

Town of Alexandria Board Meeting

January 17, 2018

6:00pm

**Present:** Supervisor Brent Sweet, Councilman Jim VanCour, Councilman John Stine, Councilman Mike Fayette, Attorney Bob Slye, Highway Superintendent Mike Tibbles and Town Clerk Jessy Hudon

**Approval of the minutes** motion made by Councilman Jim VanCour seconded by Councilman John Stine. All were in favor. Motion passed.

**Approval to pay bills** motion made by Councilman John Stine seconded by Councilman Jim VanCour. All were in favor. Motion passed.

**Public Participation:** Randy Truesdell asked the board about the alcohol in the arena. Stated that he believed the town is opening its self – up for a lawsuit allowing alcohol in the rink. Council Jim VanCour stated that in the past alcohol was allowed in the locker rooms after adult league. Truesdell then asked if the water rates will go up on Otter Street? Supervisor Sweet stated that both village and town are discussing the matter. Last question asked was about HD Supply and the water audit on EDU's. Sweet stated that HD Supply discussed with previous supervisor in November of 2017 actions that could help with the process, but at this time the new board will be looking into more options to conduct the audit.

Public Participation ended.

**Information only** Chamber of Commerce meeting report and Calendar of events and profit & loss statements for the 2017 year. All documents have been given out to generate more public awareness.

Village board meeting will be held on January 9, 2018. Discussion about Shared Services pertaining to snow removal @ rink and cemetery sidewalk on Walton Street and water rates for all town districts. Council briefly discussed plowing the sidewalks and use of the loader several times a day to push snow back. It was also mentioned that Highway Superintendent, Mike Tibbles has a good relationship with the village and hopes both highway departments can work together to help with snow. Councilman Jim VanCour made a comment concerning the safety of the village and towns people, and that shared service is the right thing to do.

Town of Alexandria Offices open and closed schedule. A) Town Clerks office schedule is determined by the Town Clerk. Transfer Site, Arena are determined by the Town Board. Court Clerk schedule determined by court.

\*Paid Family leave – Tabled. Cross-Border Meeting held in Ontario. Councilman attended was Supervisor Brent Sweet and Councilman Mike Fayette. Supervisor Sweet stated that Senator Patty Ritchie is looking into some of the towns much needed town repairs and will try to help securing funds.

Investment of Town's excess monies in checking acct to an Interest – bearing account. Several Committee's will be established in the new year. 1) Personal

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policy addendum for mileage reimbursement allowed for bank accounts.

Redwood Water & Sewer Committee reports in the new year.

\*Old Mobil Station across from TI Sun: Pursue take over and clean-up with county. Attorney Slye spoke to the council about the steps that the town will need to move forward. Brownsfield grant might be an option for contamination clean-up and cost. Investigate old roofing materials for asbestos.

\*Transfer Site Committee will be discussing future changes. Credit and debit card use? Remove handling of cash, fees, profit and loss statements.

\* Sunday, February 11, 2018 at the Municipal Rink the Buffalo Sabre Jr's vs. Ottawa Senators Jr's (2) games 11am & 4pm. Free Admission.

\*MilFoil Grant from EPA awarded the town \$30K plus match in kind services to help Goose Bay and Mud Lake with MilFoil issues.

\*A Milfoil cutting machine will be purchased to pull the Milfoil weeds from the lakes. \* Goose Bay floating dock discussed (2-20ft x 8ft floating docks) Rob Campany, Engineer will review the possibility.

Town Grievance Board Appointee: Motion to accept Shawn Thomas to the grievance board(Board Of Assessment Review). Motion made by Councilman Jim VanCour seconded by Councilman John Stine. All were in favor. Motion passed.

