

TOWN OF WILTON

22 TRAVER ROAD

WILTON, NEW YORK

PHONE: 518-587-1939

FAX: 518-587-2837

Susan Baldwin, Town Clerk

sbaldwin@townofwilton.com

REGULAR TOWN BOARD MEETING-January 4, 2024

Supervisor Lant called the Regular Town Board meeting to order at 7:00 p.m.

Pledge of Allegiance

Supervisor Lant 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-Deputy Supervisor

Duane Bogardus-Councilman

Erinn Kolligian-Councilwoman

Ray O'Conor-Councilman

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

Steve Bederian said he signed up to speak and wanted to speak to a couple of the resolutions. He said there could be some minor changes to the wording and thought it would be helpful. Mr. Bederian said he wanted to comment on Resolution #28. It has to do with the sidewalk fee reserve fund. He suggested it be amended to read sidewalk fees and multi-use paths. Those are the direction the town wishes to proceed. We don't have many sidewalks or multi-use paths and it would be useful to amend the resolution. Mark Schachner said it is a matter of policy but as far as it fits within the fund, the Comptroller should answer that. Ms. Moran said the fund was established with monies that were designated to sidewalks. Going forward, if there were to be monies collected for multi-path uses, the fund could be used for both purposes. Councilman O'Conor said would we have to create a new fee for trails. Mr. Riper said there is a section in the code for sidewalk fees. If a developer is required to install a sidewalk but chooses not to do it at this time, they could escrow the funds so they could be installed at a later time. Councilwoman Kolligian said some of the parcels on Route 9 did this while waiting for the sidewalk connections to be built. Mr. Riper said the Hamlet zone has a sidewalk requirement. Mr. Bederian said can we make reference to the town traffic planning study. The only one found online is dated 2015 and

its latest update. Councilman O'Connor said we did an Exit 16 Corridor Study. Mr. Riper said there is currently a traffic study underway and will be completed in 2024.

Councilman O'Connor said he will abstain from Resolution #26 and #32 related to depositories and investment policies. Councilwoman Kolligian said she would also abstain from #26 and #32. She also abstained from voting from all banking contracts in Resolution #42 as well as Councilman O'Connor.

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., excepting additional meetings will be scheduled as deemed necessary by the Town Board. Additionally, pursuant to Executive Orders established by the Governor of the State of New York which continue the temporary suspension and modification of laws relating to disaster emergency, in-person meetings and in-person public hearings may be conducted via a virtual platform, for example, Zoom.

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 2023 pay rate schedule effective 1/1/24-12/31/24 and to pay merit pay as per schedule, in lump sum payment during the month of January.

RESOLUTION #8: STANDARD WORKDAY AND REPORTING - RESOLVED, that the Town of Wilton hereby establishes the following as standard workdays 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	01/01/2024-12/31/2025	No	18.60
Councilman	John McEachron, Sr.	6	01/01/2022-12/31/2025	No	
Councilman	Duane Bogardus	6	01/01/2022-12/31/2025	No	N/A
Councilwoman	Erinn Kolligian	6	01/01/2024-12/31/2027	No	1.0
Councilman	Raymond O'Connor	6	01/01/2024-12/31/2027	No	
Town Clerk	Susan Baldwin	7	01/01/2024-12/31/2027	No	22.53
Town Justice	David Towne	6	01/01/2024-12/31/2027	No	N/A
Town Justice	Mathew Coseo	6	01/01/2024-12/31/2027	No	4.91 for 2 pay period months 7.36 for 3 pay period months
Highway Superintendent	Michael Monroe	8	01/01/2024-12/31/2027	No	25.79
Appointed Officials					
Comptroller	Maria Moran	7	01/01/2024-12/31/2025	Yes	20
Engineer	Ryan Riper	7	01/01/2024-12/31/2025	Yes	20
Assessor	Tina Weber	7	10/03/2019-09/31/2025	Yes	20

