

**Town of Ellenburg
Office of the Town Clerk**

**Minutes of the Town Board
Reorganizational Meeting
January 3, 2023 at 6:30 PM**

Supervisor, Jason Dezan, opened the meeting and led the Pledge of Allegiance.

Roll Call:	Jason Dezan	<u>Yes</u>
	Debra Grogan	<u>Yes</u>
	Neil Trombley	<u>Yes</u>
	Deryl Gregory	<u>Yes</u>
	Nathan Bombard	<u>Yes</u>

Supervisor Dezan stated to the Board that this is an organizational meeting, therefore new business would be next on the agenda.

First we are starting with the Clinton County Health Department that will be doing a presentation on the grants for bettering our community. Ms. Tamaric gave background on the grant, the goal is to increase physical activity for people in municipalities. This summer they conducted a walk audit around Ellenburg, where are cross walks, where are the sidewalks, are there things that are connected. From that they came up with a plan, the active community concept plan. From this plan we will be getting about \$8,000 for the town. There are no sidewalks where the Dunkin donuts came in and took out our sidewalks, there are no cross walks in the center leading up to the park and a few other locations. There is no cost to the town as it is 100% reimbursable, but the town does have to complete the projects by the end of May in order to receive the funding. The highway department is asked to do all of the labor and get these projects done by May. From this point, we need to identify the most important projects to do since there was more than \$8,000 worth of projects identified. Jason is going to share the report with the board, they will be able to look at it, and on our next regularly scheduled board meeting on the 17th we will make a decision.

Supervisor Dezan asked for a motion to go into executive session to conduct interviews for the mausoleum position. There was a Motion made to go into executive session by Neil Trombley and seconded by Debra Grogan.

Executive session entered at 6:39 PM

There was a motion made to enter back into regular session of the meeting by Nathan Bombard and seconded by Neil Trombley
Regular session entered back in to at 7:06 PM

Resolution 23-1

Monthly Board Meetings will be the third Tuesday of each month at 6:00 p.m.

Motion: Debra Grogan Second: Neil Trombley

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-2

To accept the payroll schedule for 2023

Payroll to be every other Thursday – Starting January 12, 2023

Note: See attachment

Motion: Neil Trombley Second: Nathan Bombard

Vote: Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes

Resolution 23-3

That the town board authorizes prepayment of insurance, utility bills and fuel bills prior to monthly board meetings

Motion: Debra Grogan Second: Neil Trombley

Vote: Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes

Resolution 23-4

Mileage paid to town employees in discharging their duties is 50 cents per mile and to be reimbursed for meals during training.

Motion: Nathan Bombard Second: Neil Trombley

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-5

Appointment of the Press Republican as Town official newspaper.

Motion: Deryl Gregory Second: Neil Trombley

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-6

The designation of depository be the NBT Bank located in Plattsburgh, NY and to allow the tax collector to use Community Bank in Chateaugay, NY and authorize to do electronic transfers between accounts.

Motion: Debra Grogan Second: Deryl Gregory

Vote: Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes

Resolution 23-7

Re-adopt the Town Procurement policy.

Note: See attachment

Motion: Debra Grogan Second: Neil Trombley

Vote: Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes

Resolution 23-8

Re-adopt the Town Code of Ethics Policy

Note: See attachment

Motion: Deryl Gregory Second: Nathan Bombard

Vote: Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes

Resolution 23-9

Authorizing the highway superintendent to purchase equipment, tools, and implements during the year up to \$10,000 without prior approval of the Town Board in conjunction with the Town Procurement Policy. Over \$10,000 needs board approval.

Motion: Neil Trombley Second: Nathan Bombard

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-10

To continue using petty cash for the Town Clerk’s Office and Tax Collector’s Office and the Court Office

Town Clerk = \$100 Tax Collector = \$230 Justice Court = \$250

Crematorium = \$200

Motion: Debra Grogan Second: Neil Trombley

Vote: Gregory-No, Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes

Resolution 23-11

To continue 50/50 calculation for retirement, workers compensation, insurances. 50% from general fund and 50% from Highway fund.

