

AGENDA
Galway Town Board Meeting
May 13, 2014
7:30 p.m.

Call to order – Supervisor Lent

Roll Call – Town Clerk DeFoe

Pledge to the flag – All

Approval of minutes of previous meeting 4/8/14

Communications Received – Town Clerk DeFoe

REPORTS

Town and County – Supervisor Lent
Public Safety – Councilman Wilday
Property – Councilman Arnold
Buildings and Grounds – Councilman Smith

Highway – Superintendent Costanzo

Historian – Phyllis Keeler

Assessor – Victoria Hayner

LIAISON REPORTS

Youth Commission – Councilman Arnold
Planning Board – Councilman Wilday
Zoning Board of Appeals – Councilman Smith
Senior Citizens – Supervisor Lent

Code Enforcement – Chet Ciembroniewicz

Budget Report

Vouchers and Report

1. Approval of General Abstract of Vouchers Fund A – Townwide
2. Approval of General Abstract of Vouchers Fund B – Town Outside Village
3. Approval of General Abstract of Vouchers Highway Fund DA – Townwide
4. Approval of General Abstract of Vouchers Highway Fund DB – Town Outside Village
5. Approval of General Abstract of Vouchers Fund SL – Lighting District
6. Supervisor's Budget Report

RESOLUTIONS

Authorizing the financing of a new highway truck with Diamler Financing for a 5 year period.

OTHER BUSINESS

Update concerning vacant council seat.
Appointing Michele Orzolek Deputy Bookkeeper
Development of Town Personnel Manual

PRIVILEGE OF THE FLOOR – OPEN

Executive Session – litigation

ADJOURN – Next meeting June 11, 2014

REGULAR MEETING
MAY 13, 2014
GALWAY TOWN HALL

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

PRESENT: Supervisor Paul Lent Councilman Fred Arnold
 Councilman Rod Wilday Councilman Michael Smith

OTHERS PRESENT: M. Cuff-Perez; P. Keeler, Historian; J. Cappon, Justice; B. Jones; D. Sowle, T. McAlonen, Environmental Design Partnership; T. O'Brien, Dog Control Officer; D. Costanzo, Highway Superintendent & M. DeFoe, Town Clerk.

Pledge to the Flag

A motion was made by Councilman Arnold seconded by Councilman Wilday to approve the minutes of the April 8, 2014 Public Hearing & Regular Meeting as submitted.

All ayes.

MOTION CARRIED

Communications – Town Clerk stated that Board Members received copies of the following correspondence: Weekly updates from NYS Comptroller dated 4/13; 4/20; 4/27; 5/4 & 5/11/14; Update from Washington, Congressman Chris Gibson dated 4/8/14; Dog Control Officer's Report for March & April along with Shelter Report for March & April; Saratoga County List of Salaries Paid to Town Officials for 2014; Building Department Permit Inspection Report covering 1/1/14 to 4/24/14; Assessor Report for May; Highway Report for April with Schedule for May along with list of sold equipment; Funding request from Farmers Market Committee. The following correspondence was also received: Notification from NYS Department of Taxation & Finance that the Tentative Equalization Rate for the Town of Galway was 56.00; Map from EDP regarding property line concerns will be addressed by their representative & Participation Agreement was signed by Town Supervisor & both Justices after Town Attorney's approval with Government Payment Service, Inc., will advise Board when fully executed contract is received from their representative.

Supervisor Lent advised that Tim McAlonen from Environmental Design Partnership was here tonight to go over status of property line concerns. Supervisor Lent stated that this was not adversarial in any way, adjoining property owners want to get lines figured out. Tim stated that he did the original layout in mid 90's. He was not sure how problem came about, but this issue occurred prior to Superintendent Costanzo term. Tim stated that he had about ½ day of field work left to do and an additional 2-3 hours of research. Once he gets information together it will be given to Town Attorney for his review.