## 2018 APPOINTMENTS

**Assessor**-----*Brad Millett*

**Attorney(s)**-----*Robert Slye, Menter, Rubin & Trivelpiece,  
Joseph Russell*

**Banks**-----*Watertown Savings Bank*

**Bookkeeper**-----*Furgison & Company, CPA, PC*

**Collector of Taxes, Water and Sewer Rents, Dog Licenses, Marriage Licenses, Death  
Certificates, Records Management, Publication of Legal Notices**-----*Jessica Hudon*

**Collector of All Other Town Fees, Rents, Revenues**---*Jessica Hudon, Brent Sweet, Deputy Clerk,  
Clerk to The Supervisor, Deputy Supervisor*

**Consultants, Engineers**--*Fourth Coast/Rob Campany, Bernier & Carr Associates, PC*

**Deputy Clerk**-----*Summer Beggs*

**Deputy Supervisor**-----*John Stine*

**Health Officer**-----*Cynthia Simpson*

**Historian**-----*Greta Slate*

**Investment Officers**-----*Brent Sweet, John Stine*

**Mileage**----- (IRS Prevailing Mileage Rate) 54.5 cents per mile

**Official Newspapers**----- Thousand Islands Sun and/or Watertown Daily Times

**Town & Village Registrar** ----- *Jessica Hudon*

**Sub Registrar**----- Summer Beggs

**Foils Officer/Administrator**----- *Jessica Hudon*

**Zoning Enforcement Officer(s)**----- *Norris Handschuh, Ronald Beach*

**Town Board Meetings are on the Third (3<sup>rd</sup>) Wednesday of every month at 6:00pm**

**Supervisor & Town Board Responsibilities:**

**Brent Sweet/Supervisor**---Redwood Sewer & Water, Liaison to Village, Town Courts, Liaison to County, Deposits and Records-Transfer Site & Arena, Zoning & Planning, Grant Applications, Chamber Liaison, Town Property, Personnel,

**John Stine**----Highway Dept., Redwood Water & Sewer, Transfer-Site, Liaison Attorney/Legal Services, Town Courts, Personnel

**James Vancour**-----Town Recreation Center, TOA Youth Program, Water & Sewer Districts, Zoning & Planning, Town Office Personnel, Supplies & Management,

**Michael Fayette**-----Liaison to NYS DOT, Project Consultant, Policies and Procedure Administrator and Updater, Personnel, Health Insurance Liaison, Water & Sewer Districts, Grant Applications, Foils Consultant, Town Office Personnel and Supplies Management

**Newly Appointed Board Member**---Investment Consultant, Liaison to TI Bridge Authority, Transfer-Site, Assessor, Liaison I T and Security System Vendors, Enforce Procurement, Purchasing Manager,

**Cemetery Committee**-----Tom Petrie, *Morris Weller, Marilyn Canestra, Norris Handschuh,*

**Mike Tibbles**--- Elected Highway Superintendent, Town Property (docks, ramps etc.), Town Projects, Town Highway Building & Equipment

**Zoning Board of Appeals**---*Kevin Leeson-chairman, Pat Sheldon-vice-chair, Ronald Cole, Beth Brassard, Tom Gardener, Laurie Handschuh-alternate*

**Planning Board**---*Rich Leclerc-chairman, Matt Williams-vice chair, John Cranker, Richard Hunt, Brian Willix, Andrew Garlock-alternate*

**Agriculture Committee**---*Tom Petrie, Mike Shannon, Dick Campney, John Durand, Norris Handschuh*

**Town Wide Holiday Festivities Committee**---*Matt Chase, Tom Petrie, Dale Hunneyman, Les Dollinger*

**Grievance Board**---*Jean Kincaid, Robert Markert, Dean Honeywell, Kurt Hanni, Shawn Thomas*

Motion to accept 2018 Appointments as presented. Motion made by Councilman Jim VanCour seconded by Councilman Mike Fayette. All were in favor. Motion passed.

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**Arena: Alcohol Use:** Alcohol usage on adult league nights will be allowed in the locker rooms. Adult league players will be held responsible for the cans/bottles brought in and out of the arena.

**Zoning board appointees:** Kevin Leeson and Laurie Handschuh. Motion to accept to the zoning board. Motion made by Councilman John Stine seconded by Councilman Jim VanCour. All were in favor. Motion passed.

**Planning board appointments:** Rich LeClerc and Andrew Garlock.

**Resolution to add council members and Supervisor to bank accounts:** Motion made by Councilman Jim VanCour seconded by Councilman Mike Fayette. All were in favor. Motion passed.

**Towns Debit card has been hacked/compromised.** The town is looking into the matter and red carded the debit card. Supervisor Sweet made the recommendation to end the debit card and get a Credit card for future purchases. Motion to open a Credit card was made by Councilman John Stine seconded by Councilman Jim VanCour. All were in favor. Motion passed.

