

The Town of Denmark Town Board held its 2024 organizational meeting in conjunction with its regular monthly meeting on 01.16.2024 at the Town of Denmark municipal building. The meeting was called to order at 6:00pm by Supervisor Scott Doyle and he then led those in attendance in reciting the pledge of allegiance.

Clerk Greene completed a roll call of the Town Board as follows:

Councilmember Fred Wadsworth	present
Councilmember Frank Fazio	present
Councilmember Peter Jones	present
Councilmember Darlene Rowsam	present
Supervisor Scott Doyle	present

Also present were the following:

Town Clerk Prudence Greene
Supt. Of Highways Pat Mahar
Dep Supt. Of Highways James Der

Councilmember Wadsworth made a motion, seconded by Councilmember Rowsam to accept the minutes of 12.18.2023 as prepared by Town Clerk Greene. Vote recorded as 5 aye and 0 no.

Councilmember Fazio made a motion, seconded by Councilmember Jones, to accept the agenda for tonight's meeting. Vote recorded as 5 aye and 0 no.

Public Comment: None

2024 Organizational meeting:

Town Board members were supplied with copies of all policies prior to the meeting.

Councilmember Fazio offered a slate of resolutions for adoption, seconded by Councilmember Rowsam as follows:

Resolution 1 of 2024: Investments

The Town of Denmark Town Board hereby authorizes-Supervisor Scott M. Doyle to invest Town of Denmark monies in interest bearing accounts.

Resolution 2 of 2024: Meeting date and time

The Town of Denmark Town Board hereby establishes that regular monthly meetings of the Town of Denmark Town Board will be held on the 3rd Monday of each month, starting at 6:00PM except for the month of February when the meeting will be held on Tuesday, February 20, 2024. Meetings will be held at the Town Municipal Building at 3707 Roberts Road.

Resolution 3 of 2024: Authorization for Supervisor's checking accounts

Town of Denmark Board designates/approves the following: Supervisor Scott M Doyle to utilize Community Bank as authorized signer and depositor, with Deputy Supervisor Frederick Wadsworth as additional authorized signer and depositor for the following accounts:

- Funds for Highway Account Ending 0006
- Town General Account Ending in 0048
- Trust & Agency Account Ending in 0113
- Town of Denmark Water District 1 Account Ending in 7079
- Town of Denmark Money Market Account Ending in 1933

Resolution 4 of 2024: Town Justices checking accounts.

The Town of Denmark Board Authorizes Town Justice Jason Hancock and Town Justice Sandra Dunn to utilize Community Bank for their Town Justice checking accounts.

Resolution 5 of 2024: Town Clerk checking accounts.

The Town of Denmark Town Board does hereby authorize Town Clerk Prudence Greene to utilize Community Bank for Town Clerk Account Ending in 3708, Town Tax Collection Account Ending in 1552 and Town DECALS Account Ending in 0030 with Deputy Clerk Susan Kirch-Corey as an additional signer and depositor.

Resolution 6 of 2024: Highway Department I-9's

The Town of Denmark Town Board hereby authorizes Patrick Mahar to review I-9 forms and sign as authorized representative for all Highway Department employees.

Resolution __7__ of 2024: General Fund I-9's

The Town of Denmark Town Board hereby authorizes Prudence Greene to review I-9 forms and sign as authorized representative for all General Fund employees.

Resolution __8__ of 2024: Designation of official newspapers

The Town of Denmark Town Board hereby names the Lewis County Journal & Republican and/or the Watertown Daily Times as the official newspapers for legal publications of the Town of Denmark for 2024.

Resolution __9__ of 2024: Blanket Undertaking, as required by Public Officers Section 11(2).

The Town of Denmark Town Board hereby directs that the Town of Denmark approves a blanket undertaking bond covering all Town Officers as required by Section 25 of the Town Law; and further resolve that, Supervisor Doyle, Deputy Supervisor Wadsworth, Town Justice Sandra Dunn, Town Justice Jason Hancock , Town Clerk Prudence Greene and Deputy Clerk Susan Kirch-Corey are specifically covered under Blanket Undertaking, as required by Public Officers Section 11(2).

