

Town of Canaan, New York

Town Board Regular Meeting Minutes:

January 9, 2023: 7:00 pm – 8:01 pm

Hybrid Meeting: In Person at Town Hall and via ZOOM

Present

Supervisor Brenda Adams
Councilperson Alan Miller
Councilperson Ginny Nightingale
Councilperson David Patzwahl
Councilperson William Powers

Also in Attendance:

Highway Department Superintendent Stephen Van Tassel
Town Clerk Josh Weisbuch

Audience: 0

Attendees via Zoom: 3

Moment of Silence and Pledge of Allegiance

The Supervisor asked those present to remember Andy Meier, a community member who passed last week.

MOTION: Approve September 12 Meeting Minutes

Councilperson David Patzwahl stated that he could not approve the meeting minutes this month because they did not come to him with enough time for review. The Supervisor suggested that he propose a motion to table the approval of the minutes.

The Town Clerk responded the minutes were his responsibility and he was unable to get the final draft to the Supervisor allowing her enough time to complete her review. He apologized to those online for not getting them done and pledged to get a better plan together to complete them.

Councilperson Ginny Nightingale stated that she believes not having a set of Draft Minutes available / published by the two weeks after the meeting puts the town in violation of state law.

Councilperson David Patzwahl made a motion, seconded by Councilperson Will Powers, to table the approval of the minutes from the December 2023 regular meeting minutes and the Special Meeting minutes from December 27th because the board had not received them from the Town Clerk in enough time to review and approve them. 4 AYES: 1 ABSTENTION: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – abstain;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and

Councilperson William Powers – yes

DECEMBER BILLS

Questions: Councilperson Alan Miller asked whether town was receiving voice over IP service for the Library. Supervisor stated that she believed the Library has both internet charges and a separate voice line. Councilperson Miller stated he would check to see if a Voice over IP line was possible and if it would save the town funds.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller, to approve the December Bills. 5 AYES: Motion carried.

- Supervisor Brenda Adams – yes;
- Councilperson Alan Miller – yes;
- Councilperson Ginny Nightingale – abstained;
- Councilperson David Patzwahl – yes; and
- Councilperson William Powers – absent / excused.

SUPERVISOR MONTHLY REPORT: Read by Town Clerk Josh Weisbuch

TOWN CLERK REVENUES	\$ 273.02
HIGHWAY FUND	\$ 456,345.67
HIGHWAY FUND CAPITAL	\$ 102,936.00
LIGHTING DISTRICTS	\$ (109.55)
AMBULANCE AND FIRE DISTRICTS	\$ 300.00
BUILDING INSPECTOR	\$
PLANNING BOARD	\$ 300
RECREATION	\$ 3,498.31
COURT REVENUES (sept 12)	\$ 2,655.00
ZONING BOARD OF APPEALS	\$
TAX COLLECTOR	\$ 0.00

The Supervisor stated that negative balances would be corrected after payment of encumbered bills. Overages are not due to additional spending but rather to increased cost of fuel and supplies in 2022. There were no other questions on Financials.

RESOLUTIONS

ANNUAL ORGANIZATIONAL RESOLUTIONS #1 - #46

The Supervisor asked the board if they agreed to review and vote on Annual Organizational Resolutions #1-#46 four or five at a time. The Board agreed.

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 25, 2022:

Supervisor	\$10,000.00 per year payable monthly
Council Members (per person)	\$ 1,900.00 per year payable quarterly
Town Clerk/Tax Collector	\$35,255.00 per year payable biweekly
Deputy Town Clerk	\$19.86 per hour payable biweekly*
Justice I	\$13,441.50 per year payable monthly
Justice II	\$13,441.50 per year payable monthly
Court Clerk	\$20.36 per hour payable biweekly*
Planning Board/ZBA Clerks (per person)	\$17.49 per hour payable quarterly*
Superintendent of Highways	\$57,147.00 per year payable biweekly
Highway Clerk	\$19.28 per hour payable biweekly*
Assessor	\$27,917.00 per year payable biweekly
Assessor Assistant/Clerk	\$17.49 per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$17.14 per hour payable biweekly*
Dog Control Officer	\$ 5,000.00 per year payable monthly
Registrar Vital Statistics	\$380.00 per year payable annually
Assessment Review Board (per person)	\$125.00 payable after Grievance Period
Code Enforcement Officer	\$27,165.00 per year payable biweekly

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

STANDARD WORKDAY:

For NYS Retirement System reporting purposes the standard workday for the 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 January 01, 2023 shall be as follows:

Probationary Period: 1 year from date of hire

* Currently authorized by Town Board

CREDIT UNION:

All Town employees will have available to them employee participation through payroll deductions in the Sunmark Credit Union, 1187 Troy-Schenectady Road, Latham, NY 12110.