COMMITTEE REPORTS: County & Town – Supervisor Lent stated that things were quiet at County & Town. **Public Safety** – No Report. **Property** – No Report. **Building & Grounds** – Nothing in addition to discussion regarding property line issues. **Highway**

– Superintendent Costanzo stated that for April they patched & swept roads town-wide; replaced cross-culvert on Rocky Ridge Road; ditched Rocky Ridge Road; hauled gravel to shop; cleaned brush on R.O.W.'s & cleaned debris from beavers on Kania & West Galway Roads that clogged culverts. For May they had their Mine Safety Training on the 7th; in the process of graveling Rocky Ridge Road; gravel roads took a beating this winter will be graveling all; pave with Greenfield; start work on Hermance Road. Dave stated that they purchased a loader off Federal surplus for \$2,000 with 61 hours on it. They have the steam cleaner up and running that they purchased off Federal surplus, very powerful machine. Dave went over prices he will receive on equipment he put on Auctions International totaling \$27,855. Zipper was not sold, will put it up again at a later date. Dave stated that he received a request for a speed limit reduction on Armer Road.

RESOLUTION #: 21-2014 – Authorization for sale of equipment by Highway Department. On a motion of Councilman Smith, seconded by Councilman Arnold the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize the Highway Superintendent to sell used equipment with Auctions International in an amount of \$27,855 to be credited to DA2665 Equipment Sales.

All ayes.

MOTION CARRIED

RESOLUTION #: 22-2014 – Speed limit reduction request for Armer Road. On a motion of Councilman Arnold, seconded by Councilman Wilday the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize the Town Clerk to submit a speed limit reduction request for Armer Road between Birchton Road & County Road 45.

All ayes.

MOTION CARRIED

Historian – Phyllis Keeler read a portion of the thank you letter she received from the State Historian regarding her 2013 yearly report. Water Wheel Village Historic Marker Celebration was held May 5th by Preservation Society. **Assessor** – Supervisor Lent stated in addition to written report would like to make everyone aware that Grievance Day will be held by Board of Assessment Review on June 3rd from 4-8 p.m. Supervisor Lent stated as year goes on Board will need to address what they want to do about equalization rate.

LIAISON REPORTS: Youth Commission – Councilman Arnold stated he was unable to attend would have Donna fill Board in on meeting. Family Fund Day will be held June 14th. Donna Sowle advised that soccer programs had begun. Swim program will be done at YMCA in June as done in past. Summer Recreation packet had been received from State, Karen Moffatt will be completing information. Port-A-Potty is desperately needed at field. Councilman Arnold will take care of this tomorrow. Highway Superintendent is helping Donna with issue regarding posting board on shed; key can't be located. Donna was hoping at some point Town would look at purchasing aluminum benches for sporting events. Family Fun Day will be June 14th, Donna was looking for

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three checks to be cut and held by Town Clerk for that date. Bounce Around \$843; Small Town Sound \$300 & Dream Ponies at an amount not to exceed \$575.

RESOLUTION #: 23-2014 - Authorization for checks to be cut & held for Family Fun Day. On a motion of Councilman Arnold, seconded by Councilman Smith the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize that checks be cut and held by Town Clerk until Family Fun Day for Bounce Around \$843; Small Town Sound \$300 and Dream Ponies at an amount not to exceed \$575 for a total not to exceed \$1,718 to be charged to B909 Fund Balance.

All ayes.

MOTION CARRIED

Donna Sowle asked with reference to Family Fun Day if Town was going to fund the additional amount that was previously funded by County. Supervisor Lent stated that in the future, these items need to be looked at and addressed in budget.

RESOLUTION #: 24-2014 – Authorization for additional \$250 funding for Family Fun Day, previously covered by County. On a motion of Councilman Wilday, seconded by Councilman Arnold the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize additional funding for Family Fun Day in the amount of \$250 to be charged to B909 Fund Balance.

All ayes.

