

January 11th, 2021

Supervisor Brenda Adams opened the Town Board Zoom meeting with the Pledge Allegiance to the Flag followed by a moment of silence at 7:00 p.m.

Audience: 2

Present: Supervisor Brenda Adams

Councilperson Alan Miller - absent

Councilperson Ginny Nightingale

Councilperson Terese Platten

Councilperson David Patzwahl

MINUTES:

Motion: Councilperson Ginny Nightingale made a motion, seconded by Councilperson Terese Platten, to approve the December 14th, and December 20th, 2020 town board minutes. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
Councilperson Ginny Nightingale – yes;
Councilperson Terese Platten – yes; and
Councilperson David Patzwahl – yes.

Motion Carried.

BILLS: Councilperson David Patzwahl made a motion, seconded by Councilperson Ginny Nightingale, to approve the General bills: #01-#20 in the amount of \$7,822.17. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
Councilperson Ginny Nightingale – yes;
Councilperson Terese Platten – yes; and
Councilperson David Patzwahl – yes.

Motion Carried.

SUPERVISOR MONTHLY REPORT

Town Clerk Revenues	\$396.52
Highway Fund	\$300,429.38
Highway Fund-Capital	\$42,924.83
Lighting Districts	\$632.66
Fire Districts	\$300.00
Building Inspector	\$2,513.00
Planning Board	\$
Recreation	\$3,497.56

General Fund Balance	\$296,891.63
Court Revenues	\$ (October-2,472)
Zoning Board of Appeals	\$ -0-
Tax Collector	\$28.58

Revenues for the month of December 2020.

ORGANIZATIONAL RESOLUTIONS

Motion: Councilperson Terese Platten made a motion, seconded by Councilperson Ginny Nightingale, to approve Resolutions #1-28; and Resolutions #30-40: Resolution #29 and Resolution # 41 are TABLED. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
 Councilperson Ginny Nightingale – yes;
 Councilperson Terese Platten – yes; and
 Councilperson David Patzwahl – yes.

Motion Carried.

January 11, 2021 – Organizational Meeting – ORGANIZATIONAL RESOLUTIONS

RESOLUTION #01: Pay Rates/Periods General Fund

Be it resolved that the following pay rates and pay periods shall cover the following General Fund employees and elected officials effective December 29, 2020:

Supervisor	\$5,000.00	per year payable monthly
Council Members (Each)	\$1,800.00	per year payable quarterly
Town Clerk/Tax Collector	\$39,171.00	per year payable biweekly
Deputy Town Clerk I, II	\$18.36	per hour payable biweekly*
Justice I	\$1,2543.00	per year payable monthly
Justice II	\$1,2543.00	per year payable monthly
Court Clerk	\$19.38	per hour payable biweekly*
Planning Board/ZBA Clerks (Each)	\$16.65	per hour payable quarterly*
Superintendent of Highways	\$57,941.00	per year payable biweekly
Highway Clerk	\$18.36	per hour payable biweekly*
Assessor	\$26,572.00	per year payable biweekly
Assessor Assistant/Clerk	\$16.65	per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$16.64	per hour payable biweekly*
Dog Control Officer	\$5,000.00	per year payable monthly

Registrar Vital Statistics	\$372.49	per year payable annually
Assessment Review Board (Each)	\$125.00	payable after Grievance Period
Code Enforcement Officer	\$18,793.00	per year payable biweekly
Code Enforcement Assistant	\$16.65	per hour payable biweekly*

*All appointed hourly employees will be compensated for the time actually worked. The Deputy Town Clerks, Court Clerk and Highway Clerk will also receive compensation for five hours on holidays.

STANDARD WORK DAY:

For NYS Retirement System reporting purposes the standard workday for FULL time Town's General Fund employees will be set at six hours.

