

Town of Harrietstown
Organizational Meeting
January 13, 2022

The Organizational Meeting of the Town of Harrietstown was called to order at 6:00 P.M.
followed by a pledge to the flag.

Roll Call:

Supervisor Mallach
Councilman Riley
Councilwoman Schrader
Councilwoman Milne
Councilman Williams

Comments from the Supervisor

APPOINTMENTS:

By Supervisor:

Deputy Supervisor:	Tracey Schrader
Bookkeeper to Supervisor:	Elizabeth Bevilacqua
Audit/Financial/Budget Officer:	Elizabeth Bevilacqua
Historian:	
Annual Update:	Michael P. Kilroy

By Town Clerk:

Deputy Town Clerk:	Judy McIntosh
Deputy Tax Collector:	Judy McIntosh

By Highway Superintendent:

Deputy Highway Superintendent:	Joe DeFuria
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By Town Justices:

Court Clerk:	Theresa Callahan
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By Town Board:

Town Attorney:	James Maher (Oath of Office)
Building/Zoning & Code Officer:	Todd A. David
Delegate to Association Of Towns:	
Health Officer:	George Cook M.D.
Planning Board Chair:	
Zoning Board of Appeals Chair:	
Registrar Vital Stats (Birth & Death):	Contract with Village of Saranac Lake
Dog Control Officer	Contract with Tri-Lakes Humane Society
Board of Assessment Review	William Madden Jr. (5 year Term)

Contract Negotiations:

Supervisor requests authorization from the Board to contract and negotiate with parties involved in contracts.

Day to Day Business:

Supervisor requests authorization from the Board to conduct the “ordinary day to day” business of the Town on the Board’s behalf.

Other Items:

- Payroll will be in by 10:00 a.m. on the Wednesday before pay day unless holiday week as per the employee handbook.
- Agenda items are to be submitted by the close of business on Monday prior to a board meeting.
- Vouchers must be submitted by 5:00 p.m. on the Monday prior to the board meeting they are to be approved for payment.
- Resolution to authorize prepayment of all legally allowable vouchers.
- All official correspondence will be addressed to 39 Main Street and to be recorded in mail log.

Deputies Stipend:

For the positions of Deputy Highway Superintendent the stipend will be \$3,500/year. This stipend shall be paid on an equal basis as part of the individual’s bi-weekly salary.

For the position of Deputy Supervisor the stipend will be \$1,500.00/year. This stipend shall be paid on an equal basis as part of the individual’s bi-weekly salary.

For the position of Deputy Airport Manager the stipend will be \$100 a week, not to exceed \$5,200.

Official Correspondence:

All official correspondence to be addressed to the Town of Harrietstown, 39 Main Street, Saranac Lake, NY 12983. This includes the Adirondack Regional Airport and Highway Department.

Petty Cash:

Town Clerk petty cash fund	\$200.00
Tax Collector petty cash fund	\$300.00
Airport petty cash fund	\$200.00

Official Designations:

Official Depository:	Community Bank
Official Newspaper:	Adirondack Daily Enterprise

Return Check Charge:

Cost added to face value of a returned check for 2021 will be \$35.00.

Competitive Bids:

Authorization for the Town Clerk and at least (1) Board member to open competitive bids on public and purchase agreements.

Regular Board Meetings:

For 2022 the Town Board will hold its regular meetings on the 2nd and 4th Thursdays of the month starting at 6:00 PM with adjustments for holiday/school break periods.

January 13, 2022 Organizational Meeting 6:00 PM
January 27, 2022
February 10, 2022
February 24, 2022
March 10, 2022 @ airport
March 24, 2022
April 7, 2022 1ST Thurs due to Spring Break
April 28, 2022 4th Thurs due to Spring Break
May 12, 2022
May 26, 2022
June 9, 2022 @airport
June 23, 2022
July 14, 2022
July 28, 2022
August 11, 2022
August 25, 2022
September 8, 2022 @ airport
September 22, 2022
October 13, 2022
October 27, 2022
November 8, 2022 Tuesday, Thurs is Day before Veterans Day
November 22, 2022 Tuesday, Thursday is Thanksgiving
December 08, 2022
December 29, 2022 Holiday Day Lunch and meeting @airport

Authorize Highway Superintendent , Airport Manager, Building Maintenance Foreman and Dewey Mountain Manager to purchase tools without prior approval up to the amount of \$5,000.00 per procurement policy.

