

## **Town Board Regular Meeting Minutes:**

**January 8, 2024, 7:00 - 8:48 pm**

Hybrid Meeting: In person at Town Hall and via ZOOM

### **Present:**

Supervisor Brenda Adams  
Councilperson Brian Lifsec  
Councilperson Ginny Nightingale  
Councilperson David Patzwahl  
Councilperson William Powers

### **Also in Attendance:**

Town Clerk Joshua Weisbuch  
Highway Superintendent Stephen Van Tassel

**Audience:** 1 plus 5 online

### **Moment of Silence**

### **Pledge of Allegiance**

**Supervisor Adams welcomed new Board member Brian Lifsec**

### **APPROVALS**

#### **Minutes December 6, 11, and December 26**

Supervisor Adams called for a motion to approve the Minutes 6, 11, and 26 as submitted. Councilperson Powers made a motion to approve the minutes of December 6, 11, and 26, seconded by Councilperson Nightingale. 4 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – abstain;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes for December 11 and 26; abstain from December 6,  
and  
Councilperson William Powers – yes.

### **Bills**

Supervisor Adams indicated she had concerns about some of the charges from NYSEG and Consolidated Communications and asked to include in today's approval permission to pay those bills in January 2024 once the amounts were clarified and/or adjusted. Supervisor Adams called for a motion, with that provision to approve the bills. Councilperson Nightingale made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**YTD Financials / EOY clean-up**

Supervisor Adams explained the updated interfund transfer numbers regarding Resolution 113. Councilperson Patzwahl noted the increase in interest revenue has substantially offset the mortgage tax revenue shortfall this year and there has been a positive trend with fines and forfeitures. There will be an increase in 4<sup>th</sup> quarter sales tax revenues that is expected to compensate for the balance of the mortgage tax shortfall. Bank accounts are combined to maximize interest revenue. Supervisor Adams called for a motion to accept the financials. Councilperson Patzwahl made a motion to approve, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

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

**SUPERVISOR’S REPORT / TOWN CLERK:** read by Town Clerk Joshua Weisbuch

TOWN CLERK REVENUES	\$330.04
HIGHWAY FUND	\$678,498.11
HIGHWAY FUND CAPITAL	\$32,334.16
LIGHTING DISTRICTS	\$(264.95)
AMBULANCE AND FIRE DISTRICTS	\$300.00
BUILDING INSPECTOR	
PLANNING BOARD	\$300.00
RECREATION	3,498.55
COURT REVENUES	7894.00*
ZONING BOARD OF APPEALS	
TAX COLLECTOR	

\* December’s Fines & Forfeitures - Deposited December, 13<sup>th</sup> 2023

**RESOLUTIONS & MOTIONS**

**Resolution #113 of 2023: inter-fund transfers for 2023 (tabled December 2023)**

Supervisor Adams explained the various small adjustments then called for a motion to approve the inter-fund transfers. Councilperson Nightingale made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

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

It was decided to approve the motions in groups of 4 or 5.

## Resolutions 1-49 Annual Organizational Resolutions

### Resolutions 1-5

#### Resolution #01 of 2024: 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 24, 2023:

Supervisor	\$10,000.00 per year payable monthly
Council Members (per person)	\$ 1,900.00 per year payable quarterly
Town Clerk	\$29,055.00 per year payable biweekly
Deputy Town Clerk	\$20.46 per hour payable biweekly*
Deputy Clerk 2	\$18.01 per hour payable monthly*
Tax Collector	\$20.46 per hour payable biweekly*
Executive Assistant	\$20.46 per hour payable biweekly*
Justice I	\$13,441.50 per year payable monthly
Justice II	\$13,441.50 per year payable monthly
Court Clerk	\$20.97 per hour payable biweekly*
Planning Board/ZBA Clerks (per person)	\$18.01 per hour payable quarterly*
Superintendent of Highways	\$58,861.00 per year payable biweekly
Highway Clerk	\$19.86 per hour payable biweekly*
Assessor	\$28,753.00 per year payable biweekly
Assessor Assistant/Clerk	\$18.01 per hour payable biweekly*
Town Hall-Stoddard Field Maintenance	\$17.97 per hour payable biweekly*
Dog Control Officer	\$5,150.00 per year payable monthly
Registrar Vital Statistics	\$390.00 per year payable annually
Assessment Review Board (per person)	\$125.00 payable after Grievance Period
Code Enforcement Officer	\$27,980.00 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 of 2024: Pay Scale/Benefits Highway Department