RESOLUTION #02: Pay Scale/Benefits Highway Department

Be it resolved that the scale of wage rates and benefits for the Highway Department employees effective December 29, 2019 shall be as follows:

WAGES:

Street Maintenance Foreperson	\$23.94 per hour/one employee*
Senior Motor Equipment Operator	\$23.25 per hour/one employee*
Motor Equipment Operator I	\$21.48 per hour/two employees*
Motor Equipment Operator II	\$19.69 per hour/one employees*
<u>Part Time</u>	<u>As needed</u>
Laborer	\$16.63 per hour/two employees*
(Probationary)	\$15.00 per hour/none*
Flag Person(s)	\$12.97 per hour/two as needed*

Probationary Period: 1 year from date of hire

* Currently authorized by the Town Board

CREDIT UNION:

All Town employees will have available to them employee participation through payroll deductions in the Columbia Greene Federal Credit Union, 207A Green St., Box 1339, Hudson, NY 12534.

STANDARD WORKDAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard workday commencing at 7:00 AM and ending at 3:30 PM with 1/2 hour for lunch.

STANDARD SUMMER WORKDAY:

The hourly paid employees of the Town of Canaan Highway Department shall work a standard summer workday of ten hours (10) four (4) days a week, commencing at 6:00 AM and ending at 4:30 PM with 1/2 hour for lunch, or as determined by the Highway Superintendent.

RESOLUTION #03: Longevity Bonus for Certain Town Officials and Employees

Be it resolved (Resolution #49 of 2016) that certain Town officials and employees having worked a minimum of 20 hours per week and have remained employed in good standing and have reached the following anniversary dates as of January 1st 2016 will receive a Longevity Bonus of a cumulative \$100 per year on the following anniversary dates: 25 years -\$2,500, 30 years - \$3,000, 35 years - \$3,500, 40 years - \$4,000, 45 years - \$4,500 and 50 years -\$5,000. Be it also resolved that only current Town officials and employees are eligible for this bonus, those positions being: Town Clerk/Tax Collector, Deputy Town Clerk/Deputy Tax Collector, Court Clerk, Highway Superintendent, Highway Clerk, and Highway employees.

RESOLUTION #04

VACATION for full time employees: (more than 20 hours per week)

Completion of 1 year	5 days
Completion of 2 to 5 years	12 days
Completion of 6 to 10 years	15 days
Completion of 11 to 15 years	19 days
Completion of 16 to 20 years	22 days

PAID HOLIDAYS:

New Year’s Day	January 1, 2021
Martin Luther King Day	January 18, 2021
Presidents Day	February 15, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021
Independence Day	July 4, 2021
Labor Day	September 6, 2021
Columbus Day	October 11, 2021
Election Day	November 2, 2021
Veteran’ s Day	November 11, 2021
Thanksgiving Day	November 25, 2021

Day after Thanksgiving November 26, 2021

Christmas Day December 25, 2021

If New Year's Day, Independence Day, Veterans Day, or Christmas Day fall on a Saturday, then the previous Friday will be the paid holiday. If the same holidays fall on a Sunday, then the following Monday will be the paid holiday.

SICK DAYS:

Five (5) per year with two (2) days convertible to personal days with the prior approval of the Highway Superintendent. Unused sick days may be accumulated to a maximum of forty-five (45) days.

PERSONAL DAYS:

Three (3) per year with no accumulation rights.

HEALTH CARE PLANS:

MVP, Empire Blue Cross-Blue Shield, and Delta Dental - Fully paid by the Town to include basic health maintenance, major medical, prescription drugs, vision, and dental - offered to employees that work a minimum of twenty hours (20) or more each week.

PENSION PLAN:

New York State Retirement Plan

BEREAVEMENT LEAVE:

Three (3) days for immediate family: father, mother, sister, brother, child, or spouse.

BIWEEKLY PAY PERIODS:

The last pay period for fiscal 2021 will end December 25, 2021, at 12:00 midnight with each succeeding pay period ending every other Saturday thereafter. The Highway Superintendent shall submit the payroll to the Supervisor within three (3) days of the close of the pay period and the Supervisor and Accountant shall prepare the payroll and issue paychecks within seven (7) days of the close of the pay period.

