

Jan. 4, 2019

Town Board Organizational Meeting

Present: Supervisor Edward Bender, Councilman Paul Aubertine, Councilman Marty Mason, Councilman Dan Wiley, Councilman Alan Wood and two visitors.

Supervisor Bender called the meeting to order at 9am with the pledge of allegiance.

Resolution #1

Moved by Councilman Aubertine

Seconded by Councilman Wiley

BE IT RESOLVED that the Town Board hold its regular monthly meetings on the third Thursday of each month at the Town Office Building at 6:30 pm.

All members voted AYE

Resolution #2

Moved by Councilman Mason

Seconded by Councilman Aubertine

BE IT RESOLVED that the Town Board set the Zoning Board of Appeals regular monthly meeting for the first Monday of each month to be held in the Recreation Park Building, 602 S. James St at 6:00pm.

All members voted AYE

Resolution #3

Moved by Councilman Aubertine

Seconded by Councilman Wiley

BE IT RESOLVED that the Town Board set the Planning Board regular monthly meetings for the second Wednesday of each month to be held at the Recreation Park Building, 602 S. James St. at 7:00pm.

All members voted AYE

Resolution #4

Moved by Councilman Wood

Seconded by Councilman Mason

BE IT RESOLVED that Citizens Bank of Cape Vincent be designated as the depositories for Town Funds.

All members voted AYE

Resolution #5

Moved by Councilman Wood

Seconded by Councilman Aubertine

BE IT RESOLVED that the Supervisor and Deputy Supervisor, but only in the absence of the Supervisor, be authorized to deposit funds to the town accounts, sign town checks and handle town funds as described in the town's investment policy.

All members voted AYE

Resolution #6

Moved by Councilman Aubertine

Seconded by Councilman Wiley

BE IT RESOLVED that the Highway Superintendent be allowed to spend up to \$3,000.00, per instance, in 2019 for the purchase of equipment, tools and implements without prior approval from the Board.

All members voted AYE

Resolution #7

Moved by Councilman Wood

Seconded by Councilman Mason

BE IT RESOLVED that each town official and employees be reimbursed for mileage at rate of .50 cents per mile when they use personal vehicles on Town business, when traveling outside Town limits, unless there is a written agreement to the contrary.

All members voted AYE

Resolution #8

Moved by Councilman Wiley

Seconded by Councilman Wood

BE IT RESOLVED that Attorney Joe Russell be appointed attorney and legal advisor for the Town of Cape Vincent.

All members voted AYE

Resolution #9

Moved by Councilman Wood

Seconded by Councilman Mason

BE IT RESOLVED that the Watertown Daily Times and the Thousand Islands Sun be designated as the Town's official newspapers for the Town and the Town Website for required official notices.

All members voted AYE

Resolution #10

Moved by Councilman Aubertine

Seconded by Councilman Wiley

BE IT RESOLVED that the Town Clerk be appointed as the Town's Uniform Notice of Claims Agent for the NYS Department of State.

All members voted AYE

Resolution #11

Moved by Councilman Wiley

Seconded by Councilman Wood

BE IT RESOLVED that the Town Board establish the standard workday for each elective or appointive office, or position indicating (i) the number of hours prescribed as a standard workday for each such elective or appointed office or position; (ii) the expiration of the term for each such office or position; (iii) that the Town Clerk maintains an actual daily record of time worked for the elected or appointed official.

All members voted AYE

Resolution #12

Moved by Councilman Mason

Seconded by Councilman Wood

BE IT RESOLVED that the Town Board approve and follow the Town’s Rules of Procedure.

All members voted AYE

Resolution #13

Moved by Councilman Mason

Seconded by Councilman Wood

BE IT RESOLVED that the Town Board approve and follow the following Town Policies:

- a. Procurement Policy
- b. Investment Policy
- c. Code of Ethics Policy
- d. Cyber Security Policy
- e. Fund Balance Policy
- f. Workplace Violence Policy
- g. Employee Protection Policy
- h. Sexual Harassment/Sex Discrimination Policy

All members voted AYE

Supervisor’s Appointments

<u>Position</u>	<u>Term</u>	<u>Appointee</u>
Deputy Supervisor	1 Year	Marty Mason
Clerk to the Supervisor	1 Year	Tina Maloney
Historian	1 Year	Jeannie Ebert
Machinery Committee	1 Year	Councilman Marty Mason, Councilman Paul Aubertine
Planning Board Liaison	1 Year	Councilman Wood
Zoning Board of Appeals Liaison	1 Year	Councilman Wood
Recreation Park Commission Liaison	1 Year	Councilman Dan Wiley
Youth Commission Liaison	1 Year	Councilman Dan Wiley

Finance Committee	1 Year	Supervisor Ed Bender Councilman Mason
DANC Committee Liaison	1 Year	Councilman Marty Mason, Councilman Paul Aubertine
Thousand Island School Board Liaison	1 Year	Councilman Dan Wiley
Cape Vincent Village Board Liaison	1 Year	Councilman Marty Mason
Local Waterfront Revitalization	1 Year	Supervisor Bender, Councilman Wiley
Local Development Committee Liaison	1 Year	Councilman Dan Wiley

