

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

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Susan Baldwin, Town Clerk

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REGULAR TOWN BOARD MEETING-January 2, 2020

Supervisor Lant called the Regular Town Board meeting to order at 7:00 p.m. and welcomed new board members, Councilwoman Erinn Kolligian and Councilman Ray O’Conor.

Pledge of Allegiance

Supervisor Johnson led the board and the audience in reciting the Pledge of Allegiance to the Flag.

Roll Call

Roll Call by the Town Clerk showed the following board members present.

John Lant-Supervisor

John McEachron-Councilman

Duane Bogardus-Councilman

Ray O’Conor-Councilman

Erinn Kolligian-Councilwoman

Also present was Ryan K. Riper, P. E., Director of Planning and Engineering, Maria Moran, CPA, Comptroller and Mark Schachner, Town Counsel.

Public Comment Session

Darlene McGrath, 15A4 Jefferson Terrace, Saratoga Springs said there are areas around Route 50 and Old Gick Road which are dangerous and could use some more stop signs or at least, pedestrian signs. **Supervisor Lant** said he has plans for that area which will be discussed later in the agenda.

Joanne Klepetar, 101 Parkhurst Road said she would like the agenda out earlier, even if it is in draft form.

David Buchyn, 201 Heritage Way said he wanted to make comments at the last meeting but didn’t pay attention to the meeting time change. In 2017, Art Johnson was the most favored Supervisor in the state. All of the Supervisors on the Saratoga County Board of Supervisors respected Mr. Johnson. In

2014 he said he became the Chairman of the Wilton Republican Committee. Mr. Johnson was a great asset. He knew a lot of people and gave a lot of good advice. He was generous with his wisdom.

Organizational Resolutions

RESOLUTION #1: **REGULAR MEETINGS-RESOLVED**, pursuant to Town Law §62 that all regular meetings of the Wilton Town Board shall be held at the Wilton Town Hall, 22 Traver Road on the first (1st) Thursday of each month beginning at 7:00 p.m., except that additional meetings will be scheduled as deemed necessary by the board.

RESOLUTION #2: **CONDUCT OF MEETINGS-RESOLVED**, pursuant to Town Law §63, that "Robert's Rules of Order" shall prevail as the source of clarification for any questions as to Parliamentary Procedure.

RESOLUTION #3: **PLEDGE OF ALLEGIANCE-RESOLVED**, pursuant to Resolution #67 adopted January 3, 1991 that all official town meetings shall be opened by reciting the Pledge of Allegiance to the Flag.

RESOLUTION #4: **COMMITTEES-RESOLVED**, pursuant to Town Law §63, that the Supervisor shall appoint committees of Town Board members and others to aid the full Board.

RESOLUTION #5: **OFFICIAL NEWSPAPER-RESOLVED**, pursuant to Town Law §64 (11), to designate The Saratogian as the Official Newspaper of the Town of Wilton.

RESOLUTION #6: **EMPLOYEE BENEFITS-RESOLVED**, to provide employee benefits to all General Fund and Highway Fund employees as outlined in the Town's Personnel Policies under separate cover.

RESOLUTION #7: **EMPLOYEE SALARIES-RESOLVED**, to pay Town employees according to the attached 2020 pay rate schedule effective 1/1/20-12/31/20. Also to pay merit pay as per schedule attached in lump sum payment during the month of January.

RESOLUTION #8: **STANDARD WORKDAY AND REPORTING RESOLUTION BE IT RESOLVED**, that the Town of Wilton hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Elected Officials					
Title	Name	Standard Work Day (Hrs/day)	Term Begins/Ends	Employer Record of Time worked (Y/N)	Days/Month (based on sample Record of Activities)
Supervisor	John Lant	6	01/01/2020-12/31/2021	No	
Councilman	John McEachron, Sr.	6	01/01/2018-12/31/2021	No	
Councilman	Duane Bogardus	6	01/01/2018-12/31/2021	No	
Councilwoman	Erinn Kolligian	6	01/01/2020-12/31/2023	No	
Councilman	Raymond O'Connor	6	01/01/2020-12/31/2023	No	
Town Clerk	Susan Baldwin	7	01/01/2020-12/31/2021	No	22.53
Town Justice	David Towne	6	01/01/2020-12/31/2023	No	N/A
Town Justice	Mathew Coseo	6	01/01/2020-12/31/2023	No	
Hway. Super.	Kirclin Woodcock	8	01/01/2020-12/31/2021	No	N/A
Appointed Officials					
Comptroller	Maria Moran	7	01/01/2020-12/31/2021	Yes	20
Engineer	Ryan Riper	7	01/01/2019-12/31/2020	Yes	20
Assessor	Tina Weber	7	10/03/2019-09/31/2025	Yes	20

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RESOLUTION #9: **REIMBURSEMENT FOR TRAVEL-RESOLVED**, to establish the rate of reimbursement for travel on town business at the prevailing annual rate established by the Internal Revenue Service.