Resolution __10__ of 2024: Dishonored check fee

The Town of Denmark Town Board hereby authorizes Town Clerk Prudence Greene to charge a \$25.00 fee for all dishonored checks paid to the Town of Denmark.

Resolution __11__ of 2024: Policy adoption

The Town of Denmark Town Board hereby readopts the Town of Denmark Policies that follow:

- Policies & Procedures for Purchases
- Workplace Violence Prevention Policy & Incident Reporting
- Town of Denmark Code of Ethics (Local Law 4 of 2010)
- Town of Denmark Equal Opportunity Policy
- Town of Denmark Americans with Disability Act Policy
- Town of Denmark Firearms Policy
- Town of Denmark Training of Planning Board and Zoning Board of Appeals
- Town of Denmark Electronic Use Policy
- Town of Denmark Policy Against Discrimination and Harassment
- Pandemic Policy

Roll call vote recorded as follows:

Councilmember Fred Wadsworth **aye**
Councilmember Frank Fazio **aye**
Councilmember Peter Jones **aye**
Councilmember Darlene Rowsam **aye**
Supervisor Scott Doyle **aye**

Resolutions 1 of 2024 – 11 of 2024 adopted 1.16.2024

At this time, the meeting moved from organizational to the regular monthly meeting.

Reports of Departments:

Supervisor's Report: Supervisor Doyle provided the Town Board with financial statements from North Country CPA's and NYCLASS. Interest Income earned on town investments in 2023 was as follows:

General Fund Interest 2023-	\$35,556.61
Highway Fund Interest 2023 -	\$15,745.07
Water District Interest 2023 -	\$ 1,565.85
Cemetery Res Interest 2023 -	\$ 241.37
Building Res Interest 2023 -	\$ 926.63
Money Mark Interest 2023 -	\$ 1,457.88
Highway Res Interest 2023-	\$ <u>88.78</u>
NYCLASS INTEREST FOR 2023 -	\$55,582.19

Supervisor Doyle spoke to the Town Board about an error made by the Lewis County Real Property Office. On the 2024 Town and County tax bills some of the tax bills misidentified the primary responding fire department.

This will not impact any fire contract money as all three of the Towns fire departments are being paid at the same rate per thousand this year. Supervisor Doyle has contacted Lewis County Emergency management and made certain that the maps on file for emergency response are correct. He also notified the Lewis County Real Property Office of the error and they have corrected their maps as well.

Supervisor Doyle has completed his work on the 2023 Annual Financial Report and has sent it to the town's accountant, North Country CPAs, for their review.

Charter Communications has requested a renewal of their Franchise Agreement. Council members were provided with the proposed agreement prior to the meeting for their review. A Public Hearing will be required before the Town can take any action on the renewal. A resolution for the Public Hearing is included on the meeting slate of resolutions.

Supervisor Doyle discussed the remaining payments to Midland State Bank for the bond payment for the Wheeled Loader purchased by the Town in 2021. The 2024 payment totaling \$38,197.45 is included on Highway Abstract 717 for consideration at this meeting. The bill is coded as follows: DA9785.6 - \$37975.60 and DA9785.7 - \$221.85. If approved on the abstract this bill will be paid electronically. The remaining payment in 2025 is \$1.00 and will be coded as DA9785.6 - \$0.95 and DA9785.7 - \$.05 when it is paid. Supervisor Doyle will reach out to Midland to see if it can be included with this year's payment.

The Eastern Shore Insurance bill for 2024 is \$30,084.54 and is included on General Fund Abstract 675 for consideration at this meeting.

Town Clerks Report: Clerk Greene provided her December 2023 Clerk's Report and her Clerk's Report for 2024 to the Town Board. She also reported that there was no Zoning Report for 12.2023, due to lack of activity, and the Planning Board meeting on 01.02.2024 was cancelled for lack of business.

Mickey Dietrich's RACOG Report for 01.2024 was provided to the Town Board.

Correspondence – Letter from Lewis County Treasurer dated 01.02.2024 – 2023 Mortgage Tax paid to Town \$39,265.75.

The Town Board reviewed the General Fund, Highway Fund and Water Dist. 1 abstracts provided by the Clerk.

Superintendent of Highways & Special Districts: Superintendent Mahar provided his monthly budget report and voucher report to the Town Board. He also provided an update on his department's activities including accepting delivery of the new loader, lower parking level light installation, snow plowing and storm cleanup, and equipment maintenance.

