REGULAR MEETING

JANUARY 15, 2014

A Regular Meeting of the Town Board of the Town of Hampton, County of Washington and the State of New York was held at the Town Hall, 2629 State Route 22A, Hampton, New York on the 15th day of January, 2014.

PRESENT: David K. O’Brien----------Supervisor

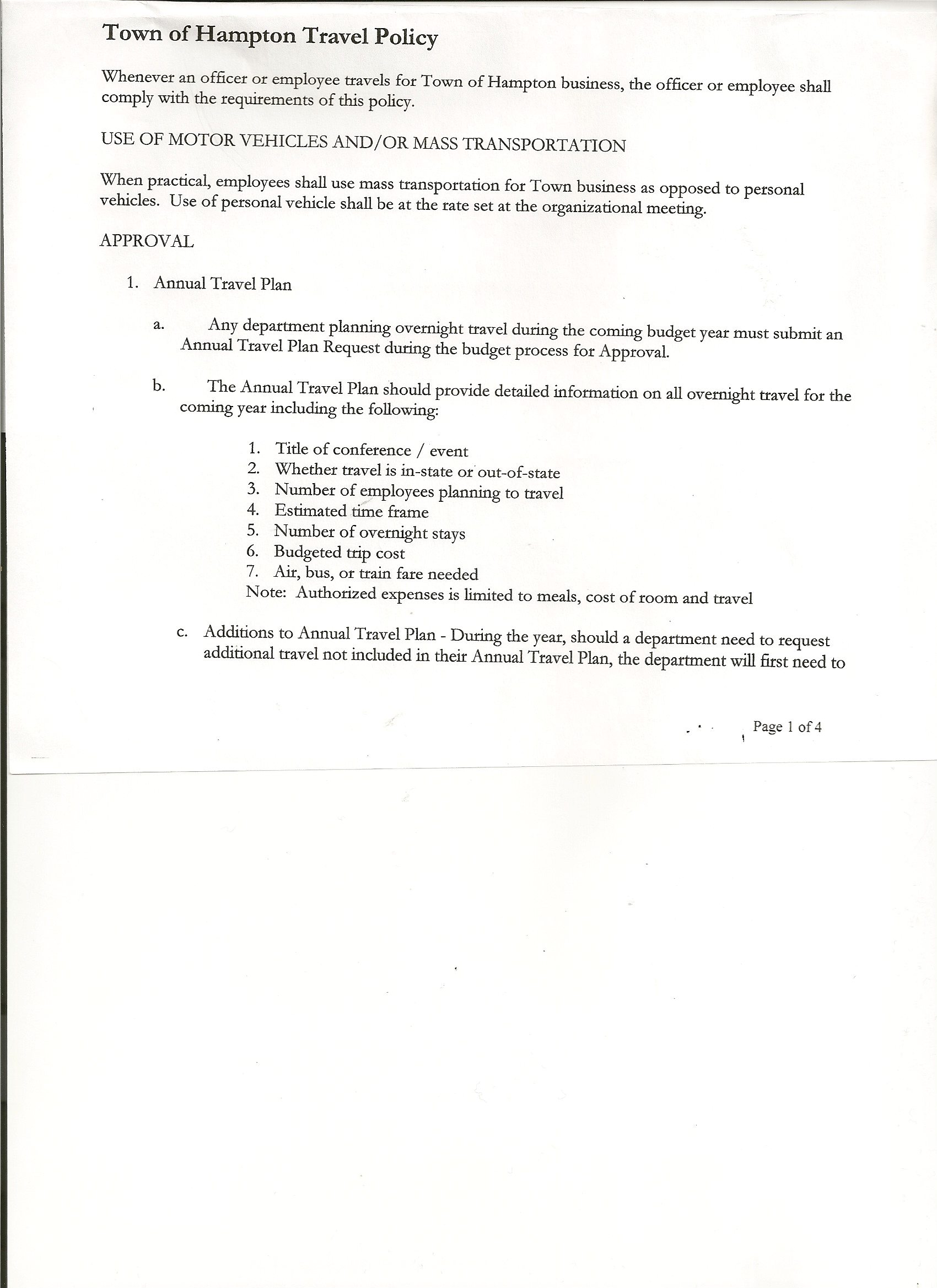
Tamme Taran--------------Councilwoman

David Jensen---------------Councilman