RESOLUTION #05: Payment of Monthly and Quarterly Workers:

All monthly and quarterly employees and elected officials will be paid on the last Friday of the month in which payment is due.

RESOLUTION #06: Mileage/Travel Allowances

Be it resolved that **fifty-five (0.55) cents per mile** be paid, after audit of properly submitted claims for the use of privately owned vehicle for official Town business, provided that funds for such expenses are available in the current budget; and be it further resolved that **THE ASSESSOR, and THE DOG CONTROL OFFICER BE PAID MILEAGE FOR NORMAL OFFICIAL BUSINESS TRAVEL**; however, no one will be paid mileage for travel to and from his/her Town office or for attending "in" town Board or Committee meetings. Also no mileage may be duplicated through any other source (i.e.: County or State government). The **CODE ENFORCEMENT OFFICER'S** gas mileage compensation is

included in the Town's Inter-Municipal Agreement with the Village of Philmont and the Town of Hillsdale (Resolution #29).

RESOLUTION #07: Town Board Meeting Dates

Be it resolved that the Town Board shall meet on the second Monday of each month at the Canaan Town Hall at 7:00 PM for the regular monthly meetings; and be it further resolved that Saturday Town Board Meetings may be scheduled in place of second Monday meetings by a majority agreement of the members of the Town Board; and be it further resolved that any scheduled meeting may be canceled or the date and/or time changed at any time by a majority agreement of the members of the Town Board with timely public notice.

RESOLUTION #08 Official Newspaper Designation

Be it resolved that the Columbia Paper newspaper having a general circulation in the Town of Canaan be are hereby designated and appointed as the official newspapers for the Town for the year 2020. Be it further resolved the public notices regarding meeting schedules and changes, and/or needed vacancies shall appear in both newspapers to insure timely notification to the public.

RESOLUTION #09: Official Bank Designation

Be it resolved that the **Bank of Greene County** is hereby currently designated as the official depository for all funds of the Town of Canaan.

RESOLUTION #10: Investment of Idle Funds

Be it resolved that the Supervisor be and is hereby authorized to invest idle funds of the Town of Canaan in Certificates of Deposit or U.S. Treasury Bills from time to time as it becomes apparent that such funds will not be required to meet the liquidity commitments of the Town, subject to Town Board Resolution.

RESOLUTION #11: Purchasing Practices

Be it resolved that for the fiscal year 2021 the Town Board of Canaan establishes the following purchasing practices: 1. The Town Supervisor may make purchases not to exceed \$1,000.00 without Town Board approval and per Resolution #42 of the year 1996, the Highway Department may make no purchase over \$5,000.00 without prior approval of the Town Board, per Resolution #7 of the year 2002

RESOLUTION #12: Required In-Service Training/Education

Be it resolved that all elected and appointed Town of Canaan officials are to successfully complete within a reasonable time frame the necessary in-service training programs to ensure proper compliance with the duties/responsibilities of the office to which each is elected/appointed. Included in this requirement are all in- service programs required by County, State or Federal mandates and any other in-service programs deemed appropriate by the Town Board of the Town of Canaan. Any costs associated with these in-service training programs, including travel expenses, will be the responsibility of the Town of Canaan.

RESOLUTION #13: Sec. 30 Fiscal Report - AUD

Be it resolved that pursuant to Sec. 29 subd.10A of the Town law the Supervisor is directed to submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the report to the State Comptroller which is required by Sec. 30 of the General Municipal Law, and that the Town Clerk shall notify the chosen newspapers within ten days after receiving the report that the report is available at the Town hall for public review.

RESOLUTION #14: Required Reports

Be it resolved that the Assessor, Code Enforcement Officer, Dog Control Officer, Tax Collector and Highway Superintendent shall submit to the Supervisor prior to each monthly meeting of the Town Board, in the form specified by the Town Board, including revenues derived there from and/or expenditures incurred, a report of all business transacted or all activities completed during the previous month, copies of which will be filed with the Town Clerk; and be it further resolved that the Town Clerk shall notify in writing each person involved by January 30, 2021 as to the nature of the required reports. Revenues must be turned in to the Town Clerk as collected.

