

October 11th, 2018 TB Minutes

The regular meeting of the Town Board was held on Thursday October 11th, 2018 with the following members present: Daniel Pemrick, Supervisor; Daniel Cochran, MaryAnn Johnson, Rick Capasso and Kevin Veitch, Councilpersons and two residents. Absent was Mark Schachner, Town Counsel .

At 7:00 PM the meeting was called to order by the Supervisor with a pledge to the flag.

On a motion by Veitch, C. and seconded by Capasso, C. , the minutes from September 13th, 2018 were approved as submitted by all members present.

Unsafe Building – 67 Lincoln Mtn. Road –Tax Map # 100-1-64 - Supervisor Pemrick states the building has been demolished and the builder has been in for plans and permits for a new residence.

CORRESPONDENCE

Town Clerk states she received a Thank You letter from Rich McDermott, State Forester, for the use of the Community Center for a training class. It worked out well and hopes to use it again.

Letter from Porter Corners Methodist Church thanking the Town for the all their support during the Town Wide Garage Sale.

TOWN POLICY UPDATES-

ETHICS- Supervisor Pemrick refers the Board members to their packets with ethics codes from the following Towns; Saratoga, Malta, Queensbury, Ballston, Milton and Saratoga County. He asks the Board members to look at these as well as our Code. They are advisory. People having concerns can send a signed letter to the Town Board and copy to the Ethics Board. (Mark Schachner Arrives at 7:08) The Town Board is part of that process at the beginning and at the end. He and MaryAnn had been going over policies that needed to be updated earlier this year, which includes the Ethics Code, as it involves the Town Board directly, as advised by Town Counsel. We had a letter from a resident with a concern and a group from the Town spoke to the Town Board regarding ethics. The Ethics Codes from the other Towns differ in duties and the number of people on the Board, some have 3 some 5. Supervisor Pemrick references a nice letter from Mike Gyarmathy who is part of the Code Revision Committee.

NOISE ORDINANCE- Supervisor Pemrick states the Noise Ordinance is on the Code Revision Committee's list and they will be addressing that. The Town Board will provide any outside assistance they may wish to bring in, to advise or research, if they feel they need it.

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CREDIT CARDS- Supervisor Pemrick states we added purchases and should follow standard procedures prior to use. Johnson, C. states that there is a Home Depot and Staples card also. They are in the Town Clerk's office. The purchase has to be authorized by their direct Supervisor and they would let the Town Clerk know that card is to be used and for what purchase. If everyone is OK with that, we can adopt that by Resolution.

RESOLUTION # 126- APPROVE THE UPDATED CREDIT CARD USE POLICY

Motion: Johnson, C.

Seconded: Capasso, C.

RESOLVED, That the Town hereby adopts the updated Credit Card use policy. Purchases must be approved by a direct Supervisor, following the tax exempt, voucher and/or PO guidelines. Receipts must be turned in. Cards must be turned in the same day as purchase. No purchases over \$1,000. This includes the Town Credit Card, Home Depot and Staples.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch

Noes: None

EMERGENCY DISASTER PLAN POLICY- Supervisor Pemrick states the Board members have a rough draft. He thanks Commissioner King and Councilman Capasso for their help. Appropriate phone numbers and some other information needs to be added. He asks the Board members to look at it and make any revisions or additions they feel is necessary and we will vote on this next meeting.

JOB DESCRIPTION- UPDATE CODE ENFORCEMENT OFFICER / ZONING ADMINISTRATOR-

Veitch, C. questions the Zoning Administrator description in Typical Work Activities, where it states "removes incomplete applications from the agenda." He feels that if they are incomplete they should not be on the agenda. Supervisor Pemrick states the PB/ ZBA Secretary is responsible for putting out the agenda, so before it is sent out it should be reviewed by the Zoning Officer. Mark Schachner, Town Counsel, states his perception and what he has heard from Planning Board members is that the Planning Board process has been stretched out because applications that are being reviewed by them is missing information they should have had before the process was started. Veitch, C. agrees. Discussion continues. The Board changes the sentence to "reviews applications for completeness before placing on the agenda." Veitch, C. asks under Distinguishing Feature of the Class, the sentence "Application not in compliance, at the discretion of the applicant, can be referred to the Zoning Board of Appeals." Discussion takes place and the Town Board agrees to remove the sentence as it has nothing to do with the Job Description. Veitch, C. questions the Zoning Administrator is responsible for identification and correction of violations of State codes. The Town Board should see what is going on in the department. We receive reports from every department except that office. Discussion takes place and the Board agrees to add under Typical Work activities, "monthly reports will be given to the Town Board on all activities" from that office. Veitch, C. would like to add under Full Performance Knowledge, "good knowledge of State" add "New York State". Also, he would like to add a valid driver's license and maintaining a valid license for duration of employment. Veitch, C. states under Special Requirements, remove "five courses necessary" and replace with "all necessary courses" and add after "hold such NYS certificate" - "for duration of employment". Supervisor Pemrick will meet with Veitch, C. to look at the draft of the job description with the changes.

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RESOLUTION # 127- PROCLAMATION- GREENFIELD A PURPLE HEART TOWN

Motion: Capasso, C.

Seconded: Veitch, C.