RESOLUTION #10: **HOLIDAYS (PAID)-RESOLVED**, pursuant to Gen Mun Law §90 and §92, that the following dates be designated as paid holidays for all full-time employees and all town offices shall be closed in observance of these holidays:

- January 1, 2020 (Wednesday) New Year's Day
- January 20, 2020 (Monday) Martin Luther King Day
- February 17, 2020 (Monday) Washington's Birthday
- May 25, 2020 (Monday) Memorial Day
- July 3, 2020 (Friday) Independence Day
- September 7, 2020 (Monday) Labor Day
- October 12, 2020 (Monday) Columbus Day
- November 11, 2020 (Wednesday) Veterans Day
- November 26, 2020 (Thursday) Thanksgiving Day
- November 27, 2020 (Friday) Post Thanksgiving Day
- December 25, 2020 (Friday) Christmas Day

RESOLUTION #11: **PETTY CASH-RESOLVED**, pursuant to Town Law §64(1a) to allocate the following amounts of Petty Cash to the department heads indicated:

Comptroller	100
Town Clerk	200
Town Justices (2) (\$50 each)	100
Planning Board Secretary	50
Zoning Board Clerk	25
Tax Collector	150
Recreation Administrator	200
Spray Park	200 (in season only)
Dog Control Officer	<u>50</u>
 TOTAL PETTY CASH ALLOCATED	 \$1075

RESOLUTION #12:

CELLULAR PHONES-RESOLVED, that the following employees are authorized to use cellular telephones. Amendment to policy on May 5, 2011 would give employees two options:

1. Employee would use their own cell phone and get a flat reimbursement rate of \$30 per month for phone only or \$65 per month for phone/data.

John Lant, Supervisor

John McEachron, Councilman

Duane Bogardus, Councilman

Susan Baldwin, Town Clerk

Ryan Riper, Town Engineer

Roberta Corrigan, Senior Center Director

Matthew Coseo, Judge

Scott Harrington, Buildings and Grounds Maintenance Supervisor

John Herlihy, Building Inspector

Marcus Hart, Assistant Building Inspector

Mark Marino, Park and Recreation Administrator

Michael Monroe, Highway

Frank Holden, Highway

Maria Moran, Comptroller

Lori Olson, Highway Clerk

David Towne, Judge

Mark Mykins, Senior Building Inspector, Fire Marshall

Roy Vanderbogart, Buildings and Grounds Maintenance

Steve Vance, Buildings and Grounds Maintenance

2. To continue the same way it is now, where they chose not to take a flat reimbursement rate and continue to use the Town's cell phones.

Kirklin Woodcock, Highway Superintendent

Richard McCane, Highway

Joshua Vincek, Dog Control Officer

John King, Super. Maint. Worker

Assistant Recreation Director

Recreation Leader

Front Desk, Recreation Department

(2) After School Care, Recreation Department

(2) Recreation Maintenance

RESOLUTION #13: **HIGHWAY DEPARTMENT (4-TON ROAD LIMIT)-RESOLVED**, to post all town roadways at a 4-ton road limit until further notice.

RESOLUTION #14: **HIGHWAY SUPERINTENDENT SPENDING (TOWN ROADWAYS)-RESOLVED**, pursuant to Hwy Law §284, that the Town Board and the Town Highway Superintendent shall enter into an Agreement for the Expenditure of Highway Funds for the repair and improvement of town highways

AND, BE IT RESOLVED, that these funds shall be expended at such places and in such manner as may be agreed upon by the Town Board and the Town Highway Superintendent

AND, BE IT FURTHER RESOLVED, that this Agreement is to be executed and signed by a majority of the Town Board members and the Highway Superintendent.

NOTE: Chapter 173 of the Laws of 1994 amended S284of the Highway Law to delete the requirement that the County Highway Superintendent must approve all agreements for the expenditure of town highway funds.

RESOLUTION #15: **HIGHWAY SUPERINTENDENT SPENDING (MACHINERY, TOOLS, MINOR EQUIPMENT & OTHER IMPLEMENTS)-RESOLVED**, pursuant to Hwy Law §142(a), to authorize spending by the Highway Superintendent for machinery, tools, minor equipment and implements up to \$3,000 without prior approval from the Town Board provided that sufficient appropriations exist, and the purchase has been made in compliance with the town's procurement policies and procedures and a Purchase Order has been issued for purchases of more than \$1,500.

RESOLUTION #16: **DEPUTY HIGHWAY SUPERINTENDENT-RESOLVED**, pursuant to Town Law §32(2) to establish the position of Deputy Highway Superintendent

AND, BE IT FURTHER RESOLVED, to appoint Sandra Woodcock to the position with no remuneration.

RESOLUTION #17: **ELECTIONS (VOTER REGISTRATION DAY)-RESOLVED**, to consolidate election districts for Voter Registration Day at the Town Hall Annex, 20 Traver Road. **NOTE:** Pursuant to Saratoga County Board of Elections resolution adopted January 7, 1993, there shall be no meetings for local registration except in presidential and vice-presidential election years.

RESOLUTION #18: **ZONING BOARD OF APPEALS-RESOLVED**, pursuant to Town Law §267(1) to establish a Zoning Board of Appeals consisting of seven (7) members with terms of office effective from January 1 through December 31 (7-year terms).

RESOLUTION #19: **PLANNING BOARD-RESOLVED**, pursuant to Town Law§271(1) and 272 to establish a Planning Board consisting of seven (7) members with terms of office effective from January 1 through December 31 (7-year terms).

RESOLUTION #20: **BOARD OF ASSESSMENT REVIEW- RESOLVED**, pursuant to Real Property Tax Law §523 to establish a five-member Board of Assessment Review with terms of office effective from October 1 to September 30 (5-year terms).

