

124) REGULAR BOARD MEETING, TOWN OF PIERCEFIELD, July 6, 2023 **DRAFT**

125) A regular board meeting of the Town of Piercefield was held on July 6, 2023 at 7:30 PM at the Piercefield Town Hall with the following members present:
Acting Supervisor Joe Denis
Councilmember Gina Sarazen
Councilmember Carol Dimond
OTHERS PRESENT: Town Clerk Paige Phillips, Zachary Hoyt, Kevin Pickering, and Vanessa Methot.

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

127) Approval of Minutes
On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the minutes of June 8, 2023 as presented by the Town Clerk be approved with a few changes in wording, suggestions presented by Gina Sarazen. AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen. NAYS: 0

128) Monies Received

<u>General</u>	
Building Permits	\$320.00
Court Fines	\$418.00
Transfer Station	\$1,329.00

129) Privilege of Floor
Kevin Pickering and Vanessa Methot came to voice their concerns about the rock barrier and new signs posted at the Town Beach. They also seek more clarification on what will happen with the land in the future. Vanessa questioned why the sign has to say “No Trespassing” instead of “Swim at Your Own Risk” like most state operated and campground facilities do. Kevin also had the same question. At his own discretion Kevin spoke with a DEC officer and was told they can have the “Swim at Your Own Risk” signage because the campgrounds are staffed throughout the day. Along with staffing, Buoys and ropes mapping out the swimming area are a requirement. Kevin brought up how the beach has been closed 10 years, so instead of calling it a beach, when can we treat it like a regular piece of town property. For example, people are driving on the grass, swimming, and fishing by the Piercefield Pump House all at their own risk. Kevin said there is many people in town who use the beach for swimming, fishing, and boating. He does not want to see the towns people lose access to the area. Kevin and Vanessa also wanted to know if the town still planned on maintaining the beachfront (mowing the grass and raking the sand periodically to remove debris). Vanessa shared the idea on having the beach deemed a designated picnic area rather than a beach if this would allow for The Town to maintain it. Acting Supervisor Joe Denis will contact Town Attorney Kirk Gagnier about all the questions and concerns presented then share the information he receives at the next Board Meeting.

Aside from the beach, Vanessa wanted to know if the state or town is responsible for maintaining the overhang area across from the pumphouse. She said the wood near the overlook is rotting and there are slots in the fence large enough for a child to fit through. This is a big safety concern she felt The Board should be aware of. Acting Supervisor Joe Denis will investigate who is responsible for the area and respond accordingly.

Vanessa asked The Board about the possibility of opening the dump again on Sundays throughout the summer months. She said Wednesdays are not convenient for people who work during the week. If someone cannot make it on Saturday, the only other day the dump is open, they are left to hold onto the garbage for another week causing flies, maggots, and attracting unwanted animals. If the change in hours cannot be justified within current budget the idea of splitting the hours between Wednesday and Sunday were also discussed. Acting Town Supervisor Joe Denis will contact Town Bookkeeper Linda Pickering and speak to Transfer Station Attendant Rick Lamoy about the anticipated changes.

Lastly, Vanessa showed interest in the Town Historian position. She questioned when the museum is to be opened and what the hours of operation are. Town clerk will reach out to The Board about appointing her as Town Historian and follow up with her as soon as possible.

Zachary Hoyt came to The Board Meeting showing interest in filling a Board Member position. Although he has reservations about being new to the town, he has attended several meetings and is confident he can catch on. He is willing to help the Town of Piercefield in any way he can. Acting Supervisor Joe Denis will contact Town Attorney Kirk Gagnier about the legalities of filling this position since the previous Board Member was already on the ballot to run in the upcoming election

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before putting in their resignation.

Highway Superintendent Jay Rust was not able to make it to the meeting. Acting Supervisor Joe Denis would like to have the Highway Department start filling out the daily tasks completed report again. When Jay is unable to attend the monthly meeting, this will assist The Board in understanding the costs and projects that are being worked on. Town Clerk will update daily task list and give it to Jay.

Old Business

130) Town Beach

The Town Beach has been closed since September of 2012, but recently there has been a rise in concern for the cleanliness, safety, and overall state the beach is being left in by goers. With guidance from Town Attorney Kirk Gagnier signs stating “Beach Closed” and “No Trespassing” were put up, along with a rock barrier at the entrance of The Beach. Kirk also advised The Board to remove the current outhouse. When the outhouse was removed a boulder was put over the hole to preserve it for the possibility of use in the future. Board Member Carol Dimond would like to see a better fitting cover over the hole so small animals will not have the ability to get stuck and children are not tempted to play near the area. Board Member Gina Sarazan would still like to see the beach maintained. She mentioned the possibility of having the Highway Department rake it once a week. Acting Supervisor Joe Denis mentioned the state having a 500-foot set back rule which may give us protection against liabilities if this holds true there may be changes in the barrier and signage. Acting Supervisor Joe Denis will contact Town Attorney Kirk Gagnier to see if the 500-foot set back rule applies along with the concerns Kevin and Vanessa presented at the beginning of the meeting.