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, 2024 (Monday) New Year's Day
- January 15, 2024 (Monday) Martin Luther King Day
- February 19, 2024 (Monday) Washington's Birthday
- May 27, 2024 (Monday) Memorial Day
- July 4, 2024 (Thursday) Independence Day

September 2, 2024	(Monday)	Labor Day
October 14, 2024	(Monday)	Columbus Day
November 11, 2023	(Monday)	Veterans Day
November 28, 2024	(Thursday)	Thanksgiving Day
November 29, 2024	(Friday)	Post Thanksgiving Day
December 25, 2024	(Wednesday)	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
Spray Park & Jr. NBA	200 (in season)
Dog Control Officer	<u>50</u>

TOTAL PETTY CASH ALLOCATED \$875

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. Employees 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, Town Justice
 Scott Harrington, Buildings and Grounds Maintenance Supervisor
 John Herlihy, Building Inspector
 Marcus Hart, Assistant Building Inspector
 Ross MacNeil, Park and Recreation Director
 Michael Monroe, Highway Superintendent
 Frank Holden, Deputy Highway Superintendent
 Jason Brueckner, Highway

Maria Moran, Comptroller
Lori Olson, Highway Clerk
David Towne, Town Justice
Mark Mykins, Senior Building Inspector, Fire Marshall
Roy Vanderbogart, Buildings and Grounds Maintenance
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.

Brian Crowe, Dog Control Officer
John King, Super. Maintenance Supervisor
Lisa Muller, Bookkeeper
Tina Weber, Assessor
Assistant Recreation Director
Recreation Leader
(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 Highway 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 equal to or greater 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 Frank Holden to the position at \$1,500 per annum.

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**, William Rice Current term 1/1/24-12/31/24.

b.) **Zoning Board**, Joseph O'Brien Current term 1/1/24-12/31/24

c.) **Ethics Advisory Board**, Charles Garrison Current term 1/1/24-12/31/24 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 Director 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 National 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. The maximum investment amount for each institution is not to exceed \$12,000,000.

RESOLUTION #27: EQUIPMENT AND CAPITAL RESERVE FUND-RESOLVED, pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate moneys to finance the cost of a type of capital improvement and/or equipment such as land, buildings, building alterations and studies or surveys related thereto, equipment and vehicles.

RESOLUTION #28: SIDEWALK FEE RESERVE FUND-RESOLVED, pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate money to finance the cost of specific capital improvement related to sidewalks.

RESOLUTION #29: STORMWATER MANAGEMENT RESERVE FUND-RESOLVED, pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate money to finance the cost of specific capital improvement related to stormwater management.

RESOLUTION #30: TRAFFIC MITIGATION RESERVE FUND-RESOLVED, pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate moneys to finance the cost of a type of operation improvements, safety needs and address non-motorized transportation to mitigate the impact of increased development in the Town as outlined in the most recent Town Traffic Planning Study.

RESOLUTION #31: HIGHWAY EQUIPMENT RESERVE FUND-RESOLVED, pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate moneys to finance the cost of a type of capital improvement for the purchase of highway equipment and vehicles.

RESOLUTION #32: 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.

RESOLUTION #33: 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.

RESOLUTION #34: PARKS AND RECREATION RESERVE FUND-RESOLVED, Pursuant to a unanimous decision of the Town Board to establish a reserve fund to accumulate moneys to finance the cost of a type of capital improvement for the maintenance and operation of land dedicated by the Town for public recreational use.

RESOLUTION #35: 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 GML §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.

RESOLUTION #36: RETURN CHECK CHARGE-RESOLVED, pursuant to General Obligation Law 5-328, to charge \$20.00 for checks returned as unpaid.

RESOLUTION #37: TOWN COMPTROLLER-RESOLVED, pursuant to Town Law Article 8-§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 #38: 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 #39: 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 #40: CERTIFIED PUBLIC ACCOUNTANTS-RESOLVED, to retain Cusack and Company Certified Public Accountants to provide professional services for the annual audit.

