOWN BOARD MEETING,  
HELD JANUARY 7, 2020  
At the Albert Emerson Town Hall at 6:00 p.m.**

**The Following Members were present:**

Supervisor	Kevin B. Geraghty
Councilperson	John Alexander
Councilperson	Bryan Rounds
Councilperson	Richard Larkin
Councilperson	Donne-Lynn Winslow

Pamela Lloyd, Town Clerk; Mechylle Hammond, Deputy Town Clerk; Edward Pennock, Highway Superintendent; Tracy Benoit, Water Superintendent; Mindy Fisk, Town Justice; Robert Hafner, Town Attorney and numerous Town residents

**ORGANIZATIONAL MEETING NEW BUSINESS:**

Swearing in of Town Officials by Justice Mindy Fisk: Pamela M. Lloyd – Town Clerk, Mechylle Hammond – Deputy Town Clerk, Richard Larkin – Town Board Member, Donne-Lynn Winslow – Town Board Member, G. Edward Pennock – Highway Superintendent.

Welcome new Town Officials; Town Clerk, Pamela Lloyd; Deputy Town Clerk, Mechylle Hammond; and Town Board Member Richard Larkin.

**RESOLUTION AFFIRMING AND RATIFYING THE APPOINTMENT OF PAMELA LLOYD AS WARRENSBURG TOWN CLERK.**

**RESOLUTION #1-2020**

**On motion of Supervisor Geraghty, seconded by Councilperson Alexander the following resolution was ADOPTED:**

**WHEREAS**, the Warrensburg Town Clerk Donna Combs, after many years of service to the Town, informed the Town Board that she has given the Town a copy of her written resignation and letter filing it with the New York Secretary of State effective December 31, 2019; and

**WHEREAS**, pursuant to Town Law, the position of Town Clerk is an important position and the Town Board needed to appoint someone to the position of Town Clerk effective January 1, 2020; and

**WHEREAS**, the Town Board may appoint a qualified person to fill the vacancy in any Town office and interviewed persons for the position; and

**WHEREAS**, at the December 30, 2019 Town Board meeting, the Town Board appointed Pamela Lloyd as Town Clerk effective January 1, 2020;

**Continued:**

**ORGANIZATIONAL MEETING NEW BUSINESS:**

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board hereby affirms and ratifies the appointment of Pamela Lloyd as the Town Clerk for the Town of Warrensburg as of January 1, 2020 to serve and to be paid such amount as approved in the Town budget; and be it further

**RESOLVED**, that the Town Clerk shall duly take and file the oath of office; and be it further

**RESOLVED**, that, as the appointment shall fill a vacancy in an elective office, Pamela Lloyd shall hold the office of Town Clerk until December 31, 2020, when the vacancy will be duly filled during the 2020 annual election; and be it further

**RESOLVED**, that the Town Board hereby authorizes and directs the Town Supervisor and other appropriate Town officials to complete any forms and take any action necessary to effectuate the intent of this Resolution.

**Duly adopted this 7th day of January, 2020 by the following vote:**

**AYES: Geraghty, Alexander, Larkin, Winslow**

**NAYS: None**

**ABSTAINS: Rounds**

**RESOLUTION RATIFYING AND AFFIRMING THE APPOINTMENT OF G. EDWARD PENNOCK AS ASSISTANT LANDFILL MANAGER.**  
**RESOLUTION #2-2020**

**On motion of Councilperson Winslow, seconded by Councilperson Alexander the following was ADOPTED**

**WHEREAS**, at the December 30, 2019 Town Board meeting, the Town Board appointed G. Edward Pennock as assistant landfill manager during calendar year 2020 to help with the administration and maintenance of the Town's waste management and transfer station facilities and to perform such duties as the landfill manager shall assign him;

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board hereby affirms and ratifies appointment of G. Edward Pennock as assistant landfill manager for Seven Thousand Five Hundred Dollars (\$7,500.00) to be paid in equal bi-weekly installments; and be it further

**RESOLVED**, that the Town Board hereby authorizes and directs the Town Supervisor, Town Clerk and/or Town Counsel to complete any forms and take any action necessary to effectuate the intent of this Resolution.