**Vacant Council seat appointee:** Supervisor Brent Sweet stated that he had some good candidates who put their name in for the open council seat and that the decision was made with the best intentions for the township in mind. Councilman Jim VanCour stated that the person nominated for the board seat was Ron Thompson. All four board members gladly agreed and welcomed him to the board. Motion made by Councilman John Stine seconded by Councilman Jim VanCour appointed Ron Thompson to the board for the remainder of a one year term.

**Ridgeviewtel:** Motion to keep the internet and phones with Ridgeviewtel. The cost savings will be ½. Motion made by Councilman Jim VanCour seconded by Councilman Mike Fayette. All were in favor. Motion passed.

**Youth Basketball tournament:** Youth board would like to enter a basketball tournament. Cost not exceeding \$50.00. Motion made by Councilman Jim VanCour seconded by Councilman John Stine. All were in favor. Motion Passed.

2017–2018 Budget Transfers

Town of Alexandria  
 Summary of Suggested Budget Transfers  
 FYE 12/31/17

*Enter QB  
 1/23/18  
 N/M*

*App. by  
 Board  
 12/29/17*

	DR	CR
<b>General Fund A</b>		
A10104.1.4 Legislative Bd CE	\$2,100.00 ✓	
A11102.1.2 Judicial Equipment	200.00 ✓	
A11104.1.4 Judicial CE	1,350.00 ✓	
A12204.1.4 Supervisor CE	220.00 ✓	
A13304.1.4 Tax Collector CE	1,265.00 ✓	
A13554.1.4 Assessment CE	1,200.00 ✓	
A14101.1.11 Deputy Clerk PS	3,200.00 ✓	
A14104.1.4 Town Clerk CE	800.00 ✓	
A14902.1.2 DPW Equipment	37,622.00 ✓	
A14904.1.4 DPW CE	2,800.00 ✓	
A16204.1.4 Bldg CE	4,500.00 ✓	
A16804.1.4 Central Data Proc.	4,250.00 ✓	
A19504.1.4 Tax & Assmt Prop.	25.00 ✓	
A64104.1.4.4 Ec Opt & Dev CE	6,500.00 ✓	
A71401.1.12 Rec - Arena Mgr PS	8,650.00 ✓	
A71402.1.2 Rec - Equipment	6,625.00 ✓	
A71404.1.42 Rec - Heat Fuel		9,625.00 ✓
A71404.1.4 Rec - CE	3,000.00 ✓	
A88104.1.4 Cemeteries PS	10,340.00 ✓	
A90108.1.8 Retirement	50,000.00 ✓	
A90408.1.8 Worker Comp	130,172.00 ✓	
A19724.1.4 County Treasurer Pmt		154,000.00 ✓
A14404.1.4 Engineer CE		15,000.00 ✓
A19904.1.4 Contingency CE		35,000.00 ✓
A9950.9 Transfer to Cap Proj Fund	1,500.00 ✓	
A97107.1.7 Interest Payments		11,000.00 ✓
A13552.1.2 Assessment Equipment		2,000.00 ✓
A14102.1.2 Clerk Equipment		3,000.00 ✓
A14204.1.4 Law CE		8,000.00 ✓
A51322.1.2 Garage Equipment		5,000.00 ✓
A71404.1.41 Recreation - Electricity		17,000.00 ✓
A72304.1.4 Marinas Docks CE		4,500.00 ✓
A50102.1.2 Hwy Supt Equipment		5,000.00 ✓
A16201.1.2 Bldg Eq & Cap Outlay		1,694.00 ✓
A16704.1.4 Print/Mail CE		3,000.00 ✓
A19104.1.4 Unallocated Ins CE		2,500.00 ✓

<b>General B</b>		
B2110 Zoning Fees		4,235.00 ✓ <i>Rev.</i>
B1120 Non Prop Taxes - Sales Tax		18,000.00 ✓ <i>Rev.</i>
B67724.2.4 Programs for Aging		4,000.00 ✓

B73101.2.1 Youth Program PS	14,080.00 ✓	
B73104.2.4 Youth Program CE	16,100.00 ✓	
B80101.2.1.11 Zoning Bd PS	5,090.00 ✓	
B80101.2.1 Zoning PS		5,890.00 ✓
B80101.2.12 Code Enforcement PS	270.00 ✓	
B80102.2.2 Zoning Equipment		500.00 ✓
B80104.2.4 Zoning CE		3,200.00 ✓
B80201.2.1 Planning Bd PS	100.00 ✓	
B80204.2.4 Planning CE		100.00 ✓
B90108.2.8 Retirement	1,200.00 ✓	
B90308.2.8 E'ee Benefits - SS	685.00 ✓	
B90608.2.8 Health Insurance		1,600.00 ✓