Clerks are required to submit approved meeting minutes to the Town Clerk as explained in the Town Clerks manual. **Weekly clerk time sheets (all clerks)** must be submitted to the Town Clerk, signed by the chairperson/supervisor of individual departments, before they are submitted for payment.

RESOLUTION #15: Delegating on behalf of the Board

Pursuant to Town Law, S.29 39(16), be it resolved that the Town Board hereby authorizes and delegates to the Town Supervisor powers and duties of day-to-day administration and supervision of all town and special district facilities and employees consistent with and in furtherance of any and all State and Federal laws applicable thereto and with any and all local laws, resolutions or policies heretofore or hereafter adopted by this Town Board.

RESOLUTION #16: Appointment Budget Officer

Be it resolved that Supervisor Brenda Adams be and is hereby appointed as Town Budget Officer for the Town of Canaan.

RESOLUTION #17: Appointment of Clerks

Be it resolved that **Darsi Frederick** be and is hereby appointed as Court Clerk for the Justice Court of the Town of Canaan at a rate of pay as specified in Resolution #01. Be it further resolved that **Daryl Schiffer** be and is hereby appointed as Highway Clerk and is hereby paid at the rate of pay specified in Resolution#01. Be it further resolved that **Heather O’Grady** is hereby appointed First Deputy Town Clerk/Deputy Tax Collector and **Sandy Haakonsen** is hereby appointed Second Deputy Town Clerk/Deputy Tax Collector, both to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #18: Appointment of Clerks to Planning & ZBA

Be it resolved that **Adrienne Fletcher** is hereby appointed as Clerk to the Zoning Board of Appeals of the Town of Canaan at a rate of pay as specified in Resolution #01.

RESOLUTION #19: Appointment Assessor Assistant

Be it resolved that **Martin DeGennaro** is hereby appointed as Assistant to the Assessor at a rate of pay as specified in Resolution #01.

RESOLUTION #20: Appointments Zoning Board of Appeals

Be it resolved that **Brian Lossow** is reappointed to a five-year term beginning 1/1/2021 and ending 12/31/2025. Be it also resolved that **David Cooper** is hereby designated as Chairman of the Town Zoning Board of Appeals.

RESOLUTION #21: Appointments Planning Board

Be it resolved that **Marlene Tuczinski** is reappointed to a seven-year term beginning 1/1/2021 and ending 12/31/2027. Be it also resolved that **Pierre Gontier** is hereby designated as Chairman of the Planning Board

RESOLUTION #22: Appointment Records Management and Freedom of Information Officer

Be it resolved that **Charlotte Cowan** be and is hereby appointed as Records Management and Freedom of Information Officer for the Town of Canaan, with the Supervisor acting as the appeals agent, and will call on the Ethics Committee should there be a conflict for the Supervisor.

RESOLUTION #23: Appointment Registrar of Vital Statistics

Be it resolved that **Charlotte Cowan** be and is hereby appointed as Registrar of Vital Statistics for the Town of Canaan at an annual salary and payment schedule specified in Resolution #01.

RESOLUTION #24: Appointment Traffic Safety and Control Officer

Be it resolved that the Traffic Safety and Control Officer for 2021 shall be **Bernhard (Bernie) Meyer**.

RESOLUTION #25: Appointment Dog Control Officer

Be it resolved that **Lynne Torello** be and is hereby reappointed as Dog Control Officer for the year 2021 at an annual salary and payment schedule as specified in Resolution #01.

RESOLUTION #26: Appointment Representative to Columbia County Office of the Aging Committee

Be it resolved that **Sallie LaValle** is hereby appointed as Town representative to the Office of the Aging Committee.

RESOLUTION #27: Appointment Home Delivered Meals Program Administrator

Be it resolved that **Jean Stelling** is hereby reappointed to administrate the Town's Home Delivered Meals Program and receive mileage and other reimbursements for expenses he may incur in the performance of his duties as the Program's administrator. Be it further resolved that any volunteers delivering meals in the Program are also to receive compensation for gas mileage at the rate specified in Resolution #05.