**Duly adopted this 7<sup>th</sup> day of January, 2020 by the following vote:**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

**ORGANIZATIONAL MEETING NEW BUSINESS:**

**ADOPT ORGANIZATIONAL RESOLUTIONS #4 - #27**

**RESOLUTION #3-2020**

**RESOLVED**, to adopt Resolutions #4 - #29 for the year 2020

**On motion of Councilperson Alexander, seconded by Supervisor Geraghty, the following resolutions were Adopted this 7<sup>th</sup> day of January, 2020 by the following vote:**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

**\* ABSTAINED: Winslow from Resolution # 27**

**REGULAR TOWN BOARD MEETING**

**RESOLUTION #4-2020**

**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 starting with the February meeting.

**DEPUTY SUPERVISOR**

**RESOLUTION #5-2020**

**RESOLVED**, that the Supervisor is permitted to name John Alexander Deputy Supervisor for the year 2020 and to pay the position \$640.00 for the year.

**OFFICIAL DEPOSITORY**

**RESOLUTION #6-2020**

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

**OFFICIAL NEWSPAPERS**

**RESOLUTION #7-2020**

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

**INVESTMENT OF SURPLUS FUNDS**

**RESOLUTION #8-2020**

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

**ASSOCIATION OF TOWNS**

**RESOLUTION #9-2020**

**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.

**FILING OF YEAR END REPORT**

**RESOLUTION #10-2020**

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

**PAYMENT OF BILLS AHEAD OF ABSTRACT**

**RESOLUTION #11-2020**

**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.

**ORGANIZATIONAL MEETING NEW BUSINESS:**

**RECORDS MANAGEMENT**

**RESOLUTION #12-2020**

**RESOLVED**, that Pamela M. Lloyd be named as Records Management Officer and, the Supervisor to be the Appeals Officer.

**TAX COLLECTOR**

**RESOLUTION #13-2020**

**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.

**PETTY CASH/TOWN CLERK**

**RESOLUTION #14-2020**

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

**TAX COLLECTOR CASH DRAWER**

**RESOLUTION #15-2020**

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

**SEWER/WATER CLERK CASH DRAWER**

**RESOLUTION #16-2020**

**RESOLVED**, that the Sewer/Water Clerk is authorized to establish a cash drawer for the collection of Sewer/Water fees in an amount not to exceed \$100.00 (One Hundred Dollars).

**TOWN HISTORIAN**

**RESOLUTION #17-2020**

**RESOLVED**, that Sandi Parisi is named as Town Historian for the year 2020.

**LEGAL SERVICES FOR ASSESSOR**

**RESOLUTION #18-2020**

**RESOLVED**, that the Supervisor is authorized to enter into a contract Bartlett, Pontiff, Stewart and Rhodes for legal services for the Assessor on a per diem basis.

**LEGAL SERVICES FOR TOWN**

**RESOLUTION #19-2020**

**RESOLVED**, that the Supervisor is authorized to enter into a contract with Miller, Mannix, Schachner & Hafner, LLC for Town Legal Services.

**APPOINTMENT OF BRIAN SEELEY TO WARREN COUNTY YOUTH BOARD**

**RESOLUTION #20-2020**

**RESOLVED**, to appoint Brian Seeley to the Warren County Youth Board for the year 2020.

**APPOINTMENT OF BUDGET OFFICER**

**RESOLUTION #21-2020**

**RESOLVED**, to appoint Kevin B. Geraghty as Budget Officer for the year 2020.

**ORGANIZATIONAL MEETING NEW BUSINESS:**

**SALARIES**

**RESOLUTION #22-2020**

**RESOLVED**, that the Town Board does hereby fix salaries of the Officers and Employees of the Town of Warrensburg for the year January 1, 2020 at the amounts respectfully stated in the budget.

**ACCEPT COMMITTEE APPOINTMENTS**

**RESOLUTION #23-2020**

**RESOLVED**, to accept the Committee Appointments for the Year 2020.

**RESOLUTION SETTING MILEAGE ALLOWANCE FOR 2020**

**RESOLUTION #24-2020**

**RESOLVED**, to set the mileage reimbursement allowance for 2020 at \$.575 per the IRS rate.

**RESOLUTION DESIGNATING PART-TIME TOWN POLICE OFFICER**

**RESOLUTION #25-2020**

**RESOLVED**, to designate Brandon Combs as Town of Warrensburg Part-Time Police Officer.

**AUTHORIZE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH CEDARWOOD ENGINEERING FOR ENGINEERING CONTRACT.**

**RESOLUTION #26-2020**

**RESOLVED**, to authorize the Supervisor to enter into an agreement with Cedarwood Engineering for engineering services for the year 2020.

