

A month-end meeting of the Town Board of the Town of Moreau was held on July 24, 2018 in the Town of Moreau Municipal Building, 351 Reynolds Road, Moreau, New York.

The Deputy Supervisor called the meeting to order at 6:30 p.m.

The Town Clerk called the roll.

**Town Board Members Present**

John Hogan	Councilman
Alan VanTassel	Councilman
Gina LeClair	Councilwoman
Kyle Noonan	Councilman

**Town Board Members Absent**

Theodore T. Kusnierz, Jr.	Supervisor
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**Also present:** Leeann McCabe, Town Clerk; Rudy Klick, Special Project Aide

Councilman VanTassel stated that the first topic to discuss was an invoice from The LA Group in the amount of \$5,142.50 (invoice #32906). The amount billed was greater than the approved amount of \$4,400.00 per month, due to the extra week in the month of June.

**Resolution #2018-275**

A motion was made by Councilwoman LeClair and seconded by Councilman Hogan authorizing payment of invoice #32906 to The LA Group P.C. in the amount of \$5,142.50. This amount will be paid from accounts B8010.4 (\$4,114.00) and B8020.4 (\$1,028.50).

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

An invoice was received from North East Promotions in the amount of \$960.25 for 167 T-shirts for the summer programs. The Town Board had approved 150 T-shirts at a cost of \$862.50 and therefore an approval is needed for the additional \$97.75.

**Resolution #2018-276**

A motion was made by Councilwoman LeClair and seconded by Councilman Noonan authorizing payment of an invoice to North East Promotions in the amount of \$960.25. This amount will be paid from account A7310.4.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

An invoice was received from Leland Paper Co, Inc. in the amount of \$635.30. The purchase was made from the Recreation Department for paper products and although the cost doesn't require Town Board approval, the purchase did require 3 quotes. Leland Paper wasn't the lowest quoted and therefore needs Town Board approval to pay. The Special Project Aide requested direction for future purchases.

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**Resolution #2018-277**

A motion was made by Councilman Noonan and seconded by Councilwoman LeClair authorizing payment to Leland Paper Co, Inc. in the amount of \$635.30. This amount will be paid from account A7140.4.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

There was a brief discussion as to how the Recreation Department should proceed in purchasing paper products. Councilman Noonan and Councilman Hogan both stated that they would like to use local businesses if possible. Councilman VanTassel stated that the Town's procurement policy requires that they take the lowest bid unless there's a compelling reason why they can't. He also stated that the compelling reason may be the Board's unanimous decision to purchase locally or possibly due to delivery charges or additional fees. The Recreation Committee was directed to assist the Recreation Department in their purchasing procedures.

There were vouchers received from Coaches and Assistants who worked the summer programs, but no rates had been approved by the Town Board. Councilman VanTassel stated that there was a meeting with the School, with an agreement as to what would be paid to the coaches. Councilman Noonan stated that the assistants weren't discussed; they discussed t-shirts and coaches. Councilman VanTassel had a recollection of paying assistants in the past. He asked if any Board members were opposed to paying the assistants. None of the Board members present were opposed to paying them.

**Resolution #2018-278**

A motion was made by Councilwoman LeClair and seconded by Councilman Noonan authorizing the payment to Coaches of summer programs up to, but not to exceed \$300.00 and payment to Assistants of summer programs, up to, but not to exceed \$100.00 and in either case pro-rating if the programs are short.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

A voucher was received from Al Vasak in the amount of \$75.00 for his work as an assistant coach for the Basketball Camp. He had only worked 2 of the 3 days. The Town Board was in agreement that he should only be paid \$67.00 instead of \$75.00.

**Resolution #2018-279**

A motion was made by Councilman Hogan and seconded by Councilman Noonan authorizing payment of a voucher from Albert Vasak in the amount of \$67.00 for his services as an assistant coach for the summer Basketball Camp.

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Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

A voucher had been received from April Ostrander in the amount of \$80.00 for a refund of Baseball Camp fees paid. Her two children were both sick and unable to attend. It was pointed out by the Special Project Aide, that he believed refunds are only given if the activity is canceled by the Town.

**Resolution #2018-280**

A motion was made by Councilwoman LeClair authorizing a refund to April Ostrander in the amount of \$80.00, for Baseball Camps that weren't attended by her children due to illness. Councilman Noonan seconded the motion and stated that he was ok with giving a refund this time but stated that going forward they need to clearly outline what determines a refund.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

Councilman Noonan stated that he could update the pamphlet to include the necessary language for refunds. Councilman VanTassel asked that he bring the updated pamphlet before the Town Board at their next regular meeting.