RESOLUTION #28: Appointment Wednesday 60+ Meal Program Administrators

Be it resolved that the following individual is hereby appointed to administrate the Town's Wednesday 60+ Meal Program: **Stephanie Guelpa**. Be it also resolved that the administrator is eligible for reimbursement for supplies and other expenses associated with the Program.

RESOLUTION #29: Code Enforcement Inter-Municipal Agreement with Hillsdale and Philmont TABLED

Be it resolved that the Towns of Canaan and Hillsdale and the Village of Philmont have entered into an agreement to share a Code Enforcement Officer (CEO, ZEO, Building Inspector) and all associated contractual costs of such function divided equally between each municipality. Be it also resolved that the Town of Canaan will be the administrator of the agreement and receive monthly payments (to be confirmed) from the other two municipalities.

RESOLUTION #30: Inter-municipal Agreement w/Columbia County, Austerlitz, Chatham, New Lebanon, and Ghent

Be it resolved that a Highway agreement shall be continued for the year 2021 subject to the approval of the Highway Superintendents and the Municipal Boards. Be it further resolved that inter-municipal work between the Town of Canaan, Columbia County, Austerlitz, Chatham, New Lebanon and Ghent shall be at the discretion of the Canaan Highway Superintendent and that estimated costs shall be recorded for the received inter-municipal services to insure an equal share of remuneration to each municipality.

RESOLUTION #31: Appointment Town Hall Caretakers

Be it resolved that **Randy and Jeanine Moshimer** are hereby appointed as Caretaker of the Town Meeting Hall at an annual payment of \$5,259.00 - paid in quarterly installments - and the said duties be described by the Supervisor and Town Clerk.

RESOLUTION #32: Appointment Accountant

Be it resolved that **Nelson Furlano** is hereby appointed as Town Accountant at an annual payment of \$11,306.00 - paid in monthly installments.

RESOLUTION #33: Appointment General Insurance Provider

Be it resolved that NYMIR (New York Municipal Insurance Reciprocal) is hereby appointed to provide the Town's insurance coverage for structures, vehicles, equipment, general liability, theft, and cybersecurity in 2021 at an estimated premium of \$18,500.00

RESOLUTION #34: Appointment Technical Support Services

Be it resolved that **Edmunds Gov Tech Managed IT Services** is hereby appointed to provide the Town's technical support services for computer hardware, software, internet, website, backup, antivirus and malware software in 2021 at an annual payment of \$3,504 paid in quarterly installments and \$3,300 for two new computers and Microsoft Office software. Be it also resolved that the Town has also entered into an inter-municipal technical support agreement with Columbia County.

RESOLUTION #35: Appointment General Counsel

Be it resolved that **Freeman & Howard** shall be appointed as Attorney to the Town for general matters requiring legal advice and litigation during 2021; and be it further resolved that payment for such counsel shall be outlined in a contract at \$175 per hour for general legal services and \$185 per hour for litigation services. Be it further resolved that the Town Board reserves the right to seek and contract additional Attorneys for circumstances which require a particular advisory or litigation expertise.

RESOLUTION #36: Appointment Humane Society

Be it resolved that the Town shall enter into an annual contract with **Columbia-Greene Humane Society** to provide temporary and permanent shelter, if necessary, for dogs impounded by the Dog Control Officer.

RESOLUTION #37: Appointment Ambulance Service

Be it resolved that the Town shall enter into an annual agreement with **Chatham Rescue Squad (CRS)** to provide ambulance service to the Town of Canaan for \$158,762.00 for the calendar year 2021 to be paid via the county chargeback system.

RESOLUTION #38: Appointment of Town Hall-Stoddard Field Maintenance Person

Be it resolved that **Curt Morris** is appointed to the position of Town Hall-Stoddard Field Maintenance Person at a rate of pay specified in Resolution #01. Be it further resolved that the position is subject to reimbursements of equipment maintenance and fuel costs.

