

**TOWN OF CANTON TOWN BOARD
REGULAR AND ORGANIZATIONAL MEETING**

Monday, Jan. 09, 2012

4:00 pm

Minutes

Present: Supervisor David T. Button, Council members Daniel Fay and Clark Carvel, James Smith.

Also in Attendance: Attorney for the Town Charles Nash, Town Highway Superintendent Terry Billings, Historian/Tax Collector Linda Casserly, Town Clerk/Deputy Tax Collector Lisa Hammond, Code Enforcement Officer Russell Lawrence IV, Recreation Director John Taillon, Director of Economic Development Linda McQuinn

Absent: Councilman Paul Backus and Assessor Steve Teele

4: 00 pm Supervisor Button opened the Canton Town Board regular and organizational meeting.

Executive Session added to agenda for the purpose of negotiations

ORGANIZATIONAL

1. BOARD/SUPERVISOR APPOINTMENTS

(The following are the 2012 **Supervisor Appointments** and committee assignments)

SUPERVISOR APPOINTMENTS/COMMITTEE ASSIGNMENTS

AUDIT COMMITTEE	BACKUS/CARVEL (ODD) SMITH/FAY (EVEN)
BANK COMMITTEE	SMITH/CARVEL
BUILDING COMMITTEE	FAY/SMITH
HIGHWAY COMMITTEE	BACKUS/SMITH
RECREATION COMMITTEE	CARVEL/FAY
SAFETY COMMITTEE	TOWN BOARD
FIRE COMMITTEE	CARVEL/BACKUS
BUDGET & FINANCE	BACKUS/BUTTON
INSURANCE COMMITTEE	FAY/SMITH
HISTORICAL COMMITTEE	CARVEL/SMITH
ASSESSMENT COMMITTEE	FAY/SMITH
JUSTICE	BACKUS/SMITH
MUNICIPAL POWER	FAY/CARVEL

ECONOMIC DEVELOPMENT
EMPLOYEE
DEPUTY SUPERVISOR
HISTORIAN

CARVEL/BACKUS
CARVEL/FAY
CARVEL
CASSERLY

FIRE WARDENS

GARY FRIOT
ERIC JOHNSON
RUSSELL B. LAWRENCE IV

BACKUS

Audit (Odd)
Highway
Safety
Fire
Budget
Justice
Bank
Econ Dev

CARVEL

Audit (Odd)
Recreation
Safety
Fire
Econ Dev
Historical
Municipal Power
Employee

FAY

Audit (Even)
Building
Recreation
Insurance
Assessment
Municipal Power
Safety
Employee

SMITH

Audit (Even)
Building
Safety
Insurance
Assessment
Historical
Highway
Justice

(The following **Town Board Appointments** for the Town of Canton 2012 were approved)

TOWN BOARD APPOINTMENTS

- ATTORNEY FOR THE TOWN CHARLES NASH
- TAX COLLECTOR LINDA CASSERLY
- REGISTRAR OF VITAL STATISTICS LISA HAMMOND
- DOG CONTROL OFFICER JAMES PIPHER
- CODE ENFORCEMENT OFFICER RUSSELL LAWRENCE IV
- MARRIAGE OFFICER LISA HAMMOND
- HEALTH OFFICER DAN PALMATEER
- EAP OFFICER DENICE BUTTON
- AAO DENICE BUTTON
- CONSTABLE
- POLLING PLACES No Change

Motion: Jim Smith

Seconded: Clark Carvel Vote: unanimous

2. POLICIES OF THE CANTON TOWN BOARD

- **Highway** –
 - A. Highway Superintendent of Canton can make decisions for spending up to \$5001 without Town Board approval. Highway Superintendent of Canton can lend and/or borrow equipment and personnel to and from other municipalities.
 - B. Highway Superintendent of Canton is authorized to post Town Roads in the Town of Canton. The Town Roads in the Town of Canton will be posted at a maximum of five (5) tons per axle. The posting will be in effect upon the erection of proper signs and will remain in effect until signs have been removed by authorization of the Town of Canton Highway Superintendent.

- **Tax Collection** –

RESOLVED that the tax collecting officer of the Town of Canton shall, pursuant to 7. Subdivision 1 of section 987 of the real property tax law, as added by chapter 440 of the laws of 1989, on or after the thirty-first day following the expiration of the period during which taxes may be paid without interest, but no later, than the sooner of the eighty-fifth day after such expiration or the fifteenth day prior to the expiration of the warrant for the collection of taxes, mail a notice to each owner of real property upon which taxes remain unpaid on the tax roll to which his or her warrant relates. This notice shall be sent to the mailing address of the owner and a copy of such notice shall be sent to the tax billing address, if different. The expense of mailing such notices shall be an additional penalty of two dollars (\$2.00), which will be chargeable against the parcel.