**Resolution #2018-281**

A motion was made by Councilwoman LeClair and seconded by Councilman Noonan authorizing payment of an invoice from Lewis & Greer PC in the amount of \$24,212.00. This amount includes a payment from Lewis & Greer to Management Information Systems, Inc. in the amount of \$17,977.50. The total invoice will be paid from account A1355.4.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

Councilman VanTassel commented that there were several invoices for Trust & Agency accounts being withheld from audit, while awaiting funds to pay.

**Resolution #2018-282**

A motion was made by Councilwoman LeClair and seconded by Councilman Hogan to approve the bills as audited.

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Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

**AUDITED CLAIMS**

General Fund – A Account Claim nos. 678-688, 690, 693-694, 696, 699-701, 704, 708-709, 711, 713, 715, 716, 719-720, 722, 724, 725, 727, 734, 736, 738-739, 744-745, 747-749, 753-755, 757-758, 772-789, 791-797	\$111,906.65
Town Outside Fund – B Account Claim nos. 678, 695, 698, 711, 713, 721, 728-734, 760-765, 790	\$7,232.45
Highway Fund – DB Account Claim nos. 691, 695, 697, 702-704, 707, 710, 712, 714, 717-718, 723, 726, 740-743, 750, 752, 757, 759, 775, 776	\$39,985.59
Sewer I Fund – GI Account Claim nos. 686-687, 692, 706, 711, 713	\$335.47
Water I Fund – I Account Claim nos. 684, 686, 687, 689, 692, 706, 711, 713, 734, 735, 776	\$10,352.77
Water II Fund – II Account Claim nos. 684, 686, 687, 689, 699, 705-706, 711, 713, 734, 735, 746, 775, 776	\$24,263.80
Water IV Fund – IV Account Claim nos. 684, 686, 687, 689, 692, 706, 711, 713, 734, 776	\$22,864.09
Meadow Ridge Lighting District Fund – MR Account Claim nos. 682	\$80.37
Palette Lighting District Fund – PA Account Claim nos. 682	\$161.07
Palmerton Heights Lighting District Fund – PH Account Claim nos. 682	\$418.41
Pinewood Lighting District Fund – PW Account Claim nos. 682	\$232.70
Riverview Lighting District Fund – RV Account Claim nos. 682	\$262.66
Sherwood Forest Lighting District Fund – SH Account Claim nos. 682	\$254.05
Water III Fund – SW Account Claim nos. 684, 686, 687, 689, 692, 706, 711, 713, 734, 735, 776	\$7,015.83
Transfer Station Fund – TS Account Claim nos. 684, 686, 687, 696, 711, 713, 722, 737, 751, 756, 775-776	\$8,057.59
Tanglewood Lighting District Fund – TW Account Claim nos. 682	\$120.12
Water V Fund – V Account Claim nos. 684, 686, 687, 689, 692, 706, 711, 713, 734, 735, 776	\$7,203.69
Water VI Fund – VI Account Claim nos. 684, 686, 687, 689, 692, 706, 711, 713, 734, 735, 776	\$23,524.50
Woodscape II Lighting District Fund – WP Account Claim nos. 682	\$302.78
Woodscape Lighting District Fund – WS Account Claim nos. 682	\$392.23
Trust & Agency Fund – TA Account Claim nos. 771	\$680.80
NYS Affordable Hsg Fund – CD Account	

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Claim nos. 766-769	\$18,485.00
Landfill Reserve Fund – LF Account Claim nos. 770	\$1,241.14

Following the audit of the bills, the Town Board had a few items for discussion.

Councilman VanTassel stated that a resolution had been passed on March 13, 2018, to enter into a contract with the Laberge Group to prepare the Highway Garage bid specs for the repairs at the Highway Garage, not to exceed \$24,500.00. He stated that there needs to be additional verbiage added to the resolution so that it reads “plus reimbursable expenses”, which is in the contract.

**Resolution #2018-283**

A motion was made by Councilwoman LeClair and seconded by Councilman Noonan to add verbiage to the prior resolution made on March 13, 2018, which authorized the Town to enter into a contract with the Laberge Group to prepare the Highway Garage bid specs for the repairs at the Highway Garage, not to exceed \$24,500.00. The added verbiage should read “plus reimbursable expenses”.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

**Resolution #2018-284**

A motion was made by Councilman Hogan and seconded by Councilwoman LeClair to accept the resignation of Randy Hoffman from the position of Buildings and Grounds Working Supervisor, effective July 28, 2018.