RESOLUTION #39: Appointment of Town Historian

Be it resolved that **Doris Gearing** is appointed to the position of Town Historian for the year 2021.

RESOLUTION #40: Appointment of Board Liaisons to Functions and Organizations

Be it resolved that the Town Board accepts following liaison assignments for the fiscal year 2021.

Highway Department: Alan Miller

Recreation Commission: Terese Platten

Code Enforcement Officer: Brenda Adams

Berkshire Farm: Brenda Adams

Assessor: David Patzwahl

Planning Board/ZBA: Ginny Nightingale

RESOLUTION #41 - Assistance to Public Cemetery Corporations in Canaan

TABLED

WHEREAS, the State of New York has amended General Municipal Law to include Section 165-a., Voluntary Municipal Assistance to Public Cemetery Corporations, which allows municipalities to financially assist public cemeteries with the purchase of goods and services and

WHEREAS, the Canaan Town Board has received requests from the public cemeteries in the Town of Canaan: Canaan Cemetery, Cemetery of the Maples Inc., and the Red Rock Cemetery, for assistance under General Municipal Law Section 165-a and

WHEREAS, the Canaan Town Board has reviewed prior year costs for the individual cemeteries for annual insurance premiums for property liability and mowing and clean-up maintenance,

NOW THEREFORE, BE IT RESOLVED that the Canaan Town Board of the Town of Canaan does hereby approve the following amounts to be allocated to the individual cemeteries in 2021:

Canaan Cemetery	\$
Cemetery of the Maples	\$
Flatbrook Cemetery* (*town responsibility, there is no longer a cemetery association)	
Queechy Methodist Cemetery	\$
Red Rock Cemetery	\$

BE IT FURTHER RESOLVED that the Town Board of Canaan will approve paying such amounts based on the following conditions:

1. The cemetery does not discriminate sales of burial plots because of religious, regional, ethnic or other affiliations,
2. The cemetery conforms with New York State Law by filing its Form DOS-145 (Rev. 10/10), Annual Report of Cemetery Corporation, by March 15th of each year to the New York State Department of State - Cemetery Division,
3. Competitive bidding for services takes place each year and consolidation of services among each cemetery is considered to maintain costs at their lowest possible reasonable level,
4. No financial assistance will be transacted directly with a cemetery. Each cemetery must present their annual, quarterly or monthly bills for only the services mentioned above to the Canaan Town Clerk for approval by the Canaan Town Board. Any costs exceeding the amounts noted above will be the responsibility of the cemetery and,
5. Each cemetery will provide the Town Clerk with their insurance companies' Certificate of Insurance with an annual aggregate two million liability coverage, one million per occurrence, and naming the Town of Canaan as an additional insured on the Certificate.

<<<end Organizational Resolutions #1 through 41>>>

RESOLUTION #42: Standard workday for NYS & CC retirement

All Elected Officials

Supervisor	5 day workweek, 6 hour day
Town Board Member Town	5 day workweek, 6 hour day
Clerk/fax Collector Town	5.day workweek, 6 hour day
Justice	5 day workweek, 6 hour day
Highway Superintendent	5 dayworkweek, 8 hourday

Highway Employees

Highway Employees	5 day workweek, 8 hour day
Highway Superintendent Clerk	5 day workweek, 6 hour day

Appointed Official

Building Inspector/Code Enforcement Officer	5 day workweek, 6 hour day
Assessor and/or Assessor Clerk	5 day workweek, 6 hour day
and/or Deputy Court Clerk	Court Clerk
Town Clerk	5 day workweek, 6 hour day
Deputy	5 day workweek, 6 hour day
Planning Board Members	Clerk/Typist
(Building Insp/Plan Brd/ZBA)	5 day workweek, 6 hour day

Motion: Councilperson Terese Platten made a motion, seconded by Councilperson Ginny Nightingale, to approve Resolution #42. 4-ayes.

