



The Town of Franklin

P.O. Box 209, Route 3, Vermontville, NY 12989 • 518-891-2189 • Fax: 518-891-6389 • www.townoffranklin.com



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Town of Franklin Organizational Meeting

January 8, 2007 - 7:00 pm

The Town of Franklin Town Board held an Organizational and Regular Town Board Meeting on Monday January 8, 2007 at 7:00 pm at the Franklin Town

Board members present:

Supervisor Mary Ellen Keith
Councilman Gene Goff
Councilwoman Janet Ordway
Councilman Walt Kretser
Councilman Tim Goff

Others present:

Town Clerk Sandra J. Oliver
Frank Karl
Jim Hauber
Al Berg

CALL TO ORDER

Supervisor Keith called the meeting to order at 7:00 pm. The Pledge of Allegiance was recited; the Town Clerk called the roll and stated the full board

ORGANIZATIONAL BUSINESS

1. TOWN OF FRANKLIN 2006 BOARD APPOINTMENTS

Deputy Supervisor - Councilman Gene Goff has been appointed by Supervisor Keith as Deputy Supervisor with the powers and obligations accorded

Deputy Highway Superintendent - Eric Merrill has been appointed by Highway Superintendent James Rascoe and will be paid \$3,000. per year as

Deputy Town Clerk - Lauren LeFebvre Deputy Town Clerk/Tax Collector selected by Sandra J. Oliver, Town Clerk. There is no salary for the position.

Budget Officer - Richard Meagher has been appointed Budget Officer and will be paid \$660. per year as per budget. A1340.4

Town Bookkeeper - Richard Meagher will contract with the Town of Franklin for the position of Town Bookkeeper in the amount of \$8,820. per year.

Town Historian - Teresa Eshelman has been re-appointed Town Historian with a salary of \$750. per year. A7510.4

Registrar of Vital Statistics - Sandra J. Oliver, Town Clerk, will be Registrar of Vital Statistics and will be paid \$400. as per budget. A4020.4

Fixed Assets - Sandra J. Oliver, Town Clerk, will be Fixed Asset Officer and will be paid \$400. per year. A1410.4

Court Clerk - Meredith Symonds has been re-appointed Court Clerk at an hourly rate of \$10.38. A1130.1

Supervisor's Confidential Secretary - Melissa Begor has been re-appointed Confidential Secretary to the Supervisor at an hourly rate of \$10.38.

Codes Enforcement Officer - Ed LaGree is Codes Enforcement Officer. The Town of Franklin has contracted with the Town of Santa Clara, renewed e

Process Server - Brian Manny will continue to serve as Process Server and will receive \$250. per year.

Cemetery Custodian - Vivian Manny will continue to serve as Cemetery Custodian and will receive \$650. per year. A8810.4

Cemetery Worker - The Town Custodian/Maintenance will maintain the Cemeteries. A8810.1

Assessor - Doug Tichenor will serve the sixth year of his 6-year term and will receive a salary of \$18,000. in the year 2006. A1355.1

Health Officer - George Cook, M.D., will serve as Health Officer at a yearly salary of \$200. A4010.4

Official Town Newspaper - The Adirondack Daily Enterprise will be the Official Town Newspaper.

Board Liaison Committees. The Board Chair shall select non-Board committee members.

Highway Committee - Gene Goff, Walt Kretser

Recreation Committee - Tim Goff

Assessor - Mary Ellen Keith, Gene Goff

Fire/Rescue - Gene Goff, Walt Kretser

Celebrations - Mary Ellen Keith, Janet Ordway

Cemetery Committee - Tim Goff, Mary Ellen Keith

Landfill Committee - Gene Goff, Janet Ordway

Time Warner Cable Renewal for 2005 - Mary Ellen Keith, Janet Ordway

Building Committee - Walt Kretser, Roger Symonds, and Bob Hammond, Chair

Salaries - All salaries of elected and appointed officials are provided for in the 2007 budget.