- Building Permit Fee Schedule
- Sexual Harassment Policy
- Investment Policy and Guidelines
- Alcohol and Drug Abuse Testing Program
- Procurement Policy – 2009 revised from 1993
- Equal Opportunity/Affirmative Action Policy
- Emergency Action Plan
- Snow and Ice Road Maintenance Policy
- Check Cashing
- Dog Control
- F.O.I.L. Requests
- Work Place Violence

Motion: Clark Carvel

Seconded: Dan Fay

Vote: unanimous

3. RULES OF PROCEDURE

- Time of Monthly Meetings: Second Monday @ 4:00 P.M
- Mileage Allowance: .50 cents/mile
- Official Newspapers: Watertown Times/St. Lawrence
Plaindealer
- Official Depository: Community Bank
- Late Bills: All bills to the Town are due net 30. The Town may levy a surcharge of 1½ % per month on all outstanding balances over 30 days.

Motion: Dan Fay

Seconded: Jim Smith

Vote: unanimous

Town & Village of Canton
Building Permit Fee Schedule

COST OF CONSTRUCTION:

\$0.00 THROUGH \$7300.00	\$20.00 MINIMUM
\$7501.00 THROUGH \$100,000.	\$20.00 AND \$3.00 PER \$1000.00 30 cents PER \$100.00
\$100,001.00 THROUGH \$500,000.00	\$300.00 AND \$2.00 PER \$1000.00 20 cents PER \$100.00
\$500,000.00 AND UP	\$1000.00 AND \$1.00 PER \$1000.00 10 cents PER \$100.00

(ALL FEES COLLECTED AT PERMIT ISSUANCE)

Remodeling, renovations, repairs, and alterations would be figured under the old fee schedule

Residential one and two family, additions and manufactured homes:

Typical - residential	.20 sq. ft.
Non – Typical residential	.12 sq. ft.

Accessory and pre-manufactured building and sheds:

Up to 144 sq ft (permit required)	no fee
145 sq ft and over	.14 sq ft

Pole barns and garages	.04 sq ft	
Multiple dwellings (3 or more)	.22 sq ft	
Commercial / Industrial	.32 sq ft	
Swimming pools	\$25.00	
Decks	\$20.00	
Demolition permits		
Residential	\$25.00	
Commercial	\$50.00	
Permit renewal		
25% of original cost of permit		
Add on fee for not obtaining a building permit	\$50.00	
Add on fee for not obtaining a demolition permit	\$100.00	
Home Occupation Permit:	\$25.00	
Add on fee for not obtaining a home occupation permit	\$25.00	
Motion: Dan Fay	Seconded: Clark Carvel	Vote: unanimous

REGULAR MEETING

1. APPROVAL OF MINUTES OF PREVIOUS MEETING(S): The minutes of the December 12, 2010 Regular Town Board Meeting and December 29, 2010 Special Town Board Meetings were approved:

Motion: Dan Fay Seconded: Clark Carvel Vote: unanimous

2. AUDIT COMMITTEE: The following bills for abstract #1-2012 were approved for payment:

General Fund "A":	\$6,952.64
Town Outside "B":	\$8,953.01
Special Lighting "SL":	\$ 303.86
Highway "DA":	\$61,258.75
Highway "DB":	\$
Activity "SM":	\$3,382.40

Motion: Committee Vote: Unanimous

3. DIRECTOR OF ECONOMIC DEVELOPMENT: Ms. McQuinn's written report was submitted and approved:

McQuinn noted that she should have included in her report a discussion on State Budget cuts to Canton Central. Canton Central School will be presenting a proposition to the voters of 15 million dollars at the end of the month for capital improvements.

McQuinn stated that the school is facing some significant short falls with regards to teachers and pending cuts in programs.

McQuinn recommends creating a task force, similar to the SUNY Canton task force, to work in support of our local school group.

Motion: Clark Carvel Seconded: Dan Fay Vote: unanimous

4. ASSESSOR: Mr. Teele's written report was submitted and approved:

Now that all tax rates have been filed with the County, Mr. Teele has determined that the Town of Canton moves from the 6th to the 5th lowest taxing entity in St. Lawrence County in 2012

Motion: Clark Carvel Seconded: Dan Fay Vote: unanimous

5. HISTORIAN: Ms. Casserly's written report was submitted and approved.

Ms. Casserly stated that she is going to have a Rushton photo contest with the Plaindealer in May of 2012

Motion: Dan Fay Seconded: Clark Carvel Vote: unanimous

6. TAX COLLECTOR REPORT: Ms. Casserly's written report was submitted and approved.

Motion: Clark Carvel Seconded: Daniel Fay Vote: unanimous

7. CODE ENFORCEMENT: Mr. Lawrence's written report was submitted and approved.

Motion: Clark Carvel Seconded: Dan Fay Vote: unanimous

8. RECREATION DIRECTOR: Mr. Taillon's written report was approved as submitted.

Taillon stated that December 2011 Public Skating/Open Hockey were by far the best revenue month the he has seen. Taillon thanked the Board members and community for the improvements made at the pavilion. The rental skates are very popular and a great source of income.

