



## **GRAFTON TOWN BOARD MEETING**

**July 13, 2020**

**MEETING CALLED TO ORDER BY:** Supervisor Gundrum at which time the pledge of Allegiance was said

**ROLL CALL:** COUNCILMAN STEVE BEAUDRY – Present

COUNCILMAN JEFF WAGAR – Present

COUNCILMAN FRANK LEWANDUSKY – Present

COUNCILWOMAN JODI DESCHAINE – Present

SUPERVISOR INGRID GUNDRUM – Present

**ALSO, IN ATTENDANCE WERE THE FOLLOWING:** Frank Sbrega, David Buckley, Kim Bacon, Anita Martin, Miranda Sehl, Doug Dreyis, John Oliver, Erika Douglas, Herb Hasbrouck, Jimmy Goyer, Tom Kiley, Doug LaRocque, Cathy Goyer, Linda Lavaway, Connie Alderman, Joe Allain, Donna Baldwin, Dwayne & Melissa Rifenburgh, Tom Withcuskey, Jarod Bouchard, LeAnne Sweet

**APPROVAL/CORRECTION OF MINUTES FROM TBM 6/8/2020 & WS Meeting 6/22/2020**

**MOTION MADE BY:** Supervisor Gundrum, seconded by Councilman Wagar

**MOTION CARRIED:** 5 – 0

**REPORTS AND REMITTANCES FROM TOWN COMMITTEES:**

**HIGHWAY:** Ditching, Grading – Met with a few paving companies regarding Josh Hall Pond Road, New trucks should be here before winter, waiting on fuel tank for the 550.

**BUILDINGS/CODE ENFORCEMENT:** 27 permits ytd, Thanks to Highway Dept for excellent clean up on Gardy's property – waiting for bills from County Waste & Highway Dept so we can get reimbursed for the clean up from property owner or directly from the county.

**RESCUE SQUAD:** 12 calls, 39 Miles, Participated in Community Service parade on 6/23/2020, 7/6/2020 will be providing coverage for Petersburg & covering Berlin, Working on insurance issues, Bought a Fly Car from Brunswick for \$12,500 that will be stationed in Berlin will be used as a First Responder car for that area and back up for us.

**ASSESSOR REPORT:** None

**TOWN CLERKS REPORT:** Attached

**YOUTH REPORT:** Attached

**DOG CONTROL OFFICER REPORT:** 2 barking complaints, 1 call for Berlin and 1 inquiry about animal welfare

**SENIOR CITIZEN REPRESENTATIVE:** None

**SUPERVISOR:** Available upon request

**STATE PARK:** None – Thanks to Brunswick Brew for allowing a sign to be placed down there for when the park gets full

**LIBRARY:** Curbside started 5/23/2020, 6/15/2020 were able to start letting people in, 434 checkouts, Partnering with State Park for a Story Walk Event, Doing 4 programs with Summer Fun group @ school

**VETERANS:** None

**COMMUNICATIONS RECEIVED:** Certificate of Final State Equalization Rate of 100% for 2020 Assessment, Zeh vs. Town of Grafton and Dave Galarneau, JGS Recycling and Hauling, Free summer food program for children 18 & under at Roxborough Holdings, Spectrum rate adjustment, Rensselaer County Farm Fresh Product Guide – posting it to Website, Town Flu Clinic – getting more information

**EXECUTIVE SESSION:** Motion to go into Executive Session to discuss Employee Matter @ 7:25 pm Made by Supervisor Gundrum, seconded by Councilman Beaudry, Motion Carried 5 – 0.

Discussed discrepancies in Supervisor Reports Revenue Accounts reported compared to Town Clerk Reports. Reports will be updated with new numbers reflected in report on August 10, 2020 TBM. Town Clerk will forward copy of Town Clerk Report to Bookkeeper by the 5<sup>th</sup> of each month to ensure accurate reports moving forward.

Motion to return from Executive Session made @ 7:55 pm by Supervisor Gundrum, seconded by Councilman Beaudry, Motion Carried 5 – 0

**OLD BUSINESS:** Discussion of advise from Town Attorney/Facebook Page, Update on Gardy Property, Status of Ethics Board, Engie Resource/National Grid, 2020 Budget, Update on Recycling, Ambulance Grant – Has not been received yet, EMT hiring, Youth program status, Live streaming & official recording of Town Meetings, Restoration of Basketball Court – Might be better to sealcoat it, Resolution # 45 of 2015 – a second public comment session we need to start doing it or rescind it.