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 6:00AM and ending at 4:30PM 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)

PAID HOLIDAYS:

New Year's Day January 1, 2023 (paid holiday 01/02/2023)

Martin Luther King Day	January 16, 2023
Presidents Day	February 20, 2023
Good Friday	April 7, 2023
Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 4, 2023
Labor Day	September 4, 2023
Columbus Day	October 9, 2023
Election Day	November 7, 2023
Veteran's Day	November 10, 2023
Thanksgiving Day	November 23, 2023
Day after Thanksgiving	November 24, 2023
Christmas Day	December 25, 2023

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 or substantially* 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.

*depending on date of hire.

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 year 2022 will end December 31, 2022, 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.

RESOLUTIONS 1-5 WERE APPROVED AS SUBMITTED.

Councilperson David Patzwahl made a motion, seconded by Councilperson Allan Miller to approve the annual organizational resolutions 1 – 5: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION #06: Mileage/Travel Allowances

Be it resolved that **65.5 cents per mile** be paid, after audit of properly submitted claims for the use of privately owned vehicles on 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).

Councilperson Nightingale asked if this is the state rate for reimbursement. The Supervisor stated this is the official IRS rate for 2023 and that the Town, and County, have historically used the IRS rate.

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 is hereby designated and appointed as the official newspaper for the Town for the year 2023. Be it further resolved the public notices regarding meeting schedules and changes, and/or needed vacancies shall appear in same newspaper 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.

RESOLUTIONS 6 - 10 WERE APPROVED AS SUBMITTED.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Allan Miller to approve the annual organizational resolutions 6 - 10: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION #11: Purchasing Practices

Be it resolved that for the fiscal year 2023 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 official newspaper 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, 2023 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.

RESOLUTIONS 11-14 WERE APPROVED AS SUBMITTED.

Councilperson David Patzwahl made a motion, seconded by Councilperson Allan Miller to approve the annual organizational resolutions 1 thru 5: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

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 **Christine Wemple** 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 Deputy Town Clerk/Deputy Tax Collector to be paid at the rate of pay specified in Resolution #01.

RESOLUTION #18: Appointment of Clerks to Zoning Board of Appeals (ZBA)

Be it resolved that **Jillian Kasow** is hereby appointed as Clerk to the ZBA of the Town of Canaan at a rate of pay as specified in Resolution #01.

RESOLUTION #19: Appointment Assessor Assistant tabled

Be it resolved that to be determined / new hire be appointed as Assistant to the Assessor at a rate of pay as specified in Resolution #01 for a maximum of 160 hours.

RESOLUTIONS 15-19 WERE APPROVED AS SUBMITTED.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Allan Miller to approve the annual organizational resolutions 15 thru 19: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION #20: Appointments Zoning Board of Appeals

Be it resolved that **Heather O'Grady** is reappointed to a five-year term beginning 1/1/2023 and ending 12/31/2027. 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 **Jillian Kasow** is appointed to a seven-year term beginning 1/1/2023 and ending 12/31/2029. 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 **Joshua Weisbuch** 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 **Joshua Weisbuch** 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 2023 shall be David Patzwahl.

RESOLUTIONS 20-24 WERE APPROVED AS SUBMITTED.

Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale to approve the annual organizational resolutions 20 thru 24: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION #25: Appointment Dog Control Officer

Be it resolved that **Lynne Torello** be and is hereby reappointed as Dog Control Officer for the year 2023 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 **Marcia Kammerer** is hereby appointed to administer the Town's Home Delivered Meals Program and receive mileage and other reimbursements for expenses she 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 **Stephanie Guelpa** hereby be appointed to administer the Town's Wednesday 60+ Meal Program. 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

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 \$100 from each of the other two municipalities.