Be it resolved that the scale of wage rates and benefits for the Highway Department employees effective December 24, 2023 shall be as follows:

#### WAGES:

Working Foreperson	\$26.16 per hour/one employee*
Motor Equipment Operator II	\$23.47 per hour/two employees*
Motor Equipment Operator I	\$21.50 per hour/one employees*
<u>Part Time</u>	<u>As needed</u>
Laborer	\$18.16 per hour/two employees*

(Probationary)

\$16.38 per hour/none\*

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 of 2024: 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 1<sup>st</sup> 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 of 2024**

**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, 2024
Martin Luther King Day	January 15, 2024
Presidents Day	February 19, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Independence Day	July 4, 2024
Labor Day	September 2, 2024
Columbus Day	October 14, 2024
Election Day	November 5, 2024
Veteran's Day	November 11, 2024

Thanksgiving Day        November 28, 2024

Day after Thanksgiving November 29, 2024

Christmas Day         December 25, 2024

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 or significant other.\*

**Biweekly Pay Periods:**

The last pay period for fiscal year 2024, with 2024 pay rates, will end December 21, 2024, at 12:00 midnight December 26, with each succeeding pay period ending every other Saturday thereafter. The first payroll period for 2025, with 2025 pay rates, will be December 22 –January 4, 2025. 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.

Supervisor Adams read through the first five. It was clarified that there are no vacation days the first year of employment, but fourteen paid holidays. It was also discussed to add wording from “spouse” to “spouse or significant other” in Resolution 4 under Bereavement leave. Supervisor Adams called for a motion to approve Resolutions 1-5 as amended. Councilperson Patzwahl made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

## **Resolutions 6-10**

### **Resolution #06 of 2024: Mileage/Travel Allowances**

Be it resolved that 67 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 OFFICAL 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 is hereby designated and appointed as the official newspaper for the Town for the year 2024. 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.

After some discussion, Supervisor Adams called for a motion to approve Resolutions 6-10. Councilperson Nightingale made a motion to accept Motions 6-10, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

## **Resolutions 11-15**

### **Resolution #11 of 2024: Purchasing Practices**

Be it resolved that for the fiscal year 2024 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 of 2024: 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 of 2024: 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 of 2024: Required Reports**

Be it resolved that the Assessor, Code Enforcement Officer, Dog Control Officer, Tax Collector, Town Clerk, 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, 2024 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 of 2024: 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.

Supervisor asked for any questions and invited discussion. Supervisor Adams called for a motion to accept Resolutions 11-15. Councilperson Lifsec made a motion to approve Motions 11-15, seconded by Councilperson Nightingale. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

## **Resolutions 16-20**

### **Resolution #16 of 2024: 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 of 2024: 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 to be paid at the rate of pay specified in Resolution #01. Be it further resolved that **Rebecca Nebesar** is hereby appointed Deputy Clerk II (scope of work limited to production of town board minutes) to be paid at the rate of pay specified in Resolution #01.

### **Resolution #18 of 2024: Appointment of Clerks to Zoning Board of Appeals (ZBA)**

Be is 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 of 2024: Appointment Assessor Assistant**

Be it resolved that **Margaret Norway** be appointed as Assistant to the Assessor at a rate of pay as specified in Resolution #01 for a maximum of 160 hours.

### **Resolution #20 of 2024: Appointments Zoning Board of Appeals**

Be it resolved that **Craig Dillon** is reappointed to a five-year term beginning 1/1/2024 and ending 12/31/2028. Be it also resolved that **David Cooper** is hereby designated as Chairman of the Town Zoning Board of Appeals.

Supervisor Adams asked for any question or comments, then called for a motion to approve the appointments. Councilperson Patzwahl made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.



## **Resolutions 21-25**

### **Resolution #21 of 2024: Appointments Planning Board**

Be it resolved that a vacancy on the Planning Board will be filled later pending receipt / review of applications. Be it also resolved that **Pierre Gontier** is hereby designated as Chairman of the Planning Board.

### **Resolution #22 of 2024: 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 of 2024: 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 of 2024: Appointment Traffic Safety and Control Officer**

Be it resolved that the Traffic Safety and Control Officer for 2024 shall be **David Patzwahl**.

### **Resolution #25 of 2024: Appointment Dog Control Officer**

Be it resolved that **Lynne Torello** be and is hereby reappointed as Dog Control Officer for the year 2024 at an annual salary and payment schedule as specified in Resolution #01.

