## Town of Pierrepont Organizational Meeting, January 4, 2024

## County of St. Lawrence, State of New York, 864 State Highway 68, Canton, NY 13617

## Present:

Jane Powers, Supervisor
Julian "Olla" Filiatrault, Town Clerk
Robert Moulton, Highway Superintendent

Councilpersons: Roger Murray<br>John Glasgow<br>Chad VanBrocklin<br>Shawn Spellacy

## Meeting attendees/Public

Brad Filiatrault; Clay Streit; Peter Wyckoff; Jason \& Katie Rafferty; Karen Murray

Organizational Meeting 2024, 7:00PM. Supervisor Jane Powers called the Organizational Meeting to order.

## Pledge of Allegiance

Jane Powers, Supervisor welcomed Shawn Spellacy as newly elected Pierrepont councilman and Robert Moulton as newly elected Pierrepont Highway Superintendent.
Jane Powers proceeded to list the Appointments for the Year 2024 as follows:

| APPOINTMENTS: |  |
| :--- | :--- |
| Deputy Supervisor | Roger Murray |
| Deputy Highway Superintendent | Laurie Hance |
| Administrative Assistant-Supervisor | Laurie Hance |
| Administrative Assistant-Highway Supt. | Laurie Hance |
| Administrative Assistant-Justice | Laurie Hance |
| Budget Officer | Laurie Hance |
| Deputy Town Clerk | Renee Miller |
| Dog Control Officer | Donna Gilbert |
| Custodian (Buildings) | Mercy Spellacy |
| Custodian (Grounds/Trash Removal) | Patrick Regan |
| Historian | Katie Rafferty |
| Registrar | Julian "Olla" Filiatrault |
| Deputy Registrar \& Deputy | Renee Miller |

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| Code Enforcement Officer | Darren Richards |
| :--- | :--- |
| Attorney | Roger Linden |
| Planning Board Chairperson | Pierre Pomainville |
| Zoning Board of Appeals Chairperson | Peter Wyckoff |
| Board of Assessment Review Chairperson | William Hoyt |

- Jane Powers, Supervisor welcomed Katie Rafferty as Pierrepont Historian for the year 2024.


## LIST OF ZONING BOARD OF APPEALS \& PLANNING BOARD FOR RECORD--ZONING BOARD OF APPEALS (FIVE-YEAR APPOINTMENTS)

| MEMBER | APPT EXPIRES | NEEDS REAPPT. |
| :--- | :--- | :---: |
| Peter Wyckoff | $12-31-2028$ | $1-2029$ |
| William Enslow | $12-31-2024$ | $1-2025$ |
| Jamie VanBrocklin | $12-31-2027$ | $1-2028$ |
| Robert Dowman | $12-31-2025$ | $1-2026$ |
| * Lillie Barr (resigning) | $12-31-2026$ | $1-2027$ |
| * Vacant (alternate) | $12-31-2024$ | $1-2025$ |

- Motion made by Roger Murray, seconded by John Glasgow, all in favor, to make the following appointments for the Year 2024, and to reappoint Peter Wyckoff to a five- year term to the Zoning Board, term expiring on 12/31/2028. No discussion. All voted to approve. None opposed. Motion carried unanimously.
Additional: Peter Wyckoff state: I was looking at a copy of the new e-code and I noticed that in 2005 the town adopted a law establishing alternate positions on the planning board and planning board of appeals and it says that the town board at its' organizational meeting shall appoint said alternate members for an annual term. The town has the authority to make these appointments by resolution and the town also has the authority to fill any vacancy created in the alternate positions by resolution. So, as you recognize, we don't have any alternates because we're moving Jerry Filiatrault up onto the board with us. I know that you were not thinking that you have to make suggestions to fill those positions on the zoning board of appeals, but, I just wanted to make that suggestion. We may have people for those positions, and I would love to hear any suggestions that you may have.

Jane Powers asked if we can come back at the end of January meeting with a proposal(s) to fill those positions. Peter Wyckoff replied "yes". Hopefully, we can get at least one.