RESOLUTION #21: **CHAIRPERSONS FOR BOARDS–RESOLVED**, pursuant to Town Law §271 (1) the Town Board shall designate the chairpersons to the following Boards on a yearly basis and;

FURTHER BE IT RESOLVED, to appoint the following chairpersons to said boards for the terms listed below:

a.) Planning Board, Michael Dobis Current term 1/1/20-12/31/20.

b.) Zoning Board, Joseph O'Brien Current term 1/1/20-12/31/20

c.) Ethics Advisory Board, Charles Hodgson Current term 1/1/20-12/31/20 and;

FURTHER BE IT RESOLVED, to approve the extended terms of chairmanship of the Planning, Zoning and Ethics Advisory Boards when those terms would expire and their scheduled meeting would occur prior to the first available organizational Town Board meeting at such time resolutions will be passed for the current chairmanship terms.

RESOLUTION #22: **SARATOGA COUNTY YOUTH BUREAU-RESOLVED**, to appoint the Town's Recreation Administrator to serve as the Town of Wilton's representative on the Youth Advisory Board.

RESOLUTION #23: **DIVISION FOR YOUTH SPENDING-RESOLVED**, pursuant to Resolution #159 of 2014, amending Resolution #89 of 1990, adopted on December 4, 2014 by the Wilton Town Board, to authorize the Town Supervisor, on behalf of the Parks & Recreation Department, to apply for funding through the Division for Youth.

RESOLUTION #24: **TAX BILLS/THIRD PARTY DESIGNATION-RESOLVED**, pursuant to a unanimous decision of the Wilton Town Board on November 6, 1986, and to comply with Chapter 758 of the Real Property Tax Laws of 1986, that the receiver of taxes shall include with each tax bill a notice that elderly and disabled tax-payers may designate an adult third party to receive duplicate copies of tax bills and notices of unpaid taxes

AND, BE IT FURTHER RESOLVED that all eligible taxpayers must file said application on or before the first day of November of each year.

RESOLUTION #25: **TAX COLLECTOR DEPOSITS-RESOLVED**, pursuant to General Municipal Law §11, to authorize the Town Clerk to temporarily deposit or invest monies not required for immediate expenditure in special time deposit accounts, or certificates of deposit, in any bank approved by the Town of Wilton as an Official Depository.

RESOLUTION #26: **OFFICIAL DEPOSITORIES-RESOLVED**, pursuant to Town Law §64(1), Bk Law §96-6 and Gen Mun Law §93, to designate the institutions listed below as Official Depositories of the Town of Wilton:

Adirondack Trust Company

Saratoga Nat'l Bank & Trust Company

NBT Bank

Ballston Spa National

All Official Depositories must enter into a Custodial Agreement with the Town of Wilton if deposits exceed \$250,000. Maximum investment amount for each institution is not to exceed \$9,000,000.

RESOLUTION #27: **INVESTMENT POLICY-RESOLVED**, pursuant to a unanimous decision of the Town Board on June 3, 1993 and updated annually, to establish an Investment Policy to minimize risk to principal and interest, define eligible investments, provide sufficient liquidity to insure the availability of cash when needed and to insure a competitive rate of return. (See Attached).

RESOLUTION #28: **CAPITAL ASSETS PROGRAM-RESOLVED**, pursuant to a unanimous decision of the Town Board on May 7, 1987 and updated annually, to establish a Fixed Assets Program for the Town of Wilton with physical inventories to be conducted by all department heads by December 31 of each year. (Capital Assets Policy Attached).

RESOLUTION #29: **PURCHASE ORDER SYSTEM/PROCUREMENT POLICIES AND PROCEDURES-RESOLVED**, pursuant to a unanimous decision of the Town Board on November 12, 1987 to establish a Purchase Order System for use by all departments with the Bookkeeper serving as Purchasing Coordinator.

AND, BE IT FURTHER RESOLVED, pursuant to Resolution #115 adopted on April 2, 1992, amended on December 4, 2003, December 6, 2007, July 1, 2010 and updated annually, to follow the procurement policies and procedures contained in that resolution for the procurement of goods and services not subject to bidding requirements under Gen Mun Law §103 or any other law, such procurement policies having been reviewed and reaffirmed by the Town Board annually. Pursuant to Resolution #194 adopted on July 6, 1995, the Comptroller is authorized to approve budget transfers after conferring with at least three (3) Town Board members with such action to be ratified by resolution at the next Town Board meeting. All town vouchers shall be certified or verified. (See Procurement Policy).

RESOLUTION #30: **RETURN CHECK CHARGE-RESOLVED**, pursuant to General Obligation Law 5-328, to charge \$20.00 for checks returned as unpaid.

RESOLUTION #31: **TOWN COMPTROLLER-RESOLVED**, pursuant to Town Law Article8-§124 that the Comptroller assumes the duties of an Accounting Supervisor with approval to countersign checks and/or to use the Supervisor's signature stamp as deemed necessary.

RESOLUTION #32: **FUND TRANSFERS-RESOLVED**, pursuant to a unanimous decision of the Town Board on December 27, 1984, to approve fund transfers into appropriations at the same time expenditures not budgeted are approved. This shall be done at the Regular Town Board Meeting whenever bills are approved for payment.