Medical Insurance - The Town of Franklin will offer Health Insurance to the Highway Superintendent and the Town Custodian, non-union employees

Pension Plan - The Town of Franklin has joined the New York State Retirement System to establish a legal pension plan and is offered to all town em

Official Depository - Citizens Bank, Broadway, Saranac Lake, NY, is the Official Depository for the Town of Franklin. The Tax Collector has an account

Petty Cash Fund - The Town Clerk/Tax Collector Sandra J. Oliver and Supervisor Mary Ellen Keith have declined the option of a Petty Cash Fund.

Contracts - The Town will contract as follows:

Fire Protection - Bloomingdale Volunteer Fire Department

Rescue and Ambulance - Village of Saranac Lake, Saranac Lake Fire & Rescue Dept.

Basic and Advanced Life Support - FREMSA, North Country LifeFlight

Saranac Lake Civic Center

Franklin Snowmobilers, Inc.

Employee Assistance Service

Codes Enforcement - Town of Santa Clara

Association of Towns (NY)

Adirondack Association of Towns

Franklin County Self-Insurance

Tri-Lakes Humane Society

Adirondack Regional Airport

Bloomingdale Boosters

Town of Franklin 55 Plus Club - The Town will continue to sponsor the 55 Plus Club and the Saranac Lake Adult Center as per budget. A6772.4

Board of Assessment Review Members - Jean Baltzly, Katrine Kretser, Roland LaPier, Lauren LeFebvre, and Mildred Vorrath will serve as members

Attorney for the Town - James E. Maher, Esq., 82 Main Street, Saranac Lake, NY 12983, will serve as the Attorney for the Town at the rate of \$85.0

Youth Program Director and Youth Program Assistant - \$9.per hour is base salary and will be appointed by the Town Supervisor upon the recor

Mileage Allowance - Reimbursement for mileage will be .38 cents per mile.

2. RULES OF PROCEDURE

The following Rules of Procedure will replace and suspend all prior town board rules of procedure:

REGULAR TOWN BOARD MEETINGS

A regular town board meeting is one in which the town board meets once a month at a fixed time and place throughout the year to conduct town busi

Notice of Regular Town Board Meetings

After the town board establishes by resolution a regular fixed time and place for its meetings throughout the year, no other notice need be given to th

Rules of Conduct at a Regular Town Board Meeting

1. The supervisor, when present, shall preside and act as chairperson. In his/her absence, his/her deputy shall act for him/her.
2. Members of the board are to be recognized by the chairperson before addressing the rest of the board or the public.
3. No member of the public shall be permitted to address the town board unless recognized by the chairperson. In that event, the person must identify f
4. The chairperson may set a limit on the time on each occasion which each member of the public addresses the board.
5. Persons speaking to the town board with the consent of the chairperson shall address their remarks to the town board, not to other members of the a
6. No such person has the right to demand an answer to a specific question from a member of the board. All such questions shall be directed to the chai
7. No member of the public or board shall engage in any demonstration, booing, hand clapping, or otherwise disrupt the formality of a town board meeti

Town Board Resolutions

The adoption of resolutions is the most frequent type of formal action taken by the town board in its legislative and administrative capacities. Resoluti

8. transferring money from one budget to another
9. establishing a salary
10. designating depositories

Town Board Voting at a Town Board Meeting

- The voting on every issue requiring a resolution, ordinance, or law shall be "ayes" and "nays" and the names of the members present and their votes
11. The supervisor is a member of the board and therefore must vote. He/she may also move or second resolutions.
 12. The town clerk or (in his/her absence) his/her deputy calls a roll of town board members on every issue in question before the town board.
 13. The town clerk must take minutes and keep a record of all proceedings of the board meetings, even though he/she is not a board member and does not