Account Signatories:

Authorize Board members to be named as signatories on Town Accounts:

- Payroll: Jordanna Mallach, Tracey Schrader, Howard Riley
- Class Accounts: Jordanna Mallach, Tracey Schrader,

- Community Bank Accounts: Jordanna Mallach, Tracey Schrader, Howard Riley
- NBT Credit Card Account: Jordanna Mallach, Tracey Schrader

Salaries:

Salaries of all elected and appointed officials and wages for hourly employees to be fixed at the rates as listed in the 2022 budget as included.

The amounts listed in the budget for elected officials are maximums.

All officials and employees shall be paid biweekly.

Mileage Reimbursement Rate:

The mileage reimbursement rate for 2022 will be \$.58.5/ mile or as the federal rate dictates.

Foil Requests:

The cost of any foil request for 2022 will be \$.25 per page.

This cost will be levied for any requests of documents through a foil inquiry including employees.

Committees:

1. Airport
2. Highway
3. Personnel:
 - Safety
 - HR
4. Special Districts
 - Water& Sewer:
 - Lighting
 - Lake Owner Assoc.:
5. Buildings:
 - Town Hall
 - Dewey Mountain
6. Cemetery
7. Parks/Recreation/Youth
8. Tourism
9. Business Park:
10. Code/ Zoning
11. Assessing:
12. Housing Authority:
13. Audit
14. Fire/Rescue
15. Negotiations (Union)

Minutes:

Town Clerk to receive copies of all Planning/Zoning and Board of Appeals minutes on a monthly basis. A copy of minutes from any Board Committee meeting will also be provided to the Clerk.

Meal Allowances:

Outside New York City:

Breakfast	\$12.00
Lunch	\$15.00
Dinner	\$30.00

In New York City

Breakfast	\$20.00
Lunch	\$25.00
Dinner	\$45.00

Holiday Schedule:

New Year's Day	Monday, January 3 2022
Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth	Monday, June 20, 2022 (Tentative)
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thursday, November 24 2022
Thanksgiving Friday	Friday, November 25, 2022
Christmas Eve	Friday, December 23, 2022
Christmas Day	Monday, December 26, 2022
New Year's Eve ½ Day	Friday, December 30, 2022 noon ½ day
New Years Day	Monday, January 2, 2022

!!!!NOTE!!!!

All department heads, elected officials and non-union town employees will use the above Holiday schedule.

All Union employees (i.e. Highway and Airport) are responsible to check their respective Union contracts for bargained holiday schedule as some holidays may differ from the above schedule.

2021 Budget Transactions

Warrant 1 of 2022

General A \$37,937.90

Airport Fund AP \$59,979.80

General Fund Outside B \$69.24

Highway Fund Outside DB \$88,071.80

Trust & Agency \$19,071.80

Water/Sewer \$0

Passero Vouchers

3-36-0105-77-20 78979

3-36-0105-79-21 16954

3-36-0105-74-20 3115.51

From the Supervisor

School Choice Week

Trainings

Cannabis Laws

Meeting Agenda: Public Comment Period, Community Presentation, County Information

Guidelines for all board members

Airport Remediation Project Update

Goals discussion

**TOWN OF HARRIETSTOWN
TOWN BOARD MINUTES
DATE: DECEMBER 30, 2021**

PUBLIC HEARINGS VIA ZOOM:

**CANNIBUS LAW TO OPT OUT OF RETAIL SALE AND CONSUMPTION ON SITE
5:30**

Proof of publication having been furnished, Supervisor Kilroy opened the public hearing for comment.

Written comment was submitted by Rich Loeber urging the Town of Harrietstown to opt out. “Why would we opt in on something when we don’t even know how it is going to work?”

Paul Brannigan asks the Town to opt out.

Susan Wainwright asks the Town to opt out.

Ken Wright asks the Town to opt in.

All persons desiring to be heard having been heard the Public Hearing was closed by Supervisor Kilroy.

PLEDGE TO THE FLAG

ROLL CALL:

Supervisor Kilroy Present

Councilman Riley Present

Councilwoman Mallach Present

Councilwoman Schrader Present

Councilwoman Milne Present

All members were present via zoom.

