

TOWN OF AUSABLE ORGANIZATIONAL MEETING

JANUARY 4, 2023

The presiding officer at the Town Hall on 111 AuSable Street called the meeting to order at 5:00 p.m.

MEMBERS PRESENT: Sandra Senecal, Supervisor, Steven D. Sucharski, Councilman, James King, Councilman, Paula Bedard, Councilwoman & Bonnie Hopkins, Town Clerk.

ABSENT: Scot Zmijewski

Supervisor Sandy led us in the Pledge of Allegiance.

RESOLUTION NO.23-1

Town Board meetings for 2023

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

RESOLVED, that the Town Board of the Town of AuSable Keeseville shall convene for a regular meeting on the second Wednesday of each month at 6:30 p.m. at 111 AuSable Street in Keeseville, NY, if this date falls on a legal holiday, the meeting will be held on the following day and

The Town Board of the Town of AuSable shall convene for a work session meeting on the fourth Wednesday of each month at 5:30 p.m. at 111 AuSable Street in Keeseville, NY, as needed, and

The Supervisor may call a special meeting, upon giving at least two days' notice either personally or verbally or in writing to members of said Board of the time when and the place where the special meeting is to be held, and

Said Board may also convene a special meeting when emergency circumstances require when all members of said Board and Supervisor are present at the same location, and

Appropriate notice of all such meetings shall be given by the Town Clerk pursuant to the provisions of the Open Meetings Law (Public Officers Law section 104(1)), and

Special meeting will be announced on the Town Clerks Board and the calendar at [www.townofausable.com](http://www.townofausable.com), and

The following are meeting dates that are set forth for 2022:

January 4 <sup>th</sup> , Organizational 5:00 pm	October 4 <sup>th</sup> , Budget Work-session 5:00pm
January 11 <sup>th</sup> , Regular 6:30 pm	October 11 <sup>th</sup> , Budget Work-session 5:00pm
February 8 <sup>th</sup> , Regular 6:30 pm	October 11 <sup>th</sup> , Regular 6:30 pm
March 8 <sup>th</sup> , Regular 6:30 pm	October 18 <sup>th</sup> , Budget Work-session 5:00pm
April 12 <sup>th</sup> , Regular 6:30 pm	October 25 <sup>th</sup> , Budget Work-session 5:00pm
May 10 <sup>th</sup> , Regular 6:30 pm	November 8 <sup>th</sup> , Adopt Preliminary Budget 5:00 pm
June 14 <sup>th</sup> , Regular 6:30 pm	November 8 <sup>th</sup> , Regular 6:30 pm
July 12 <sup>th</sup> , Regular 6:30 pm	December 14 <sup>th</sup> , Regular 6:30 pm
August 9 <sup>th</sup> , Regular 6:30 pm	December 28 <sup>th</sup> , Year End 5:00 pm
September 13 <sup>th</sup> , Regular 6:30 pm	

**Official business is not conducted at the work session, but all meetings of the Town Board are open to the public.**

RESOLVED, that the public may have access to almost all records pertaining to the Town by filing a request in writing to the Records Access Office, the Town Clerk at 111 AuSable Street, Keeseville, NY. Records may be inspected on site, but there is a charge of .25 cents per photocopy. An appeal may be made if access to records is denied by writing a letter to the Town Clerk.

Carried by:        Ayes        3                                Noes        0

RESOLUTION NO.23-2

Public Addressing the Town Board

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that for all public Town Board meetings any person present wishing to address the Board will be recognized by the presiding officer after the adoption of the approval of the minutes of the previous meeting pursuant to Section 63 of Town Law, and it is further

RESOLVED, that any person wishing to address the Board would be limited to five minutes.

Carried by: Ayes 3 Noes 0

RESOLUTION NO. 23-3

Supervisor in charge of special districts

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

RESOLVED, that Sandra Senecal, Supervisor and in her absence the position of Deputy Supervisor, oversee all special districts pursuant to Section 29 of Town Law.