RESOLUTION #41: 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 #42: 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
Amazon Web Services AWS formerly VPS	Tax Collection	Town Clerk	01/17/2021, ongoing
American Red Cross	Gavin Park Emergency Shelter	Town Clerk	On-going
CDPHP	Health Insurance	Human Resources	12/1/2023–11/30/2024
Centerline, AT&T	Right of Way/Pole Agreement	Town Clerk	09/25/2019 On-going
Constellation NewEnergy	Electricity Supply Agreement	Town Clerk	04/04/21-04/22/23
Davis Vision	Vision Insurance	Human Resources	12/01/2023-11/30/2024
Delta Dental	Dental Insurance	Human Resources	01/01/2024 – 12/31/2024
Miller, Mannix, Schachner and Hafner, LLC	Planning and Zoning Board Atty.	Town Clerk	01/01/2024-12/31/24
Miller, Mannix, Schachner and Hafner, LLC	Town Counsel	Town Clerk	01/01/2024 – 12/31/2024
Fundbalance	Accounting Software Maint. Agreement	Bookkeeper	01/01/2024 – 12/31/2024
Friends of Ulysses S. Grant	Service Agreement	Town Clerk	01/01/2024 – 12/31/2024
GAR Associates, LLC	Real Estate Appraisers and Consultants	Town Clerk	01/01/2020, ongoing
Greenfield Fire District	Gasoline Agreement	Town Clerk	12/05/2011, ongoing
Wilton Heritage Society	Service Agreement	Town Clerk	01/01/2024 – 12/31/2024
City Saratoga Springs	Inter-Municipal Agreement-snow plow	Town Clerk	5 year term, 02/22/12-2/22/17 On-going
Mastrianni, Inc Joseph E.	Section 8 Housing Program	Town Clerk	01/01/2019, ongoing

Moran, Maria	Comptroller	Town Clerk	01/01/2024-12/31/2025, ongoing
Multiple Towns	Shared Services	Town Clerk	See file, On-going
MJ Engineering	Engineering Services	Town Clerk	01/10/13, On-going
Humana	Medicare Advantage	Human Resources	01/01/2024-12/31/24
National Grid	Outdoor Lighting	Town Clerk	06/27/2005, On-going
Northern Pines Housing Development	PILOT Program	Town Clerk	2007-08, 25 Years
NYS DOCCS	Mt. McGregor Rd. Snowplowing Contract	Town Clerk	2023-2024 Snow Season
PENFLEX	Service Award Program-WES		02/01/2000, On-going
Pitney Bowes	Mailing Lease	Town Clerk	09/17/13 – 09/17/2018, On-going
Riper, Ryan	Engineer	Town Clerk	01/01/2024-12/31/2025, ongoing
Saratoga County Animal Shelter	Impoundment of Dogs	Bookkeeper	01/01/2024 – 12/31/2024
Saratoga County Animal Shelter	Dog Shelter	Town Clerk	01/01/2024–12/31/2024
Saratoga County Office of the Aging	Nutrition Agreement Transportation Agreement	Town Clerk	01/01/2024 – 12/31/2024 01/01/2024 – 12/31/2024
Saratoga County Office of Emergency Services	Mutual Aid	Town Clerk	06/01/09--5 year renewal On-going
Saratoga County Intermunicipal Agreement	SC Sheriff's Dept. Substation/Wilton Mall	Town Clerk	Expires 11/30/2029 5 year contract
Saratoga National Bank	Credit Card	Bookkeeper	02/08/2010, On-going
Saratoga Springs School District	Summer Camp Buses	Bookkeeper	01/01/2024 – 12/31/2024