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| MEMBER | APPT EXPIRES | NEEDS REAPPT. |
| :--- | :--- | :---: |
| Pierre Pomainville (Chairperson) | $12-31-2024$ | $1-2025$ |
| Rick Brewer | $12-31-2027$ | $1-2028$ |
| Randy Camp | $12-31-2025$ | $1-2026$ |
| Justin Planty | $12-31-2028$ | $1-2029$ |
| William Peter Whalen | $12-31-2026$ | $1-2027$ |
| Clay Streit (Alternate) | $12-31-2024$ | $1-2025$ |

- Motion by Chad VanBrocklin, seconded by John Glasgow, all in favor, to reappoint Justin Planty to a fiveyear term to the Planning Board, term expiring on 12/31/2028 and Clay Streit as an alternate to a one- year term to the Planning Board, term expiring on 12/31/2024. No discussion. All voted to approve. None opposed. Motion carried unanimously.

LIST OF BAR MEMBERS FOR RECORD--

## BOARD OF ASSESSMENT REVIEW 5-YEAR APPOINTMENTS

## APPT EXPIRES DATE REAPPOINTED

| William Hoyt, Jr (Chairman) | $9-30-2025$ | $10-1-2025$ |
| :--- | :--- | :--- |
| Robert Pinkerton | $9-30-2023$ | $10-1-2023$ |
| Tabitha McCuen | $9-30-2025$ | $10-1-2025$ |
| Jamie VanBrocklin | $9-30-2027$ | $10-1-2027$ |
| Anna Green | $9-30-2024$ | $10-1-2024$ |

## SALARIES FOR ELECTED OFFICIALS FOR YEAR 2024

| Supervisor | $\$ 16.491 .00$ |
| :--- | :--- |
| Town Clerk/Tax Collector | $\$ 44,187.00$ |
| Councilmen (4 @ \$5,832.00) | $\$ 23,330.00$ |
| Superintendent of Highways | $\$ 72,800.00$ |
| Justice | $\$ 25,800.00$ |

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- Motion by Roger Murray, seconded by Shawn Spellacy, all in favor, to designate the following bank accounts for Town Officials for 2024. No discussion. All voted to approve. None opposed. Motion carried unanimously.

| OFFICIAL | 2024 BANK LIST |
| :--- | :--- |
| Supervisor | NBT Bank, NA |
| Town Clerk | NBT Bank, NA |
| Tax Collector | NBT Bank, NA |
| Town Justice | NBT Bank, NA |

- Motion by Shawn Spellacy, seconded by Roger Murray, all in favor, no discussion to review and adopt the following policies for 2024:

Procurement Policy
Workplace Violence/Sexual Harassment Prevention Policy for 2024
Ethics Policy for Purchasing for 2024
Investment Policy for 2024
Records Management Policy for 2024
Updated Hazard Mitigation Policy
Additional: Chad VanBrocklin, Councilperson questioned: Some of those need to be updated, don't they? Others agreed. Jane Powers stated that we could pick one per month and review it.

Motion by John Glasgow, seconded by Roger Murray, all in favor, no discussion to approve the Salaries for Appointed Personnel for Year 2024 follows:

## SALARIES FOR APPOINTED PERSONNEL FOR YEAR 2024:

Deputy Town Clerk
Registrar of Vital Statistics
Board of Assessment Review

| -Chairman | $\$ 200.00$ | per year (+ \$50 per mtg for any extra mtgs) |
| :--- | :--- | :--- |
| - Members (4) | $\$ 150.00$ | per year (+ \$30 per mtg for any extra mtgs) |