Regular Town Board Meeting Agendas

14. A preliminary agenda will be developed by the supervisor and/or board members prior to the meeting and published via posting in public places, news
15. Because urgent issues may not be presented to the board until shortly before a town board meeting, a final agenda may not be adopted by the supervisor
16. No additional matters are to be considered until each matter on the prepared agenda has been acted on by the town board.
17. Members of the public are invited to bring an issue, questions, or comments before the board in one of the following four ways:
 1. by written request to be put on the formal agenda at least five business days before the scheduled regular town board meeting, or
 2. by addressing the board at a segment set aside at the end of the meeting specifically for that purpose. The supervisor reserves the right
 3. by addressing the board during the meeting regarding agenda items, or
 4. by addressing the board at the end of the meeting during a questions and answers segment.
18. Members of the news media may have ten minutes at the conclusion of the meeting to ask questions concerning matters that came up at the meeting

Minutes of Regular Town Board Meetings

19. The town clerk, when present, will record minutes of the meetings proceedings as prescribed by law and shall make such minutes available within two

TOWN BOARD WORK SESSIONS

20. A town board work session is held to discuss and deliberate matters that are coming up at the next regular board meeting, special board meetings, or

PUBLIC HEARINGS BY THE TOWN BOARD

A public hearing is a meeting of the board and the public regarding an important issue that may have a significant economic, environmental, or other

21. The purpose of a public hearing is to give the public an opportunity to express its views.
22. The public has the right to appear and give evidence and the right to hear and examine witnesses regarding the issue at hand.

Notice of Public Hearings

The supervisor will give notice of public hearings in writing to the board and town clerk ten days before the hearing, when possible. The town clerk will

Preparation for Public Hearing

A study or report should be prepared by an expert in the subject matter of the hearing, such person to be present to testify in favor of the proposal.

Rules of Conduct at Public Hearings**1. COMMENTS AND QUESTIONS**

23. Oral Comments. The Town Clerk will maintain a sign-in sheet at the public information desk for each person who wishes to make oral comments. Anyc
24. Questions. The Chairperson will entertain questions from the floor. Questions shall be for the sole purpose of obtaining information about the subject r
25. Written Comments. The Town Board will accept written comments on the subject matter of the public hearing PROVIDED ALL WRITTEN COMMENTS AF

PRESENTATION OF COMMENTS AND QUESTIONS.

Presiding Officer. The Town Supervisor will preside over the public hearing, and act as Chairperson. In her absence, the Deputy Town Supervisor will a

GROUND RULES FOR THE PRESENTATION OF COMMENTS

The purpose of this public hearing is to gather public comment on (subject of Public Hearing). The Board encourages all in attendance to offer comme

26. No one may speak unless recognized by the Chairperson for that purpose. Upon recognition, the person must identify him/herself by clearing stating I
 27. Anyone choosing to speak must address his/her remarks to the Town Board, and not to other members of the audience. Any debate between those "fr
 28. Oral comments can generally be delivered in five minutes. If there are a large number of persons wishing to speak, the Chairperson reserves the right
 29. The Town Board is here to listen to the public's comments, and to answer questions about the Preliminary Budget. The Board is NOT here to express i
 30. No person has the right to demand an answer to a specific question from a member of the Board. As noted earlier, questions should seek clarification
 31. No person may speak a second time until everyone who wants to speak has spoken.
 32. No member of the public or Town Board shall engage in any demonstration, booing, handclapping, or otherwise disrupt the formality of the public hea
- The Town Clerk will be responsible for ensuring that these rules are followed.

ANYONE VIOLATING ANY OF THESE GUIDELINES WILL BE ASKED TO REFRAIN FROM DOING SO, AND MAY, IN THE SOLE DISCRETION OF THE CHAIRP

SPECIAL TOWN BOARD MEETING

Special town board meetings may be called by the supervisor at any time for urgent or lengthy issues or for any other important reason determined b

Notice of special town board meetings and rules of conduct are the same as for public hearings.

EXECUTIVE SESSIONS

Executive sessions may be held only after an open meeting is convened and a motion to hold an executive session, identifying the area or subject to t

Executive sessions matters are restricted to:

33. A matter which will imperil the public safety if disclosed.
34. A matter which may disclose the identity of a law enforcement agent or informer.