Councilman Hogan stated that they were sorry to see him go. Councilman VanTassel stated that he did a fantastic job for the time he’s been here. Councilwoman LeClair agreed that he has done a great job. Councilman Noonan agreed as well.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

Councilman VanTassel stated that they can’t run the Rec Department without some additional guidance and supervision. He stated that there had been some discussion between the Supervisor and another employee at the Rec, David Jones, who is at present a Recreation Laborer. He stated that Mr. Jones is willing to step in and help out, on an interim basis for at least the next month, until they find someone to replace him. In order for him to take the position, they’ll need to accept his resignation from his position of laborer first.

**Resolution #2018-285**

A motion was made by Councilwoman LeClair and seconded by Councilman Noonan to accept the resignation of David Jones from the position of Recreation Department Laborer effective July 27, 2018.

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Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

**Resolution #2018-286**

A motion was made by Councilman Hogan and seconded by Councilman Noonan that David Jones be hired as Buildings and Grounds Working Supervisor, at a rate of \$18.00, effective July 28, 2018.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

**Resolution #2018-287**

A motion was made by Councilwoman LeClair and seconded by Councilman Hogan to adopt the following resolution as read aloud by the Town Clerk:

RESOLUTION OF THE TOWN OF MOREAU, IN THE COUNTY OF SARATOGA, NEW YORK,  
ADOPTED JULY 24, 2018 DESIGNATING THE OFFICIALS TO ACT AT THE SPECIAL ELECTION TO  
BE HELD AUGUST 27, 2018

RESOLVED BY THE TOWN BOARD OF THE TOWN OF MOREAU, IN THE COUNTY OF SARATOGA, NEW YORK, AS FOLLOWS:

Section 1. The following persons whose names are included on the list of election inspectors and ballot clerks previously designated for general election purposes, pursuant to the Election Law, are hereby appointed to act as Election Inspectors and Ballot Clerks at the Special Election of the qualified voters of the proposed Extension No. 5 of Sewer District No. 1 in the Town of Moreau, in the County of Saratoga, New York, to be held at the Moreau Town Hall, 351 Reynolds Road, Moreau, New York, on August 27, 2018, from noon until 8:00 p.m., and to perform all duties and undertakings in relation thereto, as prescribed by the Town Law and the Election Law:

Kathlene Goodsell

Theodore Monsour

Joan Esposito

Diane Morency

Section 2. The Election Inspectors shall file with the Town Clerk of the Town a certificate setting forth the holding of the Special Election, the total number of votes cast upon the Proposition submitted at such Special Election, and the number of votes for and against said Proposition, together with the name and address of every person voting at such Special Election upon such Proposition.

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Section 3. In the event an Election Inspector is unable to fulfill his or her duties and there is insufficient time to call a meeting of the Town Board to appoint a replacement, the Town Clerk is hereby authorized to choose a replacement Election Inspector of the same political party as the Inspector unable to fulfill his or her duties.

Section 4. Each Election Inspector shall be paid the sum of One Hundred Ten (\$110.00) Dollars for services rendered on the date of this Special Election.

Section 5. This resolution shall take effect immediately.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

The Town Highway Superintendent had inquired, by an email to the Town Board, if he should use the Town's existing logo. Councilman VanTassel stated that they're still working on a new logo and asked the Board if they were in agreement that he should use the existing logo for now. They were all in agreement.

Councilwoman LeClair stated that she had sent information to the Town Board regarding the Greenway Grant that has been prepared by Tracy Clothier of the LA Group. She stated that if the Board is in support of it, they'll need to do something by the August 14, 2018 meeting.

Councilman Hogan stated that he had read through the minutes of the last meeting with regard to the Potentia Management resolution. He questioned if they were just replacing the bulbs or replacing the fixtures. It was Councilman VanTassel's understanding that they were replacing the ballasts, which is required to run the LED bulb. He stated that where the ballasts couldn't be retrofitted, they would be replaced with fixtures. He stated that the resolution didn't read that way and suggested that it would be worth looking into the supporting documents before the next meeting.

A motion was made by Councilman Hogan and seconded by Councilman Noonan to close the month-end meeting for the evening at 7:14 p.m.

Roll call vote resulted as follows:

Councilman Hogan	Aye
Councilman VanTassel	Aye
Councilwoman LeClair	Aye
Councilman Noonan	Aye
Supervisor Kusnierz	Absent

Meeting adjourned.

Respectfully submitted,

Leeann McCabe  
Town Clerk