131) Town Policies

The Town of Piercefield has been working with William Dashnaw to update our Town Policy Handbook. Policies that have been reviewed include: Computer/Internet Use, Travel Expenses and Banking. The Town Clerk has updated the current policies based on the suggestions that were made at last month’s meeting.

RESOLUTION NO.: 24-07-2023

Dated: July 6, 2022

UPDATING TOWN POLICY HANDBOOK

WHERE AS, The Piercefield Town Board would like to update the current policy and procedure manual

WHERE AS, The Town of Piercefield does not have a policy in place for the current policies: Computer/Internet Use, Travel Expenses, and Banking.

RESOLVED, The Piercefield Town Board approves to adopt the policies shared by William Dashnaw and will update the town policy and procedure manual.

On a motion to adopt Computer/Internet Use, Travel Expenses, and Banking was made by Acting Supervisor Joe Denis, seconded by Councilmember Carol Dimond. All in favor. AYES: Acting Supervisor Joe Denis, Councilmembers Sarazen, Dimond, NAYS: 0. Approved.

132) Code Enforcement Officer Laptop

The Code Enforcement Officer was not able to get 3 quotes on time for this month’s meeting. When the CEO receives the quotes, he will email them to the Town Clerk for her to present to The Board at the next meeting.

133) Piggy Back Claus

Town Attorney Kirk Gagnier was unable to make the meeting this month. The discussion was tabled until Kirk can be present for a more in-depth explanation.

New Business

134) Deputy Registrar

Paige Phillips has been appointed as Town Clerk for the remainder of previous Town Clerk Christielee Geiger’s term. The Town Clerk also takes on the role of Registrar of Vital Statistics. By law she is required to have a Deputy Registrar which Christielee Geiger is willing to fill. On a motion by Councilmember Gina Sarazan, seconded by Councilmember Carol Dimond, Christielee Geiger be appointed Deputy Registrar. AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen. NAYS: 0. Approved.

135) Noise Ordinance

The Town Board has been made aware of recent noise complaints. There seems to be an increase in off road vehicles driving up and down the road all hours of the night. This subject came up last year around the same time. The Town Board will research what the next step should be on this matter. The Board would also like to consider making the current noise ordinance more specific. Acting Supervisor Joe Denis will get in contact with Town Attorney Kirk Gagnier.

136) Short Term Rentals

DRAFT

Past Town Clerk Don Mauer shared an article with The Board regarding short term rentals. Don thought we may want to take a closer look to get ahead of any issue that may arise from the growth of Air BnB's in the area. Councilmember Carol Dimond did some research and shared St. Armand's proposed Air BnB policy for The Board to review. Since St. Armands proposed Policy includes a lot of work that is done by the CEO, The Board would like to get information from Nick Snider, our current CEO on what the other townships he works for are doing as far as Air BnBs/short term rentals. Town Clerk will contact Nick and forward all information to The Board Members for them to review for the next Board Meeting.

137) Board of Assessment Review

BAR Chairman Larry Lee's term will be up at the end of this year. The Town Board would like to reappoint him if he's interested. Town Clerk will contact Larry Lee to confirm his status as the current Chairman.

138) Budget Transfer

RESOLUTION NO. 22-07-2023

DATED: July 6, 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:

General Fund					
Transfer From	Description	Amount	Transfer To	Description	Amount
83404.12	Conifer Water	\$ 1,500	83401.12	Personal	\$ 1,500.00
	Total	\$ 1,500		Total	\$ 1,500

On a motion by Acting Supervisor Joe Denis, seconded by Councilmember Gina Sarazan, resolution #22 be approved.: AYES: Acting Supervisor Joe Denis, Councilmembers, Sarazen and Dimond. NAYS: 0 Approved.

RESOLUTION NO. 23-07-2023

DATED: July 6, 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:

General Fund					
Transfer From	Description	Amount	Transfer To	Description	Amount
90608.03	Insurance	\$ 1,100	90508.03	unemployment	\$ 1,100.00
	Total	\$ 1,100		Total	\$ 1,100

On a motion by Acting Supervisor Joe Denis, seconded by Councilmember Gina Sarazan, resolution #23 be approved.: AYES: Acting Supervisor Joe Denis, Councilmembers, Sarazen and Dimond. NAYS: 0 Approved.