#### 2019 Town Board Appointments

Zoning Enforcement Officer	1 Year	Jim Millington
Deputy Zoning Enforcement Officer	1 Year	David Rowe
Registrar of Vital Statistics	1 Year	Michelle Bouchard
Deputy Registrar of Vital Statistics	1 Year	Linda Finerson
FOILS Appeals Committee	1 Year	Supervisor Bender Councilman Mason
Ethics Committee	1 Year	
Planning Board Chairman	1 Years	Robert Martin
Zoning Board of Appeals	5 Years	Steve Docteur
Zoning Board of Appeals Chairman	1 Year	Ed Hludzinski
Zoning Board of Appeals	2 Years/Alternate	Craig Stevenson
Zoning Board of Appeals	1 Year/Alternate	
Court Clerk	1 Year	Jana Powell
ZBA Chair	1 Year	Ed Hludzinski
Records Management Officer	4 Years	Michelle Bouchard, RMC

Councilman Wiley made a motion to approve the Town Board appointments, seconded by Councilman Aubertine. All members voted AYE.

Councilman Aubertine made a motion to appoint Supervisor Bender the voting delegate at the Association of Towns Training and Meeting in New York City on February 17-20, 2019 and Councilman Mason as the alternate, seconded by Councilman Wood. There was the following discussion. Councilman Mason said that he was not sure that he would be able to attend the training. Councilman Wood said that he is considering attending.

Councilman Aubertine rescinded his original motion, and made a motion to appoint Supervisor Bender as the voting delegate and Councilman Wood as the alternate, seconded by Councilman Mason. All members voted AYE.

Councilman Mason made a motion to set the Town Board work sessions for the first Thursday of each month at 6pm in the town office building, seconded by Councilman Aubertine. All members voted AYE.

Councilman Wiley spoke about his 2019 goals. He said that he would like to have an agenda for every work session that this would help to keep the meetings open and transparent. He said that he would like to set up a timeline of what projects they would like to get done, such as

- \*Club Street Development

- \*Recreation Park – pickle ball, ball fields, landscaping

- \*WD #7 – focus on income survey

- \*Budget – set up a capital reserve fund

- \*Lighthouse property – how to carry forward, hire a grounds keeper, museum, rent houses out.

- \*Communication & Transparency – getting work out, hire a social media specialty, sign,

- \*LDC – additional grants, harbor of refuge, he said this is inactive and he wants the village to get involved.

Supervisor Bender said that he feels that the board has accomplished a lot of the past couple of years. He said that the playground is completed, the pickle ball court will be completed in the spring, the roofs on the houses at Tibbetts Point are done, the Club Street project has started with the purchase of the Swenson house and they have a signed contract with Ron Trottier to purchase his properties there. Supervisor Bender said that they have also had two productive meetings with Samaritan Medical Center and they plan to meet with them every 6 months.

Councilman Mason said that he agreed with Councilman Wiley that they needed an agenda and he would like the agendas to have old business and a new business category. He would like to continue meeting with Samaritan too. Councilman Mason said that he would like to take a hard look at the Planner. He said they are paying a lot of money and he feels that they are not getting much out of it. He said the town and village needs to talk about this. Councilman Mason said that he would like to continue with Recreation Park improvements. He spoke about a \$30,000.00 grant from CFA for a sewer district.

Councilman Aubertine said that he feels that WD #7 is important, and he would like to focus on this, discovering opportunities for funding. He said that he has heard encouraging news that funding is out there through USDA. He said he, too, would like to look at the planner; he would like to have the position demonstrate that there is a need.

Councilman Wiley said that the town needs to stay informed with the Prescott/Ogdensburg bike ferry. He said that the town needs to communicate with Wolfe Island and extend their bike path to Cape Vincent and Alexandria Bay.

Councilman Wood said that he would like to have the ambulance situation resolved.

Richard Macsherry – Mr. Macsherry said that the planning board will take its time to review the draft zoning law revisions and will come to the board again in March. He said that the County Planning board is concerned about some of the language and the County Planning department has told him that they are taking a risk if the zoning law goes to the town board with going to the County for their review.

Mr. Macsherry also said that they will be looking at the Comprehensive Plan. Supervisor Bender said that the Planner was working on this and he will give him a copy of what has been done to date. Mr. Macsherry said that Cape Vincent is the first community coming out of the Lake and he sees business going by all the time. He feels that the development of Club Street would help bring these boaters in.

Michelle Oswald – Michelle thanked the board for keeping things open and transparent. She asked the board what the Chamber of Commerce does from January through May. She said that there are a lot of residents in Cape Vincent during those months and the activities/events just stop. She said that the Recreation Park building could be used more. She said that Cape Vincent events need to be advertised outside of Cape Vincent and she referenced an article in Newzjunkie regarding “What to do in the winter”.

Councilman Mason made a motion to adjourn at 9:50am, seconded by Councilman Aubertine.

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Michelle Bouchard, RMC – Town Clerk