

**TOWN OF SALEM  
SPECIAL DISSOLUTION MEETING -SALEM TOWN BOARD  
MARCH 23, 2016 MINUTES**

Present: Supervisor Seth Pitts; Town Council Members: Bruce Ferguson, Joseph Wever; Harold Gilchrest; Howard Law; Town Clerk-Patricia Gilchrist; Clerk to Supervisor-Kathleen Chambers  
Others Present: Historian-Al Cormier; Mary Kissane-Attorney; Kara Lais-Attorney; Nicole Allen-Laberge Group; Jim Bain-Village Trustee; Marcus Blanck-Village Trustee; Paul Kobyluch-Village Trustee; Rebecca Brown-Village Clerk; Kimberly Erbe-Library Board & Planning Board Clerk  
Public Present: Kay Crank; Cait Johnston-Journal Press

6:30 p.m.–Special Dissolution meeting of Salem Town Board called to order by Supervisor Seth Pitts. Checklist handed out to all present and Supervisor Pitts turned the meeting over to Nicole Allen from the Laberge Group to review what has been done and what needs to be done.

**1-Unification of Town & Village codes, rules & regulations**-have 2 years from d/o/d to do this  
**2; 3-Appoint Zoning Board of Appeals and Zoning Enforcement Officer**-The Town, at its April meeting, should appoint the Town's Zoning Board of Appeals and a Zoning Enforcement Officer. Scott MacNeil is the current Compliance Officer for the Planning Board. Zoning Law needs to be filed with the Secretary of State.

**4a-4d-Appoint an interim Historic Preservation Commission** (who will also need to verify properties); update Historic Preservation Law & submit to SHPO for CGL certification-The current Village Commission, if agreeable, will be appointed by the Board to serve as the Town's Historic Preservation Commission. A public hearing will have to be held on the new law.

**5-Approval of Village speed limit from NYSDOT**-Supervisor Pitts has sent letter; nothing heard from NYSDOT.

Will have to check with Washington County regarding signs on County Route 30 and 153.

**6-6g-Water District Issues**-New Town Water District created with new map; the map, plan and report has been finalized; don't need submission approval from NYSOSC (under required monetary limit); transfer of Drinking Water State Revolving Fund Loan is in process; integration/purchase of water billing software/hardware & training still needs to be discussed.

**6a-Coordination with Water Operator**-Still no water operator at this time.

**6g-Capital Reserve Funds**-Waiting to hear from Comptroller's Office as law specifically states that this type of reserve may not be created for indebtedness payable from assessments from taxes levied in an area smaller than the entire Town. Possibly will fit into GML section 6-C.

**Resolution #34**-Motion made by Councilman Joseph Wever, seconded by Councilman Bruce Ferguson, to adopt the Final Order of the Town Board establishing the Salem Water District in the Town of Salem. **Roll call vote:** Councilman Bruce Ferguson-Yes; Councilman Joseph Wever-Yes; Councilman Harold Gilchrest-Yes; Councilman Howard Law-Yes; Supervisor Seth M. Pitts-Yes; passed unanimously 5-0

**7-7e-Lighting District Issues**-New Town Lighting District created with new map; map, plan & report finalized; don't need submission approval from NYSOSC (under required monetary limit); no interim intermunicipal agreements needed to be created.

**Resolution #35**-Motion made by Councilman Harold Gilchrest, seconded by Councilman Howard Law, to adopt the Final Order of the Town Board establishing the Salem Lighting District in the Town of Salem. **Roll call vote:**

Councilman Harold Gilchrest-Yes; Councilman Howard Law-Yes; Councilman Joseph Wever-Yes; Councilman Bruce Ferguson-Yes; Supervisor Seth M. Pitts-Yes; passed unanimously 5-0

**8-Independent Audit of Village Books**-Should be finalized by March 31, 2016

**9-Appraisal of Village Owned Property**-Not necessary

**10 & 11 -Village Library**-Budget will transfer to Town(?) & **New Library Charter**-Final charter not yet rec'd.

**12-Transfer of public employees/creation of new positions**-Part-time custodian for Proudfit Hall; 1 new full time and 1 new part time position to expand the Highway Dep't.; updates to job descriptions- To be determined

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**Minutes**

**13-Transfer to cultural & recreational services/budgeting**-Transferred to NYMIR through our agent, Dick Look, of Northern Insuring.