Supervisor Adams asked for questions and called for a motion to approve. Councilperson Nightingale made a motion to approve Resolutions 21-25, seconded by Councilperson Patzwahl. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

## **Resolutions 26-30**

### **Resolution #26 of 2024: Appointment Representative to Columbia County Office of the Aging Committee**

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

### **Resolution #27 of 2024: Appointment Home Delivered Meals Program Administrator**

Be it resolved that **Marcia Kammerer** is hereby reappointed 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 #2 of 2024: Appointment Wednesday 60+ Meal Program Administrators**

Be it resolved that **Stephanie Guelpa** hereby be reappointed 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 of 2024: 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 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 of \$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 any 2023 budget shortfall associated with higher fuel prices and number of miles driven.

**Resolution #30 of 2024: 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 2024 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.

Supervisor Adams asked for questions or comments then called for a motion to accept Resolutions 26-30. Councilperson Nightingale made a motion to accept, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolutions 31-35**

**Resolution #31 of 2024: 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 \$5,805.00 to be paid in quarterly installments - and the said duties be described by the Supervisor and Town Clerk.

**Resolution #32 of 2024: Appointment Accountant**

Be it resolved that **Smith Watson** is hereby appointed as Town Accountant at an annual payment of \$11,880.00 to be paid in monthly installments.

**Resolution #33 of 2024: Appointment General Insurance Provider**

Be it resolved that **NYMIR (New York Municipal Insurance Reciprocal)**, with 2024 services provided by Fingar & Associates, is hereby appointed to provide the Town's insurance coverage for structures, vehicles, equipment, general liability, theft and cyber security in 2024 at an estimated premium of \$25,000.

**Resolution #34 of 2024: 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 2024 at a annual payment of \$3816 paid in quarterly installments and an estimated \$3,460 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.

**Resolution #35 of 2024: 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 2024 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.

Supervisor Adams asked for questions or comments then called for a motion to approve Resolutions 31-35. Councilperson Lifsec made a motion to approve Resolutions 31-35, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolutions 36-40**

**Resolution #36 of 2024: 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 of 2024: 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 2024 to be paid via the county chargeback system.

**Resolution #38 of 2024: Appointment of Town Hall-Stoddard Field Maintenance Person**

Be it resolved that **Curt Morris** is reappointed 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 of 2024: Appointment of Town Historian**

Be it resolved that **Doris Gearing** is appointed to the position of Town Historian for the year 2024.

**Resolution #40 of 2024: Appointment of Board Liaisons to Functions and Organizations**

Be it resolved that the Town Board accepts following liaison assignments for the fiscal year 2024:

**Highway Department:** David Patzwahl

**Recreation Commission:** Will Powers (new)

**Code Enforcement Officer:** Brenda Adams

**Berkshire Farm:** Brenda Adams

**Assessor:** Brian Lifsec (new)

**Planning Board/ZBA:** Ginny Nightingale

**Climate Smart Task Force:** Will Powers

Supervisor Adams asked for questions or comments. After discussion Supervisor Adams called for a motion to approve. Councilperson Nightingale made a motion to accept Resolutions #36-40, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolutions 41-46**

**Resolution #41 of 2024 – Assistance to Public Cemetery Corporations in Canaan**

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 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. 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, the Town Board of the Town of Canaan would allocate the \$26,275 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

The Town Board of Canaan would 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 of 2024: Appointment of Climate Smart Task Force Members**

Be it resolved that **Craig Westcott, Marion Bolognesi, Dylan Cipowski, Becky Meier, Thomas Potter and Elyse Mason** be appointed 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.

#### **Resolution #43 of 2024: Reappointment of Ethics Committee Members**

Be it resolved that **Paul Naamon and David Pearce** be reappointed for a three-year term beginning January 01, 2024 and ending December 31, 2026.

#### **Resolution #44 of 2024: Recreation Committee**

Be it resolved that **Kristin Van Note, Jacqueline Ruston and Tanya Ward** be reappointed as members of the Town of Canaan Recreation Committee for the year 2024 with the purpose of operating the summer recreation program within the limits of the 2024 budget.

**Resolution #45 of 2024:** Be it resolved that **David Patzwahl** be reappointed as Deputy Supervisor for the year 2024.