Be it further resolved that the Supervisor may invoice the Village of Philmont and Town of Hillsdale for the 2022 budget shortfall of \$252 each associated with higher fuel prices and number of miles driven.

RESOLUTIONS 25-29 WERE APPROVED AS SUBMITTED.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller to approve the annual organizational resolutions 25 thru 29: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

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 2023 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 \$5,636.00 to be 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 \$11,880.00 to be 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 cyber security in 2023 at an estimated premium of \$21,000.

RESOLUTION #34: Appointment Technical Support Services

Be it resolved that **Edmunds GovTech 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 2023 at a annual payment of \$3,672 paid in quarterly installments and \$3,000 for two new computers, software and installation. Be it also resolved that the Town has also entered into an inter-municipal technical support agreement with Columbia County.

RESOLUTIONS 30-34 WERE APPROVED AS SUBMITTED.

Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale to approve the annual organizational resolutions 30 thru 34: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

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 2023 and be it further resolved that payment for such counsel shall be outlined in a contract at \$200 per hour for general legal services and \$225 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 a one year agreement with **Chatham Rescue Squad (CRS)** to provide ambulance service to the Town of Canaan for \$144,388 for the calendar year 2023 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 2023.

RESOLUTIONS 35-39 WERE APPROVED AS SUBMITTED.

Councilperson David Patzwahl made a motion, seconded by Councilperson William Powers to approve the annual organizational resolutions 35 thru 39: 5 AYES: Motion carried.

- Supervisor Brenda Adams – yes;
- Councilperson Alan Miller – yes;
- Councilperson Ginny Nightingale – yes;
- Councilperson David Patzwahl – yes; and
- Councilperson William Powers – yes.

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 2023.

- Highway Department:** David Patzwahl
- Recreation Commission:** Alan Miller
- Code Enforcement Officer:** Brenda Adams
- Berkshire Farm:** Brenda Adams
- Assessor:** David Patzwahl
- Planning Board/ZBA:** Ginny Nightingale
- Climate Smart Task Force:** Will Powers

RESOLUTION #41 – Assistance to Public Cemetery Corporations in Canaan

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 Town Board of the Town of Canaan will allocate the \$23,175 cemetery budget line among the following cemeteries; individual allocations to be determined upon the completion of a biennial bid process.

Canaan Cemetery
Cemetery of the Maples
Flatbrook Cemetery*
Queechy Methodist Cemetery*
Red Rock Cemetery

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

- The cemetery does not discriminate sales of burial plots because of religious, regional, ethnic or other affiliations,
- 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,
- 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,
- 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,
- 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.

*town responsibility, there is no longer a cemetery association

RESOLUTION #42: Appointment of Climate Smart Task Force Members

Be it resolved that **Craig Westcott, Marion Bolognesi, Dylan Cipowski, Becky Meier, Thomas Potter and Andrei Vankov** be reappointed to the Town of Canaan Climate Smart Task Force for a one-year

term, that **Will Powers** be appointed for a one-year term and as coordinator, and be it further resolved that **Craig Westcott** be re-appointed as Chairperson of the Task Force for one year.

Supervisor noted that in the future 1 year membership terms could be updated to a staggered multiyear terms.

RESOLUTION #43: Appointment of Ethics Committee Member

Be it resolved that **John Kowalski** be reappointed for a three-year term beginning January 01, 2023 and ending December 31, 2025.

Resolution #44: Recreation Committee

Be it resolved that **Kristin Van Note and Jacqueline Ruston** be appointed as members of the Town of Canaan Recreation Committee for the year 2023 with the purpose of operating the summer recreation program within the limits of the 2023 budget.

Resolution #45: Be it resolved that David Patzwahl be reappointed as Deputy Supervisor for the year 2023.

Resolution #46: Required Sexual Harassment Prevention Training

Be it resolved that all elected and appointed Town of Canaan officials are to successfully complete annual Sexual Harassment Prevention Training as required to ensure proper compliance with New York State law. Any costs associated with this training program, including travel expenses, will be the responsibility of the Town of Canaan.

