

TOWN BOARD REGULAR AND ORGANIZATIONAL MEETING  
TUESDAY, JANUARY 12, 2021  
7:00 PM-COMMUNITY CENTER

Town Board Members Present: Supervisor-Roy Holzer  
Councilman-Darin Forbes  
Councilwoman-Dawn Stevens  
Councilwoman-Rarilee Conway  
Councilwoman-Paula McGreevy

Public Present: Gerald L. Bruce-Town Clerk, Nancy Randall-Deputy Town Clerk, Nicole Forbes-Secretary to the supervisor, Tim Follos -Newspaper Reporter, Ed Orsi -Water Superintendent, Doug Nemec-Code Enforcement, John Langford-Park Superintendent, ON PHONE- Louis Adragna- Highway Superintendent, Al Armstrong, Becky Holzer.

**RESOLUTION 1-21 TOWN BOARD APPROVED NOVEMBER AND DECEMBER 2020 MINUTES.**

Motion-Paula McGreevy Seconded- Dawn Stevens All in Favor.

**RESOLUTION 2-21 TOWN BOARD ACCEPTED THE RESIGNATION OF GERALD L. BRUCE, TOWN CLERK/TAX COLLECTOR, AND APPOINTED HIM DEPUTY TOWN CLERK/ TAX COLLECTOR EFFECTIVE 1/13/2021.**

Motion- Dawn Stevens Seconded- Paula McGreevy All in Favor.

**RESOLUTION 3-21 TOWN BOARD APPOINTED DEPUTY TOWN CLERK/TAX COLLECTOR NANCY RANDALL TO TOWN CLERK/TAX COLLECTOR FOR TOWN OF WILMINGTON EFFECTIVE 1-13-2021.**

Motion-Paula McGreevy Seconded- Rarilee Conway All in Favor

**RESOLUTION 4-21 TOWN BOARD AUTHORIZED THE SUPERVISOR TO SIGN THE CONTRACT WITH NORTH COUNTRY S.P.C.A. AT WESTPORT FOR \$ 1,917.09**

Motion- Dawn Stevens Seconded Paula McGreevy All in Favor

**RESOLUTION 5-21 TOWN BOARD AUTHORIZED THE SUPERVISOR TO ENTER INTO A CONTRACT WITH NORTH COUNTRY LIFE FLIGHT AND PAY THEM \$250.00**

WHEREAS: North Country LIFE FLIGHT, Inc. is a not-for-profit, tax-exempt corporation which is responsible for all aspects of patient care by providing medical equipment, training medical personnel and administering the medical portion utilizing the New York State Police helicopter based in Saranac Lake and private fixed-wing aviation resources; and

WHEREAS; The New York State Police aviation resources do not provide a medically trained team or medical equipment for patient transports; and

WHEREAS: The people of Clinton, Essex, Franklin, Hamilton and St. Lawrence Counties receive a vital emergency medical service which is free of charge to critically ill and seriously injured patients, and, therefore municipal governments are asked to pledge monies for this worthwhile program;

NOW, THEREFORE, BE IT RESOLVED: that the Town Board of the Town of Wilmington hereby authorizes the Supervisor to enter into a contract with North Country LIFE FLIGHT, Inc

For the purpose of operating the medical component of the medevac program, which will serve its residents and visitors, and paying the amount of \$250.00 which represents the Town's share for 2019; and be it

FURTHER RESOLVED: That the sum of \$250.00 is hereby appropriated to Account #No 4010.4 for payment to North Country LIFE FLIGHT, Inc.

Motion-Dawn Stevens Seconded- Darin Forbes All in Favor

**RESOLUTION 6-21 TOWN BOARD APPROVED PLANNING BOARD MEMBERS JERRY BOTTCHER AND MICHAEL GODDEAU FOR ANOTHER 3 YEAR TERM.**

Motion-Paula McGreevy Seconded- Dawn Stevens All in Favor

**RESOLUTION 7-21 TOWN BOARD APPROVED ALTERNATE PLANNING BOARD MEMBER ROBERT PETERS FOR ANOTHER 3 YEAR TERM.**

Motion-Dawn Stevens Seconded-Darin Forbes All in Favor

**SUPERVISOR'S REPORT FOR 2021 ORGANIZATIONAL & JANUARY TOWN BOARD MEETING 1-12-2021**

I will be working on our Goals for this year as soon as we see where we are headed with COVID-19. The Pandemic has clearly hampered our efforts on many projects.