Saratoga Springs School District	School Land Lease	Town Clerk	7/05/2019 – 7/04/2024
Saratoga/Wilton Soccer Club	Travel Soccer	Town Clerk	05/10/11, ongoing
Saratoga/Wilton Youth Soccer Club	Field Rental	Town Clerk	06/01/2009, Ongoing
Smith Conservation Subdivision Agreement	Naming Rights for open space	Town Clerk	07/02/2009, On-going
Spectrum			
Sprague Operating	Natural Gas Retail Sales Agreement	Town Clerk	02/01/20- 1/31/22-auto-renewing
Spa Net, LLC	IT Services	Town Clerk	01/10/2011, Ongoing
Tamarack Composting	Animal Waste Management	Town Clerk	07/27/2020, Ongoing
Christopher Thomas	Health Officer	Town Clerk	01/01/2024– 12/31/2024
Time Warner Cable	Franchise Fee	Town Clerk	Expired-Year to Year
Town of Saratoga	Intermunicipal shared services agreement	Town Clerk	01/01/2016- 12/31/20, ongoing
Amazon Web Services AWS (formerly VPS)	Tax collection	Town Clerk	12/16/2010, On-going
Verizon Wireless	Wireless Service	Human Resources	On-going contract NYSOGS
Vincelette, Daniel	Assessment Attorney	Town Clerk	01/01/2024 – 12/31/2024
Wilton Commons Senior Housing	Pilot Program	Town Clerk	12/14/2000, ongoing
Wilton Emergency Services	Ambulate Services	Town Clerk	01/01/2024- 12/31/2024
Wilton Emergency Squad	Gasoline Agreement	Town Clerk	01/01/2024 – 12/31/2024
Wilton Fire District	Snow Removal Services	Town Clerk	09/01/2024 - 04/30/2024, ongoing
Wilton Fire District	Gasoline Agreement	Town Clerk	01/12/2004, On-going
WWSA	Building Lease	Town Clerk	06/28/2011, On-going

WWPP	Service Agreement	Town Clerk	01/01/24- 12/31/24
Wilton Youth Baseball	Field Rental	Town Clerk	01/01/24- 12/31/24

RESOLUTION #43: RECORDS MANAGEMENT OFFICER-RESOLVED, pursuant to a unanimous decision of the Town Board on August 6, 2020 to dispose of town records according to Schedule LGS-1;

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

RESOLUTION #44: 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 #45: 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 Sandra Holcomb to the position. (This appointment is the responsibility of the Registrar of Vital Statistics).

RESOLUTION #46: SAFETY OFFICER, RESOLVED, to appoint Nancy Riely to the position at \$2,500 per annum. Established 2/1/96 (Hazard Communication Program).

RESOLUTION #47: FIRE MARSHALL, RESOLVED, to appoint Mark Mykins to the position of Fire Marshall, established in 1998.

RESOLUTION #48: DOG CONTROL OFFICER-RESOLVED, to establish the position of Dog Control Officer and;

BE IT FURTHER RESOLVED, to appoint Brian Crowe to the position at \$35,748 per annum.

RESOLUTION #49: TOWN HISTORIAN-RESOLVED, to establish the position of Town Historian and;

BE IT FURTHER RESOLVED, to appoint Katherine Coons to the position at \$5,292 per annum.

RESOLUTION #50: TOWN HEALTH OFFICER- RESOLVED, to establish the position of Town Health Officer and;

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

RESOLUTION #51: 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 \$37,800 per annum and at \$260 per hour for services involving litigation, bond counsel and labor law (under separate cover).

RESOLUTION #52: 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 \$ 16,200 per annum (under separate contract).

RESOLUTION #53: DEPUTY SUPERVISOR-RESOLVED, to establish the position of Deputy Supervisor at \$2,500 per annum (This appointment is the responsibility of the Supervisor).

RESOLUTION #54: 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 #55: EMERGENCY SERVICES COORDINATOR-RESOLVED, to appoint TBD to the annual position of Emergency Services Coordinator, effective 1/1/24-12/31/24, the position was established at the April 5, 2007, Town Board meeting under the Homeland Security Law (Resolution # 115) at \$1,500 per annum.

RESOLUTION #56: DEPUTY EMERGENCY SERVICES COORDINATOR -RESOLVED, to appoint Mark Mykins to the annual position of Deputy Emergency Services Coordinator, effective 1/1/24-12/31/24, the position was established at the March 6, 2014 Town Board meeting (Resolution #84) with no

remuneration.

