

A regular meeting of the Town Board of the Town of Moreau was held on June 26, 2012 in the Town of Moreau Office Building, 61 Hudson Street, South Glens Falls, New York.

Supervisor Jenkins called the meeting to order at 7:00 p.m.

The Town Clerk called the roll.

**Town Board Members Present**

Robert J. Vittengl, Jr.	Councilman
Gina LeClair	Councilwoman
Preston Jenkins	Supervisor

**Town Board Members Absent**

Bob Prendergast	Councilman
Todd Kusnierz	Councilman

**Also Present:** Jeanne Fleury, Town Clerk; Steve Gram, Recreation Director; Jesse Fish, Water Superintendent; Paul Joseph, Highway Superintendent; Peggy Jenkins, Assessor; Tim Alden, Town Justice; Jeff McCabe, Town Justice; Karla Buettner, Attorney for the Town; Reed Antis, Town Resident and Alternate Planning Board Member

Supervisor Jenkins led the Pledge of Allegiance.

Supervisor Jenkins welcomed everyone to the meeting.

**MINUTES**

The following minutes were prepared and distributed to the Town Board in advance of the meeting for their review, comment, correction and approval:

June 12<sup>th</sup> (2 Sets) and June 21<sup>st</sup>

**MINUTES – JUNE 12, 2012 – 6:30 P.M. – PUBLIC HEARING RE: LOCCAL LAW NO. 1 of 2012**

No comments or corrections.

**MINUTES – JUNE 12, 2012 – 7:00 P.M. – REGULAR TOWN BOARD MEETING**

No comments or corrections.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve both sets of minutes dated June 12, 2012 as prepared.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

**MINUTES – JUNE 21, 2012 – TOWN BOARD WORKSHOP RE: WATER DISTRICTS**

No comments or corrections.

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A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to approve the minutes of June 21, 2012 as prepared.

Roll call vote resulted as follows:

Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Supervisor Jenkins	Yes

### **FUTURE MEETINGS/WORKSHOPS SCHEDULED**

None scheduled

### **15 MINUTE PUBLIC COMMENT PERIOD**

Reed Antis asked for an update on the sewer project at the South Glens Falls Beach.

Supervisor Jenkins advised that NYS DOH has allowed the Town to open the beach based on the actions taken by the Town Board to correct the situation down there with the sewer system. He hoped that at this meeting the board members would authorize the installation of the plastic sewer line.

Jesse Fish stated that he was just waiting on the materials and then the project could be started.

Reed Antis said he noticed the sign that has been erected along Route 9 in front of the Town of Moreau Highway Garage that advertises the Saratoga County Fair. He said this would be an excellent location to advertise the new hours for the Transfer Station.

Supervisor Jenkins advised that the sign is on property owned by National Grid and the Town would have to secure an easement to place a sign there. It is something that the board could pursue, however.

Councilwoman LeClair stated that it would be nice to erect framework there that would hold interchangeable banners advertising different events.

Reed Antis reported that the Saratoga County Fair is going to display information from Town Historians in Saratoga County and the theme is the War of 1812. Mary Antis, his wife and Town Historian, was preparing a display board that would depict names of Town of Moreau Residents from 1812 and locate on the board where these people lived in the Town. He said last year's theme was the Civil War.

Supervisor Jenkins reported that the Town Clerk's Office received two calls today about posting the new hours for the Transfer Station. Apparently, people showed up with their garbage only to find the gates closed and locked.

### **COURT CLERKS – HIRING**

Tim Alden, Town Justice, stated that at the last meeting he and Judge McCabe pleaded for the board's help in filling the vacancies that were going to be created by the court clerks who were leaving.

He said he would begin with the position of part-time clerk that was held by Jody Munger. The position is a non-competitive, appointed position, for 19 ½ hours per week with no benefits. He was surprised when they received 41 applications for the position, including people with management level experience and business owners. He and Judge McCabe reviewed every one of the applications. There were people from Moreau, Queensbury and surrounding areas that applied. They narrowed it down to nine people and they

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interviewed eight applicants. Based upon the interviews they were prepared to recommend the appointment of Jennifer Miller, a Town of Moreau Resident, for the position of appointed Court Clerk to replace Jody Munger who resigned at an hourly rate of \$10.20 and for her to start work tomorrow.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair to appoint Jennifer Miller as appointed part-time Court Clerk, no benefits, at \$10.20 per hour, effective immediately.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

