

ORGANIZATIONAL MEETING

January 2, 2007 at 7:00pm

The Argyle Town Board met on Wednesday, January 2, 2006, at the Municipal Building. Supervisor Henke called the meeting to order at 7:00 p.m.

Present: Robert Henke, Supervisor
Melvin McWhorter, Councilman
Paul Taber, Councilman
Richard McClenning, Councilman
Richard Ayers, Councilman
Robert Humiston, Highway Superintendent
Gianna L. Cross, Clerk

There were no guests present.

A motion was made by Supervisor Henke to suspend the rules and read only the title of the resolutions since everyone had a copy for review. Seconded by Councilman Taber
Carried – 5 ayes

Official Newspapers:

RESOLUTION 1-07: DESIGNATION OF OFFICIAL NEWSPAPER

Motion made by Councilman McWhorter and seconded by Councilman Taber

WHEREAS, pursuant to Subdivision 11 of Section 64 of The Town Law

NOW, THEREFORE, BE IT

RESOLVED, The Greenwich Journal is hereby designated the official newspaper for the Town of Argyle for 2007.

Carried – 5 ayes.

Official Depositories:

RESOLUTION 2-07: DESIGNATE OFFICIAL DEPOSITORIES

Motion made by Councilman Taber and seconded by Councilman McWhorter

WHEREAS, pursuant to Subdivision 1 of Section 64 of The Town Law,

NOW, THEREFORE, BE IT

RESOLVED, Glens Falls National Bank, Argyle Office, and MBIA CLASS be designated the official depositories for the Town of Argyle for 2007. Supervisor will invest surplus monies in CD accounts or savings accounts as best serves the Town. The Clerk to the Supervisor is authorized to make such transfers between funds.

Carried – 5 ayes.

Co-Signatures on Checks:

RESOLUTION 3-07: CO-SIGNATURES ON CHECKS

Motion made by Councilman McWhorter and seconded by Councilman McClenning

WHEREAS, pursuant to Town Law Subdivision 9 of Section 30,

NOW, THEREFORE, BE IT

RESOLVED, all checks drawn on accounts of the Town of Argyle be signed with two signatures – the signatures of the Town Supervisor and the Town Clerk or the deputies, serving in their respective capacity.

Carried – 5 ayes.

Director of Youth Commission:

RESOLUTION 4-07: DIRECTOR OF YOUTH COMMISSION

Motion made by Councilman McWhorter and seconded by Councilman McClenning

WHEREAS, the term of appointed office for the Youth Director expired on December 31, 2007.

NOW, THEREFORE, BE IT

RESOLVED, Shelley McKernon is appointed Youth Director for the term of January 1, 2007 to December 31, 2007.

Carried – 5 ayes.

Deputy Town Clerk/Deputy Tax Collector/Deputy Registrar:

RESOLUTION 5-07: DEPUTY TOWN CLERK/DEPUTY TAX COLLECTOR/DEPUTY REGISTRAR

Pursuant to The Town Law Subdivision 10 of Section 30, Town Clerk Cross so appoints Susan Brennan, Karime Gazdik, Karen Lohret as Deputy Town Clerk, Deputy Tax Collector, and Deputy Registrar for the year 2007.

Deputy Highway Superintendent:

RESOLUTION 6-07: DEPUTY HIGHWAY SUPERINTENDENT:

1. Appoint Deputy Highway Superintendent – Bob Humiston appointed Jason Rozelle as Deputy Highway Superintendent.

Supervisor's Appointments:

RESOLUTION 7-07: SUPERVISOR'S APPOINTMENTS

Payroll Clerk/Bookkeeper to the Supervisor	Karen Lohret
Budget Officer	Bob Henke
Historian	Susan Brennan
Deputy Supervisor	Melvin McWhorter

Committees:

Audit	Entire Board
Highway	Ayers/Taber/Sullivan
Insurance	McClenning/McWhorter
Recreation	McClenning/Ayers
Agriculture	McWhorter/Taber
Local Compliance/Environmental	Ayers/McWhorter
Finance Committee	Taber/McClenning

Order of Business:

RESOLUTION 8-07: ORDER OF BUSINESS

Motion made by Councilman McWhorter and seconded by Councilman McClenning

RESOLVED, pursuant to Subdivision 63 of Section 4 of The Town Law, the following order of business for regular meetings held on the second Wednesday of each month: 6:30pm Audit Committee and 7:00pm Regular Board meeting at the Town Municipal Building, with option to change from this resolution when necessary:

- A. Transfer of Funds
- B. Audit of Bills and Order for Payment
- C. Minutes Approval
- D. Clerk's Monthly Report
- E. Supervisor's Monthly Report
- F. Correspondences
- G. Committee Reports (All committees to report as listed)
- H. For Information (Department reports)
Reports to be given by the following:

