

Meeting of the Bombay Town Board

January 7, 2018

Meeting was called to order at 6:07 p.m. by Supervisor Chris Jock. Council members Mike Kelley and Pat Mayer were present, Jacque Leduc was absent. Supt. Of Highways, Jamie Durant and Code Officer/Assessor Robert Rowe were also present.

- I. **Minutes** – Mike motions to accept minutes from the previous meeting as read, seconded by Pat. All voted “Aye”, motion carried.
- II. **Appointments by Supervisor** – The position of deputy superintendent was not filled. Park committee will be the Town Board, Don Dabiew, and Phil Dustin. The Records Advisory Committee will be Jennifer Reardon, and the Town Board.
- III. **Appointments by Town Board** – Pat motions the following appointments, seconded by Mike. All voted “Aye”, motion carried.
 1. Town Bank – Community Bank
 2. Attorney – Richard Edwards
 3. Dog Control – Roy Richards
 4. Budget Officer – Supervisor
 5. Newspaper- The Malone Telegram
 6. Town Historian – Bombay Historical Society
 7. Bookkeeper – RJ Accounting
- IV. **Board Meetings** – Mike motions that meetings be held the 2nd Wednesday of every month at 6 p.m. unless otherwise advertised. Seconded by Pat; all voted “Aye”, motion carried.
- V. **Bills authorized for direct payment** – Mike motions that bills from Verizon, National Grid, Symquest, Spectrum, and Teamsters will be paid monthly by direct payment in order to avoid late penalties. Motion is seconded by Pat; all voted “Aye”, motion carried.
- VI. **Appointment by Highway Supt.** – Jamie appoints Aaron Durant as Deputy Hwy Supt.
- VII. **County Solar Energy Program** – Franklin County is asking surrounding towns if they want to participate in the solar energy program for electric bills. The County Manager will have bills examined to see if there is potential for savings. Mike motions to enter into agreement with Franklin County to participate in the program if cost effective, seconded by Pat. All voted “Aye”, motion carried.
- VIII. **Town Employees** – Franklin County Personnel maintains that all persons employed by the Town need to fill out civil service applications and that those applications are forwarded to them. This includes current employees. Currently the Town contracts with Kassie Kelley for cleaning services, Kassie has opted to become an employee. All cleaning supplies will be provided by the Town.
- IX. **Assessor/Code Officer Update** – Robert Rowe delivered his 2018 yearly report. A copy may be viewed in the Town Clerk’s office. 27 building permits were issued, 14 apartment inspections were completed, 2 ‘stop work’ orders were issued, and 2 unsafe buildings were posted.
- X. **Dog Control Report** – An end of year report was received from Roy Richards. 13 complaints were handled, 2 dogs were seized, and 2 dogs were redeemed.

- XI. **Surveys** – Chris will contact Louis Maine with regards to filing previous surveys with the County Clerk and to find out if any progress has been made to the municipal building/Claude LeCompte property survey.
- XII. **Bombay Historical Society Lease** – Unanswered questions remain about entering into a lease with the BHS for use of the Town Museum. Chris will contact Dick Edwards or the Association of Towns for more advice.
- XIII. **Highway Report:**
1. Brush hogging and cold patching on to-do-list
 2. New snowblower is working well
 3. New garage update – instead of building a new hwy garage on Lantry Rd. focus should begin on a salt shed, spray foaming the existing cold storage building, and performing test drills on soil.
- XIV. **Land Claim** – Meeting will be held January 10th in Malone
- XV. **Sexual Harassment Policy** – Mike motions to adopt a sexual harassment policy recommended by NYMIR, seconded by Pat. All voted “Aye”, motion carried. Jamie Durant and Jennifer Reardon are named “compliance officers”. This policy becomes effective 1/7/2019 and can be viewed in the Town Clerk’s office.
- XVI. **Paychecks** – Mike motions that all highway employees, laborers, and cleaners will be paid bi-weekly. Other elected and appointed officials will be paid quarterly. Court Clerks will also be paid quarterly. Motion is seconded by Pat; all voted “Aye”, motion carried.
- XVII. **Bank Accounts** - Mike motions that Jennifer Reardon be added as a signatory to the General Fund account, Highway Fund account, Trust and Agency account, and the Compact account. He also motions that Chris Jock be added to the Justice Court accounts. Motions are seconded by Pat; all voted “Aye”, motions carried.
- XVIII. **Town debit card** – Mike motions to order a new Town debit card, seconded by Pat. All voted “Aye”, motion carried.
- XIX. **Office Equipment** – Pat motions that Chris order new computers for the Supervisor and Highway Superintendent, seconded by Mike. All voted “Aye”, motion carried.
- XX. **Executive Session** – Mike motions to enter into Executive Session at 8:00 p.m. for the purpose of discussing legal proceedings, seconded by Pat. All voted “Aye”, motion carried. Executive session as closed at 8:15 p.m.
- XXI. **Bill Payments**- The following bills were approved for payment:
- 11 General fund bills totaling \$6,321.72
 - 4 Highway fund bills totaling \$2,163.58
 - 10 General Utility bills totaling \$2,038.92
 - 2 Highway Teamster bills totaling \$7,555.81
 - 1 Compact fund bill totaling \$4,200.00
- XXII. **Adjournment** – Mike motions to adjourn meeting at 8:30 p.m., seconded by Pat. All voted “Aye”, motion carried.