

**Minutes for a Ticonderoga Budget Workshop held on September 7, 2023 commencing at 8:00 a.m. with any other Lawful Business in the Community Building Conference Room**

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

**Others:** Rebecca Norton and Amy Beeman from Finance, Heath Towne, Judges LaPerle & O'Bryan, Wendy & Jim Davis, James Chauncey and William Dolback (in at different times to discuss their portion of the Budget)

The Judges were in to discuss the Clerk's new job title of Salary – Exempt (Not Civil Service) and expressed their hopes of a significant increase of that salary (attached is Job Description).

Cemetery issues were discussed and recommendation was to have issues addressed this year with money already allocated in the current budget.

Further discussion on budget items followed the agenda as listed below.

Workshop closed at 10:45 a.m.

Respectfully submitted, Tonya M. Thompson, Town Clerk

Workshop #4: 09/07/2023 0800-1100
Workshop #5: 09/12/2023 0800-1100
Workshop #6: 09/19/2023 1300-1500
Workshop #7: 10/19/2023 1300-1500
Workshop #8: 10/25/2023 0800-1000

## AGENDA

### Budget Working Group

#### **Budget Workshop #4** (09/07/2022)

- Municipal Court review.
- Chilson Fire review.
- Cemetery review.
- Historian review.
- A7140 Recreation Summer
- A7310 Youth Programs
- A6989 Economic Development (part 2)
  - PRIDE for DRI
  - Farmer's Market
- A7550 Celebrations
- A8510 Community Beautification.
- A Capital Reserves
  - Initial DRI match funding

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- Explanation - DRI capital projects
  - Montcalm Streetscape Improvements (\$3,852,714 w/\$50K local match)
  - Adirondack Drive Improvements (\$565,872)
  - Riverfront Improvements (\$753,957)
  - Bicentennial Park Improvements (\$1,521,500 w/\$50K local match)
  - Library (\$366,500)
  - Those handled by others (PRIDE: Ice Rink; Public Art Fund, TACC: Marketing & Branding)

# Clerk to the Town Justice

This position includes 2 Town Justices (4) Criminal Courts/month

(2) Civil Courts

Must be fingerprinted by DCJS and maintain a clean criminal record to perform court related material. Must be sworn in and have registered signature with county clerk to certify documents within Ticonderoga Court.

### General Clerk Duties

- Mail open and disbursement to proper court (JFO or PRL) files
- Receive traffic tickets - review for plea and attach to file for JUDGE or return to court calendar with communication by mail to defendant in next step for completion.(signature, trial or appearance necessary)
- Receive records of arrest - create file while await submission from Police Agency
- Receive traffic downloads - prepare for court and file by (JFO or PRL) date
- Answer phone or in person public requests for proper procedures to handle traffic tickets or open civil cases.
- Answers communications and performs a variety of legal clerical duties
- Maintain court calendar - dispense to county agencies each Monday morning
- Organizes bench trials with defendant and arresting agent
- May coordinate jury trials - preparation of schedule pre-trial and with jurors prior to trial date

### Accounting

- Receive payments via phone, mail, online and in-person with proper application to specific case file, issuance of receipts for all transactions, and prepare fine notices for future payments due.
- Preparation of bank deposits to specific judge account with balance between courts appropriated for specific forms of payment.(cash/check, credit or e-pay)(2x/wk)
- Prepare and maintain general ledger (traditional written format) with reconciliation between computer files, bank deposit and receipt books - (bi-weekly) (per Judge)
- Monthly reconciliation between OCA records, bank deposits, Bail and Journals broken into

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payment service and by person.

- Translates to 2 reports for each judge monthly - and submitted to OCA
- Review of budget when provided each month to monitor line items and ability to purchase items required to maintain up to date resources
- Grant application - including tabulations of stats required for submission and management of funds secured.

### **File Management - Criminal or reportable VTL (PRE-AJUDICATION)**

- Creation of file upon notification of Crime via DCJS or police agency
- Follow-up with arresting agency when file is incomplete
- Prepare each file for arraignment and secure of return
- Maintain accurate contact address/phone for proper notification of future court dates specific for court (each accusatory read for preparation of forms required in court setting) (Orders Protection) (TSLED/Suspension Forms)(Counsel Assignments)
- Translation of Plea offers submitted by DA Conditional Discharges; ACOD; Probation
- Discuss with the judge special needs & alerts to prior cases within the court.

THIS PHASE IS WHERE THE CLERK IS MOST ACTIVE

### **ADJUDICATION**

- Enter fees/surcharges as set by Judge in court.
- Enter OOP into WEB DVS for statewide monitoring of Domestic Violence
- Disburse forms to proper agencies (probation/TSLED/StopDWI
- File according to level of completion
  - Traffic Paid - file complete
  - Traffic to be paid - monitor by Judge monthly with new fine notices sent for overdue fines – up to 90 days - then prepare for CIVIL Judgement to County Clerk
  - CD by date of conditions - enter date into calendar book and into OCA system
    - must monitor conditions and dates of completions This is important so they can be resentenced or discharged
  - ACOD by Expiration month - monitor other crimes during active Order
  - Probation by Expiration communication with Probation supervisors with new arrests or Violation of Conditions set. This court is responsible for communication of all violations and deadlines are very specific by law.
- Keeps records of all convictions and issues to proper bureaus.

### **EXECUTIVE SECRETARY**

- Available to judge for communication between agencies or Resource Center when situations require lawyer interpretation. Preparation of required motions as a result as instructed/requested by Judge

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- Assists Town Justice during ALL court proceedings
- Responsible for communication between judges and any needed action when court is not in session. Ability to make quick decisions and matriculations between Police/DA and Public Defenders through past experience or contact of Resources when Judges are not available.
- Facilitator between agencies when defendants report difficulties in achieving conditions ie Counseling agencies services and contacts.
- Maintain updated & accurate forms in database - communicate changes to Judges

### **CIVIL CASES**

- Small Claims - 100% assistance and service by Court Clerk - until Judge has made decision - then must refer people to resource site once appeal is opened
- Summary Proceeding – Court can not assist with process but clerk must review & sign forms as provided
- I have developed and keep stocked a wide variety of resources that are provided at initial request to start proceeding.

### **RESOURCE**

- Appointed Essex County Representative to NYSAMCC - available for each Justice Court Clerk within county as reference for court functions - responsible for assisting with training and coordinating with Clerks/Judges for quarterly training meetings.
- Agency Coordinator for DCJS - with audits annually for court access to Criminal Justice Website