Judge Alden stated that the next position to be filled was that of his long-time court clerk, Lori Pike, who was retiring the end of July. There is an interest shown in this position by a current Town employee, Linda Blackburn. Judge Alden advised that there is a list from Saratoga County Civil Service, but through conversations with Fran Thibodeau, Principal Account Clerk for the Town, and Judy Dahoda, the Director of Personnel for Saratoga County, it was determined that Linda's transition from the position of Assessor's Clerk to the position of Court Clerk competitive would be a lateral transfer. He and Judge McCabe looked at the list of available people from the Town and there was nobody with any kind of Court Clerk experience for the position. They interviewed Linda Blackburn and they were prepared to recommend the lateral transfer of Linda Blackburn to the position of Court Clerk competitive that was created by the Town Board and for Linda to start work as soon as possible. Judge Alden stated that he and Judge McCabe did not want to take Linda away from Peggy Jenkins if there is work to be done and they were sensitive to that, but because Mrs. Pike is leaving within the next two weeks they would like to get some training underway. He advised that there would be two court clerks working at the same time, but there is certainly money in the budget. They aren't using all the part-time employee's hours and they haven't been since January and there is a differential in salary between what Mrs. Pike would be getting under her current budgeted salary and what Linda's salary will be. He stated that the Town Board set a salary range of \$28,000.00 to \$30,000.00 and it was their recommendation that Linda's salary be set at \$30,000.00 and that she begin work as soon as possible.

Councilwoman LeClair asked the Judges if they would work out the hours with Peggy Jenkins so that Peggy has the help that she needs.

Judge Alden and Judge McCabe replied yes.

Judge McCabe stated that Lori Pike is going to have some vacation time and they would like Linda Blackburn down there while Lori is still working so she can be trained by Lori.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the lateral transfer of Linda Blackburn from the position of FT Assessor's Clerk to FT Court Clerk Competitive effective immediately at an annual salary of \$30,000.00.

Roll call vote resulted as follows:

Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

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**CEMETERY PRESERVATION – REED ANTIS PRESENTATION**

Reed Antis stated that he has been a resident of the Town of Moreau for many years. His wife, Mary Antis, is the Town Historian. He has done research on cemeteries in Moreau and in particular the Griswold Cemetery. He has researched the State Law on cemeteries and what the Town’s responsibility is over cemeteries. He displayed a presentation board with information on the cemeteries in Moreau that are the Town’s responsibility. There are seventeen of them. He noted that the Town maintains Rice Cemetery, Griswold Cemetery and Reynolds Cemetery on a regular basis by mowing the grass. He displayed pictures of headstones in the various cemeteries to show the board members the condition of the stones. He gave a little history on each one and their locations. He attended a preservation seminar in May that was hosted by Dunning Street. The seminar covered information on how to preserve headstones and restore them. He also informed those present of a website that he created on facebook called “Friends of Moreau Cemeteries”. He was present at this meeting to request funding for supplies to start the process of preserving and restoring headstones. The items he will need are:

- One gallon of D2 biological solution to clean the stones with. The solution will clean about 100 headstones.
- Bear Pack epoxy
- Natural type hydraulic lime to be used to mortar the fallen headstones back into place.
- Clamps and lumber to be used to hold the headstones in place once they are mortared in until they set up.

The estimated cost for these materials is about \$212.00.

Supervisor Jenkins asked Reed Antis how he was going to access these cemeteries, which are on private lands.

Reed Antis said he would do it the same way he has done it to access the cemeteries already and that is to knock on the doors of the property owners and asked permission to access the cemeteries. He has found that they welcome him with open arms. He also noted that by State Law access to cemeteries cannot be denied.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the expenditure of up to \$350.00 for supplies to be used in the restoration of headstones in cemeteries under the care of the Town of Moreau.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

**HIGHWAY DEPARTMENT REQUESTS**

The highway superintendent submitted a memo to the Town Board informing them that he was going to advertise for bids for the removal of trees and stumps. He said there was money allocated for this in account DB5110.457 that has a balance of \$15,000.00. He also submitted a copy of the bid specifications for the board to review.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the highway superintendent to go out to bid for the removal of trees and stumps.

