

## AGENDA

January 11, 2011

1. Call to Order
2. Roll Call
3. Pledge to the Flag
4. Approval of previous minutes.
5. Communications received.
6. Privilege of the Floor
8. Reports:

## Committee Reports

Assessor	Killeen
County and Town	Hargrave
Public Safety	Topper
Property	Arnold & Weed
Buildings & Grounds	Topper
Public Affairs	Arnold
Highway	Costanzo
Historian	Keeler

## LIAISON REPORTS

Planning Board	Tillson
Youth	Topper
ZBA	Weed
Senior Citizens	Arnold

## MOTIONS &amp; RESOLUTIONS

## 7. Budget Adjustments (Final 2010)

Final 2010 budget adjustments –Hold off until February because we are still getting 2010 invoices.

## 8. Vouchers and Reports:

Approval of General Abstract of Vouchers (A)

Approval of General Abstract of Vouchers (B)

Approval of Highway Abstract of Vouchers (DA)

Approval of Highway Abstract of Vouchers (DB)

Approval of Special Lighting District Abstract of Vouchers (SL)

Approval of the Supervisors Report.

10. Approve contract with highway employees.

11. Authorize supervisor to sign lease agreement with repeat business for copiers.

12. Review proposed town policy #5.

13. Other Business.

14. Adjourn

REGULAR MEETING  
 JANUARY 11, 2011  
 GALWAY TOWN HALL

Supervisor Hargrave called the meeting to order at 7:30 p.m. The following Town Board Members were present:

PRESENT: Supervisor George Hargrave	Councilman Michael Tillson
Councilman William Topper	Councilman George Weed
Councilman Fred Arnold	

OTHERS PRESENT: C. Ciembroniewicz, Building Inspector; D. Costanzo, Highway Superintendent & M. DeFoe, Town Clerk

Pledge to the Flag

A motion was made by Councilman Topper, seconded by Councilman Tillson to approve the minutes of the December 15, 2010 Regular Meeting & the January 4, 2011 Organizational Meeting as submitted.

All ayes.

MOTION CARRIED

Communications – Town Clerk stated that Board Members received copies of the following correspondence: Assessor's Report dated 1/11/11; Letter from NYS DOT in response to our letter requesting a review of three intersections with Route 29 for proper signs; advising that all current signs meet or exceed minimum requirements; Highway Department report for December with schedule for January; Notification of on-line tutorial for continuing education from NYS; Dog Control Officer's Report for December; Association of Towns notification of training to be held in NY City 2/20/11 thru 2/23/11; Time Warner Cable monthly notification of possible changes in services/stations; Weekly updates from NYS Comptroller Thomas DiNapoli dated 12/13-16, 2/20-24, 12/27-30, 1/3-1/7/11 along with press release advising that Comptroller rejected the SAIC Contract. The following correspondence was also received: Collective Bargaining Agreement with Highway Department; Minutes, Financial & Client Report from GGCSA; Notification from Unified Court System that Justice Donald Clemens had completed the Continuing Judicial Education Program; Notification from Harmony Corners Fire District regarding annual election, William Reynolds was re-elected to a 5 year term; Correspondence from NYS DOT regarding our request for a speed limit reduction on Consaul Road, advising that reduction is not warranted at this time. Clerk stated that she contacted the resident regarding this request and advised her of outcome.

Privilege of the Floor - None

**COMMITTEE REPORTS:** Assessor – Nothing in addition to written report.

**Historian** – No Report. **Highway** – For December Highway Department hauled gravel from the pit to the shop; Cut over-head brush; Graveled West Galway Road from Route 147 to swamp; Sanded & plowed. For January Highway Department expects to cut brush

## REGULAR MEETING, GALWAY TOWN BOARD, JANUARY 11, 2011

on Stanton Road & Sand & Plow as needed. **County & Town** – On Town level working on cleaning up last years budget items. Councilman Topper questioned if voucher from youth commission would be processed for last year. Supervisor Hargrave stated invoice was dated 2010, will come out of last years budget. Due to when it was handed in it will not be paid until February. Supervisor Hargrave suggested holding off on budget adjustments for 2010 until February, still receiving invoices for 2010. On a County level, Supervisor Hargrave has been appointed to the following committees: Public Safety; Buildings & Grounds; Equalization & Assessment; Personnel & Insurance. **Public Safety** – No Report. **Property** – No Report. **Building & Grounds** – No Report. **Public Affairs** – No Report.