<b>Hwy DA</b>		
DA51301.3.1 Machinery PS		110,100.00 ✓
DA51302.3.2 Machinery Equipment	13,500.00 ✓	
DA51304.3.4 Machinery CE	25,000.00 ✓	
DA51401.3.1 Brush & Weeds PS	19,000.00 ✓	

DA90108.3.8 Retirement	15,100.00 ✓	
DA97857.3.7 Int Pmt Tractor	2,012.34 ✓	
DA97856.3.7 Prin Pmt Tractor		2,012.34 ✓

Hwy DB Appropriated Fund Balance (Budget Only)		106,996.13
DB14204.4.4 Legal Fees	5,280.25 ✓	
DB51104.4.1 Road Maintenance PS	42,516.93 ✓	
DB51104.4.4 Road Maintenance CE		62,426.87 ✓
DB51121.4.1 Perm Imp PS	517.50 ✓	
DB51122.4.2 Perm Imp - Hwy	114,841.25 ✓	
DB90108.4.8 Retirement	27,260.10 ✓	
DB90308.4.8 E'ee Benefits - SS	266.37 ✓	
DB90508.4.8 Unemployment Ins	2,975.60 ✓	
DB90608.4.8 Health Ins		32,500.00 ✓
DB90708.4.8 Uniforms	8,265.00 ✓	

Sewer - Redwood		
SS81201.9.1 Sanitary Sewers PS	7,425.00 ✓	
SS81201.9.1.13 SS Gascon PS	0.14 ✓	
SS81204.9.4 Sanitary Sewers CE		17,113.39 ✓
SS90108.9.8 Retirement	8,890.86 ✓	
SS90308.9.8 E'ee Benefits - SS	797.39 ✓	

Sewer - Rt 12		
81204.13.4 San Sew Town Orleans	2,515.75 ✓	
Appropriated Fund Balance (Budget Only)		2,515.75

Street Lighting - Edgewood		
SL51824.7.403 SL Edgewood	400.00 ✓	
Appropriated Fund Balance (Budget Only)		400.00

Water - Carnegie Bay		
83204.16.4 Source of Supply CE	2,561.53 ✓	
90108.16.8 Retirement		847.00 ✓
Appropriated Fund Balance (Budget Only)		1,714.53

Water - Otter Street		
OS83204.8.4 Source of Supply CE	5,175.02 ✓	
OS99509 Transfer to Cap Proj	53,457.31 ✓	
OS83104.8.4 Admin CE		712.71 ✓
OS83404.8.4 Trans & Distribution CE		2,571.54 ✓
OS90108.8.8 Retirement		462.79 ✓
Appropriated Fund Balance (Budget Only)		54,885.29

Water - Redwood		
RW83101.18.1 Admin PS	0.02 ✓	
RW83104.18.4 Admin CE	4,203.10 ✓	
RW83401.18.11 Health Ins PS	3,000.14 ✓	
RW83204.18.4 Source of Supply CE		7,203.26 ✓
RW90108.18.8 Retirement	6,614.14 ✓	
RW90308.18.8 E'ee Benefits - SS	168.51 ✓	
RW90508.18.8 Unemployment Ins.	420.32 ✓	
RW83404.18.4 Trans & Dist CE		7,202.97 ✓

Water - Rt. 12		
SW83404.22.8 Trans & Dist CE	33,830.05 ✓	
SW90108.22.8 Retirement	2,014.50 ✓	
SW83104.22.4 Admin CE		35,844.55 ✓

Approved by: BASweet

Dale D Honeyman

[Signature]

Greg [Signature]

Date: 12/29/17

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Motion to accept the Budget Transfers approved. Motion made by Councilman Jim VanCour seconded by Councilman Mike Fayette. All were in favor. Motion Passed.

7:10pm Motion to go into Executive Session for employment history for a particular person. Motion made by Councilman John Stine seconded by Councilman Mike Fayette. All were in favor. Motion passed.

Board Meeting adjourned.