RESOLUTIONS 40-46 WERE APPROVED AS SUBMITTED.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller to approve the annual organizational resolutions 40 thru 46: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION 47 to execute 2023 Shared Services Agreement with Columbia County Department of Management Information services (MIS)

Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller to approve the 2023 Shared Services Agreement with Columbia County Department of Management Information services (MIS). 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION 48 to expend Highway Capital Account Funds for the purchase of replacement truck.

Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller to expend Highway Capital Account Funds for the purchase of replacement truck. 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

Discussion on replacement vehicle:

The Supervisor asked Highway Department Superintendent Stephen Van Tassel for an explanation of the new truck quotes. The Superintendent reviewed the three truck quotes with the Board. Questions were asked about the specific warranties, contract prices, and availability.

Highway Superintendent Van Tassel is recommending the purchase of the truck that is available immediately at a comparable Municipal price from DeNooyer's Chevrolet not to exceed \$72,000.

RESOLUTION 49 to accept bid from Denooyer's Chevrolet for the purchase of replacement truck not to exceed \$72,000.

Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller to accept bid from Denooyers' Chevrolet and to expend Highway Capital Account Funds for the purchase of replacement truck not exceed \$72,000. 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

Supervisor thanked the Superintendent and Councilperson Patzwahl for their in-depth and prompt work on this process stating that it has eased the board's concerns that the replacement would cost more and take longer to accomplish.

RESOLUTION 50 Canaan Highway Department Annual 284 Agreement

The Board decided to table this resolution in order to review the numbers for the agreement with the Highway Superintendent.

Councilperson David Patzwahl made a motion, seconded by Councilperson William Powers to table RESOLUTION 50: 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

RESOLUTION 51 to authorize the Highway Superintendent to send the F550 truck to auction to be sold in "As-Is" condition.

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller to authorize the Highway Superintendent to send the F550 truck to auction to be sold in "As-Is" condition. 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;

Councilperson David Patzwahl – yes; and
Councilperson William Powers – yes.

Board was advised that expectations are low (regarding auction return) when auctioning the F550 because the vehicle is in non-working order.

Report from County Board of Supervisors by Supervisor Brenda Adams:

The Supervisor reports that there has been an increase in Covid-19 infections. The number of hospitalizations doubled last week putting strain on the hospital.

Committee assignments came out for the County Board of Supervisors this week. The Supervisor has been reappointed to the following: County Government, Economic Development, the Climate Smart Task Force, the Insurance Committee, Co-Chair of the Housing Task Force and appointed to Health and Human services.

Committee meeting dates have been rescheduled which may change the Supervisor's office hours; she will inform the board if changed via memo and change website.

Old Business

Hybrid Meeting Concept: The Board agreed that hybrid meetings should be continued indefinitely considering ongoing, seasonal, public health concerns and because it provides greater access to meetings.

Town Covid Guide & Mask requirement reviewed again this month.

The Town Board decided to keep the threshold for the mask requirement to a recommendation at Town Hall but will continue to review status on a month to month basis.

Board Discussion:

The Supervisor announced that there are three open positions: Planning Board Clerk, Assessors Assistant and the Deputy Highway Superintendent. E-mail going out to Newsletter e-mail list, posting on web site. Supervisor stated that word of mouth is often the most effective way and asked board to consider people they know and ask them to contact Town Hall.

Broadband Grant Update:

Dave Berman is working with Consolidated to come up with final numbers based on the concurrent review of Town, County, PSC, and FCC unserved lists. The Supervisor expects to know what the costs are later this month; with those numbers the Town can begin to finalize details for moving forward with the grant and purchase of services.

Zoning & Planning update: Councilperson Ginny Nightingale:

Councilperson Ginny Nightingale stated that there was nothing to report since neither group met this month.

Climate Smart Task Force report: Councilperson William Powers:

Councilperson William Powers reported that the Climate Smart Task Force submitted more than the required 120 points to New York State for Bronze certification, the first threshold in the certification process. Any extra points will roll over toward the 300 points for Silver certification. The Heat Pump scoping document is completed as is the Natural Resource Inventory and the Green House Gas inventory.