Supervisor	Bob Henke
Town Clerk	Gianna Cross
Highway	Bob Humiston
Town Board	McWhorter, Ayers, McClenning, Taber
Justice	Bob Buck
Bookkeeper	Karen Lohret or Bob Henke
Historian	Susan Brennan or Bob Henke
Assessor	Michael Baker or Paul Taber
Dog/Animal Control	Ed Holland or Mel McWhorter
Planning Board	Joe Maille or Rick McClenning
Youth Commission	Shelley McKernon or Dick Ayers
- I. Floor Open
- J. Old Business

- K. New Business
- L. Floor Open

Carried – 5 ayes.

Town Clerk Duties:

RESOLUTION 9-07: TOWN CLERK DUTIES

Motion made by Councilman McClenning and seconded by Councilman McWhorter

RESOLVED, the Town Clerk to provide copies of the past meeting minutes, copies of the abstracts and an agenda to Board members prior to the present meeting. Clerk will also make available five (5) copies of the minutes of the previous meetings for the public at the current meeting.

RESOLVED, the Town Clerk to inventory and purchase all office supplies as needed or with written notice from departments.

Carried – 5 ayes.

Mileage Allowance:

RESOLUTION 10-07: FIX MILEAGE ALLOWANCE

Motion made by Councilman McWhorter and seconded by Councilman Taber

RESOLVED, pursuant to Section 116 of The Town Law, the Supervisor, Town Clerk, Councilman, Maintenance Person, Historian, and Highway employees, Chairman and one other member of the Planning Board, using their own personally owned vehicles to perform Town related duties, and the Dog Control Officer, using his own personally owned vehicle to serve summons and care for dogs held by law, be reimbursed at the rate of thirty seven cents (\$.37) per mile (to be vouchered and voucher to itemize where travel occurs).

Carried – 5 ayes.

Highway Purchase:

RESOLUTION 11-07: AUTHORIZE THE TOWN SUPERINTENDENT OF HIGHWAYS TO MAKE PURCHASES WITHOUT PRIOR APPROVAL OF TOWN BOARD

Motion made by Councilman McClenning and seconded by Councilman Taber

RESOLVED, pursuant to Subdivision 1a of Section 142 of The Town Law, the Highway Superintendent be and hereby is authorized to purchase for the use of the Town equipment, tools, and other implements to be used for highway maintenance, construction or reconstruction, snow plows or other devices for the removal of snow from the highways without prior approval of this Board in the amount not exceeding one thousand dollars (\$1,000) accumulative for the fiscal year 2007.

Carried – 5 ayes.

Building Purchases:

RESOLUTION 12-07: AUTHORIZE GIANNA L. CROSS TO MAKE PURCHASES WITHOUT PRIOR APPROVAL OF TOWN BOARD

Motion made by Councilman McWhorter and seconded by Councilman Taber

RESOLVED, that Gianna L. Cross has authority to spend two hundred dollars (\$200) accumulative for the year 2007 without prior approval of this Board in case of an emergency.
Carried – 5 ayes.

Fix Salaries/Compensation:

RESOLUTION 13-07: TO FIX SALARIES OR OTHER COMPENSATION OF TOWN OFFICERS AND EMPLOYEES AND TO DETERMINE THE TIME OF PAYMENT

Motion made by Councilman McClenning and seconded by Councilman Taber

RESOLVED, pursuant to Section 27 of The Town Law, the following be approved:

A.	Supervisor	\$5,800	Bi-Weekly
B.	Town Clerk/Tax Collector	28,000	Bi-Weekly
C.	Highway Superintendent	39,000	Bi-Weekly
D.	Sole Assessor	25,000	Bi-Weekly
E.	Justice Buck	8,800	Quarterly
F.	Court Clerk	\$10.00/hr	Vouchered
G.	Bookkeeper/Clerk to Supervisor	6,500	Bi-Weekly
I.	Deputy TC/Deputy Tax Collector	9.25/hr	Bi-Weekly
J.	Councilpersons 3@	1,000 ea.	Yearly
K.	Deputy Supervisor	1,500	Yearly
L..	Dog Control Officer	1,800	Bi-Weekly
M..	Animal Control Officer	500	Yearly
N.	Deputy Dog Control Officer	350	Yearly
O.	Historian	1,200	Yearly
P.	Budget Officer	500	Yearly
Q.	Youth Program Director	3,100	Bi-Weekly
R.	Board of Review	20.00/session	Vouchered
S.	Cleaning Person/Municipal Building	9.00/hr	Bi-Weekly
T.	MEO	\$15.00per Contract	Bi-weekly
U.	Laborer	\$12.60per Contract	Bi-weekly
V.	Planning Board Clerk	30.00/per session	Vouchered
W.	Shoveling/Municipal Building	10.00/per time	Vouchered
X.	Cemetery Caretaker	3,000/annualy	Vouchered
Y.	Planning Board Members (3)	30.00/per session	Vouchered
Z.	Planning Board Chairman	50.00/per session	Vouchered