RESOLUTION #33: **WIRE/TELEPHONE TRANSFERS-RESOLVED**, pursuant to a

unanimous decision of the Town Board on August 13, 1987, that the Bookkeeper, in the Comptroller's office, is authorized to make wire/telephone transfers at the Adirondack Trust Company and Saratoga National Bank from the Money Market Account to the various checking accounts. **WITHDRAWALS ARE NOT AUTHORIZED except for payroll transactions related to the payment of taxes and direct deposit.**

RESOLUTION #34: **CERTIFIED PUBLIC ACCOUNTANTS-RESOLVED**, to retain Cusack and Company Certified Public Accountants to provide professional services for the annual audit.

RESOLUTION #35: **SECTION 125 PREMIUM ONLY PLAN-RESOLVED**, pursuant to Resolution #165 adopted on August 5, 2004, which allows employees to have pre-tax monies withheld from their paycheck to cover the cost of the employee's premium portion of Health Insurance, Group-Term Life Insurance and Disability Plans. Effective July 1, 2004 renewed on a yearly basis.

RESOLUTION #36: **CONTRACTS-RESOLVED** that the Town Board authorizes the Supervisor to enter into the following contracts:

Contract	Description	Location of Contract	Terms
Adirondack Trust Bank	Banking Agreement	Town Clerk	On-going
ActiveNet	Parks Software	Bookkeeper	On-going
American Red Cross	Gavin Park Emergency Shelter	Town Clerk	On-going
Miller, Mannix, Schachner and Hafner	Planning Board Atty	Town Clerk	1/1/2020 – 12/31/2020
MVP	Medicare Advantage	Human Resources	12/1/2019 – 11/30/2020
Centerline, AT&T	Right of Way/Pole Agreement	Town Clerk	9/25/2019 On-going
CDPHP/MVP	Health Insurance	Human Resources	12/1/2019– 11/30/2020
Christopher Dailey Foundation	Ground Lease	Town Clerk	7/29/2005 – 7/29/2035
Christopher Dailey Foundation	Facility Lease	Town Clerk	8/8/2005 – 8/8/2025
Davis Vision	Vision Insurance	Human Resources	12/01/2020-11/30/2020
Delta Dental	Dental Insurance	Human Resources	1/1/2020 – 12/31/2020
Miller, Mannix, Schachner and Hafner,	Town Counsel	Town Clerk	1/1/2020 – 12/31/2020

LLC			
EarthLink Business	Phone Lines	HR/Town Clerk	ongoing monthly
Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	1/1/2020 – 12/31/2020
Friends of Ulysses S. Grant	Service Agreement	Town Clerk	1/1/2020 – 12/31/2020
GAR Associates, LLC	Real Estate Appraisers and Consultants	Town Clerk	1/1/2020, ongoing
Greenfield Fire District	Gasoline Agreement	Town Clerk	12/5/2011, On-going
Wilton Heritage Society	Service Agreement	Town Clerk	1/1/2020 – 12/31/2020
City Saratoga Springs	Inter-Municipal Agreement-snow plow	Town Clerk	5 year term, 2/22/12-2/22/17, On-going
Mastrianni, Inc Joseph E.	Section 8 Housing Program	Town Clerk	01/01/2019, ongoing
Moran, Maria	Comptroller	Town Clerk	01/01/2020-12/31/2021
Multiple Towns	Shared Services	Town Clerk	See file, On-going
MJ Engineering	Engineering Services	Town Clerk	1/10/13, On-going
National Grid	Outdoor Lighting	Town Clerk	6/27/2005, On-going
Northern Pines Hsg Dev	PILOT Program	Town Clerk	2007-08, 25 Years
NYS DOCCS	Mt. McGregor Rd. Snowplowing Contract	Town Clerk	2019-2020 Snow Season
PENFLEX	Service Award Program-WES		2/1/2000, On-going
Pitney Bowes	Mailing Lease	Town Clerk	9/17/13 – 9/17/2018, On-going
Riper, Ryan	Engineer	Town Clerk	1/1/2019-12/31/2020 ongoing
Saratoga County Animal Shelter	Impoundment of Dogs	Bookkeeper	1/1/2020 – 12/31/2020
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	1/1/2020– 12/31/2020
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	1/1/2020 – 12/31/2020 1/1/2020 – 12/31/2020
Saratoga County Office of Emergency Services	Mutual Aid	Town Clerk	6/1/09--5 year renewal On-going
Saratoga County Intermunicipal Agreement	SC Sheriff's Dept. Substation/Wilton Mall	Town Clerk	Expires 11/30/2024 5 year contract
Saratoga National Bank	Credit Card	Bookkeeper	2/8/2010, On-going
Saratoga Springs School District	Summer Camp Buses	Bookkeeper	1/1/2020 – 12/31/2020
Saratoga Springs School District	School Land Lease	Town Clerk	7/05/2019 – 7/04/2024
Saratoga/Wilton Youth	Field Rental	Town Clerk	6/1/2009, Ongoing