139) Paying Bills Early

RESOLUTION No.: 25-07-2023

DATED: July 6, 2023

APPROVE EARLY PAYMENT OF BILLS

WHEREAS, The Town Board held the monthly meeting a week early

WHEREAS, all bills for the month of June had not yet been received

RESOLVED, the Town Board approves to pay bills for the month of June that had not been received before the monthly meeting.

A motion to adopt the resolution was made by Acting Supervisor Joe Denis, seconded by Councilmember Gina Sarazan. The following each voted in favor of the resolution: Acting Supervisor Joe Denis, Councilmembers Dimon, Sarazan. NAYS: 0 Approved:

140) Unemployment Insurance

Bookkeeper Linda Pickering asked The Board to opt out of paying unemployment insurance. In her time as bookkeeper The Town has never had to pay unemployment to an employee. If The Town was put into a position where they needed to pay for unemployment, the funds would come directly from The Town, making the unemployment insurance an unnecessary expense.

RESOLUTION NO. 26-07-2023

DATED: July 6, 2023

OPT OUT OF PAYING UNEMPLOYMENT INSURANCE

WHEREAS, the Town of Piercefield is currently paying for unemployment insurance

WHEREAS, Bookkeeper Linda Pickering advised The Town to opt out of paying unemployment insurance due to it being an unnecessary expense

NOW, THEREFORE, BE IT RESOLVED that The Town Board approved to opt out of paying unemployment insurance.

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond. Resolution #26 opt out of paying unemployment insurance be approved AYES: Acting Supervisor Denis, Councilmembers Dimond and Sarazen NAYS: 0.

141) Town Clerk Salary

Previous Deputy Town Clerk Paige Phillips is finishing out the remainder of previous Town Clerk Christielee Geiger’s term. Paige has asked to be paid out the remainder of the Deputy Town Clerk salary on a monthly basis. This will be equal to the salary she requested to be paid starting January 2023 as Town Clerk.

RESOLUTION NO. 27-07-2023

DATED: July 6, 2023

DEPUTY TOWN CLERK PAYOUT

WHEREAS, previous Deputy Town Clerk Paige Phillips has taken on the position of Town Clerk six months earlier than expected and has asked to be paid out the remainder of the Deputy Town Clerk salary on a monthly basis.

WHEREAS, The Town Board approved to increase the Town Clerk salary starting in January 2024 per her request, therefore, paying the remainder of the Deputy Town Clerk salary would align with this increase.

NOW, THEREFORE, BE IT RESOLVED that The Town Board approved to pay the remainder of the Deputy Town Clerk salary to the current Town Clerk on a monthly basis.

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond. Resolution #27 be approved
AYES: Acting Supervisor Denis, Councilmembers Dimond and Sarazen NAYS: 0.

142) Purchasing of Dump Truck

Acting Supervisor Joe Denis shared details on the statutory installment bond options The Town has in regards to the dump truck purchase. One possibility is a 5-year bond with a payment of around \$75,000 a year. Another option is for a 10-year bond with a payment of around \$35,000 a year. William Dashnaw shared with Acting Supervisor Joe Denis how important a continency fund is when it comes to purchasing new equipment. The Highway Department does not currently have a contingency fund; Bill suggested if they don’t absolutely need something they shouldn’t buy it. If the Highway Department is able to decrease expenses for the remainder of the year, a contingency fund would be in the budget for 2024. Town Attorney Kirk Gagnier will send resolution for issuance of a statutory installment bond to the Town Clerk who will then forward to proper individuals and post in next month’s meeting minutes. On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond the purchase of the dump truck using a 10year bond at \$35,000 a year be approved. AYES: Acting Supervisor Denis, Councilmembers Dimond, Sarazen. NAYS: 0

143) Payment of Bills

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

General Fund:	\$5,388.08
Highway Fund:	\$20,440.84
Lighting District	\$267.20
Conifer Water:	\$518.79
Piercefield Water:	\$661.53
Trust & Agency Fund	\$6,311.26
Total	\$33,587.70

144) Approval of Town Clerk Monthly Reports

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

145) Adjournment

On a motion by Councilmember Gina Sarazen, seconded by Councilmember Carol Dimond, the meeting was adjourned at 8:54 pm. Next regular meeting will be held on Thursday, August 10, 2023 at 7:30pm.