Also in attendance Town Clerk Patricia Gillmett, Deputy Town Clerk Sabrina Harrison, Bookkeeper Beth Bevilacqua, Lindy Ellis, District 7 Legislator, Laura Cunningham representing Music on the Green.

MINUTES APPROVAL

The minutes of the regular meeting of December 9, 2021 were approved as presented to the board. (Riley, Schrader;m/s/p)

WARRANT 24 OF 2021:

GENERAL FUND \$59,500.51

AIRPORT FUND \$138,558.58

GENERAL FUND OUTSIDE \$2,870.83

HIGHWAY FUND OUTSIDE \$20,504.17

TRUST AND AGENCY \$259.88

The above listed vouchers were approved as presented to the board for payment. (Schrader, Milne;m/s/p)

COMMUNITY GROUP:

Laura Cunningham of Music on the Green asked the town board to consider sponsorship for the 2022 summer season.

Legislator Ellis informed the board and the public of a Covid Booster clinic at the Saranac Lake Free Library on January 26, 2022 from 11:00 A.M. to 3:00 P.M. There is also Covid testing site in Malone New York.

Bionique Laboratory's Director zoomed in to introduce herself and answer any questions. No questions were asked at this time.

UPDATES FROM THE SUPERVISOR:

Budget transfers were discussed by Supervisor Kilroy. They will be voted on next year.

Resolutions #16 and 17 for Cannabis Law Sale of and Onsite Consumption

Ampersand Biotech property the town is planning to purchase will be permitted the driveway on the to be purchased town property.

Lot # 2 at the Business Park being purchased by Peter Day will close in January. \$52,000.00 for the lot.

New York State DEC was given permission to do some testing at the Business Park concerning wetlands.

RESOLUTION ADOPTING LOCAL LAW 1 of 2021 TO OPT OUT OF ALLOWING CANNABIS RETAIL DISPENSARIES

Resolution No. 16 of 2021, adopting, subject to a permissive referendum, proposed Local Law 1 of 2021 opting out of allowing cannabis retail dispensaries, as authorized under NYS Cannabis Law Article 6, Sec. 131

At a regular meeting of the Town Board of the Town of Harrietstown, Franklin County, New York held by the Harrietstown Town Board on December 30, 2021 at 6:00 p.m. The meeting was called to order by Michael P. Kilroy, Town Supervisor, and upon roll being called, the following were all present via zoom

PRESENT: Supervisor Kilroy
Councilman Riley
Councilwoman Mallach
Councilwoman Schrader
Councilwoman Milne

The following resolution was offered by Councilman Riley, who moved its adoption, and seconded by Councilwoman Mallach to wit:

WHEREAS, the town board of the Town of Harrietstown is considering adoption of proposed Local Law No. 1 of 2021 in order to opt out of allowing cannabis retail dispensaries in the Town of Harrietstown that would otherwise be allowed under NYS Cannabis Law Article 4; and

WHEREAS, NYS Cannabis Law §131 authorizes the town board to adopt a local law requesting the Cannabis Control Board to prohibit the establishment of cannabis retail dispensary licenses within the jurisdiction of the town, said local law to be subject to a permissive referendum as governed by NYS Municipal Home Rule Law §24; and

WHEREAS, NYS Municipal Home Rule Law requires that the town board hold a public hearing prior to the adoption of a local law, and the town board has duly held a public hearing on Thursday, December 30, 2021 concerning proposed Local Law No. 1 of 2021.

NOW, THEREFORE, BE IT RESOLVED by the town board of the Town of Harrietstown as follows:

1. The town board hereby adopts proposed Local Law 1 of 2021, a local law to opt out of allowing cannabis retail dispensaries as authorized under NYS Cannabis Law Article 6, section 131.

2. Local Law 1 of 2021 is adopted **subject to a permissive referendum**, as governed by the procedure prescribed by NYS Municipal Home Rule Law section 24.

3. The town board authorizes and directs the town supervisor and/or town clerk to execute any required documents and take any and all actions necessary to effectuate the intent of this resolution.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Supervisor Kilroy	Aye
Councilman Riley	Aye
Councilwoman Mallach	Aye
Councilwoman Schrader	Aye
Councilwoman Milne	Aye

Whereupon the resolution was declared as duly adopted.