RESOLUTION #57: 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 Sandra Holcomb to the position of Deputy Tax Receiver, at \$2,500 per annum and Julie Johnson to the additional part-time Deputy Tax Receiver position at no remuneration.

RESOLUTION #58: FREEDOM OF INFORMATION APPEAL OFFICER-RESOLVED, to appoint Supervisor John Lant to the annual position of Freedom of Information Appeal officer, effective 1/1/24-12/31/24.

RESOLUTION #59: PREVIOUS YEARS ENCUMBRANCES, to authorize the Town Comptroller to roll forward all outstanding encumbrances and budget appropriation.

RESOLUTION #60: GAVIN PARK REFUND POLICY -RESOLVED, pursuant to 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 #61: 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.

RESOLUTION #62: 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, 2024.

RESOLUTION #63: 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 #64: HEALTH AND DENTAL INSURANCE AND HEALTHCARE BUYOUT, RESOLVED to provide health insurance benefits waiver to all eligible town employees and retirees, under separate cover.

RESOLUTION #65: ACTUARIAL SERVICES, RESOLVED, to retain Jefferson Solutions to provide professional actuarial calculation services for compliance with Generally Accepted Accounting Principles (GAAP).

RESOLUTION #66: SENIOR CENTER DIRECTOR-RESOLVED, to establish the position of Senior Center Director and;

BE IT FURTHER RESOLVED, to appoint Roberta Corrigan to the position at \$19,404 per annum.

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

RESOLUTION #67

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 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 Deputy Supervisor McEachron, the board adopted the following resolution:

RESOLUTION #68

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 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’Conor who abstained, the motion passed 3-0.

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

RESOLUTION #69

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolutions 27-31.

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

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

RESOLUTION #70

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolution 32.

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 abstained, the motion passed 3-0.

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

RESOLUTION #71

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolutions 33-41.

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

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

RESOLUTION #72

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolution 42.

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 abstained from all banking contracts, the motion passed 5-0.

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

RESOLUTION #73

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolutions 43-54.

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 Deputy Supervisor McEachron, the board adopted the following resolution:

RESOLUTION #74

NOW, THEREFORE, BE IT RESOLVED, to table 2024 Resolution 55, Emergency Services Coordinator.

The adoption of the resolution was seconded by Councilman O’Conor, duly put to a vote, all in favor the motion passed 3-0.

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

RESOLUTION #75

NOW, THEREFORE, BE IT RESOLVED, to approve 2024 Resolutions 56-66.

The adoption of the resolution was seconded by Councilwoman Kolligian, duly

put to a vote, all in favor the motion passed 5-0.

Public Comment Session

Matthew Coseo, Town Justice said he would like to make some comments on the retirement of Tracey Moran, effective December 31, 2023. Tracey was the Court's Clerk and faithfully served Judge Worth for a number of years on the bench as well as for himself. She retired after thirty years of good and faithful service to the town. Tracey was the finest and most knowledgeable clerk in the entire county. She was the one other clerks and courts called upon. When they had questions, she was the one they relied upon and she is the one who made our court the best in the county. She was ever humble about that and respectful. She was always the first to defer to the other members of the team and deflect that praise away to the other members of the team. She was recognized in 2019 as the New York State Magistrate Association Court Clerk of the Year, an award given to the finest clerk in the entire state. Tracey is only one of two clerks from Saratoga County to receive that award in the history of the State Magistrate Association. As a true testament to Tracey's character, when the award was given at the Annual Magistrates Association meeting, she deferred not attending. In addition to her full time professional responsibilities, she was a full time caregiver to her mother and couldn't take the time to leave her mother alone for that period of time. She did not receive the recognition she so well deserved from the State Magistrates Association. Thankfully, we were able to have a nice ceremony for her to appropriately recognize her. Tracey instilled a lifetime commitment to public service and community. Her daughter works for the court and will be the new court clerk. Her son in law likewise works for the town. Her entire family has been dedicated to the Town of Wilton. The court is forever grateful for her over thirty years of service and the Town of Wilton should likewise be grateful and thankful they had such a dedicated public servant in their employ. Likewise, she will remain here as a member of our town. Judge Coseo said he rises to comment on the retirement of Tracey Moran and likewise to recognize her years of service to the town.