Soccer Club			
Smith Conservation Subdivision Agreement	Naming Rights for open space	Town Clerk	7/2/2009, On-going
Spa Net, LLC	IT Services	Town Clerk	1/10/2011, Ongoing
TECH II	Phones	Bookkeeper	1/1/2020-12/31/20/20
Thomas, Christopher	Health Officer	Town Clerk	1/1/2020 – 12/31/2020
Time Warner Cable	Franchise Fee	Town Clerk	Expired-Year to Year
Saratoga/Wilton Soccer Club	Travel Soccer	Town Clerk	5/10/2011, On-going
Town of Saratoga	Intermunicipal shared services agreement	Town Clerk	1/1/2016-12/31/20, ongoing
Value Payment Systems	Tax collection	Town Clerk	12/16/2010, On-going
Verizon Wireless	Wireless Service	Human Resources	On-going contract NYSOGS
Vincek, Laura	Land Lease	Town Clerk	1/1/2020 – 12/31/2020
Vincelette, Daniel	Assessment Attorney	Town Clerk	1/1/2020 – 12/31/2020
Wilton Commons Senior Housing	Pilot Program	Town Clerk	12/14/2000, ongoing
Wilton Emergency Services	Ambulate Services	Town Clerk	1/1/2020 -- 12/31/2020
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	1/1/2020 – 12/31/2020
Wilton Fire District	Snow Removal Services	Town Clerk	9/1/2020 - 4/30/2020, ongoing
Wilton Fire District	Gasoline Agreement	Town Clerk	1/12/2004, On-going
WWSA	Building Lease	Town Clerk	6/28/2011, On-going
WWPP	Service Agreement	Town Clerk	1/1/20-12/31/20
Wilton Youth Baseball	Field Rental	Town Clerk	1/1/20-12/31/20

RESOLUTION #37: **RECORDS MANAGEMENT OFFICER-RESOLVED**, pursuant to a unanimous decision of the Town Board on March 2, 1989 to dispose of town records according to Schedule MU-1 issued pursuant to Article 57-a of the Arts & Cultural Affairs Law and;

BE IT FURTHER RESOLED, to appoint Susan Baldwin to the position of Records Management Officer.

RESOLUTION #38: **REGISTRAR OF VITAL STATISTICS-RESOLVED**, Pursuant to Public Health Law §4121, to establish the position of Registrar of Vital Statistics and;

BE IT FURTHER RESOLVED, to appoint Susan Baldwin to the position. Amount included in salary. (This appointment is the responsibility of the Supervisor).

RESOLUTION #39: **DEPUTY REGISTRAR OF VITAL STATISTICS-RESOLVED**, pursuant

to Public Health Law §4122, to establish the position of Deputy Registrar of Vital Statistics and

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position. (This appointment is the responsibility of the Registrar of Vital Statistics).

RESOLUTION #40: **SAFETY OFFICER, RESOLVED**, to appoint Nancy Riely to the position at \$1,553 per annum. Established 2/1/96 (Hazard Communication Program).

RESOLUTION #41: **FIRE MARSHALL, RESOLVED**, to appoint Mark Mykins to the position of Fire Marshall, established in 1998.

RESOLUTION #42: **DOG CONTROL OFFICER-RESOLVED**, to establish the position of Dog Control Officer and;

BE IT FURTHER RESOLVED, to appoint Joshua Vincek to the position at \$ 19,890 per annum.

RESOLUTION #43: **TOWN HISTORIAN-RESOLVED**, to establish the position of Town Historian and;

BE IT FURTHER RESOLVED, to appoint Karen Strack James to the position at \$ 4,400 per annum.

RESOLUTION #44: **INSECT CONTROL COORDINATOR- RESOLVED**, to establish the position of Insect Control Coordinator and;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position at \$1,250 per annum.

RESOLUTION #45: **TOWN HEALTH OFFICER- RESOLVED**, to establish the position of Town Health Officer and;

BE IT FURTHER RESOLVED, to appoint Dr. Christopher W. Thomas, M.D. to the position at \$1,500 per annum (under separate contract).

RESOLUTION #46: **TOWN COUNSEL-RESOLVED**, to authorize engagement of Town Legal Counsel and;

BE IT FURTHER RESOLVED, to appoint Mark Schachner (Miller, Mannix Schachner and Hafner, Attorneys At Law) as Town Legal Counsel at \$33,000 per annum and at \$220 per hour for services

involving litigation, bond counsel and labor law (under separate cover).

RESOLUTION #47: **PLANNING BOARD AND ZONING BOARD OF APPEALS ATTORNEY-RESOLVED**, authorize engagement of Town Planning Board and Zoning Board of Appeals Legal Counsel **AND, BE IT FURTHER RESOLVED**, to appoint **Miller, Mannix, Schachner and Hafner, Attorneys At Law** to the position at \$14,000 per annum (under separate contract).

RESOLUTION #48: **DEPUTY SUPERVISOR-RESOLVED**, to establish the position of Deputy Supervisor at \$2,500 per annum (This appointment is the responsibility of the Supervisor).

RESOLUTION #49: **NOTIFICATION POLICY FOR BREACH OF PRIVATE INFORMATION SECURITY-RESOLVED**, to adopt this policy in accordance with New York State Technology Law Section 208 as added by Chapters 442 and 491 of the laws of 2005, and is consistent with the provisions of said Section. The purpose of this policy is to require the **Town of Wilton** to Notify a New York Resident when there has been or is reasonably believed to have been an unauthorized acquisition of the residents' private information from the computerized records maintained by the **Town of Wilton**.