- 35. Information with respect to investigation or prosecution of a criminal offense which would jeopardize effective law enforcement if disclosed.
- 36. Discussions relating to litigation.
- 37. Matters relating to collective negotiations under the Taylor Law.
- 38. Medical, financial, credit, or employment history of a particular person or corporation, re relating to appointment, promotion, demotion, discipline, or i
- 39. Preparation, grading, or administration of examinations.
- 40. Acquisition, lease, or sale of real property or securities when publicity would substantially affect the value.

Attendance is restricted to town board members and any other persons authorized by the board.

Minutes of executive session proceedings

Summary minutes must be made of any final determination taken by formal vote, including the date and the vote thereon; however, such summary s

2. Additional Items

- A. Mileage Reimbursement for Appointees. Appointees may submit a voucher for mileage reimbursement at \$.38/mile for travel on Town
- B. Intermunicipal Shared Services Agreements. The Town Clerk is requested to send Intermunicipal shared services agreements to the s:
- C. Friends of the North Country - Housing Grant. In order to apply for a housing grant through FONC, two (2) public hearings must be he

ACCEPTANCE OF ORGANIZATIONAL ITEMS

Motion for resolution accepting organizational items (J.Ordney-T.Goff m/s/p) ALL AYE

RESOLUTION NO. 1: ACCEPT ORGANIZATIONAL ITEMS

WHEREAS, the Town Board has reviewed the preceding organizational items and finds such items acceptable; NOW THEREFORE, BE IT RESOLVED, th
Those voting aye:

- Supervisor Mary Ellen Keith
- Councilman Gene Goff
- Councilperson Janet Ordney
- Councilman Walt Kretser
- Councilman Tim Goff

Those Voting nay:

None

3. OFFICIAL UNDERTAKING.

The Town Board has approved the procurement of a blanket undertaking from the LaBarge Agency, Inc., which is duly authorized corporate surety cov
Motion to accept Official Undertaking (W.Kretser-T.Goff m/s/p) ALL AYE

RESOLUTION NO. 2: ACCEPT OFFICIAL UNDERTAKING

WHEREAS, the Town Board has negotiated with LaBarge Agency, Inc. for procurement of a blanket undertaking, which is duly authorized corporate su
Those voting aye:

- Supervisor Mary Ellen Keith
- Councilman Gene Goff
- Councilperson Janet Ordney
- Councilman Walt Kretser
- Councilman Tim Goff

Those Voting nay:

None

REGULAR TOWN BOARD MEETING

1. Audit of Bills

The following claims were submitted on Abstract #1:

- General
- Highway

Motion to approve claims (G.Goff-W.Kretser m/s/p) ALL AYE

2. Supervisor's Report

Balances as of December 31, 2006

General Fund

Highway Fund

Landfill

Fire

Cap. Building

Motion to accept Supervisor's Report (J.Ordney-W.Kretser m/s/p) ALL AYE

2006 BUDGET AMENDMENTS

- 1. General Fund Budget Amendment #7. Transfer \$10,087.00 from A1420.4 Attorney to various accounts.

Motion for resolution (J.Ordway-G.Goff m/s/p) ALL AYE

RESOLUTION NO. 3: GENERAL FUND BUDGET AMENDMENT NO. 7

WHEREAS, in order to maintain a balanced 2006 General Fund Budget, NOW, THEREFORE, BE IT RESOLVED, that the following Budget Amendment is

FROM ACCOUNT	AMOUNT	TO ACCOUNT	AMOUNT
A1420.4 Attorney CE	\$10,087.00	A1620.1 Buildings PS	\$1,079.00
		A1620.4 Buildings CE	\$1,213.00
		A5132.4 Garage CE	\$1,076.00
		A5182.4 Street lighting	\$124.00
		A8160.1 Refuse PS	\$57.00
		A8810.1 Cemeteries PS	\$53.00
		A9060.8 Hospitalization Ins.	\$6,485.00

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2. Highway

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