Donald Sady----------------Councilman

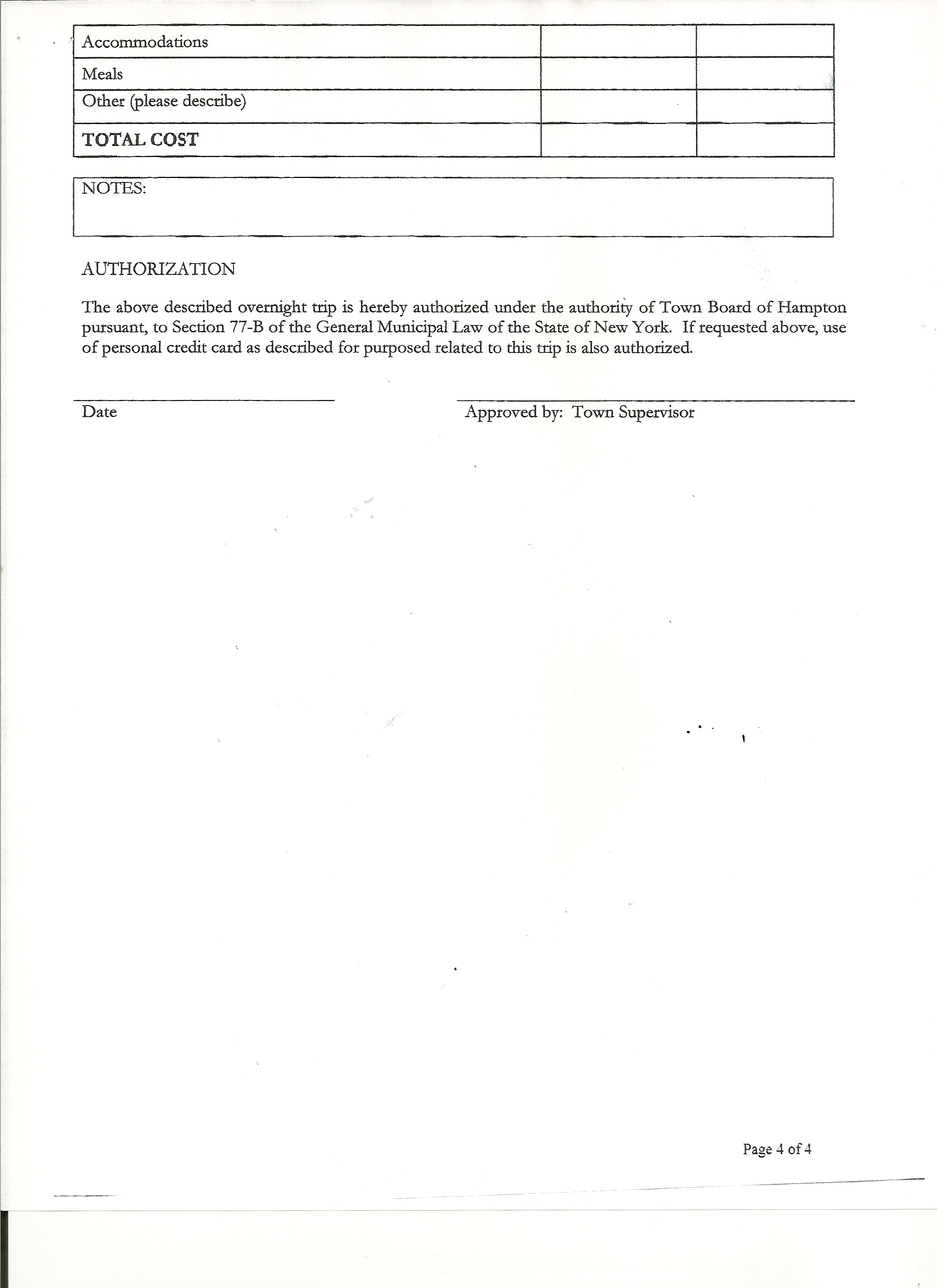
Andrea Sweeney-----------Councilwoman

Rebecca Jones--------------Town Clerk



Herbert Sady, Jr.-----------Highway Superintendent

Planning Board Member(s): none present



Also present: Derek Liebig, Whitehall Times Reporter;

The meeting was called to order by Supervisor O’Brien at 7:32 pm followed by the Pledge of Allegiance. Locations of Fire Exits were given.