RESOLUTION #50: **EMERGENCY SERVICES COORDINATOR- RESOLVED**, to appoint Steven Gordon to the annual position of Emergency Services Coordinator, effective 1/1/20-12/31/20, the position was established at the April 5, 2007, Town Board meeting under the Home Land Security Law (Resolution # 115) with no remuneration.

RESOLUTION #51: **DEPUTY EMERGENCY SERVICES COORDINATOR -RESOLVED**, to appoint Mark Mykins to the annual position of Deputy Emergency Services Coordinator, effective 1/1/20-12/31/20, the position was established at the March 6, 2014 Town Board meeting (Resolution #84) with no remuneration.

RESOLUTION #52: **DEPUTY RECEIVER OF TAXES -RESOLVED**, pursuant to Town Law §20(3-c) to establish the position of Deputy Tax Receiver and one additional part time Deputy Tax Receiver with no remuneration;

BE IT FURTHER RESOLVED, to appoint Julie Hotaling to the position of Deputy Tax Receiver, at \$2,500 per annum and Amy Ward to the additional part-time Deputy Tax Receiver position at no remuneration.

RESOLUTION #53: **FREEDOM OF INFORMATION APPEAL OFFICER-RESOLVED,** to appoint Supervisor John Lant to the annual position of Freedom of Information Appeal officer, effective 1/1/20-12/31/20.

RESOLUTION #54: **PREVIOUS YEARS ENCUMBRANCES,** to authorize the Town Comptroller to roll forward all outstanding encumbrances and budget appropriation.

RESOLUTION #55: **GAVIN PARK REFUND POLICY -RESOLVED,** pursuant to a unanimous decision by the Wilton Town Board (Resolution #104 of 2014) on May 1, 2014, authorizing the Park and Recreation Administrator to refund fees in accordance with Facility Rental and Program Registration Refund Policy (see attached) and execute and deliver such documents as they may deem necessary, appropriate or convenient to affect the foregoing resolutions including, without limitation, causing to be prepared and filed such reports, documents or other information as may be required under applicable law.

RESOLUTION #56: **FUND BALANCE POLICY,** for increased financial stability, the Town of Wilton desires to manage its financial resources by establishing a fund balance policy for the General Fund. (See Attached).

RESOLUTION #57: **PART TIME LEAVE BENEFITS, RESOLVED-**permanent part time Employees hired prior to September 7, 2004 are eligible for the following leave benefits;

Vacation 90 hours

Personal 24 hours

Sick 45 hours

6 hours of pay for each holiday

NOW THEREFORE BE IT RESOLVED, that the indicated time will be credited to the employee's leave bank on January 1, 2019.

RESOLUTION #58: **PETTY CASH ACCOUNT POLICY, RESOLVED-**Petty cash shall be established for departments that request petty cash for the purchase of materials, supplies or services under conditions requiring immediate payment.

The amount of each account will not exceed \$200. At its annual re-organizational meeting, the Town Board shall appoint a custodian for each petty cash account who shall administer and be responsible for such account.

To ensure that these funds are properly managed, the following guidelines shall be followed:

1. All disbursements from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Receipts and cash-on-hand must always total the authorized fund amount.
3. Payments may be made from petty cash for materials, supplies or services requiring immediate payment.
4. Sales tax on purchases shall not be paid by the town from petty cash funds.
5. The town shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support and as approved by the Comptroller.
6. Each account will be reconciled by the Town Comptroller at the end of the calendar year.

RESOLUTION #59: **HEALTH AND DENTAL INSURANCE AND HEALTHCARE BUYOUT, RESOLVED** to provide health insurance benefits to all eligible town employees and retirees, under separate cover.

RESOLUTION #60: **ACTUARIAL SERVICES, RESOLVED,** to retain Jefferson Solutions

to provide professional actuarial calculation services for compliance with Generally Accepted Accounting Principles (GAAP).

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #61

NOW, THEREFORE, BE IT RESOLVED, to approve the Organizational Resolutions 1-25.

The adoption of the resolution was seconded by Councilman O'Connor, duly put to a vote, all in favor the motion passed 5-0.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #62

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolution #26.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor except Councilwoman Kolligian and Councilman O'Connor, who recused themselves. The motion passed 3-0.

On a motion introduced by Councilman Bogardus, the board adopted the following resolution:

RESOLUTION #63

NOW, THEREFORE, BE IT RESOLVED, to approve the Organizational Resolutions 27-35.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor the motion passed 5-0.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #64

NOW, THEREFORE, BE IT RESOLVED, to approve Organizational Resolution #36.

The adoption of the resolution was seconded by Councilman Bogardus, duly put to a vote, all in favor except Councilwoman Kolligian and Councilman O’Conor, who recused themselves. The motion passed 3-0.

On a motion introduced by Councilman O’Conor, the board adopted the following resolution:

RESOLUTION #65

NOW, THEREFORE, BE IT RESOLVED, to approve the Organizational Resolutions 37-60.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor the motion passed 5-0.

Minutes

On a motion introduced by Councilman Bogardus, the board adopted the following resolution:

RESOLUTION #66

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 5, 2019 meeting, as typed.

The adoption of the resolution was seconded by Councilman O’Conor, duly put to a vote, all in favor. The motion passed 5-0.