**PUBLIC COMMENTS:** Concerns of Sales Tax Revenue being much lower than previous years, having that loss completely coming out of General Fund, Thanks to Highway Department for work on Taconic Lake, What are we hoping to accomplish with a Facebook Page, Changing Agenda format, Issue with Roxborough Holdings and if they have filed change of use for property and if they got proper permit for sign, FOIL request questions, Discrepancies in Supervisor Reports, Covid-19 safety protocols being followed by Town, Ambulance hiring status & contracts with other towns, Funds for SR Center/Accountability, Lights on Flags at Town Hall.

**NEW BUSINESS:** Review Town Protocols w/Phase 4 Reopening, Update to Town Code – Delayed due to Covid, Discussion of repairs needed to Post Office steps, landing & foyer floor, Replacement of exterior door in assessor's office, Repair and painting of Gazebo and Replacement of light fixtures in Town Hall.

**MOTIONS AND RESOLUTIONS:** Resolutions: # 58 – Creating Official Town of Grafton Facebook Page, # 59 – Adjusting Vacation Leave Accrual Schedule, Employee Handbook, # 60 Adjusting Annual Pay for members and staff of Board of Assessment Review: Attached

**MOTIONS TO PAY BILLS AS AUDITED:** Vouchers 351 – 403 Total \$32,648.37, was made by Supervisor Gundrum, seconded by Councilwoman Deschaine

**ROLL CALL:**

Councilman Beaudry Yes

Councilman Wagar Yes

Councilman Lewandusky No

Councilwoman Deschaine Yes

Supervisor Gundrum Yes

**MOTION CARRIED 5 – 1**

**MOTION TO ADJURN** In Loving Memory of Anthony Dibiase and Daniel Bell, Made by Supervisor Gundrum, seconded by Councilman Beaudry

**MOTION CARRIED: 5 – 0**

RESPECTFULLY SUMMITTED



VICTORIA BURDICK

GRAFTON TOWN CLERK

Account#	Account Description	Fee Description	Qty	Local Share
A1255	Building Codes Violation	Violation Research	1	75.00
	Conservation	Conservation	5	8.02
			<b>Sub-Total:</b>	<b>\$83.02</b>
A2115	Planning Board	Site Plan Review	4	825.00
			<b>Sub-Total:</b>	<b>\$825.00</b>
A2130	Trash Bag/Misc	Trash Bag/Misc	9	4,423.00
			<b>Sub-Total:</b>	<b>\$4,423.00</b>
A2544	Dog Licensing	Male, Neutered	2	12.00
		Male, Unneutered	1	9.00
			<b>Sub-Total:</b>	<b>\$21.00</b>
A2555	Building Permit	Renewal	1	100.00
	Building Permits	All Other Permits	4	200.00
		Family Residential	2	707.75
	Shed	Shed	3	150.00
	Solar	Solar Panels	1	100.00
			<b>Sub-Total:</b>	<b>\$1,257.75</b>
			<b>Total Local Shares Remitted:</b>	<b>\$6,609.77</b>

Amount paid to: NYS Ag. & Markets for spay/neuter program	5.00
Amount paid to: NYS Environmental Conservation	136.98
<b>Total State, County &amp; Local Revenues:</b>	<b>\$6,751.75</b>
<b>Total Non-Local Revenues:</b>	<b>\$141.98</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Victoria Burdick, Town Clerk, Town of Grafton during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

		<i>Victoria E Burdick</i>	7/1/2020
Supervisor	Date	Town Clerk	Date

**GRAFTON YOUTH REPORT**

I AM SO HAPPY TO SAY THAT FOR THE MONTH OF JUNE THE YOUTH PROGRAM FOCUSED THEIR ATTENTION TO THE TOWN OF GRAFTON GRADUATING SENIORS. I WAS ABLE TO HAND DELIVER 20 GRADUATION CARDS CONTAINING A \$10 GIFT CERTIFICATE TO THE GRAFTON GENERAL STORE. I WANTED TO KEEP BUSINESS LOCAL SO THANK YOU THE THE GRAFTON STORE FOR PRINTING UP THESE CERTIFICATES FOR US. LOOKING AHEAD, THE GRAFTON SUMMER FUN PROGRAM WILL BE JULY 27TH - AUGUST 21ST HELD AT THE OLD GRAFTON SCHOOL BUILDING . THANK YOU TO TOM WITHCUSKEY FOR INVITING US TO HOLD OUR PROGRAM THERE. THANK YOU

**NOELLE GOYER**

**RECEIVED**

**JUN 20 2020**  
Town of Grafton



## **TOWN OF GRAFTON**

Established in 1807

P.O. BOX G, Grafton, New York 12082

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CouncilmanLewandusky@albany.twcba.com

[www.townofgraftonny.org](http://www.townofgraftonny.org)

June 29th, 2020

### **RESOLUTION # 58 OF 2020**

Authorizing the Town of Grafton to create a Town of Grafton Facebook Page and appointing Town Clerk to act as administrator of the Facebook Page until otherwise determined by the Town Board at no additional compensation.