Carried by: Ayes 3 Noes 0

RESOLUTION NO. 23-4

Supervisor Chief Fiscal Officer

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that we authorize the Supervisor to invest general funds, special district funds and highway moneys not obligated or required for immediate expenditure, in United States Treasury bills, savings accounts, time deposit or time certificates of deposit through Glens Falls National Bank; said investments to be payable or redeemable at the option of the Supervisor within such times as the proceeds may be needed to meet expenditures for which the moneys were provided, all pursuant to the provisions of the Investment Policy for the Town adopted 1/02/2020.

Carried by: Ayes 3 Noes 0

RESOLUTION NO. 23-5

Supervisor to pay claims for public utility

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

RESOLVED, that pursuant to Section 118 of Town Law the Supervisor is hereby authorized to pay claims for public utility services (i.e., electric, water, fuel oil, and telephone services), postage, and freight before audit.

Carried by: Ayes 3 Noes 0

James entered the meeting

RESOLUTION NO.23-6

Payroll elected and appointed officials

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that pursuant to Section 27 of Town Law all elected and appointed officials be paid on the last day of each month except for the Town Supervisor, Superintendent of Highways, Code Enforcement Officer, Secretary to the Supervisor, Town Clerk/Collector, Court Clerk who shall be paid with other Town employees on a biweekly basis beginning Thursday, January 6, 2023.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-7

Town Historian

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

RESOLVED, that pursuant to Section 148 of the Education Law, we hereby reappoint Roby Scott as Town Historian for 2023.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-8

Budget Officer

Motion by: Steven D. Sucharski

Seconded by: James King

RESOLVED, that pursuant to Section 20 of the Town Law, we hereby re-appoint Sandra Senecal as Budget Officer for 2023.

Carried by: Ayes 3 Noes 0 (Supervisor abstained)

RESOLUTION NO. 23-9

2023 Salary Schedule

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that we accept the 2023 scheduled salaries of elected and appointed officials.

<i>Name/ Title</i>	<i>Salary</i>	<i>Name/Title</i>	<i>Salary</i>
<i>Sandra Senecal</i>		<i>Bonnie Hopkins</i>	
<i>Town Supervisor</i>	<i>\$27,697.73</i>	<i>Town Clerk/Collector</i>	<i>\$16,392.97</i>
<i>Secretary</i>	<i>20,796.73</i>	<i>Registrar</i>	<i>877.56</i>
<i>Budget Officer</i>	<i>1,218.00</i>	<i>PB Secretary</i>	<i>2,435.95</i>
<i>Sewer</i>	<i>1,300.00</i>	<i>Deputy TC/TC</i>	<i>16,392.97</i>
		<i>Sewer</i>	<i>8,176.00</i>
<i>Steven D. Sucharski</i>			
<i>Councilman</i>	<i>\$6,044.04</i>		
<i>Deputy Supervisor</i>	<i>478.95</i>		
<i>Councilman</i>		<i>JCEO</i>	<i>\$19,662.50</i>
<i>Scot Zmijewski</i>	<i>\$6,044.04</i>		
<i>Councilman</i>		<i>Bill LaCount</i>	
<i>James King</i>	<i>\$6,044.04</i>	<i>Code Enforcement</i>	<i>\$29,468.30</i>
<i>Councilwoman</i>		<i>Mark Hrycyk</i>	
<i>Paula Bedard</i>	<i>\$6,044.04</i>	<i>Dog Control</i>	<i>\$7,218.24</i>
<i>Monica Akey</i>	<i>\$35,871.81</i>	<i>Ronnie Pray/Laborer</i>	<i>\$19.86 PH</i>
<i>Highway Superintendent</i>		<i>Court Clerk</i>	
<i>Pat Akey</i>	<i>\$69,087.25</i>	<i>Christina Hebert</i>	<i>\$33,301.80</i>
<i>Town Justice</i>			
<i>Elizabeth Smith</i>	<i>\$20,704.03</i>		
<i>Jeff Kelley</i>	<i>\$20,704.03</i>	<i>MEO/</i>	<i>\$18.50</i>
		<i>MEO/Russell</i>	<i>\$24.63</i>
		<i>MEO/Andrew</i>	<i>\$21.50</i>
<i>Rusty Gravelle</i>	<i>\$25.50 PH</i>	<i>MEO/Mike</i>	<i>\$24.52</i>