**RESOLUTION 8-21**

**We need another resolution because the Governor signed a law requiring Town Assessing units to renew the 2021 467 & 459c exemptions without the yearly**

applications due to COVID -19 precautions. This is the exemptions that cover senior citizens or people with disabilities. The law does allow assessing units the ability to request a new application if the owners of the property have changed primary residences, additional owners on the deed, transferred property or died. However, we need a resolution from the town board.

Therefore-

MOTION made by- Paula McGreevy, seconded by-Dawn Stevens

To allow Town Assessors to request new applications consistent with the 2021 exemption guidelines as it relates to COVID-19 laws. Carried with all in favor

RESOLUTION 9-21 authorizing the Supervisor to enter into an agreement with ORDA and Whiteface Mountain Ski Center to provide ambulance coverage by the Wilmington Fire District for the ski center. Contract was negotiated by our town attorney and other key players.

Resolution moved by-Rarilee Conway, Seconded by Darin Forbes all in favor.

A little background on this. In 2010 the town board by resolutions and legal steps basically took the task of operating an ambulance service so the organization could have insurance recovery for ambulance calls. The EMS certification by the NYS Health Department is issued to the town. A separate agreement between the town and fire district also exists.

**RESOLUTION 10-21 TOWN BOARD GAVE Ironmen permission to use our community roads on Sunday July 25, 2021.**

Moved by-Rarilee Conway, Seconded by Dawn Stevens and all in favor.

Other general updates include that our Town Skating Rink is now operational and looking awesome. We have the park building open Fridays, Saturdays and Sundays for restricted use. One issue we have had is too many people sometimes. Therefore, I have asked the Parks and Highway department to look at cleaning off the pond by our beach for our locals when the ice is thick enough as an additional option. However, right now it's not realistic. I am told we have done this in the past.

Another issue that has come up is Recreational Skaters and Hockey players on the ice at the same time. As a result I am looking to borrow some rink dividers from ORDA. The pads basically divide the ice and keeps the puck and hockey players on

one side of the rink. If we were ever to purchase our own, John Langford did get pricing that ranged \$1,900 to \$3,800 depending on width and height.

The 2021 Youth Ski Program is getting ready for skiing at Whiteface. It appears we will have around 14 Wilmington Youth participating. We are required by ORDA to have a chaperone for this activity. I am reaching out for volunteers to accomplish this. However, when no one is available, we will be using Ashton Winch as our onsite chaperone. The program is only 6 times for this season. Covers ages of 8 to 18. We will be using the "Golden Opportunities" program where we just purchase the reduced rate lift ticket for the participant. Direct supervision of participants will not be provided by the town.

**RESOLUTION 11-21 TOWN BOARD AUTHORIZED ESSEX COUNTY PUBLIC WORKS TO ORGANIZE CONTRACTING OUT WILMINGTON FLUME WATER LINE PROJECT.**

Motion-Paula McGreevy Seconded-Dawn Stevens All in favor

**RESOLUTION 12-21 TOWN BOARD AUTHORIZED THE SUPERVISOR TO SIGN SNOW AND ICE AND MAINTENANCE CONTRACT WITH ESSEX COUNTY PUBLIC WORKS.**

Motion- Rarilee Conway Seconded by Dawn Stevens All in Favor

**ANNUAL ORGANIZATIONAL MEETING – January 12th, 2021**  
**RESOLUTION 13-21 ANNUAL ORGANIZATIONAL MEETING**

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

Supervisor-Roy Holzer; Annual - \$25,708;

Town Justice-- Hon. Hope Smith-Holzer, & Hon. Jim Selkirk Annual - \$9,010;

Councilmen-Paula McGreevy, Dawn Stevens, Darin Forbes, Rarilee Conway-Annual-\$4,968;

Town Clerk/Tax Collector-Nancy Randall -Annual-\$24,638;

Chairman/Assessors-Alphonso Smith - Annual-\$8,204;

Assessors-Annual –Blanche Peck, Marcel Bruce-Annual- \$4,968;

Water Superintendent-Ed Orsi - \$23.10//hour

Cemetery Supt.-Douglas Nemec. -Annual-\$2,775, to be incorporated as part of his regular pay;

Cleaner- \$13.75/hour;

Youth Center Attendant, -\$15.00/hour;

Account Clerk-Nicole Forbes-\$21.21/hour;

Parks/Grounds/Blding Maint/Water Operator- John Langford - \$21.84/hour;

Parks/EMT Personnel-Brett Durant - \$18.43/hour, plus \$1/hour more to be paid by the Fire Dept.