Motion: Debra Grogan Second: Neil Trombley

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-12

TOWN BOARD COMMITTEE APPOINTMENTS

NATHAN BOMBARD

LIGHTING DISTRICT

ZONING LIAISON

FIRE DEPARTMENT LIAISON

DEBRA GROGAN

WEBSITE COORDINATOR

WINDMILL / SOLAR LIAISON
EMS LIAISON

DERYL GREGORY

NORTHERN ADIRONDACK CENTRAL SCHOOL
COMMUNITY LIAISON
WINDMILL / SOLAR LIAISON

NEIL TROMBLEY

HIGHWAY DEPARTMENT
GRANTS FOR THEATER

JASON DEZAN

YOUTH COMMISSION LIAISON
BUILDING AND GROUNDS
ART COUNCIL
FUNDING AND GRANTS
BUDGET OFFICER

Motion: Deryl Gregory Second: Nathan Bombard

Vote: Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes

Resolution 23-13

APPOINTMENT OF PERSONNEL TO TOWN OFFICES

NATHAN BOMBARD	DEPUTY TOWN SUPERVISOR
MICHELLE DEZAN	SECRETARY TO SUPERVISOR
SHANNON BARTON	TOWN ACCOUNTANT
PATRICK MCFARLIN ESQ	TOWN ATTORNEY
STEPHEN LACLAIR	DEPUTY HIGHWAY SUPERINTENDENT
STEWART SEGUIN	TOWN ASSESSOR
SHANNON SEGUIN	ASSESSOR CLERK
ADAM TROMBLEY	CODE OFFICER
JOAN HOBBS	TOWN HISTORIAN
BRYNN GHOSTLAW	DOG CONTROL OFFICER
BELINDA MANOR	LIBRARIAN
SAMANTHA HART	LIBRARIAN
LILLY LAVALLEY	LIBRARIAN
ALEXANDER DEZAN	LIBRARIAN
KELLER LECLAIR	LIBRARIAN
JASON DEZAN	YOUTH DIRECTOR
MICHELLE DEZAN	YOUTH SECRETARY
HEATHER MAGOON	REC. ASSISTANT (BASKETBALL, BASEBALL, SOFTBALL, SOCCER PROGRAMS)
MARGARET HOGAN	REC. ASSISTANT (SWIM PROGRAM)
DENNIS LABOMBARD	COURT CLERK
SANDRA TROMBLEY	COURT CLERK

Motion: Neil Trombley Second: Nathan Bombard

Vote: Grogan-Yes, Dezan-Abstain, Trombley-Yes, Gregory-Yes, Bombard-Yes

Resolution 23-14

Appointment of the Zoning Board

Bill Empsall Andree LaBarge Betty Bulriss
Alexander Dezan Rodney Baker

Motion: Debra Grogan Second: Neil Trombley

Vote: Dezan-Abstain, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-15

Appointment of Chateaugay Lake Water Level Control District

Vina Gonzales John Dowd Deidre Skinner Tim McElroy

Motion: Deryl Gregory Second: Nathan Bombard

Vote: Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes

Resolution 23-16

Appointment of Ethics Review

Joan Hobbs Bridgette Coolidge Bill Empsall

Motion: Debra Grogan Second: Neil Trombley

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-17

Appointment of Assessment Review

Jacques Pepin Delbert Hart Brian Kourofsky Andrew Bleakley
Julianna Bombard

Motion: Debra Grogan Second: Neil Trombley

Vote: Trombley-Yes, Gregory-Yes, Bombard-Abstain, Grogan-Yes, Dezan-Abstain

Resolution 23-18

To authorize the supervisor to sign into contract for one year commencing January 1, 2023 to December 31, 2023 with North Country Life Flight, Inc. and allocate the sum of \$2,000 to the party of the second part.

Motion: Deryl Gregory Second: Neil Trombley

Vote: Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes

Resolution 23-19

To authorize the supervisor to sign contract with JCEO for the year 2023 starting from January 1, 2023 to December 31, 2023.