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Roll call vote resulted as follows:

Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Supervisor Jenkins	Yes

The highway superintendent submitted a memo to the Town Board requesting to contract with Gorman Bros. and Reclamation LLC (Peckham Materials) under Saratoga County Contract #12-PWPR-28R for the reclamation of .71 miles of Hatchery Road (from Fortsville Road east) and 1.03 miles on Old West Road (from Fortsville Road west). There is money budgeted for this in account DB5112.493.1 and as of 6/1/12 the balance in this account was \$66,036.00.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair authorizing the highway superintendent to contract with Gorman Bros. and Reclamation LLC (Peckham Materials) under Saratoga County Contract #12-PWPR-28R for the reclamation of .71 miles of Hatchery Road (from Fortsville Road east) and 1.03 miles on Old West Road (from Fortsville Road west).

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

The highway superintendent submitted a memo to the Town Board asking for Jeff Backus to be advanced from the position of Laborer to MEO. He has been an employee since September 2009. Mike Ruby is retiring July 5<sup>th</sup> and he wants Jeff Backus to fill that position as MEO. This advancement has been allotted for in the labor accounts DB5110.1 and DB5142.1.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the advancement of Jeff Backus from Laborer to MEO.

Roll call vote resulted as follows:

Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

At the last Town Board Meeting the request from the highway superintendent to purchase lockers for the new highway garage was tabled. Supervisor Jenkins said at this meeting that Paul Joseph has indicated that this purchase is a "big preference" for him. It will provide for a clean working environment. There are enough funds to finish the project even if this purchase is made. The highway superintendent recommends accepting the quote from Jorgenson Co. in the amount of \$2,110.00 and the lockers will be assembled by the highway department staff.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair authorizing the purchase of eighteen lockers from Jorgenson Co. at a cost not to exceed \$2,110.00 out of account HH1620.2.

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Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

#### **NEW HIGHWAY BUILDING – CHANGE IN PROPOSAL #18 –AC**

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl approving a Change in Proposal #18 to the General Construction Contract with TMG for installation (labor and materials) of a split air conditioning system for the new highway garage at a cost not to exceed \$7,151.00 to be paid out of the highway garage capital project fund.

Roll call vote resulted as follows:

Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Supervisor Jenkins	Yes

#### **RECREATION DEPARTMENT REQUESTS**

Supervisor Jenkins stated that the board members haven't received information on this, but Paul Joseph, Highway Superintendent, has talked to several people about installing a 1 ¼" plastic sewer line from the sewer pump at the South Glens Falls Beach to the Village sewer system. The lowest price received was \$1,000.00 and that was from Dan Linehan. This price is cheaper than the Town renting the equipment and doing it ourselves. It will cost the Town \$850.00 just for the rental of the equipment.

Supervisor Jenkins asked for approval to have Dan Linehan install the sewer line per his quote of \$1,000.00.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing Dan Linehan to install 1 ¼" plastic sewer pipe from the sewer pump at the South Glens Falls Beach to the Village Sewer System at a cost not to exceed \$1,000.00.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

A request was received from Steve Gram, Recreation Director, to hire Josh Hay as a Baseball Specialist to assist Bob Bogdan, a volunteer baseball coach for the Recreation Department, at a rate of \$10.20 per hour. No pre-employment physical required.

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to hire Josh Hay as Baseball Specialist at a rate of \$10.20 per hour, part-time, seasonal, as needed.

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Roll call vote resulted as follows:

Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

### **WATER DEPARTMENT REQUESTS**

Jesse Fish, Water Superintendent, stated that he didn't have any requests, but asked the Supervisor if he wanted to discuss the water line extension along Fortsville Road.

Supervisor Jenkins said he didn't want to discuss this at this meeting. More information was needed and it is a critical issue that needs to be addressed by all board members.

### **TOWN CLERK'S REQUEST**

Supervisor Jenkins asked the Town Clerk to talk about her request for the purchase of computer software.

The Town Clerk stated that she gave the board members a memo and all the information that pertains to her request so she didn't want to spend too much time talking about this, but explained that her request is to purchase from BAS (Business Automation Services) a water billing software program and tax collection software program for a total cost of \$6,356.00. She explained that the current water billing and tax collection programs that she utilizes are from SCA (Software Consulting Associates) and the Town has been a customer of SCA's for about 25 years. SCA is upgrading their software programs to a new operating platform called SQL (an operating platform that most software vendors already run on), this year and next and they are charging all of their customers for this upgrade \$5,000.00 for the water billing program and \$4,900.00 for the tax collection program. She noted that during budget time last fall she informed the board that she would be looking to see if she could purchase new programs cheaper and as it turns out, she can. BAS is offering the Town a substantial discount of 30% if the Town purchases both their water billing/collection software and their tax collection software. This discount is due in part to the fact that the Town is already a customer of BAS as the Town Clerk's Office utilizes their Town Clerk's software program. If the Town purchases the programs separately in different years then the cost is going to be substantially more. She advised that there is \$8,200.00 budgeted for the purchase of the water billing/collection software, which is more than enough. Unfortunately, we cannot transfer the additional funds out of the water accounts and into the tax collection account to purchase the tax collection program from BAS. Therefore, in order to purchase the tax collection software program a transfer of funds is needed in the amount of \$2,996.00 from Contingency A1990.4 into Tax Collection A1330.4. The contingency fund has a balance of \$40,000.00 as of 6/5/12. Her recommendation was to purchase both programs now and for the transfer to be made.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair authorizing a transfer of \$2,996.00 from Contingency A1990.4 into Tax Collection A1330.4 for the purchase of a tax collection software program.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

