

**ORGANIZATIONAL MEETING, TOWN OF ELIZABETHTOWN,
JANUARY 2, 2013**

An organizational meeting of the Town Board of the Town of Elizabethtown, County of Essex, in the State of New York was held at the Town Hall, 7563 Court Street, Elizabethtown, NY on the 2nd day of January 2013.

PRESENT: Margaret Bartley- Supervisor
Joseph Martin- Councilperson
Ben Morris- Councilperson
James Phillips-Councilperson
Evelyn Hatch- Councilperson
Debra Brooks- Town Clerk

OTHERS PRESENT- Harry Gough, Bruce Pushee

Supervisor Bartley called the Organizational Meeting to order at 7:00PM.

RESOLUTIONS -1-38

On a motion of Councilperson Phillips, seconded by Councilperson Martin, the following resolutions with the exception of numbers 20, 21 and 26 after discussion were

ADOPTED Ayes-5 Martin, Morris, Bartley, Hatch, Phillips
Nays-0

Resolution No. 1 of 2013

Resolution Designating Salaries for 2013

RESOLVED, that effective January 1, 2013 the following Town officials shall receive the salary and compensation for the Town of Elizabethtown:

Supervisor	\$20,000
Town Clerk / Tax Collector	\$15,288
Registrar	\$ 4,000
Town Council (each)	\$ 3,822
Town Justice (each)	\$11,244
Hwy Superintendent	\$35,643
Hwy Superintendent, Deputy	\$ 1,250

Resolution No. 2 of 2013

Resolution Designating Official Banks

RESOLVED, that the following are designated to be the official banks to deposit the Town of Elizabethtown's monies during 2013. Champlain National Bank and Glens Fall National Bank.

Resolution No. 3 of 2013

Resolution Designating Official Newspapers

RESOLVED, the official newspaper for advertising in 2013 shall be the Valley News,

BE IT FURTHER RESOLVED, that the Plattsburgh Press Republican shall also be used for advertising in any situation that requires a time frame that can only be met with a daily newspaper.

Resolution No. 4 of 2013

Resolution Designating Mileage Allowance.

RESOLVED, that the Town Officials be compensated at **55** cents per mile for use of their vehicles in the performance of their official duties in 2013.

Resolution No. 5 of 2013

Resolution Setting Date of Monthly Meetings

RESOLVED, that the Town Board of the Town of Elizabethtown shall hold a monthly meetings, the third Tuesday of each month at 7:00 PM at the Elizabethtown Town Hall unless changed by Board Resolution. **Special meetings or workshops will be called as needed.**

Resolution No. 6 of 2013

Resolution Authorizing Supervisor to Send Report

RESOLVED, that the Supervisor shall submit to the Town Clerk and to the State Comptroller, a copy of the Annual Report for 2012 within 60 days after the close of the year. **An extension may be applied for as needed.**

Resolution No. 7 of 2013

Resolution to Appoint Town Historian

RESOLVED, that Janet MacDougal Cross is appointed to serve as Town Historian for 2013 at a salary of \$250 annually. Conrad Hutchins will be Historian Emeritus and serve as a consultant to the Town Historian.

Resolution No. 8 of 2013

Resolution to Appoint Zoning / Code Officer

RESOLVED, that the Town Board does hereby appoint John Hudson to serve as Code Enforcement Officer and the Zoning Officer for the Town of Elizabethtown.

Resolution No. 9 of 2013

Resolution Authorizing Highway Superintendent to expend amounts under \$500

RESOLVED, Pursuant to §142 of the Highway Law, that the Highway Superintendent be authorized to expend amounts under \$500, per item, for repairs of the Town equipment, tools, and other implements to be used for highway maintenance, construction and reconstruction, **ANY** other expenditure shall be reviewed by the Town Board.