WHEREAS, there is a need to establish a payroll schedule for all Town employees,

NOW, THEREFORE, BE IT

RESOLVED, the pay period for hourly bi-weekly employees shall run from Sunday until Saturday. The amount of pay for bi-weekly salaried employees shall be 1/26th of the annual salary. Highway Superintendent to deliver complete summary sheet with time cards attached by 10:00am to the bookkeeper on Monday following the pay period. The pay checks for hourly and salaried bi-weekly employees shall be available on Wednesday unless a holiday falls on that day in which case payday shall be the preceding day.

The pay period for monthly employees shall be from the 1st of the month to the last day of the month. Payday shall fall not before the final week of the month except in December when it may be as early as the 15th.

The pay period for quarterly employees shall be from the first day of the quarter to the last day of the quarter. Payday shall fall not before the final week of the quarter and not before December for the last quarter of the year.

The pay period for annual employees shall be from the first day of the year to the last day of the year. Payroll for quarterly and annual employees shall be paid during first week of December.

Carried – 5 ayes.

Night Quarantine – Dogs:

RESOLUTION 14-07: NIGHT QUARANTINE – DOGS

Motion made by Councilman McWhorter and seconded by Councilman McClenning

RESOLVED, pursuant to Agriculture & Markets Law, Section 123, all dogs must be securely confined between sunset and one hour after sunrise. Any peace officer could kill on sight any dog at large if not accompanied by and under the full control of the owner.

FURTHER RESOLVED, any owner of a dog who shall neglect to confine his dog shall be subject to a penalty of \$10.00 per violation.

Carried – 5 ayes

RESOLUTION 15-07: APPOINT ANIMAL/DOG CONTROL OFFICER

Motion made by Councilman McClenning and seconded by Councilman Taber

WHEREAS, the term of appointed office for Dog Control Officer expired on 12/31/07, all monthly reports to be completed including full name, address, issue, mileage, fees collected, newspaper advertisements for dogs and state inspections reports must be received by the first Wednesday of each month, all fines or fees collected must be turned over to the Town Clerk every Friday by the close of business.

NOW, THEREFORE, BE IT

RESOLVED, Edward Holland is appointed Animal/Dog Control Officer for the year 2007, salary set in RESOLUTION 13-07 plus seizing and kennel holding fees as set forth in July 12, 2006 adoption of Local Ordinance No. 1 of 2006, plus mileage to care for animals to be vouchered.

Carried – 4 ayes.
1 noes.

RESOLUTION 16-07: APPOINT DEPUTY DOG CONTROL OFFICER

Motion made by Supervisor Henke and seconded by Councilman Taber

WHEREAS, the term of appointed office for Deputy Dog Control Officer expired on 12/31/07,

NOW, THEREFORE, BE IT

RESOLVED, Nancy Quell is appointed Deputy Dog Control Officer for the year 2007, salary set in RESOLUTION 13-07.

Carried – 4 ayes.
1 noes.

RESOLUTION 17-07: APPOINT PEACE OFFICER

Motion made by Councilman McClenning and seconded by Councilman Taber

WHEREAS, the term of office for Peace Officer expired on 12/31/07,

NOW, THEREFORE, BE IT

RESOLVED, Edward Holland be appointed Peace Officer for the year 2007.

Carried – 4 ayes.
1 noes.

Memorandum of Understanding:

RESOLUTION 18-07: MEMORANDUM OF UNDERSTANDING

Motion made by Councilman McClenning and seconded by Councilman Taber

RESOLVED, approval is made for the Supervisor and the Highway Superintendent to sign the Memorandum of Understanding with NYS DEC.

Carried – 5 ayes.

Appoint Attorney:

RESOLUTION 19-07: APPOINT ATTORNEY

Motion made by Councilman McClenning and seconded by Councilman Taber

RESOLVED, Bartlett, Pontiff, Stewart & Rhodes Law Firm be retained as Town Attorney for 2007 on an annual retainer of \$12,000 to be paid by the Town in monthly installments by voucher. The retainer will cover the day-to-day inquiries, drafting of resolutions and contracts, and other normally anticipated legal services. Retainer will also include attendance at meetings of the Town Board only when necessary – not on a regular basis. Additional legal services beyond the scope of the retainer would be provided on an hourly basis at the rate of seventy-five percent (75%) of the prevailing hourly rate schedule.

