

67) REGULAR BOARD MEETING, TOWN OF PIERCEFIELD, April; 13, 2023 **DRAFT**

68) A regular board meeting of the Town of Piercefield was held on April 13, 2023 at 8:00 PM at the Piercefield Town Hall with the following members present:

Acting Supervisor Joe Denis

Councilmember Gina Sarazen

Councilmember Carol Dimond

Councilmember Karl Pryce

OTHERS PRESENT: Deputy Town Clerk Paige Phillips

69) Pledge of Allegiance

The meeting was opened with the Pledge of Allegiance led by Acting Supervisor Joe Denis.

70) Approval of Minutes

On a motion by Acting Supervisor Joe Denis, seconded by Councilmember Carol Dimond, the minutes of March 9, 2023 as presented by the Town Clerk be approved with corrections in line #47) and #51). AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen, Pryce. NAYS: 0

71) Monies Received

Highway

Insurance Recovery \$634.85

### **Privilege of Floor**

72) Highway

Highway Superintendent Jay Rust was unable to make this month's meeting. Acting Supervisor Joe Denis presented The Board with a quote from Commercial Sales for the purchase of calcium in the amount of \$3,680.00 on Jays behalf. On a motion by Councilmember Karl Pryce, seconded by Acting Supervisor Joe Denis, the purchase of calcium in the amount of \$3,680.00 be approved. AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen, Pryce. NAYS: 0

### **Old Business**

73) Court Clerk Salary

The Board revisited the discussion regarding the current court clerk's salary. After speaking with The Bookkeeper, The Board passed resolution #16 increasing the current salary of \$2,500.00 to \$3,700.00 effective immediately.

RESOLUTION No.: 16-04-2023

DATED: April 13, 2023

#### **CONTRACT AUTHORIZATION TO INCREASE SALARY FOR COURT CLERK SHERRI SNYDER**

**WHEREAS**, Sherri Snyder, Piercefield Court Clerk salary was reviewed by The Town of Piercefield Board,

**RESOLVED**, That the Town Board of the Town of Piercefield hereby authorizes the Supervisor to increase The Court Clerk salary from \$2,500.00 per year to \$3,700.00

**RESOLVED**, That the sum of \$3,700.00 is hereby appropriated to the payroll budget for an increase of \$1,200 annually to the Court Clerk, Sherri Snyder effective immediately.

Motion Offered by: Councilmember Karl Pryce

Seconded by: Councilmember Gina Sarazen

Vote: AYES: Acting Supervisor Joe Denis NAYS: None  
Councilmember Carol Dimond  
Councilmember Gina Sarazen  
Councilmember Karl Pryce

74) Dog Control Officer

The Board revisited the discussion regarding the current Dog Control Officers salary. After speaking with The Bookkeeper, The Board passed resolution #17 increasing the current salary of \$500.00 to \$600.00 effective immediately.

RESOLUTION No.: 17-04-2023

DATED: April 13, 2023

#### **CONTRACT AUTHORIZATION TO INCREASE SALARY FOR DOG CONTROL OFFICER KIM KOPP**

**WHEREAS**, Kim Kopp, Piercefield Dog Control Officer salary was reviewed by The Town of Piercefield Board,

**RESOLVED**, That the Town Board of the Town of Piercefield hereby authorizes the Supervisor to increase the Dog Control Officer salary from \$400.00 per year to \$600.00

**RESOLVED**, That the sum of \$600.00 is hereby appropriated to the payroll budget for an increase by \$200.00 annually to the Dog Control Officer, Kim Kopp effective immediately.

Motion Offered by: Councilmember Karl Pryce

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Seconded by:           Acting Supervisor Joe Denis

Vote: AYES:      Acting Supervisor Joe Denis      NAYS: None  
                      Councilmember Carol Dimond  
                      Councilmember Gina Sarazen  
                      Councilmember Karl Pryce

## New Business

75) Town Clerk

**RESOLUTION No.: 18-4-2023**

**DATED: April 13, 2023**

**CONTRACT AUTHORIZATION TO INCREASE SALARY FOR TOWN CLERK**

**WHEREAS,** The Town Clerk requests to be paid a salary that aligns with the current minimum wages in NYS for the services rendered and hours provided. Clerk responsibilities expand beyond public office hours, including but not limited to continued office hours, errands, banking, meetings, phone calls that equate to at minimum 20 hours a week.

**RESOLVED**, That the Town Board of the Town of Piercefield hereby authorizes the Supervisor to increase the Town Clerk salary from \$20,000.00 to \$25,000.00 per year, effective January 1, 2024.

**RESOLVED**, That the sum of \$25,000.00 is hereby appropriated to the payroll budget for an increase by \$5,000.00 annually to the Town Clerk position beginning January 2024.