Roll-call:

Supervisor Brenda Adams-yes;
Councilperson Terese Platten-yes;
Councilperson Ginny Nightingale-yes; and
Councilperson David Patzwahl – yes.

Motion Carried.

Resolution #43 – Real Property Senior Citizen & Disabled exemptions as now required by NYS January 2021 Executive Order.

Motion: Councilperson David Patzwahl made a motion, seconded by Councilperson Terese Platten, to approve Resolution #43. 4-ayes.

Roll-call:

Supervisor Brenda Adams-yes;
Councilperson Terese Platten-yes;
Councilperson Ginny Nightingale-yes; and
Councilperson David Patzwahl-yes.

Motion Carried.

Resolution #44 – Budget amendment every 7 years.

Motion: Councilperson David Patzwahl made a motion, seconded by Councilperson Ginny Nightingale, to approve Resolution #44. 4-ayes.

Roll-call:

Supervisor Brenda Adams-yes;
Councilperson Terese Platten-yes;
Councilperson Ginny Nightingale-yes; and
Councilperson David Patzwahl-yes.

Motion Carried.

RESOLUTION #45 Optout of RPTL Section 487 preserving local review of large solar projects and the right to tax the same.

Tabled until February-TABLED

Report from County Board of Supervisors:

1. Supervisor Brenda Adams reported an update on COVID cases. County offices are operating at 25% capacity because of COVID. People are not being replaced. Phase 1 for COVID vaccines are people over the age of 75. There will be additional sites when operational.

2. Supervisor Brenda Adams said that the Sheriffs' Department did not go through proper channels to purchase body cameras. They did not follow the proper process for the County Budget. Body cameras purchased for \$100,000.00 for a five-year contract. No comparison of prices was made.

3. Local elected officials made a statement about the January 6th events in Washington, DC. Supervisor Brenda Adams wants, "support spirit of coming together."

BOARD DISCUSSION

1. **Broadband update:** no update
2. **ChargePoint** (electric car charging station) update: Councilperson Terese Platten is waiting for a site visit from Verizon regarding Verizon lending the Town a cellular service network extender.
3. **Climate Smart Community update:** Councilperson Terese Platten reported that a committee has been formed and no meeting has been held to date.
4. **CNHN:** Councilperson Ginny Nightingale reported that the Canaan Neighbors Helping Neighbors has received solid donations from January. They are reaching out to three families and additional outreach to the community. The next meeting is January 19th, 2021.
5. **Planning Board meetings:** Councilperson Ginny Nightingale is working on the Sunoco Gas Station and the Winery site plan has not been approved. The Planning Board is still in need of a clerk.
6. **Webhost and email accounts:** Accounts have been moved and new email addresses will follow, set up by Edmunds GovTech Managed IT Services (new IT company).
7. **Drinking Water Protection:** Councilperson David Patzwahl met with Steve Winkley, doing the study, said that he has done the mapping out of the wells.

Transfer station

Town Vehicle replacement: Supervisor Brenda Adams informed all that our CEO Lee Heim had an accident with the electric vehicle. Councilperson David Patzwahl looked into replacing the totaled vehicle. Councilperson Patzwahl said will need to purchase snow tires.

Motion: Councilperson Terese Platten made a motion, seconded by Councilperson Ginny Nightingale to approve the purchase of a new electric town vehicle. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
Councilperson Ginny Nightingale – yes;
Councilperson Terese Platten – yes; and
Councilperson David Patzwahl – yes.

Motion Carried.

Sexual Harassment Training: Town employees have been notified and given the link to the training site. When one has completed the training certificates of those who take the test will be sent to the Supervisor.

Zoom Account: Supervisor Brenda Adams said that the Zoom account has been opened for the Town; access and procedures to be defined and new hardware is needed in the supervisor and clerk offices to make this happen.

Cemeteries: Supervisor Brenda Adams said we will go out to bid for the mowing of the Town cemeteries. Councilperson David Patzwahl will oversee the bid process.

Employee Handbook Draft (with Supervisor for review) Councilperson Terese Platten.