Resolution No. 10 of 2013

Resolution to Appoint Dog Control Officer

RESOLVED, that the Town Board does hereby appoint Bernard Duso to serve as Dog Control Officer for the Town of Elizabethtown for 2013 at an annual salary of \$1,000

Resolution No. 11 of 2013

Resolution Appointing Town Counsel

RESOLVED, that firm of Miller, Mannix, Schachner & Hafner LLC is hereby appointed as Town's legal counsel for the Town of Elizabethtown by contract.

Resolution No. 12 of 2013

Resolution to Adopt Procurement Policy pursuant to §104b General Municipal Law

WHEREAS, the Town of Elizabethtown adopt the Procurement Policy **AND**

WHEREAS, this policy needs to be reviewed and adopted each year,

RESOLVED, that the Town Board hereby adopts the Procurement Policy and Procedures Pursuant to §104b of the General Municipal Law.

Resolution No. 13 of 2013

Resolution to Adopt Investment Policy for the Town of Elizabethtown

WHEREAS, the Town of Elizabethtown adopted an Investment Policy, **AND**

WHEREAS, this policy is reviewed and adopted each year,

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Elizabethtown, hereby adopts the Investment Policy of the Town.

Resolution No. 14 of 2013

Resolution to Appoint Chairman for ZBA

RESOLVED, that the Town Board does hereby appoint, Ronald Testa as Chairman of the Zoning Board of Appeals for the year 2013.

Resolution No. 15 of 2013

Resolution Appointing Chairman of Planning Board

RESOLVED, that the Town Board does hereby appoint Bruce Pushee as Chairman of the Planning Board for the year 2013.

Resolution No. 16 of 2013

Resolution Appointing the Supervisor's Clerk

RESOLVED, that the Supervisor does hereby appoint April L. Sumner as Clerk to the Supervisor for the year 2013.

Resolution No. 17 of 2013

Resolution to Appoint Deputy Supervisor

RESOLVED, that the Supervisor does hereby appoint, Joe Martin to serve as Deputy Supervisor for the Town of Elizabethtown for the year 2013.

Resolution No. 18 of 2013

Resolution to Appoint Zoning Board of Appeals Members

RESOLVED, that the Town Board does hereby appoint, the following to serve on the Elizabethtown Zoning Board of Appeals for the year 2013.

Ronald Testa - Chairman

James (Bill) Hubschman

George Onni

Helen DeChant

Richard Rich

Paul DeBarbieri - Alternate

Vacant ----- Alternate

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Resolution No. 19 of 2013

Resolution to Appoint Planning Board Members

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Elizabethtown Planning Board for the year 2013.

Bruce Pushee- Chairman

Megan Murphy

Nancy Dawson

Gerald Allwell

Elena Borstein

Kevin Grinwis- Alternate

Harry Gough- Alternate

Resolution No. 20 of 2013

Resolution to Appoint Board of Assessment Review

RESOLVED, that the Town Board does hereby appoint, the following board members, to serve on the Board of Review for the year 2013.

Linda Ellsworth Board of Review

George Salg Board of Review

Kenneth Howard Board of Review

Resolution No. 21 of 2013

Resolution to Appoint Town Health Officer

RESOLVED, that the Town Board does hereby appoint, _____ to serve as Town Health Officer for the year 2013.

Resolution No. 22 of 2013

Resolution to Appoint Budget Officer

RESOLVED, that the Town Board does hereby appoint, Cathy Persons to serve as Budget Officer for at an annual salary of \$1,000 for the year 2013.

Resolution No. 23 of 2013

Resolution to Delegate to the Supervisor Powers and Duties

RESOLVED, Pursuant to § 3-7 of the Town Law, that the Supervisor is authorized to conduct the duties necessary for the day-to-day administration of the Town for the year 2013, and to expend under \$500, per item, for Town repairs. **ANY** other expenditure over \$500 shall be subject to Town Procurement policy.

Resolution No. 24 of 2013

Resolution to Appoint Water Superintendent

RESOLVED, that the Town Board does hereby appoint David Dickinson to serve as Water Superintendent for 2013 for an annual payment of \$7,500.