<i>Water Operator</i>	<i>\$3,854.26</i>	<i>MEO/Chad</i>	<i>\$26.52</i>
<i>Scott Thomson</i>	<i>\$21.50 PH</i>	<i>LABORER</i>	<i>\$14.20</i>

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-10

2023 Contracts

Motion by: Steven D. Sucharski

Seconded by: James King

RESOLVED, that we give Supervisor Sandy permission to sign the following contracts for 2023.

Contract	Amount
Anderson Falls Heritage Society	\$6,000.00
Association of Towns (Dues)	\$1,100.00
Youth Commission	\$14,400.00
JCEO	\$19,662.50
Elmore' s SPCA	\$5,200.00
AuSable Chasm Cemetery	\$2,000.00
Evergreen Cemetery	\$5,000.00
Keeseville Free Library	\$17,000.00
Keeseville Senior Citizen Club	\$2,650.00

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-11

2023 Official Newspaper

Motion by: James King

Seconded by: Paula Bedard

RESOLVED, that the Plattsburgh Press be the official newspaper for 2023 and designating Plattsburgh Press, pursuant to Town Law section 64(11), as the newspaper for publication of all legal notices of the Town.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-12

Petty Cash

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

RESOLVED that Petty cash funds have been established as follows:

Supervisor	\$150.00
Town Clerk/Collector	\$150.00

Carried by:           Ayes    4                           Noes        0

RESOLUTION NO. 23-13

Bank

Motion by: James King

Seconded by: Steven D. Sucharski

RESOLVED, that we use Glens Falls National as the depository for Town funds for 2023.

Carried by:           Ayes    4                           Noes        0

RESOLUTION NO. 23-14

Reimbursements

Motion by: Steven D. Sucharski

Seconded by: James King

RESOLVED, that reimbursement of mileage for use of personnel vehicles incurred in 2023 as follows:

                  \$.55cents per mile as mileage allowance for job-related travel.

Carried by:           Ayes    4                           Noes        0

RESOLUTION NO. 23-15

Supervisors Annual Report

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that for the Supervisor to submit to the Town Clerk by February 28, 2023, a copy of her Annual Report to the State Comptroller and directing the Town Clerk to cause a notice to be published within ten (10) days after receipt of said report in the official





RESOLVED, that Town Board is appointed to serve on the Safety Committee. This committee shall review all reported accidents, oversee safety meetings and report to the Town Board: and it is further

RESOLVED, that Scot and Paula be appointed to the Auditing Committee. This Committee shall examine all vouchers and report to the Town Board for payment: and it is further

RESOLVED, that Steven, James & Paula be appointed to the Building and Grounds Committee, this Committee shall make recommendations and reports on all Town buildings, properties, and special districts to the Town Board: and it is further

RESOLVED, that Town Board be appointed to serve on the Personnel Committee. This Committee shall advise the office staff and make recommendations and reports to the Town Board.

RESOLVED, that Town Board be appointed to serve on the Policies and Procedures Committee. This Committee shall review and update Policies and Procedures and make recommendations and reports to the Town Board.

Carried by: Ayes Noes

RESOLUTION NO. 23-18 Service Officer for 2023

Motion by: James King Seconded by: Paula Bedard

RESOLVED, that we appoint Howard S. Hopkins as Service Officer for 2023.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-19 Policies for 2023

Motion by: Steven D. Sucharski Seconded by: Paula Bedard

RESOLVE, that the Town of AuSable adopt the following policies:

1. Sexual Harassment
2. Fringe Benefit

3. Purchasing
4. Alcohol and Drug
5. Investment Policy
6. Procurement
7. Workplace Violence

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-20 Codes Enforcement

Motion by: Steven D. Sucharski Seconded by: James King

RESOLVED, that we reappoint William LaCount as Code Enforcement Officer for 2023.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-21 Highway purchases