Motion: Clark Carvel Seconded: Jim Smith Vote: unanimous

9. HIGHWAY SUPERINTENDENT: Mr. Billing's written report was submitted and approved.

Motion: Daniel Fay Seconded: Clark Carvel Vote: unanimous

- Discussion was held on a request made from the Trail Advisory Committee & Canton Bicycle Club that State St Rd be widened and striped on the South side of the road between the Village limits and Sullivan Drive. Superintendent Billing's will make appropriate contacts with the State DOT and report back to the board.
- Approval for Billing's to participate in the One Stop Career work program allowing Billing's to have an individual work with the Town crew this winter. Billing's stated he will require physical and drug testing from this individual along with an interview conducted by himself and the president of the union.

Motion: Jim Smith Seconded: Dan Fay Vote: unanimous

- Discussion was held on bid's received on the purchase of a new 2013 or newer tandem axle Cab & Chassis truck.

Bid was awarded to Tracey Road Equipment in the amount of \$111,850.00 by board approval

Motion: Jim Smith Seconded: Dan Fay Vote: unanimous

Two other bids received from Stadium International Trucks and Beam Mack Sales & Service did not meet specs.

Motion to borrow funds in the amount of \$76,850.00 with a \$35,000.00 down payment, with interest not to exceed 4.42%

Motion: Jim Smith Seconded: Clark Carvel Vote: unanimous

10. TOWN SUPERVISOR: Supervisor Button will submit his monthly report at the February meeting

11. TOWN CLERK: Mrs. Hammond's written reports were approved as submitted.

Motion: Clark Carvel Seconded: Daniel Fay Vote: unanimous

12. LEGISLATOR(S): None

13. JUSTICE COURT REPORT:

The following Justice reports were approved as presented in writing.

JUDGE O'HORO: \$6,544.00
JUDGE CURLEY: \$8,115.00

Motion: Clark Carvel Seconded: Jim Smith Vote: unanimous

14. COMMITTEE REPORT: No Report

15. NEW BUSINESS/OTHER:

1. Approve 2012 Appointments, Procedures – See above

Motion: Jim Smith Seconded: Clark Carvel Vote: unanimous

2. Approve 2012 Contracts – Tabled to February 2012 Regular Meeting

3. Approve 2012 Policies - See above

Motion: Daniel Fay Seconded: Clark Carvel Vote: unanimous

4. Standard Word Day – Approval to set the Historian and Records Management Officer's standard work day at 7 hours and the Standard Workday and reporting resolution was approved.

Motion: Clark Carvel Seconded: Jim Smith Vote: unanimous

See attached

5. Rabies Clinic – Discussion was held on a letter received from the Public Health Department informing the Town and Villages that they will only be holding 4 rabies clinics this year. The Health Department is allowing municipalities to provide clinics in their own communities. The Village of Canton has agreed to be lead agency for the year 2012 and the Town will be leading next year 2013.

Motion: Clark Carvel Seconded: Dan Fay Vote: unanimous

6. Fire District Capital Reserve – Supervisor reported on a conservation he and Darren Colton from St. Lawrence Real Property had in which OOP's mistakenly raised an addition 30,000 plus dollars for the fire protection district. Following discussion, board members agreed to place that money in the general "FPD" bank account.

7. Supervisor's Report - Supervisor Button stated he is still waiting for Bank Statement to come in and will report as soon as they are received.

8. Any Other Business that may come before the Town Board –

- Recreation bills for 2011 went over by \$1,097.09, approval to pay this amount two bills \$36,000.00

Motion: Committee

Vote: unanimous

9. Executive Session – Negotiations –

Meeting Adjourned (5:40 p.m.)

Motion: Jim Smith

Seconded: Daniel Fay

Vote: unanimous

Went into Executive Session at 5:40 p.m.

Motion: Jim Smith

Seconded: Clark Carvel

Vote: unanimous

Came out of Executive Session at 5:50 p.m.

Respectfully Submitted,

Lisa A. Hammond
Canton Town Clerk

Next Regular Canton Town Board Meeting will be February 13th 2011 @ 4p.m.