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A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the purchase of a water billing program and tax collection program from BAS at a combined total cost of \$6,356.00.

Roll call vote resulted as follows:

Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Supervisor Jenkins	Yes

### **BINGO LICENSE APPLICATION – MOREAU COMMUNITY CENTER**

The Moreau Community Center applied for a renewal of their bingo license, which was submitted to the Town Board for review and consideration. The Town Board found that the answers to all of the questions in the Findings and Determinations Statement were in the affirmative and the following action was taken:

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing the Supervisor to sign the Findings and Determinations Statement and the Town Clerk to sign the bingo license and authorizing its issuance.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

### **COLD STORAGE BUILDING FOR RECREATION PARK**

RFP's were mailed out to Garry Robinson, Burley & Guminiak and EDP on June 7, 2012 for engineering services to determine appropriate size and use of a cold storage building in the Town's Recreation Park.

EDP responded with a quote of \$1,000.00 and Garry Robinson responded with a quote of \$650.00

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to accept the quote from Garry Robinson in the amount of \$650.00 and authorizing the Supervisor to sign an agreement with Garry Robinson.

Roll call vote resulted as follows:

Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Supervisor Jenkins	Yes

### **WATER DISTRICT 6 INTER-FUND LOAN**

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl authorizing an inter-fund loan from the Water District 2 fund into the Water District 6 fund and setting the interest rate at 3/10 of 1% that will be paid to Water District 2.

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Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

**REHIRE NANCY RYAN AS PART-TIME TRANSFER STATION CLERK**

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to rehire Nancy Ryan as part-time Transfer Station Clerk at a rate of \$14.55 per hour retroactive to June 1, 2012 and without benefits other than health insurance that she is receiving as a retiree from the position of full-time Transfer Station Clerk.

Roll call vote resulted as follows:

Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Supervisor Jenkins	Yes

**15 MINUTE PUBLIC COMMENT PERIOD**

Paul Joseph asked for authorization to purchase 140 feet of water line at a cost not to exceed \$1,000.00 that will be installed in the ground behind the new highway garage from the new water line that was installed to the old highway garage. This will provide the availability of water to the old highway garage so that a sprinkler system can be installed inside the old highway garage in the future to protect equipment that is being stored in there. Paul wants to install this water line now so that the backyard and blacktop will not have to be torn up at a later date. This purchase will be paid for out of the highway garage capital project fund.

A motion was made by Councilman Vittengl and seconded by Councilwoman LeClair authorizing the purchase of 140 feet of water line at a cost not to exceed \$1,000.00.

Roll call vote resulted as follows:

Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Councilman Vittengl	Yes
Councilman Prendergast	Absent
Supervisor Jenkins	Yes

Paul Joseph thanked Councilwoman LeClair for coming down to the new highway garage and planting lily's out in front of the highway garage. Councilwoman LeClair said it was Maureen that did the planting. Paul Joseph then thanked both of them.

**COMMITTEE REPORTS**

None

Steve Gram, Recreation Director, said it wasn't a committee report, but he reported that the Fire Company Convention went off without a hitch. It was a successful event. There was very little cleanup involved.

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**SUPERVISOR'S ITEMS**

None

A motion was made by Councilwoman LeClair and seconded by Councilman Vittengl to adjourn the meeting at 7:46 p.m.

Roll call vote resulted as follows:

Councilman Vittengl	Yes
Councilman Prendergast	Absent
Councilwoman LeClair	Yes
Councilman Kusnierz	Absent
Supervisor Jenkins	Yes

Meeting adjourned.

Respectfully submitted,

Jeanne Fleury  
Town Clerk