Motion by: Steven D. Sucharski Seconded by: James King

RESOLVED, that we grant Patrick Akey permission to purchase asphalt crushed stone, culvert pipe, gravel, and signs through Clinton County.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-22 Bond Coverage 2023

Motion by: Paula Bedard Seconded by: Steven D. Sucharski

RESOLVED, that we carry bond coverage for the Supervisor, Town Clerk/Collector, Deputy Town Clerk/Collector, Highway Superintendent, Administrative Assistant, Dog Control Officer, Justices, and Court Clerk.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-23 Highway Equipment

Motion by: Steven D. Sucharski

Seconded by: James King

RESOLVED, that we authorize the Deputy Highway Superintendent to purchase equipment and tools not to exceed a total of \$5,000.00 per year without prior Town Board approval, providing such purchases are consistent with a resolution adopting a Procurement Policy enacted, and reviewed and reaffirmed herewith.

Carried by: Ayes 5

Noes 0

RESOLUTION NO. 23-24

Court Clerk

Motion by: Paula Bedard

Seconded by: Steven D. Sucharski

RESOLVED, that we re-appoint Christina Hebert as Court Clerk for 2023.

Carried by: Ayes 4

Noes 0

RESOLUTION NO. 23-25

Water Operator AuSable Heights

Motion by: Steven D. Sucharski

Seconded by: James King

RESOLVED, that we re-appoint Rusty Gravelle as Water Operator for 2023.

Carried by: Ayes 4

Noes 0

RESOLUTION NO. 23-26

Official Undertaking

Motion by: Steven D. Sucharski

Seconded by: Paula Bedard

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of AuSable hereby require the Supervisor, Town Clerk/Tax Collector, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of AuSable approve the document entitled "Town of AuSable Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

WHEREAS, Sandra M. Senecal, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Supervisor of the Town of AuSable, and

WHEREAS, Bonnie L. Hopkins, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Town Clerk/Tax Collector of the Town of AuSable, and

WHEREAS, Steven D. Sucharski, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Councilman of the Town of AuSable, and

WHEREAS, Scot Zmijewski, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Councilman of the Town of AuSable, and

WHEREAS, James King, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Councilman of the Town of AuSable, and

WHEREAS, Paula Bedard, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Councilwoman of the Town of AuSable, and

WHEREAS, Elizabeth D. Smith, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Town Justice of the Town of AuSable, and

WHEREAS, Jeff Kelley, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Town Justice of the Town of AuSable, and

WHEREAS, Patrick Akey, of the Town of AuSable, County of Clinton, New York, has been elected to the Office of Superintendent of Highways of the Town of AuSable, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of AuSable that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that she will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town, and coming into her hands as such Supervisor; and

This undertaking of the Town Clerk/Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk/Tax Collector; and

This undertaking of the Councilman is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Councilman; and

This undertaking of the Councilman is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Councilman; and

This undertaking of the Councilman is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Councilman; and

This undertaking of the Councilwoman is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Councilwoman; and

This undertaking of the Town Justice is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

This undertaking of the Highway Superintendent is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into his hands as such Highway Superintendent; and

The Town does and shall maintain insurance coverage, presently with Upstate Agency, Inc. in the sum of \$230,000.00 for the Town Clerk/Tax Collector, \$15,000.00 for the Supervisor and \$5,000.00 to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-27 Attorney 2023

Motion by: Paula Bedard Seconded by: Steven D. Sucharski

RESOLVED, that we re-appoint Fitzgerald Morris Baker Firth PC as Attorneys for 2023.

Carried by: Ayes 4 Noes 0

RESOLUTION NO. 23-28 Adjournment

Motion by: Steven D. Sucharski Seconded by: James King

RESOLVED, to adjourn the meeting at 5:26 p.m.

Carried by: Ayes 4 Noes 0

Respectfully Submitted,

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Bonnie L. Hopkins, Town Clerk