Motion: Nathan Bombard Second: Neil Trombley

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-20

**RESOLUTION AUTHORIZING SUPERVISOR TO ENTER INTO AGREEMENT
WITH
PATRICK MCFARLIN, ESQ. TO PROVIDE LEGAL SERVICES FOR THE YEAR 2023**

WHEREAS, THE TOWN BOARD OF THE TOWN OF ELLENBURG WISHES TO RETAIN THE SERVICES OF PATRICK MCFARLIN, ESQ. AS AN INDEPENDENT CONTRACTOR THAT IS AN APPOINTED OFFICIAL TO PROVIDE LEGAL SERVICES ON BEHALF OF THE TOWN.

WHEREAS, PATRICK MCFARLIN, ESQ. HAS OFFERED TO PROVIDE LEGAL SERVICES TO THE TOWN.

WHEREAS, THE TOWN DESIRES TO RETAIN PATRICK MCFARLIN, ESQ. TO PERFORM LEGAL SERVICES.

NOW THEREFORE, THE TOWN BOARD OF THE TOWN OF ELLENBURG IN REGULAR SESSION DULY CONVENED DOES HEREBY:

1. AUTHORIZE THE SUPERVISOR TO EXECUTE THE ATTACHED AGREEMENT WITH PATRICK MCFARLIN, ESQ. TO FURNISH AND PERFORM LEGAL SERVICES FOR THE TOWN WHICH ARE THE SUBJECT OF THE ATTACHED AGREEMENT.
2. FOR THE ABOVE SERVICES AS OUTLINED, THE ATTORNEY WILL SUBMIT AN APPROPRIATE VOUCHER TO THE TOWN FOR AUDIT AND PAYMENT OF THE LEGAL SERVICES RENDERED DURING THE PRIOR MONTH.
3. PATRICK MCFARLIN, ESQ. WILL BE ENTITLED TO PROTECTION UNDER THE PUBLIC OFFICIALS LIABILITY POLICY OF THE TOWN.
4. THIS RESOLUTION SHALL TAKE EFFECT IMMEDIATELY.

Motion: Debra Grogan Second: Deryl Gregory

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-21

APPROVING THE CREMATORIUM 2023 BILLING RATES AND POLICY AND PROCEDURES FOR CREMATIONS

Adult cremation	\$445.00
Child cremation (under 16 years of age)	\$235.00

Cremation with USPS Mail Return

\$495.00

Cremations done on Saturday or after 3:30 PM on normal business days \$545.00

Policies and Procedures- All cremations outside normal business hours require 24 hours notice. All bodies must be in containers with solid bottoms. Proper care to ensure no leakage is absolutely necessary.

All cremains will be returned to funeral homes or designated persons within 60 days.

Town of Ellenburg Crematorium reserves the right of refusal for a cremation that would be unsafe to equipment, building or staff.

Cost for entombments or inurnments after hours including Saturdays, Sundays or holidays in Plattsburgh and Ellenburg is an additional \$400 payable to Town of Ellenburg .

Motion: Neil Trombley Second: Debra Grogan

Vote: Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes

Resolution 23-22

To continue using CST group Inc. to monitor internet services and be the Towns Official IT (Internet Technicians) Group

Motion: Deryl Gregory Second: Debra Grogan

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-23

TO ACCEPT THE RULES AND REGULATION (STANDARD OPERATING PROCEDURE) AS WRITTEN FOR THE TOWN OF ELLENBURG MAUSOLEUM.

- * The Town of Ellenburg may, and it hereby expressly reserves the right, at any time or times, to adopt new rules and regulations, or to amend, alter or repeal any rule, regulation and/or article, section or paragraph and/or sentence in these Rules and Regulations with the approval by resolution of the Town Board.
- * The Mausoleum is not responsible for any items or personal effects left on the grounds and any personal effects left inside vehicles.
- * All work pertaining to the improvement of the grounds shall be under the supervision and direction of the Mausoleum employees and/or the Town Supervisor and Town Board. No construction, installations, or inscription of any kind may be made on a crypt until it is paid for in full.
- * No dumping is allowed on Mausoleum grounds.
- * The Mausoleum grounds speed limit is 10 mph. No practice driving of unlicensed drivers is allowed.

