

ORGANIZATIONAL MEETING
TUESDAY JANUARY 4, 2011
7:00 PM-COMMUNITY CENTER

Town Board Members Present – Supervisor- Randy Preston
Councilman-Darin Forbes
Councilman- Steve Corvelli
Councilwoman- Dawn Stevens
Councilwoman – Rarilee Conway

Public Present: Gerald Bruce-Town Clerk & Bill Skufca- Highway Superintendent.

RESOLUTION 1-11 ANNUAL ORGANIZATIONAL MEETING 1/4/2011

RESOLVED that the following salaries be paid to employees on a bi-weekly basis in 26 payrolls:

Supervisor-Randy Preston; Annual - \$21,088

Town Justices-Tim Kertz; /Robert Kirby– Annual @ \$7,390;

Councilmen-Steve Corvelli, Dawn Stevens, Darin Forbes, Rarilee Conway-Annual-\$4,072;

Town Clerk/Tax Collector-Gerald Bruce -Annual-\$20,211;

Chairman/Assessors-Alphonso Smith - Annual-\$6,727;

Assessors-Annual –Dana Peck, David Wainwright-Annual- \$4,072;

Water Superintendent-Ed Orsi - \$18.40/hour

Cemetery Supt.-Gregory Winch Sr. -Annual-\$2,275;

Cleaner- Mary Preston - \$13.51/hour;

Youth Center Attendant, Michelle Hozley-\$12.05 hour;

Account Clerk/Typist-Shirley Lawrence - \$17.40/ hour;

Clerk to the Supervisor-Nicole Forbes-\$16/hour;

Parks/Grounds/Building Maintenance- Mark Holzer II @ \$17.40/hr;

Highway Superintendent-William Skufca Jr. - Annual \$43,260;

Highway Personnel- Heavy Equipment Operators-\$17.40/hour; Heavy Equipment Operator Trainee-\$13.39/hr;

Landfill Attendant-Robert Guynup -\$17.40/hour for 20 hours per week

Safety Officer, Travis Holzer, Annual \$570;

Motion: Steve Corvelli,

Second: Dawn Stevens Ayes 5 Noes 0

RESOLVED, that the Town of Wilmington accept for payment duly itemized vouchers that are certified and/or verified for payment. Vouchers must be received by the last day of the month for consideration at the next monthly meeting.

Motion: Rarilee Conway, Second: Steve Corvelli Ayes 5 Noes 0

RESOLVED, that the regular monthly meeting of the Town Board of the Town of Wilmington be held in the Community Center on the second Tuesday of each month, to begin at 7 p.m. In the event that said is a legal holiday, the regular monthly meeting shall be held on Wednesday; and **FURTHER RESOLVED**, that special meetings shall be called as necessary to conduct the town's business, such meetings to be held in the Community Center, on such dates as specified and to begin at such times as specified to conform with Town Law and New York State Open Meetings Law; meetings to be posted at stores and post office.

Motion: Darin Forbes, Second: Dawn Stevens Ayes 5 Noes 0

RESOLVED that the Press Republican and Lake Placid News be designated the official newspapers for the Town of Wilmington.

Motion: Steve Corvelli, Second: Darin Forbes Ayes 5 Noes 0

RESOLVED that the following deputies be approved and appointed:

Deputy Supervisor, Darin Forbes at \$735 Annual;

Deputy Town Clerk N/A at no salary,

Deputy Highway Supt. Louis Adragna @ \$18.40/hour.

Motion: Steve Corvelli, Second: Dawn Stevens Ayes 5 Noes 0

RESOLVED, that the following appointments be made for respective positions designated, to be paid in the manner described:

- 1) Town Engineer, as needed, to be paid on itemized vouchers for services rendered;
- 2) Registrar of Vital Statistics, Gerald Bruce to be paid according to the fees set by the State of New York.
- 3) Deputy Registrar of Vital Statistics, Shirley Lawrence to be paid according to the fees set by the State of New York.

- 4) Town Health Officer, Dr. Harry Davis at no salary.
- 5) Town Historian, Merri Peck at no salary.
- 6) Dog Control Officer, Shirley Lawrence - Annual salary-\$3,034;
- 7) Zoning & Code Enforcement Officer, Robert Guynup- \$18,096 annual in 26 payrolls.
- 8) Budget Officer, Shirley Lawrence - Annual \$952, paid first payroll in November.

Motion:Dawn Stevens, Second: Rarilee Conway Ayes 5 Noes 0

RESOLVED, that James Martineau be engaged as Town Attorney, to be paid by voucher.

Motion: Darin Forbes, Second: Steve Corvelli Ayes 5 Noes 0

RESOLVED that during the year temporary and seasonal employees be employed by the Town of Wilmington to adequately carry out the business of the town and the rate of remuneration be affixed by the Town Board for each separate employee at the time the person is employed.

Motion:Dawn Stevens, Second: Darin Forbes Ayes 5 Noes 0

RESOLVED that a petty cash fund for the Town Clerk be established not to exceed \$25; and **FURTHER RESOLVED** that a petty cash fund for the Tax Collector be established not to exceed \$50.

Motion: Steve Corvelli, Second: Dawn Stevens Ayes 5 Noes 0

RESOLVED that the Superintendent of Highways be authorized to purchase necessary tools and implements during the year without prior approval of the Town Board in the amount not to exceed \$1,000 (Highway Law Section 142, Paragraph 1A)

Motion: Dawn Stevens, Second: Darin Forbes Ayes 5 Noes 0

RESOLVED that the Board of Assessment & Review be paid \$125 each member, to be paid by voucher following Grievance Day.

