

Minutes of the Organizational Meeting of the Westport Town Board on January 3, 2020

The January 3, 2020, 205th Town of Westport Organizational Meeting was held at the Westport Town Hall.

The meeting was called to order at 3:00 p.m.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Brankman
Councilperson Kirkby
Councilperson Viens
Councilperson Morrison
Supervisor Tyler

Others present:

Julie Schreiber, Town Clerk

**RESOLUTION #1
ESTABLISHING POSITIONS**

On a motion by Councilperson Viens seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the positions of Deputy Town Supervisor, Deputy Town Highway & DPW Supervisor, and Deputy Town Clerk.

**RESOLUTION #2
POSITION DESIGNATIONS**

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the position designations as follows:

Deputy Supervisor – Steve Viens
Animal Control Officer – Kevin Jacques

Town Historian – Betty White
Registrar of Vital Statistics – Julie Schreiber
Deputy Registrar of Vital Statistics – Catherine Simmer
Deputy Town Clerk – Catherine Simmer
Building Code Enforcement/Zoning Officer – George Hainer
Health Officer – Dr. Robert Carroll
Superintendent of DPW & Highway – Dennis Westover
Deputy Town DPW & Highway Superintendent – Thad Tryon
Marriage Officer – Michael Tyler

RESOLUTION #3
DEPOSITORY DESIGNATION

On a motion by Councilperson Viens, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to designate Champlain National Bank and Glens Falls National Bank as the Town of Westport's depositories for the following types of accounts:

Money Market
Statement Savings
Regular Checking
Certificates of Deposit

RESOLUTION #4
SECOND DEPOSITORY DESIGNATION

On a motion by Councilperson Morrison, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to designate CLASS (Cooperative Liquid Assets Security System) as a second depository for Money Market and Certificates of Deposits.

RESOLUTION #5
TOWN MEETING DESIGNATION

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

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5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the second Tuesday of each month at 7:00 p.m. and the fourth Tuesday of each month at 3:00 p.m. at the Westport Town Hall, 22 Champlain Avenue, Westport, NY as the date, time, and place for the Regular Town Board meetings.

RESOLUTION #6
SALARIES

On a motion by Councilperson Viens, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to fix the salaries of all elected and appointed officers as follows:

Supervisor \$26,729.53
Deputy Supervisor \$579.89
Budget Officer \$2,060.00
Councilpersons (4) \$5,215.15
Town Clerk \$24,500.00
Tax Collector \$7,000.00
Registrar of Vital Statistics \$584.01
DPW Superintendent \$57,372.03
Town Justice \$14,000.00
Building & Codes/Zoning Officer \$25,002.22
Animal Control Officer \$4,037.00
Town Historian \$668.47
Youth Director \$7,000.00

RESOLUTION #7
NEWSPAPER DESIGNATION

On a motion by Councilperson Morrison seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED that the Sun Community News and Plattsburgh Press Republican be designated as the Official Newspapers.

RESOLUTION #8
MILEAGE RATE

On a motion by Councilperson Viens, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to maintain the mileage reimbursement rate of \$0.55 per mile.

RESOLUTION #9
PETTY CASH

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to allocate the Petty Cash for the Town Clerk at \$200.00, the Petty Cash for the Clerk to the Supervisor at \$200.00, and the Petty Cash for the Court Clerk at \$50.00.

RESOLUTION #10
TOWN CLERK ADVERTISING

On a motion by Councilperson Viens, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to empower the Town Clerk to advertise the necessary and usual legal advertising pertinent to the office and that of the DPW Superintendent and/or that of others as represented by the Town Board without prior approval.

RESOLUTION #11
SNOWMOBILE ROAD DESIGNATION

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the Mountain Spring Road and the McMahon Road as snowmobile roads.

RESOLUTION #12
COMMITTEE ASSIGNMENTS

On a motion by Councilperson Morrison, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to approve the following committees as listed:

Manpower – Steve Viens
Water – Barry Morrison
Buildings – Michael Brankman
Highway – Steve Viens
Insurance – Michael Brankman
Youth Commission – Barry Morrison
Control of Animals – Steve Viens
Wadhams Wastewater – Barry Morrison
Sludge Management – Barry Morrison
Labor Management – David Kirkby
Archival Committee – Julie Schreiber, Betty White, & Robin Crandall
NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

RESOLUTION #13
PLANNING BOARD REAPPOINTMENT

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to reappoint Alan Higgs to the Planning Board for a term expiring 12/31/2026.

RESOLUTION #14
PLANNING BOARD REAPPOINTMENT

On a motion by Councilperson Kirkby, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to reappoint Ken White to the Planning Board for a term expiring 12/31/2026.

RESOLUTION #15
TOWN ATTORNEY

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to reappoint Gary Wilson as Attorney for the Town.

RESOLUTION #16
RETURNED CHECK FEE

On a motion by Councilperson Brankman, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to charge \$20.00 for any returned check.

RESOLUTION #17
CHECK SIGNING AUTHORIZATION

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the Town Supervisor and/or Deputy Town Supervisor to sign checks.

RESOLUTION #18
FUND DEPOSITS & PAYROLL DELIVERY

On a motion by Councilperson Viens, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the Town Supervisor, Deputy Town Supervisor, Town Clerk, and/or Bookkeeper to deposit funds and deliver payroll for electronic transfer of payroll to bank.

RESOLUTION #19
ELECTRONIC TRANSFER OF FUNDS

On a motion by Councilperson Viens, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the bookkeeper, upon approval of the Supervisor or Deputy Supervisor, to make the electronic transfer of funds between CLASS, Champlain National Bank, and Glens Falls National Bank and to New York State and Federal Governmental Agencies.

RESOLUTION #20
2020 ASSOCIATION OF TOWNS ATTENDANCE

On a motion by Councilperson Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize Michael Tyler to attend the 2020 Association of Towns Annual Meeting and to authorize payment of his actual and necessary expenses.

RESOLUTION #21
ASSOCIATION OF TOWNS DELEGATE

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On a motion by Councilperson Kirkby seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to designate Michael Tyler as delegate and Barry Morrison as the alternate for the Association of Towns Annual Meeting.

RESOLUTION #22
DPW PRIOR APPROVAL SPENDING CAP

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize the DPW Superintendent to expend up to \$1,000 per transaction to purchase equipment, tools, and implements during the year without prior approval of the Town Board.

RESOLUTION #23
CODES CONFERENCE

On a motion by Councilperson Morrison, seconded by Councilperson Brankman, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

RESOLVED to authorize George Hainer to attend the Annual Lake Placid Codes Conference from 3/2-3/5/20 and payment of his actual and necessary expenses.

RESOLUTION #24
MLS LETTER

On a motion by Councilperson Viens, seconded by Councilperson Kirkby, and approved on a roll call vote.

5 Ayes Brankman, Kirkby, Viens, Morrison, Tyler
0 Nays

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RESOLVED to authorize Supervisor Tyler to send a letter to Mountain Lake Services requesting payment in lieu of taxes.

RESOLUTION #25
ADJOURNMENT

On a motion by Councilperson Morrison, with a unanimous second, the meeting was adjourned at 3:20 p.m.

Minutes respectfully submitted,

Julie Schreiber, Town Clerk