Approve Pending Minutes

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

RESOLUTION #76

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the December 7, 2023 meeting, as typed.

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

WWPP

Margo Olsen, Director of Wilton Wildlife Preserve and Park said her quarterly report is the year end wrap up. She said in the written report, there are a lot of details and specifics on what they accomplished this

year. The Larry Gordon Outdoor Education Center was awarded \$188,000 through the New York State Parks, Recreation and Historic Preservation for the renovation. We received the monies through the CFA Grant. She thanked the town for their municipal letter of support and the letter the Supervisor sent in. With the grant and the fundraising, we have done, we are 60% of our goal of \$557,000 to renovate the lodge into the Welcome Cabin and the Winter Lodge will become our exhibit, nature center and museum area. That will also include the site work and pathways plan we were working on which the LA Group so generously donated their time. There will be some repairs and renovations at the Dining Hall using that as our larger multi-purpose gathering space for classes and public programs. We will be starting more fundraising but the state grant has taken a little bit of the pressure off.

Ms. Olsen said the work has begun at Scout Road. A contractor removed the concrete stairs on both sides of the building. The steel beams were ordered to reinforce the floor.

Ms. Olsen said Wilton Wildlife had a great year and had 152 different programs for preschoolers to Academy for Lifelong Learning retirees. We had 227 programs for schools and other groups like afterschool programs and programs at Camp Saratoga as well as programs in the community. There were fifty-five programs at Gavin Park, libraries and community centers. We worked with eight different interns, young adults and some still in college and others were recent graduates. We have a strong volunteer core of seventeen people; some are trail stewards. There were over 10,000 people directly served by Wilton Wildlife Preserve and Park. That does not include people who go to the park and walk their dog or run the trails. Trail use is a whole different number. Attendance was 22% more than in 2022. The biggest jump was in our school group programs at 45%. Summer programs were up 40% from 2022. We serve 50% of attendees through school and public programs. We are getting back to the pre-Covid numbers we had before. We are excited for the new year and have a lot of work ahead of us.

Public Utility Amendment

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

RESOLUTION #77

NOW, THEREFORE, BE IT RESOLVED, to set a public hearing for February 1, 2024 at 7:00 p.m. for an amendment to the code for Public Utilities.

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

Champlain Hudson Power Express

Mark Schachner, Town Counsel said the contracts have been reviewed and a close to being approved. He suggested the board adopt the contracts contingent upon Town Counsel's final approval.

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

RESOLUTION #78

NOW, THEREFORE, BE IT RESOLVED,
approve the contracts with Champlain
Hudson Power Express contingent upon
Town Counsel's final approval.

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

Committee Reports

Deputy Supervisor McEachron said he met with representatives from Spectrum at Gavin Park for the camera system. They will get back to us with a map to ensure there are no dead spots. We had another meeting regarding the pricing. He said he was unsure of the status after the three year contract is up. He said he thought we would own the cameras and just pay for the service after three years. We are going to get some final numbers. We will have more information next month. It is going to take a lot of work to get the cameras where they need to go and Spectrum will do the work.

Councilman O'Connor said he, Mr. Riper and Supervisor Lant met with Michelle Straight, Executive Director of Veterans Community Housing Coalition several weeks ago. There are a dozen rental units on Northern Pines Road owned by the Veterans Community Housing Coalition and houses veterans. Just south of the property is town owned land and north of the property is state owned land. The Veterans Coalition would like to add additional units. We've met with Carrie Woerner, our Assembly Representative, about making an arrangement where the state would give the town a portion of their land for the Veterans Coalition to build additional units. On the town owned property to the south, we discussed a conservation project. We had conversations with Supervisor Lant, Mr. Riper and Mark Dailey from the Park and Recreation Commission about putting on or more trails on the town owned property that would go to the Snook Kill with a public fishing area. Residents and the Veterans could go down to the stream and do some fishing and enjoy a day out in nature. We've asked the LA Group, Dave Carr in particular about mapping this out. Some of the information is already in place. We would have to design where the trail would go and how to construct a dock or pier for fishing. Once we get the proposal back to the town board we can make a recommendation.