**RESOLUTION NO. 7-2014**

**APPROVAL OF THE MINUTES**

On a motion of Councilwoman Taran, seconded by Councilman Jensen, the following resolution was

ADOPTED: Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that the Regular Town Board Minutes for December 18th, 2013 and the Special Town Board Minutes for January 2nd, 2014 be accepted.

Bonnie Hawley, Planning Board Chair submitted Planning Board report, which was read by Supervisor O’Brien…a copy is attached.

* Draft of proposed updated Mobile Home Ordinance has been sent to the Town Attorney for review
* Planning Board will be working on an application form and check list to go with the

Mobile Home Ordinance

* Welcoming new alternate member Dianne Sofia

Larry Carman, Dog Control Officer submitted his report, which was read by Supervisor O’Brien…a copy is attached.

Herbert Sady, Jr., Highway Superintendent gave his report:

* plowing and sanding roads
* Thank you to Malcolm Pratt for taking care of both sides of Hampton, while Nate Saxton

was out for a couple of days with his wife having their second baby.

* doing maintenance on equipment
* ordered another 40 ton of salt and

another 100 yards of winter sand

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**OTHER HIGHWAY INFORMATION**

On December 23rd, on the Swamp Road…incident between Town Truck and another truck owned by Hubbard Bros., Inc. involving outside mirrors on both vehicles. Quote for repair to Hubbard Bros. truck was $1605.72. Town Insurance Company Adjuster approved paying half of the quote…bill has been submitted to the Town Board for the remainder.

**RESOLUTION NO. 8-2014**

**BUDGET AMENDMENT**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was

ADOPTED by Roll Call Vote: Supervisor O’Brien AYE

Councilwoman Sweeney AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Jensen AYE

RESOLVED the following Budget Amendments to the General Fund is approved:

Increase Garage Contractual Expense A5132.4 in the amount of $1974.95

Increase State Retirement A9010.8 in the amount of $3998.00

Decrease Contingent Fund A1990.4 in the amount of $5972.95

**RESOLUTION NO. 9-2014**

**BUDGET AMENDMENT**

On a motion of Councilman Sady, seconded by Councilwoman Sweeney, the following resolution was

ADOPTED by Roll Call Vote: Supervisor O’Brien AYE

Councilwoman Sweeney AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Jensen AYE

RESOLVED the following Budget Amendment to the Highway Fund is approved:

Increase State Retirement DA9010.8 in the amount of $2435.00

Decrease Machinery Contractual Expense DA5130.4 in the amount of $2435.00

**RESOLUTION NO. 10-2014**

**APPROVAL OF SUPERVISOR’S MONTHLY REPORT**

On a motion of Councilman Jensen, seconded by Councilwoman Taran, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED the Supervisor’s Monthly report be accepted as submitted for **DECEMBER 2013**

11/30/13 12/31/13

ACCOUNT BALANCE RECEIPTS DISBURSEMENTS BALANCE

General Fund $ 61928.26 $ 4139.08 $ 24981.72 $ 41085.62

Highway Fund $ 41058.08 $ 2.83 $ 18151.49 $ 22909.42

Equipment Reserve $ 64155.83 $ 5.45 $ 0.00 $ 64161.28

Building Fund $ 1258.99 $ 90.11 $ 0.00 $ 1349.10

Fire #1 $ 15155.00 $ 0.00 $ 15155.00 $ 0.00

Fire #2 $ 2270.50 $ 0.00 $ 2270.50 $ 0.00

Totals $185826.66 $ 4237.47 $ 60558.71 $ 129505.42

All Board Members present signed Supervisor’s Report.

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The Supervisor’s Report for the Year 2013 was given out to Board Members for their information and review.

01/01/13 12/31/13 ACCOUNT BALANCE RECEIPTS DISBURSEMENTS BALANCE

General Fund $ 31626.66 $ 121030.98 $ 111573.74 $ 41083.90

Highway Fund $ 6222.05 $ 205620.79 $ 188933.42 $ 22909.42

Equipment Reserve $ 74214.68 $ 72.79 $ 10126.19 $ 64161.28

Building Fund $ 1180.89 $ 5482.26 $ 5314.07 $ 1349.08

Fire #1 $ 0.00 $ 27813.00 $ 27813.00 $ 0.00

Fire #2 $ 0.00 $ 4541.00 $ 4541.00 $ 0.00

Totals $ 113244.28 $ 364560.82 $ 348301.42 $ 129503.68

Fire Department .… Councilman Jensen and Councilwoman Taran will work with Fire Department on a new lease.