Recognition of Deceased Veteran-E. Joseph Baldwin

WHEREAS, America was founded on the principles of liberty, opportunity and justice for all, and we recognize the men and women of our Armed Forces who have valiantly defended these values throughout our Nation's history. These remarkable individuals have helped to make our Nation secure and to advance the cause of freedom worldwide. By answering the call of duty and risking their lives to protect their fellow countrymen, these patriots have inspired our Nation with their courage, compassion and dedication.

WHEREAS, **Elton Joseph Baldwin** was born on August 28, 1928 in Detroit, Michigan and had been a resident of the town of Wilton, and

WHEREAS, **Elton Joseph Baldwin** enlisted in the US Army in 1949 at the age of 18, assigned to Detachment #2- 7850th Quarter Master Department and served our country honorably in Korea reaching the rank of Corporal, and

WHEREAS, **Elton Joseph Baldwin** served in Germany and France as part of the humanitarian relief effort following World War II, and met his future wife, Pierrette while service in France, and

WHEREAS, **Elton Joseph Baldwin** earned the Army Occupation Medal (Germany), and

WHEREAS, **Elton Joseph Baldwin** had the distinguished honor of being a member of Chaine de Rotisseurs, Food and Wine Gastronomy Society and the Saratoga County Chamber of Commerce, and

WHEREAS, through the years, our veterans have returned home from their duties to become active and responsible citizens in their communities, further contributing to the growth and development of our Nation. In 1964, **Elton Joseph Baldwin** and his wife opened the renowned French restaurant The Chez Pierre Restaurant in Wilton, New York, and

WHEREAS, **Elton Joseph Baldwin** was laid to rest in the Gerald B. H. Solomon Saratoga National Cemetery in Schuylerville, New York on November 26, 2013 at the age of 85, and

WHEREAS, the Town of Wilton honors the memory of **Elton Joseph Baldwin** for his activities as a veteran and an outstanding member of the community, now thereof be it

PROCLAIMED, that the 21st day of January, 2020 is hereby dedicated to the memory of **Elton Joseph Baldwin** in grateful recognition on behalf of all of the Town of Wilton.

IN WITNESS WHEREOF, We have hereunto set our hands and affixed the Seal of the Town of Wilton this 2nd day of January, 2020.

Supervisor Lant said he was honored to read the proclamation because he knows the family personally. They raised wonderful hardworking children. Mrs. Baldwin deserves a lot of credit, she came here as a young girl, couldn't speak our language, had no friends but worked hard to have the wonderful business they have and it's the best place to eat.

WWPP Quarterly Report

Margo Olson said we had a wonderful year in 2019. We saw huge attendance at our different events and activities and served over 9,000 people over the year with people utilizing Camp Saratoga and programs at Gavin Park. We take the show on the road with our outreach programs. This month we will go to the after school program at Franklin Community Center.

We have wonderful staff, two young environmental educators, Troy and Erin. We have worked with student interns from Skidmore College and will continue working with different students in 2020. It is a wonderful way for us to mentor and work with young people who are coming up in the field.

Our upcoming event flyer covers January, February and the vacation week. We have wellness walks for adults. We are supposed to be starting rentals of snowshoes and cross country skis this weekend but that isn't going to happen with the lack of snow. Our moonlight ski and snowshoe may not have enough snow for the event; keep checking the website and the Facebook page.

We are very excited with our partnership with the town and thanked the town for all of the support and the work at the WWPP, especially Scott Harrington and Marcus Hart and crew. They worked with one of the Eagle Scouts to build a new snow shed. The town was instrumental in getting the new building there. We look forward to 2020.

Other

Councilman Lant noted there was a meeting prior to the board meeting with all council members and town counsel.

Mark Schachner, Town Counsel said the town board has a right to meet with him, as its attorney, whenever they wish as long as it is for seeking or gaining legal advice. We did have a conference, not subject to Open Meetings Law. The town board was strictly seeking legal advice. We observed that quite diligently, no decisions were made but they did have the opportunity to ask legal questions and seek some legal guidance.

Appointment-Historic Preservation Board

On a motion introduced by Councilman O'Connor, the board adopted the following resolution:

RESOLUTION #67

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment of Joanne Ernst to the Historic Preservation Board for a five year term of 01/1/2020-12/31/2024.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor. The motion passed 5-0.

Reappointment-Wilton Water and Sewer Authority

On a motion introduced by Councilman Bogardus, the board adopted the following resolution:

RESOLUTION #68

NOW, THEREFORE, BE IT RESOLVED, to approve the reappointment of the following members to the Wilton Water and Sewer Authority Board for a five year term of 01/1/2020-12/31/2024:

Evan Schneider
Mark Mosier

The adoption of the resolution was seconded by Councilman O'Connor, duly put to a vote, all in favor. The motion passed 5-0.

Reappointment-ZBA

On a motion introduced by Councilwoman Kolligian, the board adopted the following resolution:

RESOLUTION #69

NOW, THEREFORE, BE IT RESOLVED, to approve the reappointment the following members to the Zoning Board of Appeals for a seven year term of 01/1/2020-12/31/2026:

Gerard Zabala
David Querrard

The adoption of the resolution was seconded by Councilman O'Connor, duly put to a vote, all in favor. The motion passed 5-0.