ASSESSOR REPORT: (Supervisor Brenda Adams read)

Exemptions

Governor Cuomo issued an executive order allowing for Towns to “opt-in” to new legislation that allowed recipients of the Low-income senior and Low-income disabled exemptions to receive the same exemption amounts as last year without the need to reapply. This was then later made into law as mandatory for all towns.

We are passing the resolution at this meeting to ensure that additional wording is included which allows the Assessor to remove the exemption if someone has sold or otherwise changed ownership.

This office had already sent out the renewal applications for the 2021 Roll year. I personally called most people that had not already applied to explain the details. For those that did not answer I sent a mailing with the same information. For those that had already applied, some had more income than the previous year and were going to lose the exemption or receive a lower amount. I rolled those exemption amounts back to 2020 amounts, as provided for in the law. For any applications that had LESS income they were given the larger exemption, as provided for by law. NEW applications are still able to be accepted for people just getting into the program.

Around the Office

Assessor is processing all other exemptions, reviewing and processing sales, reviewing permits and finishing field work to produce any new values needed.

It is also that time of year to work with and review the States information that’s goes into determining the next equalization rate. I expect our 2021 Level of assessment to remain around 100% without the need for any overall changes. With that said, remember the sates used in the assessment values are always a year behind. The increase in the Market will not have an effect on the assessments until the 2022 roll year.

Canaan Highway Monthly Report

ACTIVITIES:

Welcome to the new year. We had a few snowstorms the end of December. The crew and I were out Christmas Day as well as New Year’s dealing with snow, black ice and flooding conditions. We put out over 170 ton of sand & salt during one storm alone.

There is a possibility that the snowstorm on Dec. 17th may be declared as a FEMA storm. Daryl submitted our estimate to the county and we have been informed that the county as a whole has met the threshold.

We had a serious flooding problem on Edwards Park North for several days. See the attached pictures. The beavers were active and had backed up water on CSX property. After multiple calls to CSX they finally addressed the situation and broke up the dam. Because there is a residence on Edwards Park North, I personally checked in with the homeowner to see if he was alright or needed anything.

Due to the freeze/thaw cycle on the roads our plow steel is wearing significantly.

REQUESTS:

284 Agreement

Motion: Councilperson Ginny Nightingale made a motion, seconded by Councilperson Terese Platten, to approve the 284 Highway Expenditure of Highway Moneys. 4-eyes

Roll-call showed: Supervisor Brenda Adams – yes;

Councilperson Ginny Nightingale – yes:

Councilperson Terese Platten – yes; and

Councilperson David Patzwahl – yes.

Motion Carried.

Public Discussion:

Merry Lathrop asked about where she goes to get vaccinated

Bernie Meyer asked about EZ pass for Highway Department (need Town credit card to make this happen)

EXECUTIVE SESSION: Supervisor Brenda Adams asked to go into executive session to discuss a personnel matter and possible litigation.

Motion: Councilperson Ginny Nightingale made a motion, seconded by Councilperson David Patzwahl, at 8:37 p.m. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
 Councilperson Ginny Nightingale – yes:
 Councilperson Terese Platten – yes; and
 Councilperson David Patzwahl – yes.

Motion Carried.

Motion: Councilperson Ginny Nightingale made a motion, seconded by Councilperson David Patzwahl, to return to the regular meeting at 9:15 p.m. Supervisor Brenda Adams said there were no decisions nor motions made in executive session. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
 Councilperson Ginny Nightingale – yes:
 Councilperson Terese Platten – yes; and
 Councilperson David Patzwahl – yes.

Motion Carried.

Adjournment: Councilperson David Patzwahl made a motion, seconded by Councilperson Terese Platten, to adjourn the meeting at 9:20 p.m. 4-ayes.

Roll-call showed: Supervisor Brenda Adams – yes;
 Councilperson Ginny Nightingale – yes:
 Councilperson Terese Platten – yes; and
 Councilperson David Patzwahl – yes.

Motion Carried.

Respectfully submitted,

Charlotte L. Cowan

Canaan Town Clerk