**RESOLUTION NO. 11-2014**

MOTION BY: COUNCILMAN SADY

SECONDED BY: COUNCILMAN JENSEN

**TITLE: RESOLUTION INTRODUCING PROPOSED LOCAL LAW**

**TO RESCHEDULE THE DATE FOR HEARING COMPLAINTS**

**BY THE BOARD OF ASSESSMENT REVIEW**

**WHEREAS,** pursuant to Section 512 of the Real Property Tax Law of the State of New York, the Town Board (the “Board”) of the Town of Hampton (the “Town”) has the authority to adopt a local law rescheduling the date for hearing complaints by the Board of Assessment Review pursuant to Real Property Tax Law Section 512; and

**WHEREAS**, the Board finds that this law is necessary to coordinate the hearing date with the schedule of the Town’s assessor who also works with neighboring municipalities in Washington County; and

**WHEREAS,** a local law has been drafted to reschedule such date for hearing of complaints.

**NOW, THEREFORE BE IT RESOLVED** by the Town Board of the Town of Hampton as follows:

Section 1. A public hearing shall be scheduled for the consideration of the proposed Local Law to be held by the Town Board February 19th, 2014 at 7:25 pm.

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Section 2. The Town Clerk is directed to post and publish a notice of said public hearing in *The Granville Sentinel and The Whitehall Times* at least five (5) days before the hearing.

Section 3. This resolution shall take effect immediately.

DATED: January 15, 2014 Supervisor O’Brien AYE

Councilwoman Sweeney AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Jensen AYE

Copy of Full Value Tax Rates for Washington County handed out to Board members for their info…tax rates are for the 2013 School and 2014 Town/County.

Health Insurance….

Child Health Care Plus

* if an employer does not pay 100% of health insurance cost, then children are eligible for Child Health Care Plus, which also includes vision and dental plans….working on getting Nate Saxton’s children on this program.

Other options were discussed that may be available for Nate and spouse and Malcolm…will continue to work on and discuss at future meeting.

**RESOLUTION NO. 12-2014**

**HEALTH INSURANCE CONTRIBUTION**

On a motion of Councilwoman Taran, seconded by Councilman Sady, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that all employees will contribute to the cost of their health insurance as follows:

15% single

20% double

25% family

Justice Court Audit was reviewed and completed.

Town Clerk Audit was reviewed and completed.

Both were found to be all correct and records were maintained accurately.

Four properties are up for foreclosure in Hampton.

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**RESOLUTION NO. 13-2014**

**COMPENSATE DEPUTY TAX COLLECTOR**

On a motion of Councilman Jensen, seconded by Councilwoman Sweeney, the following resolution was

ADOPTED by Roll Call Vote: Supervisor O’Brien AYE

Councilwoman Sweeney AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Jensen AYE

RESOLVED that the Deputy Tax Collector be paid an hourly rate of $10.00 for time spent on tax collecting duties.

The Town Clerk’s report for December 2013 was submitted to the Board. The Town Clerk had Board Members review and sign bank reconciliation statements for Town Clerk Account and Special Town Clerk Account dated December 31, 2013.

**RESOLUTION NO. 14-2014**

**CELL PHONE POLICY**

On a motion of Councilwoman Taran, seconded by Councilman Jensen, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that upon review by the Town Board, the above policy is approved for 2014.

**RESOLUTION NO. 15-2014**

**AUTHORIZE TO PRE-PAY ITEMS**

MOTION BY: COUNCILMAN DONALD SADY

SECONDED BY: COUNCILMAN DAVID JENSEN

# **TITLE: RESOLUTION AUTHORIZING THE TOWN SUPERVISOR TO PAY BILLS**

**IN ORDER TO AVOID PENALTIES AND INTEREST**

**WHEREAS,** the Town has determined that due to certain bills being due prior to the Town Board Audit of bills,

**AND WHEREAS,** the Town Board is desirous of avoiding late fees, penalties and interest and maintain its good credit standing,

**NOW THEREFORE, BE IT RESOLVED:**

            That the Town Board of Hampton hereby authorizes the Supervisor to approve the payment of bills before audit if in the reasonable discretion of the Supervisor, it is necessary to do so to avoid any costs, penalties, interest or termination of service. The supervisor may pay claims for public utilities, postage, freight and express charges, before they are audited. The term “public utilities” includes electric, gas, water, sewer and telephone services and the

purchase of fuel oil. All claims must be presented for audit at the next regular board meeting audit. The claimant and the town officer incurring or approving these claims are jointly and severally liable for any amount disallowed upon audit.