Resolution No. 25 of 2013

Resolution to give permission to attend the Association of Towns Meeting

RESOLVED, that any member of the Town Board, who so desires, be given permission to attend the Association of Towns Meeting to be held in New York City, February 2013. The Town will pay the \$100 registration fee, and the participant will pay all other costs.

Resolution No. 26 of 2013

Elizabethtown/Lewis Youth Commission Youth Commission

RESOLVED, the Elizabethtown Town Board supports a youth recreation program for the youth of Elizabethtown, and **RESOLVED**, the Elizabethtown Town Board has approved the appointments of persons from the Town of Elizabethtown to serve on the Elizabethtown/Lewis Youth Commission Board, and

BE IT RESOLVED, that the Town Board of the Town of Elizabethtown authorizes the Supervisor to enter into a joint agreement between the Town of Elizabethtown and the Town of Lewis for the period January 1, 2013 through December 31, 2013 and to pay a sum of \$7,750 to the Youth commission.

Resolution No. 27 of 2013

Resolution to Appoint Clerk to the Courts

RESOLVED, that the Town Board does hereby appoint, Jeannie Frisbie and Donna Garrison to serve as clerk to the Courts for the year 2013.

Resolution No. 28 of 2013

Resolution to Appoint Deputy Town Clerks

RESOLVED, that the Town Board does hereby appoint Linda Martin, Shirley LaVigne and Shona Brooks to serve as Deputy Town Clerks for the year 2013.

Resolution No. 29 of 2013

Resolution to Appoint Fire & Safety Code Enforcement Officer

RESOLVED, that the Town Board does hereby Appoint, John Hudson to serve as Fire & Safety Code Enforcement Officer for the year 2013

Resolution No. 30 of 2013

Resolution to Appoint Sole Assessor

RESOLVED, that the Town Board does hereby appoint, David Galarneau to serve as Sole Assessor for the year 2013 by contract with the Town of Willsboro and Westport.

Resolution No. 31 of 2013

Resolution to Adopt Personnel Policy

RESOLVED, that the Town Board does hereby agree to adopt a Personnel Policy, **subject to revision and updating**, for the year 2013.

Resolution No. 32 of 2013

Resolution to Adopt Early Bill Payment

RESOLVED, that the Town Board does hereby agree to renew the resolution for early payment of regularly occurring bills so as to avoid penalties for the year 2013. (phone, credit card, utilities, insurance)

Resolution No. 33 of 2013

Resolution to Adopt a Code of Ethics Policy

RESOLVED, that the Town Board does hereby agree to adopt a revised NY Association of Towns Code of Ethics Policy for the year 2013.

Resolution No. 34 of 2013

Resolution to Adopt 2013 Holiday Schedule

RESOLVED, that the Town Board does hereby agree to adopt the 10 Federal Holiday closure schedule for the year 2013.

Resolution No. 35 of 2013

Resolution to Renew Articles of Agreement with SPCA

RESOLVED, that the Town Board does hereby agree to renew the Articles of Agreement with the SPCA for services for the year 2013.

Resolution No. 36 of 2013

Resolution to Renew Elizabethtown – Lewis Emergency Squad, Inc. Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with the Elizabethtown – Lewis Emergency Squad, Inc. and pay the sum of \$22,000 for operating expenses and \$3,000 for Capital Reserves for the year 2013.

Resolution No. 37 of 2013

Resolution to Renew Elizabethtown Library Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with the Elizabethtown Library and pay the sum of \$7,250 for free library privileges for the year 2013.

Resolution No. 38 of 2013

Resolution to Renew Life Flight Contract

RESOLVED, that the Town Board does hereby agree to renew the contract with Life Flight and pay the sum of \$500 for the year 2013.

The Supervisor adjourned the meeting at 7:28 PM

Respectfully submitted

Debra Brooks: Town Clerk