Carried – 5 ayes.

Occupation Safety and Health Manager:

RESOLUTION 20-07: OCCUPATION SAFETY AND HEALTH MANAGER

Motion made by Councilman McWhorter and seconded by Councilman Taber

RESOLVED, Bob Humiston be and hereby is appointed Occupation Safety and Health Manager for the year of 2007.

Carried – 5 ayes.

Property Control Manager:

RESOLUTION 21-07: APPOINT PROPERTY CONTROL MANAGER

Motion made by Councilman McWhorter and seconded by Councilman McClenning

RESOLVED, Gianna Cross, Town Clerk to be and hereby is appointed Property Control Manager for 2007.

Carried – 5 ayes.

Records Access Officer:

RESOLUTION 22-07: APPOINT RECORDS ACCESS OFFICER

Motion made by Councilman McClenning and seconded by Councilman McWhorter

RESOLVED, Gianna Cross, Town Clerk to be and hereby is appointed Records Access Officer for 2007.

Carried – 5 ayes.

Code of Ethics Committee:

RESOLUTION 23-07: CODE OF ETHICS COMMITTEE

Motion made by Councilman Taber and seconded by Councilman McWhorter

RESOLVED, Gary Evens, Steve McLean and Melvin McWhorter to be and hereby is appointed to Code of Ethics Committee Board for 2007.

Carried – 5 ayes.

Cemetery Caretaker:

RESOLUTION 24-07: CEMETERY CARETAKER

Motion made by Councilman McWhorter and seconded by Councilman McClenning

WHEREAS, the term of appointed office for Cemetery Caretaker expired on 12/31/07,

NOW, THEREFORE, BE IT

RESOLVED, Brian McWhorter is appointed Cemetery Caretaker for the term of January 1, 2007 to December 31, 2007.

Carried – 5 ayes.

Town Attorney Access:

RESOLUTION 25-07: ACCESS TO TOWN ATTORNEY

Motion made by Councilman Taber and seconded by Councilman McWhorter

RESOLVED, approval given to Supervisor, Town Clerk, Assessor and Chairman of Planning Board to have to the Town Attorney.

Carried – 5 ayes.

Court Clerk:

RESOLUTION 26-07: THE COURT CLERK POSITION

Motion made by Councilman McClenning and seconded by Councilman Taber

RESOLVED, Gianna L. Cross is appointed Court Clerk for the term January 1, 2007 to December 31, 2007.

Carried – 5 ayes.

Engineering Firm:

RESOLUTION 27-07: APPOINT ENGINEERING FIRM

Motion made by Supervisor Henke and seconded by Councilman McWhorter.

RESOLVED, CT Male Assoc. to be and hereby is appointed Engineering Firm for 2007 and granting Supervisor Henke authorization to sign Consulting Agreement.

Carried – 5 ayes.

Planning Board Clerk:

RESOLUTION 28-07: APPOINT PLANNING BOARD CLERK

Motion made by Councilman McWhorter and seconded by Councilman Taber

RESOLVED, Tracey Lovett is appointed Planning Board Clerk for the term of January 1, 2007 to December 31, 2007.

Carried – 5 ayes.

Monthly Reports of Justice Records:

RESOLUTION 29-07: MONTHLY REPORTS OF JUSTICE RECORDS.

Motion made by Councilman Taber and seconded by Councilman McWhorter to:

RESOLVED, Monthly reports given to Supervisor with monthly check at the beginning of each month.

Carried – 5 ayes.

Appoint Supervisor and Town Clerk as Group Benefit Administrators for insurance

RESOLUTION 30-07: GROUP BENEFIT ADMINISTRATORS

Motion made by Councilman Taber and seconded by Councilman McWhorter to:

RESOLVED, Supervisor Robert A. Henke and Clerk Gianna Cross to act as Group Benefit Administrators on behalf of the Town.

Carried – 5 ayes.

Policy Handbook Approval:

Motion made by Supervisor Henke and seconded by Councilman Taber to table to next board meeting

Carried – 5 ayes.

New Business:

1. Motion made by Councilman McClenning and seconded by Councilman McWhorter to authorize Supervisor Henke and Clerk Cross to sign contracts with JA Barkley Hose, Cossayuna Vol. Fire, Argyle EMS, Argyle Free Library, Cleaning Person, Argyle American Legion, JA Barkley Auxiliary, Bartlett, Pontiff, Stewart & Rhodes, Cossayuna Lake Improvement Assoc., Brian McWhorter, Argyle School, Village of Argyle.

Carried – 5 ayes.

Motion made by Councilman McWhorter to adjourn the meeting.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Gianna L. Cross
Town Clerk