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**BE IT FURTHER RESOLVED:**

 That the Town Board is not required by law to pre- audit payments of fixed salaries, compensation of officers or employees, principal and interest indebtedness, or amounts coming due on certain contracts

**BE IT FURTHER RESOLVED** that in the absence of the Supervisor, the Deputy Supervisor is authorized to review the bills and make the determination to authorize payment for the same reason.

**BE IT FURTHER RESOLVED** that the Town Clerk is hereby authorized and directed to add the following policy to the policy manual/employee handbook for the Town of Hampton**.**

DATED: January 15, 2014 Supervisor O’Brien AYE

Councilwoman Sweeney AYE

Councilman Sady AYE

Councilwoman Taran AYE

Councilman Jensen AYE

# **RESOLUTION NO. 16-2014**

# **AUDIT OF CLAIMS**

On a motion of Councilwoman Taran, seconded by Councilwoman Sweeney, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that the bills have been reviewed by the Town Board and are authorized for payment in the following amounts.

General Fund No. 1 through No. 22 $ 4542.63

Highway Fund No. 1 through No. 14 $ 10744.01

Total both funds $ 15286.64

# **RESOLUTION NO. 17-2014**

**TAX COLLECTOR YEARLY REPORT**

On a motion of Councilman Sady, seconded by Councilwoman Taran, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that the Tax Collector’s Yearly Report be accepted as submitted.

Received back a signed copy of the Fair Haven Fire Department Contract for 2014.

On a motion of Councilwoman Taran, seconded by Councilman Jensen, the meeting adjourned at 9:52pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC

Town Clerk

SPECIAL MEETING

JANUARY 24, 2014

A Special Meeting of the Town Board of the Town of Hampton, County of Washington and the State of New York was held at the Town Hall, 2629 State Route 22A, Hampton, New York on the 24th day of January 2014.

