

**PUBLIC WORK SESSION
MARCH 23, 2022
6:00 P.M.**

PUBLIC HEARING

Supervisor Snow, Jr. called the Public Hearing to add a section to the Zoning Ordinance to order at 6:06 P.M. Present for the **roll call** were Supervisor John Snow, Jr., Councilors Rodney DeLong, Sandra Farrands, Marianne Ingerson and Irene Wiestner. Highway Superintendent Dan Duncan, Justice Tracy Doyle, Court Clerk Jessica King and Planning Board Chairperson Jane Crego were also present. There was 1 resident in attendance.

Supervisor Snow, Jr. stated the Public Hearing has been advertised and is for adding a section to our current Zoning Ordinance for the revocation of Town issued approvals. This paragraph being added will give some type of enforcement mechanism that we lack now.

Hearing no comments, Councilor DeLong made a motion, seconded by Councilor Ingerson to close the Public Hearing, all were in favor, none opposed.

The Public Hearing was closed at 6:10 P.M.

CALL TO ORDER

Supervisor Snow, Jr. called the meeting to order at 6:10 P.M. with all Board Members still in attendance.

DISCUSSION TOPICS

The Board reviewed the specifications for lawn and cemetery maintenance. It was decided to add two mows to Merritt and Lewis Cemeteries, one in May prior to the Memorial Day mow and one in August. The Town Hall mows will remain the same.

Supervisor Snow, Jr. said that during our NYMIR review we were told we need to have minimum insurance coverage with the Town of Granby being named as additionally insured from all of our outside service providers. We currently have two outside providers, mowing and cleaning. The Town will be requiring to be named as additionally insured on all insurance policies.

We received a letter from Justice Doyle requesting the part-time Court Clerk position be re-established. Justice Doyle stated there have always been two Clerks until one was let go last year and the work is considerably behind. There are over 300 fines that

need to be sent out. The records room has been a mess for the five years he has been here. There has been no time for that to be cleaned up. There are old files in there that need to be taken care of. There is a process that you go through, you have to contact New York State, they will come in and burn all those files. Councilor Ingerson asked if this had all happened since January. Justice Doyle said this has been an ongoing problem even with two people. They are working through some things now and if they can catch up without hiring another person that's fine. If not, he would like the position reinstated. The money is in the budget and the position has always been there. Councilor Ingerson asked what his idea hour wise of a part time person would be. Justice Dolye said 15 to 20 hours a week. At this point they are just asking for the position to be put back so if down the road they decide they need help to get caught up they can hire a part time Clerk. Justice Doyle said they have always been behind on some things but he believes this is a two person job. Sometimes Court night can be a zoo. On a recent occasion, he had his old clerk sit the bench with him when the full time Clerk was on vacation. She has not been here in three years, but did a great job, at no charge. He has bail money sitting that he needs to write a check to the Town for. If you get bail money built up over the years that is stale and never been claimed, the Town can file for that. That is another thing he would like to get caught up. It is a very time sensitive job. There are things that need to be done daily and the other things are when there is time to do them. Councilor Farrands asked Clerk King if she felt she could catch these things up and Clerk King responded yes, she could. Some of the back-up is due to Covid regulations and not the lack of personnel. Clerk King said it would be more efficient to do the extra work herself rather than have to train another Clerk. She also said at some point, another clerk may be needed. Justice Doyle said there have always been two Court clerks and he doesn't know why the position was eliminated. He has someone in mind that would like to come back to do the job and she could be trained to do DMV work. Supervisor Snow, Jr. explained when the position was cut, the budget was also reduced. The Board would have to fund the position. Once the position is created, then the hiring process could move forward. A letter has to be sent to the Board with the name of the candidate and the Board appoints the position. Justice Doyle said having a second clerk again would help when the full time clerk was on vacation or sick. Clerk King stated there are other Towns that only have one Court Clerk. These offices are closed if their Clerk is not available to work. She doesn't think the Town should have to pay for another Clerk when the revenue and cases are not there. Justice Doyle said the other Towns can't compare to our Court because they don't have a Walmart. Supervisor Snow, Jr. made a recommendation that the Justice liaison meet with Court personnel and bring back a snapshot of the situation. Then we will be able to tackle Mr. Doyle's request. It seems now we are stuck in the mud.

Supervisor Snow, Jr. made a motion, to re-establish the part-time Court Clerk position, up to 15 hours per week at a rate of \$16.00 per hour, there was no second. Motion failed.

The Board tabled the discussion until the next meeting to give the liaison time to speak with Court personnel.

Supervisor Snow, Jr. reviewed the Annual Update Document. He explained that the Town was in the red last year, by design. We can't carry a large amount of money. We have to find ways to get rid of the excess or you are overtaxing the people. We look for one-time expenditures that we can use and not have to increase taxes to accomplish this goal. Our goal was remediation for Covid to include the camera system and new software. The Highway Department was also in the red, also by design. We purchased two new pick-up trucks which still have not been delivered. The Capital Projects fund is also a negative because we are anticipating obtaining financing to get rid of the negative. There were no questions or comments from the Board.

An additional two residents joined the meeting at 7:02 P.M.

COMMUNICATIONS AND ANNOUNCEMENTS

We received one bid for the salt dome. The bid from Hybrid Building Solutions was opened by the Town Clerk. The bid contained an insurance certificate and references. The bid amount was \$38,053.00.

Councilor Ingerson made a motion, seconded by Councilor Farrands to accept the bid from Hybrid Building Solutions in the amount of \$38,053.00, all were in favor, none opposed.

The Town Clerk reported that Kristen's Kitchen at Battle Island State Park has notified the Town that she is renewing her Liquor License.

MOTIONS AND RESOLUTIONS

Supervisor Snow, Jr. made a motion, seconded by Councilor Wiestner to accept the proposal from ITS for installation of internet service at the community center, all were in favor, none opposed.

Supervisor Snow, Jr. made a motion, seconded by Councilor DeLong to adopt Local Law #4-2022 for Revocation of Permits, a roll call vote was taken;

Councilor DeLong	Aye	Councilor Farrands	Aye
Councilor Ingerson	Aye	Councilor Wiestner	Aye
Supervisor Snow, Jr,	Aye		

ITEMS FOR WORK SESSION

Resolution for creation of Court Clerk
Invitation to Assessor to attend April Work Session

PAYMENT OF TOWN BILLS

Councilor Ingerson made a motion, seconded by Councilor DeLong to pay the Town bills as audited on Abstracts #6 and #6A, all were in favor, none opposed.

General Fund	\$17,520.05	Highway Fund	\$35,274.03
SW Fund	\$14,767.31	Capital Projects	\$11,779.32
Lighting	\$ 2.25		

ADJOURNMENT

Councilor Ingerson made a motion, seconded by Councilor DeLong to adjourn the meeting,

Meeting adjourned at 7:19 P.M.