Councilperson Powers stated that Chairman Craig Westcott has worked with Deputy Clerk Heather O'Grady to post these documents to the Canaan Climate Smart Task Force page on the Town of Canaan web site at www.CanaanNewYork.org.

Traffic Safety Committee report by Councilperson David Patzwahl:

Councilperson David Patzwahl stated that the Safety Committee did not meet since it meets every other month.

Transfer station report by Councilperson David Patzwahl:

Councilperson David Patzwahl reported that the Town finished the year with the Transfer Station volumes lower than 2021.

This month's report indicates that the Town disposed of 38.37 tons in December of 2022, down from 52.74 tons of December 2021. Overall volume for the month was down over 14 tons.

For the year ending December 31, 2022, overall volume was down 48.94 tons from the same twelve month period in 2021.

Councilperson David Patzwahl wanted to remind the Town that new transfer stickers are available in the Clerk's office. New process this year where license plate is written on the sticker as well as in the official book and people are asked to review and sign the rules.

Councilperson Ginny Nightingale remarked how she received her sticker and the woman before her was very pleased to be able to receive two stickers instead of one sticker like last year.

Supervisor stated that there was one glitch: the Printer had promised a die cut section of the sticker to write the license plate on the sticker. Unfortunately the vendor could not supply the cut-out section and the printer was unable to find a replacement vendor in the time allotted.

For 2024, a new vendor will be found since the current process of peeling the sticker away from the backing to write license plate does take some additional time for the Clerk's office.

Supervisor reports that the rules form is being signed when people receive their stickers. She added the open hours of the Transfer Station have been added to the form as a reminder; there has been feedback from the Transfer Station that some people are arriving at the Transfer station after the noon closing time. Supervisor stated that an additional sign may be needed to post hours and prevent people from coming later than the station is open.

The Board requested that Transfer station rules are to be posted on Web site.

Highway Department Salary Survey Meeting report by Councilperson David Patzwahl:

Data showing total compensation package for Highway employees was presented to Town Highway employees this month. Presentation sent to Supervisor to be kept in the files.

The Supervisor thanked both Highway Superintendent Van Tassel and Councilperson David Patzwahl for their hard work preparing and making the presentation to the Highway staff. Supervisor stated it is important to let employees know how much they are valued and to see how our town's compensation compares to other towns.

Complaints from site B3 regarding light pollution.

The Supervisor reported that the Town had received complaints regarding replacement and additional lights at the Onvo Travel Plaza including phone calls and written complaints.

Canaan Code Enforcement Officer Lee Heim has received the information and will coordinate with owners of the operation and the Planning Board to determine if the site is in compliance or if an additional review is warranted.

Article 78 report by Supervisor Brenda Adams:

No new news to report. The action has yet to go to court, most likely due to ongoing court backlogs.

The Annual Audit meeting was scheduled for February 13th at 6:15 to audit cash accounts in Town.

Assessors report

Board had no questions.

Highway Superintendent report January 9th, 2023: Canaan Highway Superintendent Stephen Van Tassel

Highlights include:

- Report on the weather and how it is affecting Town Roads especially irregular temperature changes after heavy rain.
- Two new rubber plow edges are being priced for purchase since a rubber edge has been successful working on wet and soft dirt roads.
- Highway is working to keep larger trucks off soft roads.
- Grader has been useful for cutting ice jams forming on the edge of roads, end of culverts and at some driveways caused by the irregular temperature changes after a heavy rain.
- Half of the fleet has been undercoated.
- Water was out for two days at the Highway Garage because of the shallow well pump and the cold spell but it was fixed.
- Received estimates for replacement truck, see above Resolutions.

The Highway Superintendent advised the Town should be aware of the sink hole in Town Park possibly caused by the culvert. The sink hole has been marked by cones and is being currently being repaired.

Public Comment and Discussion

No questions from the Public

Request by Supervisor for any additional discussion by the board:

No additional comment

MOTION to Adjourn at 8:01 pm

Councilperson David Patzwahl made a motion, seconded by Councilperson William Powers to adjourn the meeting. 5 AYES: Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes; and
Councilperson William Powers – absent / excused.

Respectfully Submitted,

Joshua S. Weisbuch, Town Clerk