PRESENT: David K. O’Brien----------Supervisor

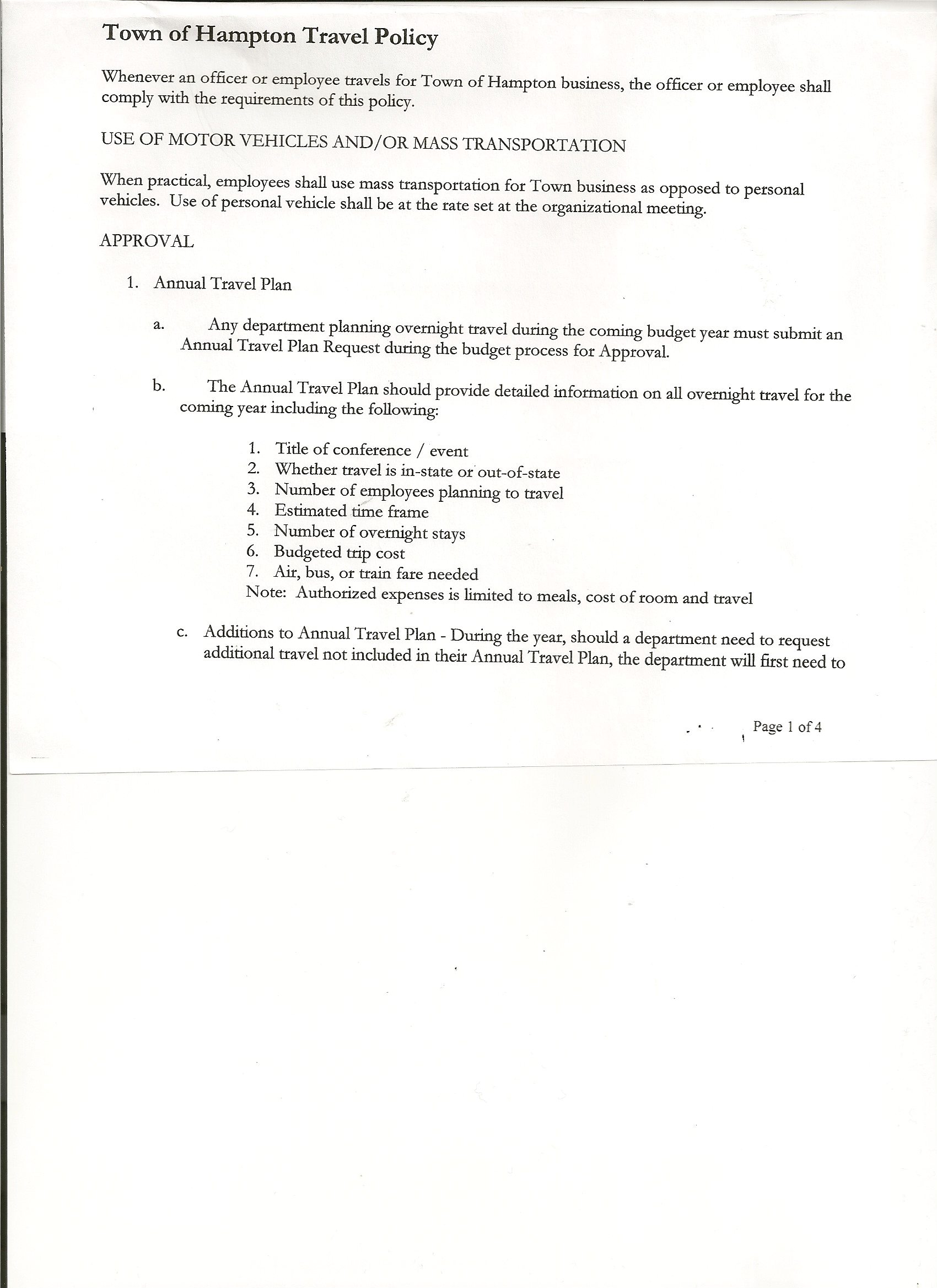
Tamme Taran---------------Councilwoman

David Jensen----------------Councilman

Donald Sady----------------Councilman-came at 8:10pm

Andrea Sweeney-----------Councilwoman

Rebecca Jones--------------Town Clerk



Also present: Darlene Sady, Town Justice, Kim Perry,Budget Officer/Bookkeeper and Justin Perry, President of Hampton Fire Department came at 7:15pm.

The Special Meeting of the Town Board was called to order by Supervisor O’Brien at 7:03 pm followed by the Pledge of Allegiance. Locations of Fire Exits were given.

Health Insurance…Supervisor O’Brien continuing to work on proposal for Nate Saxton and spouse and Malcolm Pratt. Child Health Care Plus for Nate’s dependents has been set up.

Supervisor O’Brien and Fred Wilson have been working on the fireproof storage room in the basement.

Supervisor O’Brien appointed an Audit Committee consisting of Councilman David Jensen and Councilwoman Andrea Sweeney to do a mini (small) audit every quarter on the Town Clerk; Town Justice; Tax Collector and Bookkeeper.

The following Audits were completed at this meeting.

* Town Justice Audit completed by Councilwoman Tamme Taran and Supervisor David O’Brien
* Bookkeeper Audit completed by Councilman David Jensen and Councilwoman Andrea Sweeney and
* Tax Collector Audit was completed by Supervisor David O’Brien

Supervisor O’Brien has spoke with Justin Perry and Michael Stark regarding the lease for the firehouse. Justin Perry, new President of the Hampton Fire Department came before the board at this meeting….had several questions regarding the “new” lease. He feels the new lease is “too complicated”. He and the Town Board Members went over the proposed “new lease”…omitted some items. Justin is going to review and discuss the proposed lease with the Fire Department membership and report back to the town board.

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# **RESOLUTION NO. 18-2014**

**MEDICAL INSURANCE**

On a motion of Councilman Sady, seconded by Councilwoman Sweeney, the following resolution was ADOPTED Ayes 5 O’Brien, Taran, Jensen, Sady, Sweeney

Nays 0

RESOLVED that the Town will only provide a single or two person medical policy, it will not provide a family plan.

On a motion of Councilwoman Taran, seconded by Councilman Sady the meeting adjourned at 8:21 pm. All in favor Aye.

Respectfully submitted,

Rebecca S. Jones, RMC

Town Clerk