#### **Resolution #46 of 2024: 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.

Supervisor Adams called for any question then called for a motion to approve Resolutions #41-46. Councilperson Nightingale made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolution #50 of 2024: to approve annual 284 Agreement with Highway Department**

Canaan Town Board reviewed the attached, annual 284 Agreement in the amount of \$ 176,750 for General Repairs and \$160,000 for permanent repairs (CHIPS funded) proposed by the Canaan Highway Superintendent van Tassel. Supervisor Adams asked for questions. Councilperson Patzwahl clarified that the CHIPS number historically increases with the NYS budget numbers in April. The Supervisor called for a motion to approve. Councilperson Patzwahl made a motion to approve, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolution #51 of 2024: to approve 2024 rate for EV chargers**

The EV Charging Stations have been successfully installed in Stoddard Park with service now available to the community. There are electricity and cloud storage expenses for the service. The town envisions this service to be budget neutral. The Town Board would authorize the Town Supervisor to coordinate a data management plan with the vendor for the users of this service to be billed for their usage at an updated hourly rate of \$4.25. A consideration is that people leave their cars beyond the time required to charge the vehicle, limiting access to the chargers for others. Supervisor Adams explained the increase in the service fee is also intended to motivate people to move their cars once charging is complete. This issue was further discussed. Supervisor Adams called for a motion to authorize the increase in the service fee. Councilperson Patzwahl made a motion to approve, seconded by Councilperson Lifsec. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolution # 52 of 2024: to authorize Supervisor to sign Letter of Intent for CC Mitigation Plan & to appoint Supervisor as point of contact**

Columbia County has been awarded grant funding from FEMA to update the county's multi-

jurisdictional mitigation plan (HMP) in accordance with FEMA standards. The Columbia County HMP will be designed to support the New York Statewide HMP. By updating the Columbia County HMP, Columbia County and participating municipalities will be eligible to apply for future FEMA grants and New York State Hazard Mitigation funding for specific mitigation projects designed to reduce and/or eliminate vulnerabilities resulting from disaster events throughout the county. The Town of Canaan must submit a Letter of Intent (LOI) to establish commitment and a cooperative working relationship between all participating municipalities in the development and implementation of the Columbia County HMP. All participating municipalities must assign a Point of Contact to assure municipal representation at Planning Committee meetings and to assure that other minimum requirements of participation are met. The Town Board would authorize the Supervisor to sign the attached Letter of Intent and appoints the Supervisor as the Town of Canaan Point of Contact. After a short discussion, Supervisor Adams called for a motion to authorize and appoint her to do this. Councilperson Powers made a motion to authorize and appoint Supervisor Adams, seconded by Councilperson Patzwahl. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolution # 53 of 2024: to create / approve Confidential Assistant to Town Supervisor job description**

The Town Supervisor has requested that a Confidential Administrative Assistant to the Town Supervisor position be created to provide administrative and clerical assistance. The Town Board has created a job description (attached); the position shall be appointed annually, and compensated via an hourly wage. The funding for this position was previously allocated in the 2024 budget, line 1220.11. Supervisor Adams called for a motion to approve that the position of Confidential Administrative Assistant to the Town Supervisor be created as of this date. Councilperson Powers made a motion to approve, seconded by Councilperson Nightingale. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

Supervisor Adams further explained that the title is an approved Civil Service title.

**Resolution # 54 of 2024: to appoint Christine Wemple as Confidential Assistant to Town Supervisor**

The Town of Canaan has created a position of Confidential Assistant to the Town Supervisor per Resolution 53 of 2024. the Confidential Assistant to the Town Supervisor provides administrative and clerical support to the Town Supervisor. Supervisor Adams called for a motion that Christine Wemple be appointed, effective immediately, as Confidential Assistant to the Town Supervisor

position at \$20.46 per hour, payable biweekly, for a term of January 1, 2024 through December 31, 2024. Councilperson Nightingale made a motion to approve, seconded by Councilperson Patzwahl. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Resolution #55 of 2024: to approve emergency generator purchases from ARPA funds for the Town Hall & Town Garage from B & D Electric**

Because the frequency, strength and duration of weather-related emergencies has increased over the last few years, the town must respond to these emergencies with certain basic and emergency services. The provision of emergency services may now extend to heating and cooling locations for residents without power, water, heat or cooling. The Town of Canaan has American Rescue Plan Act (ARPA) funds (outside of the budget) that may be used for the purpose of purchasing back up electrical generators to keep the town offices and town garage open to provide these services. The Town of Canaan reached out to a half dozen vendors and received quotes from two vendors for the same or equivalent equipment, both exclusive of the propane tank installation and propane.