Old Business:

Traffic study request for NYS Rt 26 – Supervisor Doyle reported that he has been told that the NYS DOT has been in the area.

Comprehensive Plan – Supervisor Doyle reported that the following people have committed to being part of the development of the Comprehensive Plan:

- Village of Copenhagen Members Kim Vogt, Shareef Stokely
- Village of Castorland Members, Merv Moser, Heidi Lehman
- Town Supervisor Scott Doyle
- Town Clerk Prudence Greene
- Town Zoning Officer Kevin Gaines

Discussion was held on naming an additional member from outside of the villages. Councilmember Rowsam has someone in mind and will let Supervisor Doyle know if they are interested.

New Business:

Supervisor Doyle has been contacted by Dog Control Officer, Jay Stiener. Mr. Stiener has informed Supervisor Doyle that he will be resigning. Discussion was held. Councilmember Fazio made a motion, seconded for

adoption by Councilmember Wadsworth, that the position be advertised by Clerk Greene. Vote recorded as 5 Aye, 0 No.

Discussion was held about a possible wind break for the upper-level entryway to protect the doors. Supervisor Doyle has fixed the damage caused by a windstorm last month that left the electric door inoperable, but he is concerned that further damage will occur if a wind block is not installed. A fabricated steel or stainless-steel frame could be produced by Metal Man Services and bolted to the entryway roof overhang and the sidewalk. Sheets of UHMW could then be attached to that frame. The frame would be removed when the sidewalk is replaced in 2025 and could then be reattached.

Discussion was held on a potential Memorandum of Understanding (MOU) with Teamsters Local 687 that would allow for the addition of Water Operator positions. The Teamsters have suggested all members of the highway department should be eligible for the position and stipend, but the Town Board would like to see it limited to one or two. Supervisor Doyle will continue to work with the Teamsters to develop the MOU. Dylan Smith has completed the required training for his water license and if allowed will do the daily, weekly, monthly, quarterly testing and report to Supt. Mahar. Supt. Mahar has suggested that the position could be paid from budget code SW8310.11 monthly. Further discussion was held. A resolution was added to the proposed slate to direct Dylan Smith to be paid \$129.17 monthly to be a water operator.

Supervisor Doyle made a motion to table further discussion of the proposed MOU to the 02.20.2024 meeting of the Town Board. Councilmember Fazio seconded his motion. Vote recorded as 5 Aye, 0 No.

Discussion resumed on the installation of a wind break for the upper-level entryway. Councilmember Wadsworth recused himself from any vote on the matter as he is an employee of Metal Man Services.

Supervisor Doyle offered the following resolution, seconded for adoption by Councilmember Fazio as follows:

Resolution 12 of 2024: Purchase materials for front entry windbreak.

The Town Board of the Town of Denmark hereby authorizes the purchase of necessary materials to construct a stainless steel framed and UHMW panel windbreak at the upper-level entrance of the municipal building for a project total not to exceed a total of \$2,750.00.

Roll call vote recorded as follows:

Councilmember Fred Wadsworth	abstains
Councilmember Frank Fazio	aye
Councilmember Peter Jones	aye
Councilmember Darlene Rowsam	aye
Supervisor Scott Doyle	aye

Resolution 12 of 2024 adopted 1.16.2024

Supervisor Doyle reported that he has been asked to speak at an upcoming RACOG regional project meeting.

Supervisor Doyle reported that the JCAP and the WQIP grant awards have not yet been announced by the State.

Discussion was held on the potential new salt barn and electrical work that will be needed.

Supervisor Doyle discussed the RFP for mowing services. He suggested that the RFP be for 2 years, 2024 and 2025. He will draft something for the Town Board to review at the February meeting.

Councilmember Jones asked about the term of the current fuel contract. Clerk Greene confirmed that it expires this summer.

Councilmember Rowsam asked about the potential training portal for town officers, appointees, and employees that Clerk Greene has been working on setting up through NYMIR. Clerk Greene will have an update at the February meeting.

Supt. Mahar discussed lights that are inoperable on the lower level of the building and an issue with the lower-level exterior door. Supervisor Doyle will change the bulbs and work on finding replacement emergency lights. He will also address the problem with the door.