**APPOINT COURT OFFICER**

**RESOLUTION #27-2020**

**RESOLVED**, to appoint Susan Campbell as Court Officer and setting her duties to be that of a Town Court Officer.

On motion of Councilperson Alexander, seconded by Supervisor Geraghty the following resolution was

**ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin**

**NAYS: None**

**ABSTAINS: Winslow**

**REGULAR BOARD MEETING**

**REPORTS OF TOWN OFFICIALS**

The reading of the reports of Town Officials were received from the following: Town Clerk, Supervisor, Assessor, Justice, Planning Dept, Code Enforcement.

**COMMITTEE REPORTS:**

Committee reports were received from the following: Highway, Museum, Parks and Rec., Sewer, Water

**UNFINISHED BUSINESS:**

Work continues on the removal of asbestos from the house at 47 River Street. Our plans are to continue the demolition of the Town owned property this winter.

**Continued;**

## **REGULAR BOARD MEETING**

We need to set a meeting date to discuss changes to both planning and zoning items along with the Town Code.

Discussed declaring old highway garage surplus and the selling of the lots on King Street. The lots involved are 5 King Street, 7 King Street, 9 King Street, 11 King Street, 13 King Street and 12 Oak Street.

### **NEW BUSINESS:**

#### **RESOLUTION ACCEPTING THE RESIGNATION OF RICHARD LARKIN AS A MEMBER OF THE PLANNING BOARD.**

##### **RESOLUTION #28-2020**

On motion of Councilperson Alexander, seconded by Councilperson Larkin, the following Resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

#### **RESOLUTION ACCEPTING THE RESIGNATION OF LAURA MOORE AS A MEMBER OF THE PLANNING BOARD.**

##### **RESOLUTION #29-2020**

On motion of Councilperson Alexander, seconded by Councilperson Rounds, the following Resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

#### **TO APPOINT SUSAN MILLER HULL TO PLANNING BOARD**

##### **RESOLUTION #30-2020**

**RESOLVED**, to Appoint Susan Miller Hull to fill the remaining term of Richard Larkin on the Planning Board until January 2024.

On motion of Councilperson Alexander, seconded by Councilperson Larkin the following resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

#### **TO APPOINT SUZANNE TYLER TO PLANNING BOARD**

##### **RESOLUTION #31-2020**

**RESOLVED**, to Appoint Suzanne Tyler to a five year term on the Planning Board ending January 2025.

On motion of Councilperson Winslow, seconded by Councilperson Alexander the following resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

#### **RE-APPOINT WILLIAM OEHLER TO ZONING BOARD OF APPEALS**

##### **RESOLUTION #32-2020**

**RESOLVED**, to re-appoint William Oehler to the Warrensburg Zoning Board of Appeals with a term to expire on January, 2025.

On motion of Councilperson Rounds, seconded by Councilperson Larkin the following resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

**REGULAR BOARD MEETING**

**DISCUSSION:**

Discussed the reimplementation of the Landfill Punch Card. The cost of the Punch cards will remain at \$20.00 with no annual sale of buy one get one half off.

Kevin wished to Thank everyone for their help during the tragic fire on December 31,2019 at 844 Schroon River Road.

Councilperson Rounds brought up extending the Hamlet of Warrensburg to include the 640 acres on Alden Avenue.

**PAY BILLS**

**RESOLUTION #33-2020**

On motion of Councilperson Alexander, seconded by Councilperson Winslow the following resolution was **ADOPTED**

**AYES: Geraghty, Alexander, Rounds, Larkin, Winslow**

**NAYS: None**

**REGULAR BOARD MEETING**

**RESOLVED**, to pay the warrants as outlined on Abstract #1-2020 in the following amounts:

Total Claims:	<u>\$121,875.55</u>
General Fund	\$34,366.90
Highway Fund	\$69,565.27
Sewer Fund	\$3,463.26
Water Fund	\$6,275.00
Lighting Dist.	\$7,511.14
Countryside Sewer	\$18.98
Library Ave Sewer	\$405.00
Treatment Plant	\$270.00

There was no further discussion.

**On motion of Councilperson Alexander, seconded by Supervisor Geraghty, the meeting was adjourned at 7:00 p.m.**

**Respectfully Submitted,**

**Pamela M. Lloyd  
Town Clerk**