Supervisor Adams called for a motion to the Town Board to authorize the Supervisor to move forward with the purchase of two generators from B & D Electric of Ghent, the preferred vendor, with an installed purchase price not to exceed \$23,000. This quote is for equipment only and does not include the installation of the propane tanks or fuel. After some discussion, including enthusiasm for the effort, and some concerns about the installation, Councilperson Patzwahl made a motion to approve, seconded by Councilperson Nightingale. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Motion: to authorize the Supervisor to send a letter to the NLCS D in support of firefighter's, veterans, seniors and low-income property tax exemptions with a request for a meeting and vote of the school board**



Supervisor Adams explained that the Chatham School District has moved forward with the property tax exemptions in alignment with the county and the town; the New Lebanon School District has not. In response to constituent requests, Supervisor Adams would like to send a letter to the New Lebanon School Board that respects the school board's autonomy regarding this decision but requests they consider the exemptions and the substantial tax burden that a paid fire company would impose on local residents. Supervisor Adams agreed to send a letter to the board for review before sending. She called for a motion to approve sending a letter. Councilperson Nightingale made a motion to approve, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**Motion: to schedule 2023 audit of town cash accounts / January 22nd or 23rd**

Supervisor Adams called for a motion to approve January 23rd for the audit meeting. Councilperson Nightingale made a motion to approve a meeting on Tuesday January 23<sup>rd</sup> at 6:30, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
Councilperson Brian Lifsec – yes;  
Councilperson Ginny Nightingale – yes;  
Councilperson David Patzwahl – yes; and  
Councilperson William Powers – yes.

**OLD BUSINESS**

**Status of Town Clerk 2022 audit:** November Audit incomplete / outside bookkeeper hired / update

The bookkeeper is making headway. It is a complex task and she hopes to have her initial report ready next week for discussion at the February board meeting.

**Generator quotes:** equipment only proposal moving forward exclusive of concrete pads & propane tank installation; balance to be quoted / decided next month

**Review ongoing virtual or hybrid meeting considerations and mask policy**

In light of current and continuing concerns, the town will continue its recommended mask and hybrid meeting policy.

**BOARD DISCUSSION**

**NYS Grub Chuk Rd land donation / correspondence in board packet**

Supervisor Adams spoke with the attorney about the letter. She would like to schedule a Zoom meet with the Thruway Authority and the attorney before the end of January to address questions in the letter, such as the cost of the survey, and the need for an independent survey. She asked the board to look over the material and get back to her with any other questions before the meeting.

**Broadband grant update** / CCI submitted additional information / awaiting USDA acceptance  
Looks like things are moving, will wait another week.

**Sexual Harassment 2023 training update** / going forward

All but six, of about forty, staff and volunteers required to take the training have completed the annual training. Those who did not complete the training in 2023 are going to be urged to complete the training the first quarter of 2024. The remainder of staff and volunteers who received their 2023 training will be asked to complete the annual training in the second quarter of 2024, hopefully getting this compliance done well before the busy-ness of the end of the year. This year the Confidential Assistant will take over the responsibility for getting out the notice and follow through relieving the Town Clerks of this time consuming duty. It was asked if there is a way to make the training easier to complete, such as sending links to online training. Registration can be a problem – the current link has not functioned well — and getting the certificate at the end through online sites can be frustrating. Supervisor agreed to look into these issues.

**Vandenberg / Vanderburgh Road name request** / winter project / responses coming in

The deadline for comments is approaching. Councilperson Nightingale feels the aim is more about having accurate deliveries and emergency calls to work well than being historically accurate.

**Tax Collector hours** / update

Tax collection hours are three days a week, with designated collection hours, these hours are different from the Deputy Clerk's regular office hours. The new hours have been published on the town website and were in the December newsletter.

**Planning / ZBA Report** / Ginny

The Planning Board approved the Red Rock monument subdivision application; the ZBA did not meet.

**Climate Smart Task Force** / Will

There will be a status report at the next meeting with ideas for further action. The town is working toward the next goal of Silver at 5000 points that could provide future access to a larger pool of grant money.

**Public Safety** / David

No meeting in December, next meeting is January 25<sup>th</sup>. Stephen Van Tassel will attend for David who will be away.

### **Transfer Station / David**

Total annual tonnage in 2023 was 585 tons, 6 tons over the prior year. There was much more tonnage after August, whereas in the earlier part of the year tonnage was less than previous years. Someone from Chatham has been coming without a permit. The name and address of the individual is known. That is just one person, and there may be others. Because, the price per ton is going up, something really needs to be done to more closely monitor and to limit amounts of trash that can be dumped. The problem is difficult to solve. The plan is to hire someone to monitor after organizing their data gathering, and monitor at the entrance, not at the dumpsters. Also discussed was encouraging ways to reduce waste. There was active discussion of the situation.