CERTIFICATION

I, Patricia A. Gillmett, Town Clerk of the Town of Harrietstown, hereby certify that I have compared the foregoing copy of resolution dated December 30, 2021 with the original thereof on file in my office, and that the same is a true and correct copy of the original.

Patricia A. Gillmett

Dated: December 30, 2021

RESOLUTION ADOPTING LOCAL LAW 2 of 2021 TO OPT OUT OF ALLOWING CANNABIS ON-SITE CONSUMPTION SITES

Resolution No. 17 of 2021, **adopting, subject to a permissive referendum, proposed Local Law 2 of 2021 opting out of allowing cannabis on-site consumption sites, as authorized under NYS Cannabis Law Article 6, Sec. 131**

At a regular meeting of the Town Board of the Town of Harrietstown, Franklin County, New York held by the Harrietstown Town Board on December 30, 2021 at 6:00 p.m. The meeting was called to order by Michael P. Kilroy, Town Supervisor, and upon roll being called, the following were all present via zoom

PRESENT: Supervisor Kilroy
Councilman Riley
Councilwoman Mallach
Councilwoman Schrader
Councilwoman Milne

The following resolution was offered by Councilwoman Milne, who moved its adoption, and seconded by Councilwoman Schrader, to wit:

WHEREAS, the town board of the Town of Harrietstown is considering adoption of proposed Local Law No. 2 of 2021 in order to opt out of allowing cannabis on-site consumption sites in the Town of Harrietstown that would otherwise be allowed under NYS Cannabis Law Article 4; and

WHEREAS, NYS Cannabis Law §131 authorizes the town board to adopt a local law requesting the Cannabis Control Board to prohibit the establishment of cannabis on-site consumption sites and licenses within the jurisdiction of the town, said local law to be subject to a permissive referendum as governed by NYS Municipal Home Rule Law §24; and

WHEREAS, NYS Municipal Home Rule Law requires that the town board hold a public hearing prior to the adoption of a local law, and the town board has duly held a public hearing on Thursday, December 30, 2021 concerning proposed Local Law No. 2 of 2021.

NOW, THEREFORE, BE IT RESOLVED by the town board of the Town of Harrietstown as follows:

1. The town board hereby adopts proposed Local Law 2 of 2021, a local law to opt out of allowing cannabis on-site consumption sites as authorized under NYS Cannabis Law Article 6, section 131.

2. Local Law 2 of 2021 is adopted **subject to a permissive referendum**, as governed by the procedure prescribed by NYS Municipal Home Rule Law section 24.

3. The town board authorizes and directs the town supervisor and/or town clerk to execute any required documents and take any and all actions necessary to effectuate the intent of this resolution.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

Supervisor Kilroy	Aye
Councilman Riley	Aye
Councilwoman Mallach	Aye
Councilwoman Schrader	Aye
Councilwoman Milne	Aye

Whereupon the resolution was declared as duly adopted.

CERTIFICATION

I, Patricia A. Gillmett, Town Clerk of the Town of Harrietstown, hereby certify that I have compared the foregoing copy of resolution dated December 30, 2021 with the original thereof on file in my office, and that the same is a true and correct copy of the original.

Patricia A. Gillmett

Dated: December 30, 2021

BUILDINGS:

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DEWEY MOUNTAIN:

HIGHWAY

AIRPORT:

Councilman Riley expressed that he was surprised about the \$295, 000.00 fund to the airport. He feels the board should be kept up on these things.

HARRIETSTOWN HOUSING AUTHORITY:

SPECIAL DISTRICTS:

CODE/ZONING:

COMMENTS FROM BOARD MEMBERS:

Councilwoman Mallach (Supervisor Elect) informed the board that the Pump Park is progressing with access.

She also informed the board that the Organizational Meeting January 13, 2022 will be via zoom as well as January 27, 2022. Meetings will be held at 6:00 P.M. The democrat party will hold a caucus on January 25, 2022 in the town hall auditorium.

ADJOURN:

There being no further business before this board a motion was made to adjourn at 6:47 P.M. (Kilroy, Riley;m/s/p)