**Resolution Offered By:** Councilman Lewandusky

**Seconded By:** Councilman Beaudry

**Roll Call Vote:**

**Councilman Beaudry Yes**

**Councilwoman Deschaine Yes**

**Councilman Lewandusky Yes**

**Councilman Wagar No**

**Supervisor Gundrum No**

**Yes 3 No 2 Abstain 0**

**Carried X Not Carried**

**Adopted July 13, 2020**

**Resolution # 59 of 2020**  
**Adjusting Section 705: Vacation Policy, Town of Grafton Employee Handbook**

**Whereas**, Section 705 of the Town of Grafton Employee Handbook addresses the Town's Vacation Policy for Full-Time employees, and

**Whereas**, Section 705 provides the Schedule for paid vacation leave accrual for all full-time employees, earned in accordance with the employee's length of service; and

**Whereas**, the Town Board of the Town of Grafton recognizes that an employee who has one year of service credit will have earned 80 hours of paid vacation time on the anniversary of his or her date of hire; and continue to earn paid vacation time annually on the anniversary of his or her date of hire according to the Schedule; and

**Whereas**, Section 705 states that "vacation days will be accrued annually and posted to the employee's record on January 1"; and

**Whereas**, the Town Board of the Town of Grafton recognizes that employees' dates of hire are necessarily at random dates throughout the year, and further that an employee who has earned paid vacation is also eligible to request the use of that paid vacation time when it is earned, pursuant to Section 705; and

**Whereas**, the Town Board of the Town of Grafton recognizes that posting earned paid vacation time to an employee's record on January 1 does not present accurate vacation accruals based upon the employee's individual date of hire and actual service time; and

**Whereas**, the Town Board of the Town of Grafton recognizes that accuracy of payroll record-keeping is essential to operations management and critical to the daily and long-term fiscal stability of the Town; now therefore

**BE IT RESOLVED** that Section 705 of the Town of Grafton Employee Handbook be changed to read "Vacation days will be accrued annually and posted to the employee's record on their date of hire."

**Resolution Offered By:** Supervisor Gundrum

**Seconded By:** Councilman Wagar

**Roll Call Vote:**

**Councilman Beaudry Yes**

**Councilwoman Deschaine Yes**

**Councilman Lewandusky Yes**

**Councilman Wagar Yes**

**Supervisor Gundrum Yes**

**Yes 5 No 0 Abstain 0**

**Carried X Not Carried**

**Adopted July 13, 2020**



**Resolution # 60 of 2020**  
**Adjusting the Annual Pay Schedule – Board of Assessment Review Members & Staff**

**Whereas,** The Town Code of the Town of Grafton, Chapter 5 *Assessment*, Article II – *Board of Assessment Review* establishes the Board of Assessment Review; and

**Whereas,** Subsection 5-5 *Payment of members for services* states: “The members of the Board of Assessment Review shall be paid for the respective services at the annual meeting to hear complaints and at subsequent adjourned hearings thereof, if any, in an amount determined from time to time by the Town Board”; and

**Whereas,** the annual meeting of the Board of Assessment Review occurs during the month of May; and

**Whereas,** annual payment for the respective services of the Board of Assessment Review and Staff has in recent years been made annually in December; and

**Whereas,** the Town Board of the Town of Grafton has determined that annual payment for the work done at the annual meeting in May by the Board of Assessment Review should be made timely with the next payroll occurring after the May meeting; now, therefore

**BE IT RESOLVED,** that the annual payment for the respective service of the Board of Assessment Review and Staff be made with the next payroll occurring after the annual May meeting.

**Resolution Offered By:** Supervisor Gundrum

**Seconded By:** Councilwoman Deschaine

**Roll Call Vote:**

**Councilman Beaudry Yes**

**Councilwoman Deschaine Yes**

**Councilman Lewandusky Yes**

**Councilman Wagar Yes**

**Supervisor Gundrum Yes**

**Yes 5 No 0 Abstain 0**

**Carried X Not Carried**

**Adopted July 13, 2020**