**LIAISON REPORTS: Planning Board** – Councilman Tillson stated there was no meeting in December. **Youth** – Councilman Topper stated that remainder of 2010 budget was taken care of with voucher board discussed previously. **ZBA** – Councilman Weed stated there was no meeting in December. **Senior Citizens** – Councilman Arnold stated he would be attending the next meeting of the Senior Citizens and report back with any information. Town Clerk advised that Senior Citizens gave her the list of new officers for 2011.

Councilman Tillson made a motion, seconded by Councilman Topper to approve the General Abstract of Vouchers (A) dated 12/15/10 thru 01/06/11 for a total of \$42,178.17.

All ayes.

MOTION CARRIED

Councilman Arnold made a motion, seconded by Councilman Weed to approve the General Abstract of Vouchers (B) dated 12/15/10 thru 01/06/11 for a total of \$4,007.56.

All ayes.

MOTION CARRIED

Councilman Weed made a motion, seconded by Councilman Arnold to approve the Highway Abstract of Vouchers (DA) dated 12/15/10 thru 01/05/11 for a total of \$23,003.49.

All ayes.

MOTION CARRIED

Councilman Topper made a motion, seconded by Councilman Weed to approve the Highway Abstract of Vouchers (DB) dated 12/15/10 thru 01/05/11 for a total of \$1,224.00.

All ayes.

MOTION CARRIED

Councilman Tillson made a motion, seconded by Councilman Topper to approve the Lighting District Abstract of Vouchers (SL) dated 12/15/10 thru 01/05/11 for a total of \$159.08.

All ayes.

MOTION CARRIED

Councilman Topper made a motion, seconded by Councilman Weed to approve the Supervisor's Operating Statement for the period ending 12/31/10.

All ayes.

MOTION CARRIED

REGULAR MEETING, GALWAY TOWN BOARD, JANUARY 11, 2011

**RESOLUTION # 2-2011**- Authorization for Supervisor to sign Collective Bargaining Agreement with Highway Department. On a motion of Councilman Tillson, seconded by Councilman Weed the following resolution was ADOPTED: AYES – 5 NAYS – 0

RESOLVED that the Galway Town Board authorize the Supervisor to sign the Collective Bargaining Agreement with the Highway Department.

All ayes.

MOTION CARRIED

**RESOLUTION # 3-2011** – Authorization for Supervisor to sign lease agreement with Repeat Business for copiers. Councilman Tillson would like to see Repeat Business properly configure one copier to work off network as a printer prior to Supervisor signing agreement. On a motion of Councilman Tillson, seconded by Councilman Topper the following resolution was ADOPTED: AYES – 5 NAYS – 0

RESOLVED that the Galway Town Board authorize the Supervisor to sign the lease agreement with Repeat Business for the two copy machines at a cost of \$249.00 per month to be charged to A1620.4 Buildings CE.

All ayes.

MOTION CARRIED

**RESOLUTION # 4-2011** – Authorization for Supervisor to sign Nutrition Agreement with County. On a motion of Councilman Arnold, seconded by Councilman Tillson the following resolution was ADOPTED: AYES – 5 NAYS – 0

RESOLVED that the Galway Town Board authorize the Supervisor to sign the Nutrition Agreement with Saratoga County Office for the Aging in the amount of \$584.00 to be charged to A6772.4 Programs for the Aging.

All ayes.

MOTION CARRIED

**RESOLUTION # 5-2011** – Adoption of Town Policy # 5 regarding cell phone usage. Town Board went into discussion regarding cell phone usage. Chet stated that he talked to a Verizon representative today and they advised him that currently the highway department cell phone is on a separate plan at \$59.00 per month and 700 minutes. The two new phones are \$55.00 each per month and 1,200 shared minutes. If all three phones are consolidated to one plan it will cost \$140.00 per month with unlimited texting and 2,000 shared minutes. Verizon will also allow 10 outside network contacts to be added to network and not be charged for minutes. Councilman Arnold questioned if additional phones could be added later. The Dog Control Officer will be added when his cell phone comes up for renewal. Chet stated that for an additional \$10.00 per month another cell phone could be added. Town Board felt section that referenced procedure for cell phone when employee is on vacation should be removed. On a motion of Councilman Tillson, seconded by Councilman Arnold the following resolution was ADOPTED:

AYES – 5 NAYS- 0

RESOLVED that the Galway Town Board adopt Town Policy # 5 as amended.