**Domestic Partner Registry Update** /pending changes to proposed local law with County Attorney  
No committee meetings in December, so no progress this month, but next month there will be more to report.

**Maintenance:** chimney repair has been completed

Supervisor Adams explained that it was a complex operation. Councilperson Lifsec was on site to view the removal of the old liner and installation of the new one. The final price was within the approved range and All Phase did a great job!

**BAR:** request change of meeting date for 2024 / update

Chatham, New Lebanon and Canaan all share an assessor. Working on making a change to the date in Canaan involves coordination and approval from all three municipalities. The likelihood of making a change to the date is slim as both Chatham and New Lebanon have approved local laws that secure their dates. Supervisor Adams, true to her word, is making the effort.

**Annual Financial Disclosures** are due January 15. With assistance, the Town Clerk sent emails were to two groups: previous filers and those who never filed.

### **Further Discussion:**

Supervisor Adams asked for further discussion. There was a question about Grub Chuk Road that was easily answered.

Supervisor Adams reported a resident's public health complaint from a neighbor on Route 295. The complaint is being taken seriously and reviewed by the appropriate town official.

### **ASSESSOR'S REPORT (see attached)**

There were no questions. A mailing will go out to seniors about exemptions.

### **HIGHWAY REPORT** read by Highway Superintendent. Stephen van Tassel (See Attached)

Summary:

- NYS DOT reached out with a Title 23 Form (Federal-aid Highways), that will include a rough estimate of the costs associated with damages caused by the rain. We hope to meet the threshold for receiving funding to replenish the material, time, and or equipment costs.
- Columbia County Highway is still planning on paving the other end of County 5 this year.
- Upcoming paving projects will be on our 2024 284 Agreement.
- We ground off before winter a total of 28 stumps around town with the help of the Town of Chatham so the stumps are not hidden under the snow banks.

- Radios for 911 calls are re-named but not changed.
- North Valley Road/Stony Kill Road intersection onsite meeting with two entities from DEC to enlist help to remediate a flooding issue on the road. DEC informed they can assist in cleaning out the built-up sediment by providing the Town a Permit to Excavate past our current right of way off the road, but this will only temporarily resolve the issue for the years to come. They expressed a larger culvert would be a long-term fix. Funding was requested.
- I made a trip over to the Town of New Lebanon to meet the new Highway Superintendent Peter McCagg, I brought with me paperwork from our County Association meeting to help him become more familiarized with his new position.
- We have re-advertised the open job position for the Highway in the Columbia Paper as well as both Facebook pages.

Some discussion ensued about culverts and culvert funding, grant funding. Mention was made of the culvert work at Beebe Pond. Supervisor Adams asks if a grant is available to cover the approximate \$100,000 cost; this will be further investigated. Also brought up were safety issues near Old Post Road, State Route 295 and County Route 5, caused by cars taking a shortcut through Old Post Road to avoid the light or a snowplow. Looking into signage or speed bumps.

## **PUBLIC DISCUSSION**

Online residents in audience:

### 1. Two things:

- At the transfer station, it was recommended that two people be stationed across from each other at the entrance, as a protective measure.
- In the event of another weather disaster – could emails be sent out? A lot of people do not have Facebook. An email blast would be more effective. Supervisor explained that without power and internet, the town could not send email so at the time communicating via Facebook was the most expedient. In the future email blasts will be part of the communications toolbox.

### 2. Any plans to be stricter with NYSEG during power outages? What has been done? Adams explained there has been ongoing dialog, the town has built a good relationship, but because they are the sole providers, we are somewhat at their mercy. The resident said she would make her own efforts as well.

Further Transfer Station discussion, such as of signage. Another idea from the public is an electronic tag via license plates for monitoring, an idea greeted with enthusiasm.

## **MOTION TO ADJOURN**

Supervisor Adams called for a motion to adjourn. Councilperson Nightingale made a motion to adjourn, seconded by Councilperson Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;  
 Councilperson Brian Lifsec – yes;  
 Councilperson Ginny Nightingale – yes;  
 Councilperson David Patzwahl – yes; and  
 Councilperson William Powers – yes.

**NEXT MEETING**

Regular Meeting February 12, 2024 at 7 PM

Respectfully submitted,  
Rebecca Nebesar  
Deputy Clerk 2