Parks Laborer-Ashton Winch-\$16.00/hour;

Highway Superintendent-Louis Adragna - Annual \$53,000;

Highway Personnel- Heavy Equipment Operators-\$21.21/hour;

Landfill Attendant-Douglas Nemec -\$19.00/hour for 20 hours per week

Motion: Paula McGreevy,

Second: Dawn Stevens

Ayes 5 Noes 0 All in Favor

**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: Darin Forbes,

Dawn Stevens

Second:

Ayes 5 Noes 0 All in Favor

**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: Rarilee Conway,

Second: Paula McGreevy

Ayes   5   Noes   0   All in Favor

**RESOLVED** that the Adirondack Daily Enterprise and Lake Placid News be designated the official newspapers for the Town of Wilmington.

Motion: Dawn Stevens,

Second: Darin Forbes

Ayes   5   Noes   0   All in Favor

**RESOLVED** that the following deputies be approved and appointed:

Deputy Supervisor, Darin Forbes at \$902 Annually;

Deputy Town Clerk, Gerald Bruce, & Shirley Lawrence at no salary,

Deputy Highway Supt. Travis Holzer at \$22.44/hour.

Motion: Paula McGreevy,

Second: Dawn Stevens

Ayes   5   Noes   0   All in Favor

**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, Nancy Randall to be paid according to the fees set by the State of New York.
- 3) Deputy Registrar of Vital Statistics, Gerald Bruce to be paid according to the fees Set by the State of New York.
- 4) Town Health Officer, Dr. Robert Demuro, at no salary.

5) Town Historian, Merri Peck at no salary.

6) Dog Control Officer, Shirley Lawrence - Annual salary-\$3,700;

7) Zoning & Code Enforcement Officer, Douglas Nemec- \$19.00/hour,

8) Budget Officer, Nicole Forbes - Annual \$1,200, paid first payroll in November.

Motion: Rarilee Conway,

Second: Dawn Stevens

Ayes\_\_5\_\_Noes\_\_0\_\_ All in Favor

**RESOLVED**, that Allison McGahay be engaged as Town Attorney, to be paid by voucher.

Motion: Dawn Stevens,

Second: Darin Forbes

Ayes\_\_5\_\_Noes\_\_0\_\_ All in Favor

**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: Darin Forbes,

Second: Dawn Stevens

Ayes\_\_5\_\_Noes\_\_0\_\_ All in Favor

**RESOLVED** that a petty cash fund for the Town Clerk/Tax Collector be established not to exceed \$100;

Motion: Rarilee Conway,

Second: Paula McGreevy

Ayes\_\_5\_\_Noes\_\_0\_\_ All in Favor

**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: Paula McGreevy

Ayes\_\_5\_\_Noes\_\_0\_\_ All in Favor

**RESOLVED** that the Board of Assessment & Review be paid \$300 each member, to be paid by voucher following Grievance Day.

Motion: Dawn Stevens,

Second: Darin Forbes

Ayes\_5\_\_\_Noes\_\_\_0\_\_\_ All in Favor

**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 .56 cents per mile for actual miles traveled.

Motion: Darin Forbes,

Second: Paula McGreevy

Ayes\_\_5\_\_\_Noes\_\_0\_\_\_ All in Favor

**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: Darin Forbes

Ayes\_\_5\_\_\_Noes\_\_\_0\_\_\_ All in Favor

**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: Dawn Stevens,

Second: Rarilee Conway

Ayes\_\_5\_\_\_Noes\_\_0\_\_\_ All in Favor

**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 Roy Holzer and Deputy Supervisor, Darin Forbes be authorized to be the signers of the town's official checks.

Motion: Rarilee Conway,



Second: Paula McGreevy

Ayes 5 Noes 0 All in Favor

**RESOLVED** that the board authorizes the designation of unexpended funds in the 2020 town budget for expenditure in 2021, and establishing reserves in 2020 unappropriated fund balance therefore.

**FURTHER RESOLVED** that the Supervisor be authorized to make inter-departmental budget transfers in the 2021 town budget.

Motion: Darin Forbes,  
Second: Dawn Stevens

Ayes 5 Noes 0 All in Favor

**RESOLVED** that a PER DIEM be set for Employees and Public Officials traveling for Official Town Business at a rate according to the IRS.