The proposed Slate of Resolutions 13 -22 of 2024 was reviewed by the Town Board.

Councilmember Wadsworth offered a slate of resolutions #13 - #22 of 2024, seconded for adoption by Supervisor Doyle as follows:

Resolution 13 of 2024: Public Hearing of proposed Franchise Agreement with Spectrum Northeast, LLC an indirect subsidiary of Charter Communications, Inc.

The Town of Denmark Town Board hereby sets a public hearing of the of proposed Franchise Agreement with Spectrum Northeast, LLC an indirect subsidiary of Charter Communications, Inc. for 6:00pm, on Tuesday, February 20, 2024, during the regular Town of Denmark monthly meeting.

Resolution 14 of 2024: Correction General Fund Abstract 674, December 18, 2023

The Town of Denmark Town Board hereby authorizes the following corrections of voucher numbers 248 and 251. Voucher 248 correct account code A1335.4 to A1355.4, and voucher 251 claim amount \$160.62 to \$100.80. Corrections are due to typographical error. Thus, amending General Fund new claims of \$14,868.78

Resolution 15 of 2024: Correction Highway Fund Abstract 716, December 18, 2023

The Town of Denmark Town Board hereby authorizes the correction of the voucher 162 payable to McQuade and Bannigan, Inc. was listed as \$934.88 and should have been \$935.78, due to a typographical error.

Resolution 16 of 2024: Transfer funds to balance 2023 A Fund budget lines.

The Town of Denmark Town Board does hereby authorize the following transfer of funds in the 2023 Town of Denmark A Fund Budget:

From Budget Code	To Budget Code	Amount to transfer
A5132.4	A5132.1 – Payroll Garage	160.00
	A9030.8 – Social Security	708.29

Resolution 17 of 2024: Transfer funds to balance 2023 B Fund budget line.

The Town of Denmark Town Board does hereby authorize the following transfer of funds in the 2023 Town of Denmark B Fund Budget:

From Budget Code	To Budget Code	Amount to transfer
B8020.10	B8020.18 – Payroll Planning Board Secretary	160.00

Resolution 18 of 2024: General Fund Abstract January 16, 2024

The Town of Denmark Town Board approves payments of General Fund Abstract #675 dated **January 16, 2024**, new claims # 1 - 31, Total of Abstract \$46,974.95.

Resolution 19 of 2024: Water District 1 Abstract January 16, 2024

The Town of Denmark Town Board approves payments of Water District Abstract #100, dated **January 16, 2024**, new claims #1, Total of Abstract \$28.00.

Resolution 20 of 2024: Highway Abstract January 16, 2024

The Town of Denmark Town Board approves payments of Highway Department, Abstract #717, dated **January 16, 2024**, new claims #1-16, Total of Abstract \$217,505.85.

Resolution 21 of 2024: Transfer funds to fund budget line A 1430.4 in the 2024 adopted budget.

The Town of Denmark Town Board does hereby authorize the following transfer of funds in the 2024 Town of Denmark DA Fund Budget:

From Budget Code	To Budget Code	Amount to transfer
Unexpended Fund Balance	A 1430.4 Personnel Contractual	400.00

Resolution 22 2024: Pay Water Operator Dylan Smith for January 2024

The Town of Denmark Town Board does hereby direct that salary line SW8310.11 be utilized to pay Dyllan Smith \$129.17 for his work as a water operator in the Town of Denmark for the month of January 2024.

Roll call vote recorded as follows:

Councilmember Wadsworth Aye
Councilmember Fazio Aye
Councilmember Jones Aye

Minutes of 01.16.2024
Prepared by Prudence L. Greene

Councilmember Rowsam Aye
Supervisor Doyle Aye

Resolutions 13 -22 of 2024 adopted 01.16.2024.

Supervisor Doyle briefly discussed changes to the Fire Protection district for 223C. He has drafted letters to each of the landowners to explain the change for 2025.

Being as there was no further business before the Board, Councilmember Wadsworth made a motion to adjourn the meeting. Councilmember Fazio seconded his motion. Vote recorded as 5 aye and 0 no.

Meeting adjourned at 6:52pm.

Prudence L. Greene
Town of Denmark Town Clerk