Offered by: Councilmember Karl Pryce

Seconded by: Councilmember Gina Sarazen

Vote: AYES: \_\_\_\_\_ NAYS: None

Acting Supervisor Joe Denis  
Councilmember Karl Pryce  
Councilmember Gina Sarazen  
Councilmember Carol Dimond

76) Budget Transfer

**RESOLUTION NO.19- 4-2023**

**DATED: April 13, 2023**

## RESOLUTION AUTHORIZING THE TRANSFER OF MONEY IN THE 2023 BUDGET

WHEREAS, the Town of Piercefield needs to transfer money in the 2023 Budget because of increased expenditures,  
NOW, THEREFORE, BE IT RESOLVED that the following transfers be made in the 2023 budget:

Highway Fun					
Transfer From	Description	Amount	Transfer To	Description	Amount
51404.03	Brush/Weeds	\$55.09	90508.03	Unemployment CE	\$55.09
	<b>Total</b>	<b>\$55.09</b>		<b>Total</b>	<b>\$55.09</b>

A motion to adopt the foregoing Resolution was made by Councilmember Karl Pryce and seconded by Councilmember Carol Dimond. The following each voted in favor of the Resolution: Acting Supervisor Joe Denis, Councilmember Dimond, Pryce, Sarazen NAYS: 0

77) Budget Amendment

**RESOLUTION NO. 20-04-2023**

**DATED: April 13, 2023**

## RESOLUTION TO AUTHORIZE AMENDMENT OF THE 2023 GENERAL FUND BUDGET

WHEREAS, the Town of Piercefield needs to amend the 2023 General Fund Budget because of increased expenditures and increased revenues,

NOW, THEREFORE, BE IT RESOLVED that the following changes be made to the 2023 budget:

Increase the revenues and increase the expenditures by the attached spreadsheet

<b>General</b>					
<b>Budget Amendment to increase the Revenue and increase the Appropriation</b>					
Increase			Increase		
12204.01	Bookkeeper	\$1,000	2652.01	Sale of Forest Product	\$15,456.13
16201.01	Building PS	\$9,500.00		Ins. Claims	\$484.36
19504.01	Claims CE	\$5,318.72			
80204.01	Planning CE	\$121.77			
	<b>Total</b>	<b>\$15,940.49</b>		<b>Total</b>	<b>\$15,940.49</b>

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A motion to adopt the foregoing Resolution was made by Councilmember Karl Pryce and seconded by Councilmember Carol Dimond. The following each voted in favor of the Resolution: Acting Supervisor Joe Denis, Councilmember Dimond, Pryce, Sarazen NAYS: 0

78) Mowing Contract

RESOLUTION NO. 21-04-2023

DATED: April 13, 2023

ST. LAWRENCE COUNTY DEPARTMENT OF HIGHWAYS  
MOWING CONTRACT WITH THE TOWN OF PIERCEFIELD

This contract made the 3rd day of April, 2023 by and between the Town of Piercefield hereinafter called the "Town" and St. Lawrence County Highway Department, hereinafter called the "County".

ARTICLE 1 - SCOPE OF WORK

The Town shall furnish all of the equipment and perform all of the work described in the Project Specifications attached.

ARTICLE 2 - TIME OF COMPLETION

The work to be performed under this contract shall be commenced within ten days after receipt of "Notice to Proceed" and shall be completed by June 16, 2023.

ARTICLE 3 - THE CONTRACT SUM

The County shall pay the Town for performance of the Contract in current funds at the rate of \$305.00 per mile for 2.35 miles equaling Seven hundred sixteen dollars and seventy-five cents (\$716.75) upon completion of the work and submission of a properly certified invoice.

Upon receipt of notice that the work is ready for final inspection and acceptance, the County will promptly make such inspection, and when it finds the work acceptable under the contract and the contract fully performed, it shall promptly approve payment for the entire amount due the Town.

The making and acceptance of the final payment shall constitute a waiver of all claims by the County, except those arising from unsettled liens, from faulty work appearing after payment or from requirements of the specifications, and of all claims by the Town except those previously made and still unsettled.

On a motion by Acting Supervisor Joe Denis second by Councilmember Karl Pryce resolution #21 be approved. AYES: Acting Supervisor Denis, Councilmembers Sarazen, Pryce, Dimond NAYS: 0.

79) Emergency Procedure Policy in Employee Handbook

The current Employee Handbook, section titled Emergency Procedures policy required some revising. On a motion by Councilmember Karl Pryce seconded by Councilmember Carol Dimond the Town Clerk will update the current policy with the correct and current contact information. AYES: Acting Supervisor Denis, Councilmembers Sarazen, Pryce Dimond NAYS: 0.

80) Deputy Supervisor

The position of Deputy Supervisor is currently vacant. Acting Supervisor Joe Denis shared his concerns on why it would be important that we have someone in this position shall an unforeseen circumstance arise where he is unable to be present. Carol Dimond agreed and is willing to take on the position. On a motion by Councilmember Karl Pryce, second by Councilmember Gina Sarazen, Carol Dimond be appointed as Deputy Supervisor. AYES: Acting Supervisor Denis, Councilmembers Sarazen, Pryce, Dimond NAYS: 0.

81) Payment of Bills

On a motion by Councilmember Karl Pryce, seconded by Councilmember Gina Sarazen, the following payments be approved AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen, Pryce. NAYS: 0

General Fund:	\$4,468.53
Highway Fund:	\$17,065.81
Lighting District	\$331.27
Conifer Water:	\$201.97
Piercefield Water:	\$391.59

82) Approval of Town Clerk Monthly Reports

On a motion by Councilmember Gina Sarazen, seconded by Acting Supervisor Joe Denis, the Clerk Reports for March 2023 be approved: AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen, Pryce. NAYS: 0

83) Adjournment

On a motion by Councilmember Karl Pryce, seconded by Acting Supervisor Joe Denis, the meeting was adjourned at 8:35 pm. Next regular meeting Thursday, May 11, 2023 at 7:30pm.

\_\_\_\_\_  
Paige Phillips, Deputy Town Clerk

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Date Approved