MOTION CARRIED

Donna questioned if anyone had received email correspondence from County on reports needed, this should be sent hard copy to her. Town Clerk stated any time she gets emails regarding youth commission she puts it in Donna's box at Town Hall. Supervisor Lent stated he had not received anything, will check with County tomorrow. **Planning Board** – Councilman Wilday stated he didn't attend meeting so he had no report. **Zoning Board** – Councilman Smith state he didn't attend meeting so he had no report. **Senior Citizens** – Supervisor Lent asked Phyllis Keeler to give report on Seniors. Phyllis advised that Seniors are doing well, trip today. Numbers have increased; will need an additional table for Thursday. Dave will let custodian know that additional table is needed. **Code Enforcement** – Nothing in addition to written report. **Farmers Market** – Sue Sutch went over request for additional funding. Market still doesn't pay for itself, operating in a loss. Looking into raising rates for next year. Additional funding needed \$1,155. Went into discussion regarding port-a-potty and trash can/dumpster request. Supervisor Lent requested that Councilman Arnold research rental of 2 port-a-potties. Councilman Arnold stated he would call and order port-a-potties tomorrow. Went into discussion regarding trash cans/dumpster. Board determined that they would hold off on garbage cans/dumpster at this time.

RESOLUTION #: 25-2014 – Additional Funding for Farmers Market. On a motion of Councilman Smith, seconded by Councilman Wilday the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize funding for the Farmers Market

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in the amount of \$1,155 to be charged to A7989.4 Rec. Fields CE.

All ayes.

MOTION CARRIED

Supervisor Lent went over issue Planning/Zoning Clerk is having with mailings. Notification are sent to property owners on actions before Board to adjacent owners; 500' and up to 1,500' from projects. Current software has not been updated for several years therefore; property owner information is not accurate. Supervisor Lent hopes that proposal from vendor will be ready to put before Town Board next month on updating entire program. **Dog Control Officer** – Nothing in addition to written report & shelter report.

Councilman Arnold made a motion, seconded by Councilman Wilday to approve the General Abstract of Vouchers (A) dated 04/07/14 thru 05/07/14 for a total of \$23,148.75.

All ayes.

MOTION CARRIED

Councilman Wilday made a motion, seconded by Councilman Smith to approve the General Abstract of Vouchers (B) dated 04/07/14 thru 05/07/14 for a total of \$6,688.91.

All ayes.

MOTION CARRIED

Councilman Smith made a motion, seconded by Councilman Arnold to approve the Highway Abstract of Vouchers (DA) dated 04/07/14 thru 05/07/14 for a total of \$15,631.90.

All ayes.

MOTION CARRIED

Councilman Wilday made a motion, seconded by Councilman Arnold to approve the Highway Abstract of Vouchers (DB) dated 04/07/14 thru 05/07/14 for a total of \$15,438.35.

All ayes.

MOTION CARRIED

Councilman Arnold made a motion, seconded by Councilman Wilday to approve the Special District Abstract of Vouchers (SL) dated 4/07/14 thru 5/7/14 for a total of \$112.80.

All ayes.

MOTION CARRIED

Supervisor Lent stated that he & Sue Sutch attended a Comptroller school last Thursday & Friday. Sue Sutch, Bookkeeper stated that she was working towards getting a report for Board that very clearly gave the financial picture of the Town. She hopes to have this for them soon. Sue went over the Supervisor's Report advising Town Board where things stood at this point in year.

Councilman Arnold made a motion, seconded by Councilman Smith to approve the Supervisor's Operating Statement for the period ending 4/30/14.

All ayes.

