

**TOWN OF SARANAC
WORK SESSION MINUTES
April 13, 2020 7 PM TOWN HALL**

Present:

Tim Napper, Supervisor
Gerald Delaney, Councilman
Michele Petrashune, Councilwoman
Tracy Eggleston, Councilman
Jim Facteau, Councilman

Attending: Jim Waldron, Highway Superintendent; Meg LeFevre

Pledge of Allegiance

Approve the minutes from February 24 and March 23 board meetings

Motion by Jerry Delaney, second by Tracy Eggleston. All in favor.

RFP – computer security and backup

Upon review of the most recent invoice from Novatec, Tim suggested going out to bid for IT support, including upgrading Windows, cyber security and phone systems. Jerry suggested asking other towns who they use and sending out RFPs to those companies. Michele asked if the town had talked to the county about this. Tim said that was on the list, and then the state of emergency happened. Members of the board discussed the benefits and pitfalls of a purely Internet or cell based phone system. Michele said redundancy is critical and there needs to be a landline for emergencies. Tim concluded he would research and put together an RFP.

Advice from Patty Waldron, Mike Zurlo, counsel on essential needs

Clinton County Legislator Patty Waldron, County Administrator Mike Zurlo, and the town's legal counsel gave the go ahead to bring the highway department back to 100 percent. Tim said there is plenty of work to be done, and it will work if everyone follows social distancing guidelines. Jim Facteau asked Highway Superintendent Jim Waldron if he had a problem with this. Jim Waldron replied no. Tim said he received an email from the Union representative about this, and that he would not respond and insisted appropriate protocol must be followed regarding any communication involving the Union.

284 from Waldron

Jim Waldron gave an overview of the 284 Agreement he provided to the board, saying Lamkins Road, Church Street and McCutcheon Lane were on the list for this year, with Lamkins being the top priority. The County has not yet awarded the asphalt contract so Jim did not have any firm numbers. Jerry expressed concern about New York State's growing budget deficit, and the hard times that are upon all governments due to COVID-19. Jerry anticipates very little to no

money coming back to the town through the Roads and Bridges fund, but at the same time, he hates to do nothing. Michele urged the board to be super conservative going forward. Tim laid out his wish list for the time being: curb cuts, culverts, get roads prepped, and then decide if the town will pull the trigger on paving. Tracy asked if Jim W's crew was un-posting roads this week. Jim W said not until closer to May 1.

2012 truck

A final decision will be made on this at the April board meeting.

Purchasing policy

A discussion was had about the proper and improper collection of quotes for items over \$500, using a recent purchase from G&G Tire as an example of what not to do. Tim and the board insisted the purchasing policy must be followed at all times. Jim Facticeau asked Jim Waldron if he signs off on all purchases or do his guys just order stuff. Jim F. stated that Jim W. is ultimately responsible for everything that he signs off on. Jim F went on to say that if worse comes to worse the town will have to go to a formal purchase order system, but, he said, we don't want to do that, we want to work together to do what's best for our town. Tracy asked who makes the calls for quotes? Jim W. said Andy made the call to Rouse Tire. He went on to say that he wants the best price for the town on all purchases. Jerry asked Jim W if he has put in place his own purchasing policies to steer purchasing toward the best financial decision. Tracy said that if anyone is telling vendors not to send the lowest price that is a crime—falsifying documents.

Budget Analysis

Tim told the board about the federal regulation limiting bank transfers to six per month. The town went over the limit twice and is working with the bank to resolve this issue in the future.

Going back to Tim's conversation with Patty Waldron, Patty said the town won't get a bill from the County for decreased sales tax but it is likely there won't be any extra this year. (The town received an extra \$60,000 in 2019.) Jerry said it's a good thing the town doesn't build its budget off the sales tax numbers, but the board has to reassess its finances so it doesn't leave future boards with a financial burden.

Given the state of emergency, Tim believes it is time to clamp down on all spending and moved to have all spending suspended, except fuel, utilities and other recurring necessities, unless approved by the supervisor's office. Jim F made the motion, Tracy seconded. All in favor. All departments will be notified in writing this week.

Proposals for health insurance

Tim said he would like to get quotes from insurance providers, noting that the town can shop around but the contract states that the town is obligated by contract to provide coverage at least as good as it is now.

Solar heater for pool/park enhancement project (item not on agenda)

Quotes from various vendors were looked at and discussed. The projects were awarded to Triangle Electrical Systems, Inc. and Pro-Pools, LLC. Jerry made the motion, Tracy seconded. All in favor with the stipulation that any action taken on these projects is contingent on the DASNY funding still being available through the office of Assemblyman Billy Jones.

Shade structure/park pavilion (item not on agenda)

Tim suggested tabling this item until Jerry confirms with Assemblyman Billy Jones that the DASNY funding is still secured for these projects. Jerry motioned to table, Tracy seconded. All in favor.

284 Agreement (cont.)

Michele made a motion to table this discussion until the County has prices, hopefully by the April board meeting. Jim F seconded. All in favor.

Pagers and phones

It was determined that only one highway employee uses a pager. Jim W will re-evaluate the contract when it comes up in June or July. There was a discussion about whether or not there is a working phone at the dr.'s office, which led to discussion about the use of that office.

Use of dr.'s office

Tim said the board should come up with a plan for the vacant office. Jerry reminded everyone that after the dr. retired, the board decided to leave the office as is for a period of time to see if another dr. may be needed in town. And then the board told the recreation department it could use the office, provided they had a plan. Tim said it shouldn't go another winter being heated if it's vacant. Jim F and Michele both expressed concern about the need for proper supervision if the recreation department uses it.

Square Dashnaw Bridge

Tim said that despite this project seeming like it was a go last fall, recent interaction with the Army Corp. of Engineers at the site brought up a lot of questions. Jerry stated that this is a Bridge NY project.

Update on street lighting

Tim received correspondence from NYSEG, including a confidentiality agreement and pricing. That's good news for this project.

Budget analysis

Tim would like split up the insurance costs to get the accounting more precisely broken down. He proposed knocking \$500 for Rick's truck off of the highway insurance premium for automobiles. Jerry said the highway should pay for vehicles that cover the highway. Michele said water districts should be similarly broken out. Jim F said the general fund shouldn't pay insurance on special districts. Michele suggested checking with the auditor before any action is taken. Tim said he and Jim F would work up a plan and bring it to the April board meeting.

Extending the state of emergency

Tim suggested extending the state of emergency. Jerry and Michele were in favor of extending it until April 30. People need to stay safe, Michele said. Tracy said that even though things may appear to have plateaued, it could get worse, and if it does the town should be prepared to meet by teleconference. Various video conference platforms were discussed and Tim asked Michele and Meg to look into it.

Meeting adjourned at 8:45 pm

Motion by Tracy, second by Jerry. All in favor.