

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

Present: Mark Wright, Supervisor
Dave Woods, Councilman
Joyce Cooper, Councilwoman
Tom Thatcher, Councilman
Tom Cunningham, Councilman
Tonya M. Thompson, Town Clerk

Others: None

Resolution #1-2023 brought by Tom Cunningham, seconded by Dave Woods to accept the following:

- 1) That Dave Woods be reappointed Deputy Supervisor with the power to sign all checks of the Town of Ticonderoga and take all other statutory powers of the deputy supervisor during the absence and/or the inability of Supervisor Wright.
- 2) That the Town Board approves the recommendation of Superintendent of Highway, Sal Barnao, to reappoint Mitchell Cole as Deputy Superintendent of Highway.
- 3) That the Town Board reapproves the recommendation of Town Clerk, Tonya Thompson to appoint Amy Tucker as Deputy Town Clerk.
- 4) That William Dolback be reappointed Town Historian and Cemetery Sextant.
- 5) That James Gabler be reappointed as Health Officer without exclusivity, per the will of the Board.
- 6) That Chris Charboneau be reappointed as Animal Control Officer.
- 7) That Robert Budwick be reappointed as Dog Control Officer.
- 8) That Tonya Thompson be reappointed Vital Statistics Registrar and Amy Tucker be appointed Deputy Vital Statistics Registrar.
- 9) That Supervisor Wright be reappointed Affirmative Action Officer.
- 10) That Brenda Wells be reappointed Chairman of the Board of Assessment Review.
- 11) That W. Doug McTyier be reappointed as Chairman of the Planning and Zoning Board.
- 12) That Tonya Thompson be reappointed to serve as Clerk for the Planning and Zoning Board.
- 13) That the Town Clerk, or acting Town Clerk, is empowered in absence of Supervisor Wright and/or the Town Board, to open all competitive bids, record same and report to the Town Board.
- 14) That Highway Superintendent and Water/Wastewater Superintendent will receive the same clothing allowance as per the respective bargaining unit for which they supervise.
- 15) That the Finance Office may make budget transfers within the primary object codes of a department without Town Board approval, but subject to Town Supervisor authorization. All other transfers and adjustments remain subject to Town Board review and consent.
- 16) That the Town of Ticonderoga continue as a member of both the New York State

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

Association of Towns and Adirondack Association of Towns and Villages.

- 17) That Supervisor Wright be reappointed as delegate to the Association of Towns and Councilmember Woods be appointed alternate.
- 18) That AES be reappointed as Engineers for the Town, without exclusivity, per the will of the Board.
- 19) That the firms of Meyer, Fuller & Stockwell, and FitzGerald, Morris, Baker, & Firth, and Orrick be reappointed Attorneys for the Town, without exclusivity, per will of the Board.
- 20) That Honeywell Law Firm PLLC be reappointed as labor relations consultant for the Town, without exclusivity, per will of the Board.
- 21) That Public Sector HR Consultants be reappointed as human resource consultants for the Town, without exclusivity, per will of the Board.
- 22) That Stored Technology Solutions, Inc. be reappointed IT administrators for the Town, without exclusivity, per will of the Board.
- 23) That the Town adopts the Procurement Policy, Investment Policy, Sexual Harassment Policy, and Workplace Violence Policy.
- 24) That Supervisor Wright designates the Housing Assistance Program of Essex County as our Fair Housing Officer, which is required by GOSC (Governor's Office for Small Cities).
- 25) That Sun Community News be named official newspaper and Press Republican as alternate.
- 26) That Glens Falls National Bank, JP Morgan Chase and MBIA Class be designated as the official depositories of the Town of Ticonderoga funds.
- 27) That Supervisor Wright be empowered to execute and sign all contracts and agreements for services with the following, but not limited to; Ticonderoga Area Chamber of Commerce, PRIDE of Ticonderoga, Ticonderoga Revitalization Alliance, North Country Life Flight, all as provided for in the 2023 budget.
- 28) That the Town Board authorize Supervisor Wright to file a copy of the Annual Financial Report under Town Law Section 29(10-a) to the Town after the close of the 2022 fiscal year and filing with the NYS Comptroller's office and cause the Town Clerk to publish the summary of same in the Sun Community News.
- 29) That approval of payment prior to audit, as listed in Town law, be approved for utility items, postage, and freight and other statutory items.
- 30) That the current Shared Service agreements with other Towns be approved.
- 31) That the per mile reimbursement rate be established at current IRS designated rate.
- 32) That the following are Liaisons for 2023:
 - Contract Negotiation: Supervisor Wright
 - Health Insurance: Supervisor Wright
 - Cemetery: Councilmember Cooper
 - Black Watch Library: Councilmember Cooper
 - I.T./Cable TV: Councilmember Woods