WHEREAS, the Residents of the Town of Greenfield have a great admiration and the utmost gratitude for all the men and women who have selflessly served their country and this Town in the Armed Forces and,

WHEREAS, Veterans have paid the high price of freedom by leaving their families and communities, by placing themselves in harm's way for the good of all, and

WHEREAS, the Military Order of the Purple Heart is building a network of Purple Heart Highways, Counties, Cities, Towns and Institutions in a web connecting all entities with the goal of forever honoring those men and women who have made the sacrifice and some the ultimate sacrifice for our freedom and received the Purple Heart, and

WHEREAS, the contributions and sacrifices of the Men and Women from the Town of Greenfield who served in the Armed Forces have been vital in maintaining the freedoms and way of life enjoyed by our citizens, and

WHEREAS, many Men and Women have given their lives while serving in the Armed Forces, and

WHEREAS, the Town of Greenfield appreciates the sacrifices Purple Heart recipients have made in defending our freedom and believe that it is important that we acknowledge them for their courage and show them the honor and respect they have earned.

NOW, THEREFORE, BE IT RESOLVED that the Town of Greenfield hereby proclaims the **Town of Greenfield as a Purple Heart Town**, honoring the service and sacrifice of our Nation's men and women in uniform wounded or killed by the enemy while serving to protect the freedoms enjoyed by all Americans.

Daniel Pemrick, Supervisor

Daniel Cochran, Councilman

MaryAnn Johnson, Councilwoman

Rick Capasso, Councilman

Kevin Veitch, Councilman

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SCHEDULE INTERVIEWS FOR HEALTH OFFICER AND ETHICS BOARD- Supervisor Pemrick would like to schedule interviews before the budget workshop on October 17th, 2018 and asks the Town Clerk to set up the interviews starting at 6PM.

BUDGET WORKSHOPS- Supervisor Pemrick would like to schedule Budget workshops for October 17th and October 24th, 2018 starting at 6 PM.

RESOLUTION # 128- APPOINT KARLA CONWAY TO THE PLANNING BOARD

Motion: Veitch, C.
Seconded: Cochran, C.

RESOLVED, That the Town Board hereby appoints Karla Conway from Planning Board alternate to Board member to fill the unexpired term of John Bokus ending in 6/25/2025.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

RESOLUTION # 129- ADVERTISE FOR PLANNING BOARD OPENING

Motion: Johnson, C.
Seconded: Veitch, C.

RESOLVED, The Supervisor hereby directs the Town Clerk to advertise for the Planning Board opening.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

SCHEDULE PUBLIC HEARING FOR TAX CAP OVERRIDE- Supervisor Pemrick would like to schedule a public hearing for the Tax Cap Override whether we use it or not. Johnson, C. states in order to fill the time requirements we need to schedule the public hearing before the Budget Hearing in the budget approval process just in case we need to use it. Mark Schachner, Town Counsel states constituents get confused because it is complicated. If the Town Board wants to override you have to adopt a Local Law authorizing to override but that does not commit you to it. Supervisor Pemrick would like to schedule the public hearing for the Tax Cap Override on November 1st, 2018.

RESOLUTION # 130- TRANSFER OF FUNDS

Motion: Johnson, C.
Seconded: Veitch, C.

RESOLVED, That the Supervisor be authorized to make the following transfer of funds as presented:

\$15362.96	From: CR1990.4	To: CR7180.4
\$ 6534.00	From: CR7110.2	To: CR7550.4
\$ 1096.94	From: CR7180.410	To: CR7180.2

\$ 1512.35 From: CR7180.45 To: CR7110.43
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\$ 449.07	From: CR7180.45	To: CR7180.42
\$ 2041.22	From: DA5120.4	To: DA5140.4
\$ 5970.70	From: A1990.4	To: A5132.4
\$ 2281.30	From: A5182.4	To: A8160.4
\$ 244.05	From: A7520.4	To: A7510.4
\$ 2279.03	From: A1440.4	To: A1420.4
\$ 700.00	From: A1990.4	To: A1320.4
\$ 1031.59	From: A7550.4	To: A8020.4
\$ 1373.48	From: A1990.4	To: A7020.1

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

RESOLUTION # 131 – BUDGET AMENDMENT

Motion: Johnson, C.
Seconded: Cochran, C.

RESOLVED, That the Supervisor be authorized to make the following Budget Amendment:

\$ 87,412.20	From: DA5112.400	To: DA0599
\$ 40,719.46	From: CR7110.400	To: CR0599

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

Monthly reports were submitted by Town Clerk, Highway Superintendent, Town Justices and Supervisor's Financial Report.

RESOLUTION # 131- GENERAL BILLS

Motion: Capasso, C.
Seconded: Cochran, C.

RESOLVED, That the General Bills from #665-715 in the amount of \$28,105.01 be paid.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

RESOLUTION # 132- HIGHWAY BILLS

Motion: Johnson, C.
Seconded: Veitch, C.

RESOLVED, that the Highway Bills from # 219-261 in the amount of \$310.468.38 be paid.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch
Noes: None

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RESOLUTION # 133- PARKS BILLS

Motion: Veitch, C.

Seconded: Capasso, C.

RESOLVED, that he Parks bills from # 259-287 in the amount of \$51,009.98 be paid.

VOTE: Ayes: Pemrick, Cochran, Johnson, Capasso, Veitch

Noes: None

On a motion by Pemrick, Supervisor and seconded by Cochran, C. the Town Board adjourned to Executive Session at 7:45 to discuss personal matters. The Town Clerk was not present for session and no minutes were filed. On a motion by Cochran, C. and seconded by Capasso, C. the Board returned to regular session at 8:26 PM. On a motion by Veitch, C. and seconded by Johnson, C. the meeting was adjourned at 8:22 PM.

Town Clerk

DRAFT