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| Adm. Assistant - Supervisor | $\$ 25,925.00$ | per year |
| :--- | :--- | :--- |
| - Highway Supt. | $\$ 20,000.00$ | per year |
| -Justice | $\$ 23,000.00$ | per year |
| Dog Control Officer | $\$ 30.00$ | per call + mileage |
| Code Enforcement Officer | $\$ 15,535.00$ | per year |
| Assessor | $\$ 26,496.00$ | per year |
| Custodian -Buildings | $\$ 4,674.00$ | per year |
| Histounds/Trash Rem. | $\$ 4,263.00$ | per year |
| Zoning Board Chairperson | $\$ 925.00$ | per year |
| Zoning Board Secretary | $\$ 50.00$ | per hearing |
| Zoning Board Members | $\$ 40.00$ | per hearing |
| Planning Board Chairperson | $\$ 30.00$ | per hearing |
| Planning Board Secretary | $\$ 60.00$ | per meeting |
| Planning Board Members | $\$ 50.00$ | per meeting |

Motion by Chad VanBrocklin, seconded by Shawn Spellacy, all in favor, to approve mileage for personal vehicles utilized for town business (for outside of the Town of Pierrepont) for $\mathbf{2 0 2 4} \mathbf{\$ . 5 0}$ per mile.

Additional: Roger Murray, Councilperson stated: I think we should at that in the future, it seems low.

Motion by Roger Murray, seconded by Chad VanBrocklin, all in favor, to approve the official newspaper for 2024 as the Watertown Daily Times, Watertown, NY.

Motion by John Glasgow, seconded by Shawn Spellacy, all in favor, to approve the Regular Town Board meetings for 2024 7:00 PM on the LAST Tuesday of every month.

Motion by Roger Murray, seconded by John Glasgow, all in favor, to approve the Second Notice Fee for 2024 taxes at \$1.00.

Motion by John Glasgow, seconded by Chad VanBrocklin, all in favor, to appoint 2 board members to audit books for 2024 for each department, including supervisor, town clerk, and court.

- Supervisor's books will be audited by Roger Murray and John Glasgow

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- Town Clerk's books will be audited by Shawn Spellacy and Chad VanBrocklin
- Justice's books will be audited by Shawn Spellacy and Roger Murray.

Motion by Shawn Spellacy, seconded by Chad VanBrocklin, all in favor, to adopt Rescue Contracts for the YEAR 2024 as follows:

| COLTON RESCUE | $\mathbf{\$ 7 , 5 7 5 . 0 0}$ |
| :--- | :--- |
| LIFE FLIGHT (Res. \#1:2024) | $\mathbf{\$ 8 2 5 . 0 0}$ |
| POTSDAM RESCUE | $\mathbf{\$ 3 , 3 4 0 . 0 0}$ |

ROLL CALL VOTE for Resolution \#1-2024
Supervisor Powers: yes
Councilman Murray: yes
Councilman Glasgow: yes
Councilman Spellacy: yes
Councilman VanBrocklin: yes
Vote: 5 yes, 0 no

Motion by Chad VanBrocklin, seconded by Shawn Spellacy, all in favor, to adopt Fire Protection Contracts for the YEAR 2024 as follows:

## PIERREPONT VOLUNTEER FIRE DEPARTMENT, INC. \$83,500.00

HANNAWA FALLS VOLUNTEER FIRE DEPARTMENT, INC. \$83,500.00
Motion by Roger Murray, seconded by John Glasgow, all in favor, to adopt the ST. LAWRENCE COUNTY COMMUNITY DEVELOPMENT PROGRAM, INC contract for 2024.

SLC COMMUNITY DEVELOPMENT PROGRAM, INC. \$9,000.00
Motion by Roger Murray, seconded by Shawn Spellacy, all in favor, to adopt the POTSDAM HUMANE SOCIETY contract for 2024

POTSDAM HUMANE SOCIETY
\$1,800.00
Contracts were signed by Supervisor Jane B. Powers and Town Board Members.

## ADJOURNMENT:

- Motion to adjourn meeting at 7:22PM. Motion made by John Glasgow, second by Chad VanBrocklin. All voted in favor. None opposed. Motion carried unanimously.
Meeting minutes prepared by Town Clerk, Julian "Olla" Filiatrault.

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