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

- TINADA and Prevention: Councilmember Thatcher
 - Ticonderoga Area Seniors: Councilmember Cunningham
- 33) That the following Standing Committees for 2023 are appointed by Supervisor Wright as permitted under Town Law Section 63:
- i. Airport
Chair: Councilmember Thatcher
Vice Chair: Supervisor Wright
 - ii. Buildings/Grounds, Parks/Recreation, Historic Lands, Monuments, Beach, Library
Co-Chair: Councilmember Woods
Co-Chair: Councilmember Cooper
 - iii. Economic Development
Chair: Supervisor Wright
Vice Chair: Councilmember Cunningham
 - iv. Highway/Transfer Station
Chair: Councilmember Woods
Vice Chair: Supervisor Wright
 - v. Human Services Youth
Chair: Councilmember Cooper
Vice Chair: Councilmember Thatcher
 - vi. Municipal Facility Evaluation:
Chair: Councilmember Cunningham
Vice Chair: Councilmember Thatcher
 - vii. Public Safety
Chair: Councilmember Woods
Vice Chair: Councilmember Cooper
 - viii. Public Works:
Chair: Supervisor Wright
Vice Chair: Councilmember Cunningham
- 34) That all members of each committee be selected by the committee chair. Names of committee members to be approved at the February Town Board meeting or at earliest convenience.
- 35) That each committee chair will present a list of no more than 3 objectives or goals at the February Town Board meeting for which their respective committee will strive to achieve by the end of 2023.
- 36) That all department heads will formally evaluate each employee a minimum of one

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

time by December 31, 2023. A copy of which will be placed in his or her personnel file.

- 37) That the Chief of Police will formally evaluate each officer a minimum of one time by December 31, 2023, as per contract.
- 38) That Steve Boyce, Cheryl O'Connor, Susan Peters, Linda Cunningham, John McDonald, and Virginia LaPointe be appointed to the Black Watch Library Board.
- 39) That the regular meeting of the Ticonderoga Town Board shall be the second Thursday of each month at 6:00 P.M.
- 40) That an additional meeting of the Ticonderoga Town Board shall convene on the fourth Thursday of each month beginning at 8:30 A.M.
- 41) That the Town approve an initial funding deposit into the Health Savings Account of each full-time employee based on the election of their health insurance coverage and the funding terms of the Health Savings Account.
- 42) That salaries and wages of all Town employees be as set forth in the Town of Ticonderoga budget.
- 43) That any long term, contractual obligation agreements will be subject to Town Board approval.
- 44) All pay, both hourly and salary, will be based upon the year in which it was earned.

All in Favor – Mark Wright – Aye, Dave Woods – Aye, Joyce Cooper – Aye, Tom Thatcher – Aye, Tom Cunningham – Aye. **Opposed** – none. **Carried.**

Meeting adjourned at 9:10 a.m.

Respectfully submitted, Tonya M. Thompson, Town Clerk

Town of Ticonderoga
Organizational Meeting Agenda (Thursday, January 05, 2023, 9:00 a.m.)

Pledge to the Flag

Resolutions

RESOLUTION #01-2023 to accept the following:

- 45) That Dave Woods be reappointed Deputy Supervisor with the power to sign all checks of the Town of Ticonderoga and take all other statutory powers of the deputy supervisor during the absence and/or the inability of Supervisor Wright.
- 46) That the Town Board approves the recommendation of Superintendent of Highway, Sal Barnao, to reappoint Mitchell Cole as Deputy Superintendent of Highway.
- 47) That the Town Board reapproves the recommendation of Town Clerk, Tonya Thompson to appoint Amy Tucker as Deputy Town Clerk.
- 48) That William Dolback be reappointed Town Historian and Cemetery Sextant.
- 49) That James Gabler be reappointed as Health Officer without exclusivity, per the will of

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

the Board.

- 50) That Chris Charboneau be reappointed as Animal Control Officer.
- 51) That Robert Budwick be reappointed as Dog Control Officer.
- 52) That Tonya Thompson be reappointed Vital Statistics Registrar and Amy Tucker be appointed Deputy Vital Statistics Registrar.
- 53) That Supervisor Wright be reappointed Affirmative Action Officer.
- 54) That Brenda Wells be reappointed Chairman of the Board of Assessment Review.
- 55) That W. Doug McTyier be reappointed as Chairman of the Planning and Zoning Board.
- 56) That Tonya Thompson be reappointed to serve as Clerk for the Planning and Zoning Board.
- 57) That the Town Clerk, or acting Town Clerk, is empowered in absence of Supervisor Wright and/or the Town Board, to open all competitive bids, record same and report to the Town Board.
- 58) That Highway Superintendent and Water/Wastewater Superintendent will receive the same clothing allowance as per the respective bargaining unit for which they supervise.
- 59) That the Finance Office may make budget transfers within the primary object codes of a department without Town Board approval, but subject to Town Supervisor authorization. All other transfers and adjustments remain subject to Town Board review and consent.
- 60) That the Town of Ticonderoga continue as a member of both the New York State Association of Towns and Adirondack Association of Towns and Villages.
- 61) That Supervisor Wright be reappointed as delegate to the Association of Towns and Councilmember Woods be appointed alternate.
- 62) That AES be reappointed as Engineers for the Town, without exclusivity, per the will of the Board.
- 63) That the firms of Meyer, Fuller & Stockwell, and FitzGerald, Morris, Baker, & Firth, and Orrick be reappointed Attorneys for the Town, without exclusivity, per will of the Board.
- 64) That Honeywell Law Firm PLLC be reappointed as labor relations consultant for the Town, without exclusivity, per will of the Board.
- 65) That Public Sector HR Consultants be reappointed as human resource consultants for the Town, without exclusivity, per will of the Board.
- 66) That Stored Technology Solutions, Inc. be reappointed IT administrators for the Town, without exclusivity, per will of the Board.
- 67) That the Town adopts the Procurement Policy, Investment Policy, Sexual Harassment Policy, and Workplace Violence Policy.
- 68) That Supervisor Wright designates the Housing Assistance Program of Essex County as our Fair Housing Officer, which is required by GOSC (Governor's Office for Small Cities).