Motion: Rarilee Conway, Second: Steve Corvelli Ayes 5 Noes 0

RESOLVED that any officer or town employee be reimbursed for the use of his/her car in the performance of official business for the Town of Wilmington at the rate of 51 cents per mile for actual miles traveled.

Motion:Steve Corvelli, Second: Darin Forbes Ayes 5 Noes 0

RESOLVED that the existing Employee Regulations, regarding benefits eligibility, leaves of absence, sick leaves, holidays, overtime, vacation, hospitalization and personal leave be continued.

Motion: Dawn Stevens, Second: Rarilee Conway Ayes 5 Noes 0

RESOLVED that existing Procurement Guideline Policy, Affirmative Action Policy, Sexual Harassment Policy and Drug Free Workplace Policy as adopted by the Town Board be continued.

Motion:Darin Forbes, Second: Steve Corvelli Ayes 5 Noes 0

RESOLVED that NBT Bank of Lake Placid, New York be designated as a depository of the Town of Wilmington and that any of the officers, employees or agents of the Town of Wilmington be and each of them hereby is authorized from time to time to deposit any of the funds of the customer in said bank, either at its principal office or at any of its branches; and to endorse in the name of the Town of Wilmington all checks, orders or instruments so deposited by rubber stamp, facsimile, mechanical, manual or other signatures, and to waive presentment, demand, protest and/or notice of dishonor or protest with respect to any such check, order or instrument and that any checks, orders or instruments so deposited shall be deemed to have been unqualifiedly endorsed by the Town of Wilmington whether or not so endorsed. **FURTHER RESOLVED** that MBIA Class Accounts be used as interest bearing accounts for monies that are not immediately needed for operating expenses.

FURTHER RESOLVED, that both Supervisor Randy S. Preston and Deputy Supervisor, Darin Forbes be authorized to be the signers of the town's official checks.

Motion:Steve Corvelli, Second: Rarilee Conway Ayes 5 Noes 0

RESOLVED that the board authorizes the designation of unexpended funds in the 2010 town budget for expenditure in 2011, and establishing reserves in 2010 unappropriated fund balance therefore.

FURTHER RESOLVED that the Supervisor be authorized to make inter-departmental budget transfers in the 2011 town budget.

Motion:Darin Forbes, Second:Steve Corvelli Ayes 5 Noes 0

RESOLUTION 2-11 TOWN OF WILMINGTON ESSEX COUNTY, NEW YORK
APPOINTING TOWN ATTORNEY

Darin Forbes moved that James E. Martineau, Jr., Esq. be appointed Attorney for the Town of Wilmington. Steve Corvelli seconded the Motion.

There were no other nominations and Darin Forbes introduced the following Resolution, which was seconded by Steve Corvelli, to wit:

RESOLVED, that James E. Martineau, Jr., be appointed Attorney for the Town of Wilmington with the salary at an hourly rate of \$125.00 for any legal work performed by the Attorney, and that James E. Martineau, Jr. be and is hereby appointed Attorney for the Town with the term beginning January 1, 2011 and ending on December 31, 2011 or if sooner terminated by the Town within 30 days prior written notice.

The Town Board of the Town of Wilmington is aware that the Attorney for the Town will be called upon to devote additional professional time to matters regarding litigation and matters concerning special improvements district projects such as water and sewer district improvements and projects which require the devotion of extensive professional time not envisioned to and to be encompassed in the regular Attorney's salary. Therefore, it is hereby resolved that it would be inappropriate to charge these additional services to the salary for meetings assigned to this position and that these services will be paid for in addition to the annual salary for meetings, the Town of Wilmington does hereby agree to pay to said attorney for service relative to litigation, special improvement districts and any other matters subsequently deemed by this Town Board to be over and beyond regular Town Attorney duties at an hourly rate of \$125.00 per hour upon submission of an itemized voucher and proper proof of services.

Role Call Vote:	Randy Preston	Yes
	Dawn Stevens	Yes
	Stephen Corvelli	Yes
	Darin Forbes	Yes
	Rarilee Conway	Yes

RESOLUTION 3-11 APPOINTING ALTERNATES GLENN GEBEL AND VIRGINIA CRISPELL TO THE PLANNING BOARD FOR 2 YEAR TERM AND HERB CRISPELL AND JEAN BAKER TO THE ZONING BOARD OF APPEALS FOR 2 YEAR TERM.

Motion Steve Corvelli Seconded Dawn Stevens All in Favor.

RESOLUTION 4-11 EXECUTIVE SESSION 7:14 PM

On motion by Supervisor Preston, Seconded by Darin Forbes the following resolution was adopted 5 Ayes 0 Nays

RESOLVED that the board move into Executive Session to discuss a town employee.

RESOLUTION 5-11 CLOSE EXECUTIVE SESSION 8:20 PM.

RESOLVED that the Executive Session be closed and the board return to the regular meeting.

Darin Forbes Seconded by Dawn Stevens all in Favor

A discussion was held with Youth Center Director Michelle Hosley in regards to Programs/rules and overall function of the Youth Center. The Board would like the age limit to be 19 years of age, with a mentor program to allow people over the age of 19 stop by and provide assistance and a positive role model for Youth.

The Board also discussed splitting Saturday on a trial basis with the hours of 1-4 PM for youth up to age 12. 4-8 PM for Youth from age 12 and up.

It was also discussed that the Town Board would work together to come up with clear guidelines of what is expected from our director and when finished go over these guidelines with Michelle. The Board was also in unanimous favor of exploring a camera system for inside and outside of the Center due to vandalism and youth smoking and drinking of alcohol on the property.

Motion to adjourn by Steve Corvelli Seconded by Darin Forbes All in Favor

Respectfully Submitted

Gerald L. Bruce/Town Clerk