- * If a niche or crypt owner moves, the Town should be notified immediately of the new address. Notices to niche or crypt owners will be mailed to the most recent address on file.
- * All work done on the premises will be performed by Mausoleum employees or their subcontractors.
- * Wreaths, decorations, pictures, ornaments or batteries that need placement on crypt fronts on the upper levels of the mausoleum shall be put in place by Mausoleum employees upon request. No personal ladders, stools, etc. shall not be allowed inside or outside the Mausoleum. The Town of Ellenburg is not liable for injuries resulting from these actions. Please contact Mausoleum employees in the office or call 518-594-7500 for special requests and we will do our best to accommodate you. Business hours are 7-3:30 Monday through Friday but you can leave a message and we will return your calls received after hours or on weekends.

ENTOMBMENTS AND INURNMENTS

- * All persons to be entombed in the Mausoleum must be properly embalmed and placed in the crypt under the direction of a Funeral Director and Mausoleum employee. A casket tray is required for all caskets entombed in the crematory and an additional fee is due at that time unless paid for in the original contract.
- * No entombment or inurnment will be permitted unless the crypt or niche has been paid for in full under the original contract. Any remaining balance that is owed must be paid for in full prior to placement in the Mausoleum.
- * Crypts or niches will be opened and sealed only by Mausoleum employees with an additional opening and closing fee if this services is performed after the initial entombment or inurnment.
- * A proper Burial/Transit Permit and all other appropriate documents must accompany the remains before an entombment can be made. For inurnments a Certificate of Cremation is required from the crematory used, and in some cases certification of the legal right to control the disposition of the deceased.

HOURS OF OPERATION

- * The Mausoleum shall schedule entombments and inurnments during normal business hours Monday-Friday from 7AM-3:30 PM. If any services are performed outside of normal business hours, on weekends or holidays, there will be an additional overtime fee. However, there may be times when the Mausoleum may not be able to perform services due to severe weather or other adverse conditions.
- * In a single mausoleum entombment space one casket will be permitted. An additional urn may be placed in the crypt with additional fees for services provided. The number of cremains per crypt or niche space is determined at the signing of the original purchase. Additional persons in a crypt or niche will require permission from surviving family members on the contract or the authorized power of attorney along with the additional fees for services provided.
- * In tandem crypts, the first casket entombment shall be made at the rear of the crypt.

- * In glass fronted niches, the number of urns permitted depends upon the dimensions of the niche, and the conditions and terms of the original contract. Only a permanent urn of durable material will be allowed and is subject to the Town's approval as to size, type and kind. The urn may be inscribed or a suitable name plate may be placed on the niche if space permits.

DISINTERMENT POLIICY

- * Disentombments may be made upon request of a funeral director and duly consented by all of the owners of the crypt or niche. If owners of the crypt or niche are deceased, surviving family members or the power of attorney may make the request. If the consent of all parties cannot be obtained, application may be made to the New York State Supreme Court. Mausoleum employees must make all disinterments. A Board of Health burial/transit permit is required for all disinterments leaving the Town of Ellenburg Mausoleum. The services of a licensed funeral director will be required if the remains are to be transferred out of the Town of Ellenburg Mausoleum.
- * The utmost care will be exercised in making a removal, but the Town of Ellenburg Mausoleum assumes no liability for any damage to any casket, vault or urn in making the removal, with all liability resting with the funeral home contracted to perform the service.

FLORAL AND OTHER DECORATIONS

- * Floral decorations, wreaths, flower pots, vases and pictures should be tasteful and placed in a manner as to minimize the obstruction to the adjacent crypts or niches. Cut flowers are permitted at all times but will be removed upon becoming wilted or unsightly. Mausoleum employees reserve the right to move, relocate or remove any flower arrangements or decorations which do not comply with the above conditions. Any safety hazard shall be removed. The Town of Ellenburg is not responsible for damage or theft of flowers, plants or decorations.
- * No device or decoration that requires drilling or permanent defacing of a crypt or niche is allowed. The only allowable adhesive tape for the hanging of tributes is removable tape such as Command Strips because they are removable and leave no residue. No other types of adhesive tape are allowed.