**TOWN OF GALWAY POLICY # 5**  
**Acceptable Use Policy for Town Provide Cell Phones**

**Applicability**

This policy applies to all elected or appointed individuals that are employed by the Town of Galway and who are entrusted with Town provided cell phones. At the Town Boards discretion, cell phones may be provided to individuals to aid in their performance of their Town job. When entrusted with a Town provided cell phone, individuals will also be presented with a copy of this policy to be read and acknowledged by signature. Signed copies shall be kept on file by the Town of Galway until the cell phone is returned to the Town.

#### **Acceptable use of Town provided cell phones**

The cell phone may only be used for purposes of conducting town business. This use may extend to off hour and off town property calls to and from the person entrusted with the cell phone. Any person entrusted with a Town cell phone is personally responsible for proper use and care of the cell phone and shall return the cell phone to the Town Supervisor if their Town employment is terminated.

As provided, the cell phone will have the basic services for sending and receiving calls. This service will be activated and paid for by the Town. Although these phones may have the capability of providing added features, any of these features may only be activated for the assigned user when specifically approved by the Town Board. If any of these features are approved by the Town Board they will be activated and paid for by the Town. Permission for extending the phone features shall be requested by the holder of the phone in writing including justification for why the added feature is needed. When the request is approved by the Board the written request shall be signed and dated by the Town Supervisor and notated with regard to any limitations that apply to the use of the extended service capability.

If the cell phone assigned to any individual becomes damaged or lost, this will be brought to the Town Supervisor's attention within one working day of the discovered condition.

#### **Unacceptable use of Town provided cell phones**

The cell phones provided by the Town shall not be used for personal non work related calls unless the call is warranted by a change in work plans such as a delayed return from work related travel, conveyance of emergency information, or checking on personal business such as medical appointments, car repair or in transit information regarding travel of family members. Town provided cell phones may not be used by other members of the phone holder's family, neighbors or friends.

#### **Policy awareness and acceptance**

I \_\_\_\_\_, have read this Town use policy for Town provided cell phones and agree that I understand the policy terms.

\_\_\_\_\_

Signature

date

**Extended cell phone features**

Features: \_\_\_\_\_

\_\_\_\_\_

Town of Galway Supervisor

date

Notations:

All ayes.

MOTION CARRIED

**Other Business** - Chet advised Town Board that he will be starting his certification classes next week. Classes will be held three times a month for six month's. Chet stated that he has begun working with the building department software and is very impressed with what can be done. They will be giving monthly reports of permits issued & types of permits. Software has the ability to track complaints and indicate how they were addressed. Chet would prefer not to hire a clerk for the building department at this time. He feels if he has more hands on now, it will help educate him better on the entire building permit process. Clerk questioned if ZBA application from November was found? Councilman Tillson talked to applicant and advised him that they couldn't locate application form. They will submit another application. Mike & Chet will find out how to access telephone system voice mail from home. Councilman Tillson stated that next month we will need to go into Executive Session to discuss some areas of concern found in Building Department.

Councilman Tillson would like a letter sent to Adirondack Insurance stating the Towns displeasure with handling of claim from risk management company. Supervisor Hargrave stated if Councilman Tillson would like to build letter we would forward it.

**RESOLUTION # 6-2011** – Waive fee for building permit on pavilion & youth commission sign. On a motion of Councilman Tillson, seconded by Councilman Arnold the following resolution was ADOPTED: AYES – 5 NAYS – 0

RESOLVED that the Galway Town Board waive the building permit fee for construction projects on the Town Recreational Fields.

All ayes.

MOTION CARRIED

**RESOLUTION # 7-2011**- Waive building permit fees for handicap ramps in Galway. Board went into discussion regarding handicap ramps and decided that building permit should be required but no fee collected. On a motion of Councilman Tillson, seconded by Councilman Topper the following resolution was ADOPTED: AYES – 5 NAYS – 0

RESOLVED that the Galway Town Board waive the permit fee on handicap accessories for building structures.

All ayes.

MOTION CARRIED

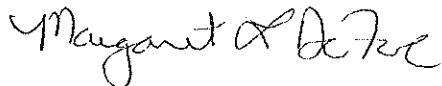
REGULAR MEETING, GALWAY TOWN BOARD, JANUARY 11, 2011

Councilman Arnold made a motion, seconded by Councilman Weed to adjourn the meeting at 8:17 p.m.

All ayes.

MOTION CARRIED

Respectfully submitted,



Margaret L. DeFoe  
Town Clerk