

The meeting was called to order at 3:00 pm.

The Assembly was led in the Pledge of Allegiance.

Members present on a roll call were:

Councilperson Kirkby (excused)
Councilperson Viens
Councilperson Morrison
Supervisor Tyler

Others present:

Keven Severence, DPW Superintendent
Catherine L. Simmer, Town Clerk

**RESOLUTION #1
ESTABLISHING POSITIONS**

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

3 Ayes 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.

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to establish the position designations as follows:

Deputy Supervisor – Steve Viens
Animal Control Officer – Jacob Ashe
Town Historian – Phil Mero
Registrar of Vital Statistics – Catherine Simmer
Deputy Registrar of Vital Statistics – Gloria Luciano
Deputy Town Clerk – Gloria Luciano

Building Code Enforcement/Zoning Officer – George Hainer
Health Officer –
Superintendent of DPW & Highway – Keven Severance
Deputy Town DPW & Highway Superintendent – Thad Tryon
Marriage Officer – Michael Tyler

**RESOLUTION #3
DEPOSITORY DESIGNATION**

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

3 Ayes 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 Viens, and approved on a roll call vote.

3 Ayes 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.

3 Ayes 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

3 Ayes Viens, Morrison, Tyler
0 Nays

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

Supervisor \$28,356.93
Deputy Supervisor \$615.21
Budget Officer \$2,185.54
Councilpersons (4) \$5,532.75
Town Clerk \$25,992.00
Tax Collector \$7,500.00
Registrar of Vital Statistics \$619.58
DPW Superintendent \$60,865.99
Town Justice \$16,000.00
Building & Codes/Zoning Officer \$26,524.86
Animal Control Officer \$5,000.00
Town Historian \$688.52

**RESOLUTION #7
NEWSPAPER DESIGNATION**

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

3 Ayes 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to maintain the mileage reimbursement rate of \$0.65 per mile.

**RESOLUTION #9
PETTY CASH**

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

3 Ayes 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 Morrison, seconded by Councilperson Viens, and approved on a roll call vote.

3 Ayes 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 Viens, seconded by Councilperson Morrison, and approved on a roll call vote.

3 Ayes 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 Viens, and approved on a roll call vote.

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to approve the following committees as listed:

- Manpower – Steve Viens
- Water – Barry Morrison
- Buildings – Barry Morrison
- Highway – Steve Viens
- Insurance – Steve Viens
- Youth Commission – Barry Morrison
- Control of Animals – Steve Viens
- Wadhams Wastewater – Barry Morrison
- Sludge Management – Barry Morrison
- Labor Management – David Kirkby

Archival Committee – Catherine Simmer, Phil Mero, & Robin Crandall

NOTE: Supervisor is ex-officio to all committees. First person named is considered to be chairperson of that committee.

**RESOLUTION #13
TOWN ATTORNEY**

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

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to reappoint Gary Wilson as Attorney for the Town.

**RESOLUTION #14
RETURNED CHECK FEE**

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

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to charge \$25.00 for any returned check.

**RESOLUTION #15
CHECK SIGNING AUTHORIZATION**

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

3 Ayes Viens, Morrison, Tyler
0 Nays

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

**RESOLUTION #16
FUND DEPOSITS & PAYROLL DELIVERY**

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

3 Ayes 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 #17
ELECTRONIC TRANSFER OF FUNDS**

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

3 Ayes 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 #18
ASSOCIATION OF TOWNS DELEGATE**

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

3 Ayes 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 #19
DPW PRIOR APPROVAL SPENDING CAP**

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

3 Ayes 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 #20
CHANGE REGULAR BOARD MEETING TO JANUARY 11, 2023 AT 7:00 PM**

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

3 Ayes Viens, Morrison, Tyler
0 Nays

RESOLVED to change the Town Regular Board Meeting from January 10 to January 11, 2023 at 7:00 pm.

**RESOLUTION #21
ADJOURNMENT**

On a motion by Councilperson Morrison, seconded by Councilperson Viens, and approved with an all in favor vote the meeting was adjourned at 3:16 p.m.

Minutes respectfully submitted,

Catherine L. Simmer, Town Clerk