Supervisor Lant appointed the following liaisons to committees:

Ryan Riper-Wilton Water and Sewer Authority, Wilton Wildlife Preserve and Park and Town Trails Coordinator.

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

Marian Moran-Personnel Committee

John McEachron-Deputy Supervisor, Parks and Recreation Department and Zoning Review Committee

Councilman Duane Bogardus, Court, Safety Review Committee, RUOK and Americans with Disabilities and Zoning Review Committee

Councilwoman Erinn Kolligian-Senior Center and Historian and Exit 16 Committee

Councilman Ray O'Connor-Highway Department, Veterans Committee, Sheriff's Department, Exit 16 Committee and Wilton Wildlife Preserve and Park

Mr. Riper, Mr. Monroe and Councilman O'Connor will be on the Roundabout Design Committee

Supervisor Lant-Historian

Councilwoman Kolligian, Highway Superintendent Mike Monroe and Mr. Riper-Champlain Hudson Power Express

Comptroller's Report

1.) 2023 Budget Transfers

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

RESOLUTION #79

NOW, THEREFORE, BE IT RESOLVED, to approve the 2023 budget transfers requested and listed in the Comptroller's 01/04/2024 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.

2.) 2023 Budget Amendments

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

RESOLUTION #80

NOW, THEREFORE, BE IT RESOLVED, to approve the 2023 budget amendments requested and listed in the Comptroller's 01/04/2024 Report to the Town Board.

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

3.) 2024 Budget Transfers

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

RESOLUTION #81

NOW, THEREFORE, BE IT RESOLVED, to approve the 2024 budget transfers requested and listed in the Comptroller's 01/04/2024 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.

4.) Personnel

1.

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

RESOLUTION #83

NOW, THEREFORE, BE IT RESOLVED, to approve the following staff listed below for overnight travel to attend the 2024 Northern Adirondack Codes Conference in Lake Placid, March 3-7, 2024:

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

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

2.

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

RESOLUTION #84

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Tracey Moran, Clerk to the Justices, with regret, effective December 31, 2023.

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

3.

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

RESOLUTION #85

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Melissa Moran, Senior Clerk, effective December 31, 2023.

FURTHER, BE IT RESOLVED to approve Mellisa Moran to fill the position of Clerk to the Justices vacated by Tracey Moran, effective January 1, 2024 at a rate of \$32.00 with full benefits.

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

4.

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

RESOLUTION #86

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Julie Hotaling to the part-time clerk position at the Court at a rate of \$19.00 per hour with no benefits. Effective start date to be determined.

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

5.

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

RESOLUTION #87

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Tracey Moran to the temporary clerk position at the Court to train new staff at a rate of \$33.00, approximately 15 hours per week.

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

6.

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

RESOLUTION #88

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Christian Clerk, Dog Control Officer, with regret, effective November 8, 2023.

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

7.

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

RESOLUTION #89

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Wayne Luce to the part-time Dog Control Officer position at a rate of \$1,374.80 per pay period with no benefits, effective January 3, 2024.

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

8.

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

RESOLUTION #90

NOW, THEREFORE, BE IT RESOLVED, to approve Highway Superintendent’s request to use the 2023 order for employee safety boots, resulting from a vendor’s delay in order fulfillment.

The adoption of the resolution was seconded by Councilman O’Conor, 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 7:45 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

_____ Supervisor, John Lant

_____ Councilman, Duane Bogardus

_____ Councilwoman, Erinn Kolligian

_____ Councilman Ray O'Conor