Motion: Dawn Stevens,  
Second: Paula McGreevy

Ayes 5 Noes 0 All in Favor

**RESOLUTION 14-21 TOWN BOARD APPROVED THE CONTRACT WITH THE VISITORS BUREAU.**

Motion-Rarilee Conway Seconded- Dawn Stevens All in Favor

**RESOLUTION 15-21 TOWN BOARD APPROVED PURCHASING A 30 FT. TRAILER FOR \$3,400.**

Motion-Rarilee Conway Seconded- Dawn Stevens All in Favor

**RESOLUTION 16-21 TOWN BOARD APPROVED THE DECEMBER EXPENSES AND TRANSFERS.**

Name of Account	2020	2021		
General Fund	<u>From:</u> G737	To: G01	Amt:	20124.88
Payrolls	G755	G53	Amt:	28527.80
Social Security			Amt:	2127.89
Health Insurance			Amt:	9960.60
Other: Retirement			Amt:	30797.97
Other:			Amt:	
Other:			Amt:	
Highway	<u>From:</u> H254	To: H01	Amt.	7274.37
Payrolls	H254	H17	Amt.	19000.60
Social Security			Amt.	1399.30
Health Insurance			Amt.	8238.53
Other: Retirement			Amt.	40000.00

Other:				Amt.	
Water	<u>From:</u> W256	To: W01		Amt.	6810.46
Payrolls	W263	W15		Amt.	3740.00
Social Security				Amt.	266.39
Health Insurance				Amt.	1571.40
Other: Retirement				Amt.	7862.80
Other:				Amt.	

GARBAGE DIST.	<u>From:</u> GD56	To: GD01		Amt.	423.02
Payrolls				Amt.	1267.52
Social Security				Amt.	93.11
Health Insurance				Amt.	401.92
Other:				Amt.	
Other:				Amt.	

Dated: January 12, 2021

Building Rental	135.00	Town Clerk Expenses	135.00
Stumpage	1067.00	Youth Center Expenses	840.84
		Insurance Expenses	226.16
Business Licenses	10.00	Beach Expenses	190.00
Cable Franchise	154.00	Supervisor Salaries	1406.00
Mortgage Tax Interest	26.00	Supervisor Expenses	244.00
Sales Tax	2988.00	Street Lights	1338.00
Cemetery Salaries	2720.00		
Building Salaries	9000.00		
Zoning Salaries	7400.00		
Youth Center Salaries	5480.00	Parks Salaries	24600.00
T-fer from Beautification	16300.00	Beautification Expenses	16300.00
Health Insurance Expenses	11250.00	Building Expenses	2100.00
		Parks Expenses	6150.00
		Social Security Expenses	3000.00
<b>Total</b>	<b>56530.00</b>	<b>Total</b>	<b>56530.00</b>

<b>Highway</b>		<b>To</b>	
From			
Road Repairs Expenses	4144.00	Machinery Repairs Expenses	4144.00
Savings	411.00	Machinery Repairs Expenses	411.00
Savings	10815.00	Road Repairs Salaries	10815.00
Savings	3845.00	Machinery Salaries	3845.00
Refund of Expenses	47.00	Social Security Expenses	47.00
Savings	2444.00	Health Ins. Expenses	2444.00
Savings	27000.00	Town Snow Expenses	27000.00
<b>Total</b>	<b>48706.00</b>	<b>Total</b>	<b>48706.00</b>

**Water**

From		To	
Connection Charges	769.00	Operating Expenses	769.00
Service Charges	5250.00	District 2 Expenses	5250.00
Connection Charges	37.00	Bond Principal	37.00

<b>Total</b>	<b>6056.00</b>	<b>Total</b>	<b>6056.00</b>
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<b>Garbage District</b>			
From		To	
Usage Charges	3571.00	Operating Expenses	3571.00
Refund of Expenses	427.36	Operating Expenses	427.36
Social Security Expenses	342.48	Operating Expenses	342.48
Health Insurance Expenses	67.36	Salary	67.36
	<b>4408.20</b>		<b>4408.20</b>

Motion-Darin Forbes Seconded-Dawn Stevens All in Favor

Motion to adjourn by Dawn Stevens Seconded by Paula McGreevy All in Favor

Respectfully Submitted:

Gerald L. Bruce/Town Clerk