REMOVAL DATES FOR FLOWERS, WREATHS AND POTS

- * Items left over the summer shall be removed on November 1st if they are not picked up by then. Items put out for Veteran's Day shall be removed on Nov 30th if not picked up by then. All wreaths and holiday decorations left over after Christmas shall be removed by Feb 14th if not picked up prior to that date. Anything not picked up by these dates shall be discarded by staff. Any flower arrangements that have died shall also be discarded by staff at any time.
- * No advertising of any kind will be permitted on Mausoleum property.

SALE OR REPURCHASE OF CRYPTS OR NICHES

- * Private sales, transfers or purchases of crypts or niches shall be completed by Mausoleum personnel and Individuals making the transactions. The record of each transaction will be made on documents prepared by employees of the Mausoleum and stored at the Mausoleum office. Copies shall be provided to persons making transactions. No person will be recognized as the owner or part owner of a crypt or niche unless his or her name appears in the original purchase.

* It is the policy of the Town of Ellenburg that the town or its agents will not buy back previously sold crypts or niches. You may privately donate or sell your crypt or niche rights to another individual or individuals. Additional fees such as opening, closing and lettering costs are not transferable and must be purchased through the Mausoleum staff. A new deed and contract will be provided to the new owner or owners of the crypt or niche and services must be paid prior to any entombment or inurnment in the Mausoleum. Once you have sold or gifted your crypt or niche, you forfeit any rights to the property in the Mausoleum.

Motion: Neil Trombley Second: Debra Grogan

Vote: Bombard-Yes, Grogan-Yes, Dezan-Yes, Trombley-Yes, Gregory-Yes

Resolution 23-24

Authorizing the payment each month to Morrisonville Ambulance service for services to the EMS district – not to exceed amount approved in the contract (first two payments cut from savings and then reimbursed when taxes are collected.)

Motion: Neil Trombley Second: Debra Grogan

Vote: Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes, Dezan-Yes

Resolution 23-25

RESOLVED: THAT PURSUANT TO GENERAL MUNICIPAL LAW SECTION 85, THE ELLENBURG TOWN BOARD HEREBY DECLARES THAT A CHARGE PER CHECK AS SET FROM TIME TO TIME BY RESOLUTION OF THE TOWN BOARD SHALL BE IMPOSED AND ADDED TO ANY ACCOUNT OWING TO THE TOWN OF ELLENBURG WHERE A TENDERED PAYMENT OF SUCH ACCOUNT WAS BY A CHECK OR OTHER WRITTEN INSTRUMENT WHICH WAS RETURNED FOR INSUFFICIENT FUNDS.

BE IT FURTHER RESOLVED: THAT THE AFOREMENTIONED CHARGE SHALL BE SET AT \$20 PER CHECK.

Motion: Deryl Second: Debra

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-26

To hire Zach Grogan for the part time position at the mausoleum.

Motion: Neil Trombley Second: Deryl Gregory

Vote: Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Abstain, Dezan-Yes

Resolution 23-27

To use the CARES act money to pay a voucher to Travis Myatt for additional work that was required for the Ellenburg Center EMS building.

Motion: Deryl Gregory Second: Nathan Bombard

Vote: Dezan-Yes, Trombley-Yes, Gregory-Yes, Bombard-Yes, Grogan-Yes

Resolution 23-28

To allocate \$4,000 to the Chateaugay Lake Association for the removal of Milfoil at the Chateaugay Lake boat launch.

Motion: Nathan Bombard Second: Debra Grogan

Vote: Dezan-Yes, Trombley-Yes, Gregory-No, Bombard-Yes, Grogan-Yes

Nathan Bombard made a motion to adjourn the meeting at 7:41 PM and was seconded by Deryl Gregory.

The next regular meeting will be held on January 17, 2023

Bethany Drown Fortin, Ellenburg Town Clerk