MOTION CARRIED

RESOLUTION #: 26-2014 – Purchase of tandem wheeled dump truck. On a motion of Councilman Smith, seconded by Councilman Arnold the following resolution was

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ADOPTED by roll call vote:

Supervisor Paul Lent – Aye Councilman Fred Arnold – Aye
 Councilman Rod Wilday – Aye Councilman Michael Smith – Aye

RESOLVED that the Galway Town Board approve the following resolutions:

WHEREAS, the Town of Galway has entered into a contract with new York Truck of Queensbury, NY to purchase a 2014 Western Star Tandem Wheeled Dump Truck with Snow Plow Equipment and

WHEREAS, the Town Board has agreed to finance the purchase of the truck over a five year period,

NOW THEREFORE BE IT RESOLVED, this resolution is to approve and authorize a contract with Mercedes-Benz Financial Services USA, LLC (“MBFS”) for the purpose of an installment purchase agreement of a 2014 Western Star Tandem Wheeled Dump Truck with Snow Plow Equipment at a cost of \$213,717 plus interest at a rate of 2.68% for a term of five (5) years with annual payments of \$45,031.87.

BE IT FURTHER RESOLVED, the Town Supervisor is authorized and directed to execute such documents as may be necessary to conclude the agreement, all subject to the approval of the Town Attorney as to form and content.

All ayes.

MOTION CARRIED

RESOLUTION #: 27-2014 – Extension of Consultant hours for bookkeeper software. Supervisor Lent stated that Thomas Bodden was retained to help with the Enhanced Business Solutions Systems in January for 35 hours at a cost of \$50 per hour. Supervisor would like to extend his help thru the end of year to make sure everything in Town is where it needs to be. On a motion of Councilman Wilday, seconded by Councilman Arnold the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board authorize the extension of Thomas Bodden’s contract with the Town for up to an additional 50 hours at \$50.00 per hour to be charged to 1430.4 Personnel CE.

Other Business

Update concerning vacant Council seat- Councilman Arnold stated that they had done one interview and have two more to do. Supervisor Lent stated that Special Meeting could be done if they needed if for appointment.

RESOLUTION #: 28-2014 - Appointment of Michele Orzolek as Deputy Bookkeeper. Supervisor Lent felt that Town needed to have back up on position. On a motion of Councilman Smith, seconded by Councilman Arnold the following resolution was ADOPTED: AYES – 4 NAYS – 0

RESOLVED that the Galway Town Board appoint Michele Orzolek Deputy Bookkeeper for up to six hours per week at a rate of \$18.50 per hour to be charged to

A1430.1 Personnel PS.

All ayes.

MOTION CARRIED

Supervisor Lent stated at Comptroller training they discussed audits looking at administrative procedures relative to discharge of administrative responsibilities. Will be looking at developing a Town Personnel Manual where employees sign off. Town Clerk stated that non salaried employees would need to be included in this since Youth Commission uses Town credit cards and exempt certificates.

Councilman Arnold stated road side pickup will be held Saturday the 17th bags can be picked up on Friday with Town Clerk or Highway Department and Saturday morning with Councilman Arnold from 8 a.m. to 10 a.m. Electronic collection will be held at school that same day. Town Clerk has made arrangements with school for our old computers to be dropped off by Highway Department between 2:30 – 3:00 on Friday.

Privilege of the Floor – Justice, Justin Cappon gave an overview of accomplishment implemented since Court Clerk has established posted hours. Would like Town Board to consider extending additional eight hours used for catch-up work to allow her to continue with files. Town Clerk stated people are so much nicer now that someone is here to help them. Justin stated that window has been working out great. Safety is a top priority; office is off limits to public.

Tom O'Brien questioned how someone would find out about zoning planning regulations. The link will be added to new website soon. In the interim you and come in and discuss issues with building department.

Councilman Arnold made a motion, seconded by Councilman Wilday to adjourn the meeting to Executive Session at 9:10 p.m. to discuss litigation.

All ayes.

MOTION CARRIED

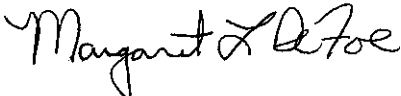
Supervisor Lent returned the meeting to Regular Session at 9:50 p.m. and stated no action was taken by the Town Board during Executive Session.

Councilman Smith made a motion, seconded by Councilman Wilday to adjourn the meeting at 9:50 p.m.

All ayes.

MOTION CARRIED

Respectfully submitted,



Margaret L. DeFoe
Town Clerk