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

- 69) That Sun Community News be named official newspaper and Press Republican as alternate.
- 70) That Glens Falls National Bank, JP Morgan Chase and MBIA Class be designated as the official depositories of the Town of Ticonderoga funds.
- 71) That Supervisor Wright be empowered to execute and sign all contracts and agreements for services with the following, but not limited to; Ticonderoga Area Chamber of Commerce, PRIDE of Ticonderoga, Ticonderoga Revitalization Alliance, North Country Life Flight, all as provided for in the 2023 budget.
- 72) That the Town Board authorize Supervisor Wright to file a copy of the Annual Financial Report under Town Law Section 29(10-a) to the Town after the close of the 2023 fiscal year and filing with the NYS Comptroller's office and cause the Town Clerk to publish the summary of same in the Sun Community News.
- 73) That approval of payment prior to audit, as listed in Town law, be approved for utility items, postage, and freight and other statutory items.
- 74) That the current Shared Service agreements with other Towns be approved.
- 75) That the per mile reimbursement rate be established at current IRS designated rate.
- 76) That the following are Liaisons for 2023:
- Contract Negotiation: Supervisor Wright
 - Health Insurance: Supervisor Wright
 - Cemetery: Councilmember Cooper
 - Black Watch Library: Councilmember Cooper
 - I.T./Cable TV: Councilmember Woods
 - TINADA and Prevention: Councilmember Thatcher
 - Ticonderoga Area Seniors: Councilmember Cunningham
- 77) That the following Standing Committees for 2023 are appointed by Supervisor Wright as permitted under Town Law Section 63:
- ix. Airport
Chair: Councilmember Thatcher
Vice Chair: Supervisor Wright
- x. Buildings/Grounds, Parks/Recreation, Historic Lands, Monuments, Beach, Library
Co-Chair: Councilmember Woods
Co-Chair: Councilmember Cooper
- xi. Economic Development
Chair: Supervisor Wright
Vice Chair: Councilmember Cunningham
- xii. Highway/Transfer Station
Chair: Councilmember Woods

Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at 9:00 a.m. in the Community Building Conference Room

Vice Chair: Supervisor Wright

xiii. Human Services Youth

Chair: Councilmember Cooper

Vice Chair: Councilmember Thatcher

xiv. Municipal Facility Evaluation:

Chair: Councilmember Cunningham

Vice Chair: Councilmember Thatcher

xv. Public Safety

Chair: Councilmember Woods

Vice Chair: Councilmember Cooper

xvi. Public Works:

Chair: Supervisor Wright

Vice Chair: Councilmember Cunningham

- 78) That all members of each committee be selected by the committee chair. Names of committee members to be approved at the February Town Board meeting or at earliest convenience.
- 79) That each committee chair will present a list of no more than 3 objectives or goals at the February Town Board meeting for which their respective committee will strive to achieve by the end of 2022.
- 80) That all department heads will formally evaluate each employee a minimum of one time by December 31, 2023. A copy of which will be placed in his or her personnel file.
- 81) That the Chief of Police will formally evaluate each officer a minimum of one time by December 31, 2023, as per contract.
- 82) That Steve Boyce, Cheryl O'Connor, Susan Peters, Linda Cunningham, John McDonald, and Virginia LaPointe be appointed to the Black Watch Library Board.
- 83) That the regular meeting of the Ticonderoga Town Board shall be the second Thursday of each month at 6:00 P.M.
- 84) That an additional meeting of the Ticonderoga Town Board shall convene on the fourth Thursday of each month beginning at 8:30 A.M.
- 85) That the Town approve an initial funding deposit into the Health Savings Account of each full-time employee based on the election of their health insurance coverage and the funding terms of the Health Savings Account.
- 86) That salaries and wages of all Town employees be as set forth in the Town of Ticonderoga budget.
- 87) That any long term, contractual obligation agreements will be subject to Town Board approval.
- 88) All pay, both hourly and salary, will be based upon the year in which it was earned.

**Minutes for Ticonderoga's Organizational Meeting held on January 5, 2023 commencing at
9:00 a.m. in the Community Building Conference Room**

Adjourn