Reappointment-WPB

On a motion introduced by Councilwoman Kolligian, the board adopted the following resolution:

RESOLUTION #70

NOW, THEREFORE, BE IT RESOLVED, to approve the reappointment David Catalfamo as an alternate to the Wilton Planning Board for a one year term of 01/1/2020-12/31/2020.

The adoption of the resolution was seconded by Councilman O’Conor, duly put to a vote, all in favor. The motion passed 5-0.

Appointment-WPB

On a motion introduced by Councilman O’Conor, the board adopted the following resolution:

RESOLUTION #71

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment of Jeff Hurt to the vacant Wilton Planning Board position to fulfill Erinn Kolligian’s term, 1/1/2020-12/31/22.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor. The motion passed 5-0.

Reappointment-Parks and Recreation Commission

On a motion introduced by Councilman O’Conor, the board adopted the following resolution:

RESOLUTION #72

NOW, THEREFORE, BE IT RESOLVED, to approve the reappointment Lynette Robinson to the Parks and Recreation Commission for a three year term of 01/15/2020-1/14/2023

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor. The motion passed 5-0.

Appointment-Parks and Recreation Commission Chair

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #73

NOW, THEREFORE, BE IT RESOLVED, to approve the appointment Lynette Robinson as the Parks and Recreation Commission Chairwoman for a one year term of 01/01/2020-12/31/2020

The adoption of the resolution was seconded by Councilman O’Conor, duly put to a vote, all in favor. The motion passed 5-0.

Voting Delegate and Alternate

Supervisor Lant said the Association of Towns is being held in February in New York City. We need a voting delegate and an alternate.

On a motion introduced by Councilman O’Conor, the board adopted the following resolution:

RESOLUTION #74

NOW, THEREFORE, BE IT RESOLVED, to appoint Councilman Bogardus as voting delegate and Ryan Riper as alternate voting delegate at the Association of Towns, February 19, 2020.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor. The motion passed 5-0.

Committee Reports

Supervisor Lant appointed the following liaisons:

Councilman John McEachron-Parks and Recreation Department and Deputy Supervisor

Councilman Duane Bogardus-Court, RUOK and Americans with Disabilities

Councilwoman Erinn Kolligian-Senior Center and Safety Review Committee

Councilman Ray O’Conor-Highway Department, Personnel Committee and Town Historian

Ryan Riper-WWSA, WWPP and Town Trails Coordinator

Nancy Riely-Insurance Committee, Personnel Committee and Safety Review Committee

Supervisor Lant said he would like Councilwoman Kolligian and Councilman O’Conor do some research on the Exit 16 area. We could work towards getting some light industrial businesses in that area. Also, contact Wilton Mall to help with ideas to maintain sales tax income.

Supervisor Lant said people talked about a lot of concerns while campaigning. Roads and safety were brought up. He said he would like Councilman Bogardus and Deputy Supervisor McEachron to visit areas of the town and address problem areas for speed limits, stop signs and dark intersections. It may take some time and we could enlist the help of a citizen committee. We will look into Ms. McGrath’s concerns.

Supervisor Lant said this town is growing. He said he would like Councilman Bogardus and Deputy Supervisor McEachron review zoning and the Comprehensive Plan. Maybe it could be tweaked, not to say to stop growth and keep everyone happy.

Councilman Bogardus said the outside of the Court building is complete. The inside is moving along and still getting input from staff.

Comptroller’s Report

1.) 2019 Budget Transfers

On a motion introduced by Councilman Bogardus the board adopted the following resolution:

RESOLUTION #75

NOW, THEREFORE, BE IT RESOLVED, to approve the 2019 budget transfers requested and listed in the Comptroller’s 1/02/2020 Report to the Town Board.

The adoption of the resolution was seconded by Councilman O’Conor, duly put to a vote, all in favor. The motion passed 5-0.

2.) 2020 Budget Transfers

On a motion introduced by Councilman O’Conor, the board adopted the following resolution:

RESOLUTION #76

NOW, THEREFORE, BE IT RESOLVED, to approve the 2020 budget transfers

requested and listed in the Comptroller's 01/02/2020 Report to the Town Board.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly put to a vote, all in favor. The motion passed 5-0.

Personnel

a.

On a motion introduced by Councilman Bogardus, the board adopted the following resolution:

RESOLUTION #77

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel to Lake Placid, New York to attend the 2020 Northern Adirondacks Code Enforcement Office Conference meeting to be held March 1-4, 2020 for the following:

**Mark Mykins
John Herlihy
Marcus Hart
Scott Harrington**

The adoption of the resolution was seconded by Councilwoman Kolligian duly put to a vote, all in favor. The motion passed 5-0.

b.

On a motion introduced by Deputy Supervisor McEachron the board adopted the following resolution:

RESOLUTION #78

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Ross MacNeil, Assistant Recreation Director, effective December 31, 2019.

The adoption of the resolution was seconded by Councilman O'Connor duly put to a vote, all in favor. The motion passed 5-0.

Adjournment

On a motion introduced by **Deputy Supervisor McEachron** and seconded by **Councilman O’Conor** all board members in favor, the meeting was adjourned at 7:36 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

_____ Supervisor, Arthur Johnson

_____ Councilman, Steve Streicher

_____ Deputy Supervisor, John Lant

_____ Councilman, John McEachron

_____ Councilman Duane Bogardus