**14-Transfer of Assets (Real Property)-Resolution #36**-Motion made by Councilman Harold Gilchrest, seconded by Councilman Bruce Ferguson, accepting the following properties and authorizing Supervisor Seth M. Pitts to sign all documents for transfer of real property at 53 Stanton Hill Road, 21 Archibald Street, 201 Main Street and 181 Main Street, being transferred to the Town Board of the Town of Salem as Successor Testamentary Trustees of the Benjamin F. Bancroft Trust, deceased. Passed unanimously 5-0

**15-Transfer of Machinery & Equipment**-Transfer title to anything that currently has license plates and the Village will do a Bill of Sale on any other machinery/equipment. Village Clerk, Rebecca Brown, will work with Eric Rogers to try and secure titles.

**16.-Transfer of Bank Accounts-Resolution #37-Government Banking Resolution**-Motion made by Council-man Joseph Wever, seconded by Councilman Harold Gilchrest, to designate TD Bank as the depository and financial institution on the six (6) prior Village accounts per their Government Banking Resolution. Passed unanimously 5-0

**17-Town/Village Joint Board Budget Meeting**-This was done when the Town was working on their 2016 budget back in October/November of 2015. Village Clerk, Rebecca Brown, and Clerk to Supervisor, Kathleen Chambers, still working on issues with the Comptroller's Office.

**18-Updates to Town's Website**-Supervisor Pitts reported that he was working with Sara Kelly of Over the Moon Graphics, our website person.

**19-Franchise Agreements**-Town has done nothing to move forward with this yet. Will have to do what is required paperwork wise/hearing wise with Time Warner.

**Grant Reimbursement**-Excess funds from the Village re the grant will transfer by new contract to the Town.

**Bancroft Trust**-Councilman Joseph Wever asked Kara Laid and Mary Kissane is the Town Board was successor trustee of the Bancroft Trust if Trust business could or should be conducted at Town Board meetings. Kara responded 'No'; separate meetings should be held with the Board regarding any Trust issues. Attorneys still waiting for signed paperwork from Surrogate's Court on the Bancroft Trust and she did advise that the Proudfit Trust would not be forthcoming by the date of dissolution and that it would be 'down the line awhile'. An Oath & Designation of Successor Trustee form was e-mailed to Supervisor Pitts for execution, required by Surrogate's Court. He signed the form, Clerk Gilchrist notarized and the Kara gave the same to Anya F. Endsley of her firm for filing with the Court.

**Historic District-Al Cormier**-gave the board members a hand-out of the Historic Preservation District with Map and Properties currently included in the District. Current members are: Al Cormier (2015-2017), Christine Preble (2016-2018), Carol Myrick (2016-2018), Kay Crank (2014-2016) and Kim Erbe (2014-2016). The District goes as far as the railroad tracks on North Main; to Shirt Shop on South Main; West Broadway to the tracks and East Broadway to the Courthouse. The Committee has reviewed applications for the Courthouse, the Tomasi building, Glens Falls National Bank, D & H Depot, Stewart's (even though it is outside the District), and Brooklyn Marie's (the new restaurant on the corner by the red light).

**Temporary Clerk Position**-On a motion from Councilman Bruce Ferguson, seconded by Councilman Joseph Wever, a temporary Clerk position will be created for Rebecca Brown for the months of April and May to balance out accounts, take care of bank statements up to and including March 31, 2016, etc., using money the Village has appropriated for her salary. Passed unanimously 5-0

**Water Clerk Position-Resolution #38**-Motion made by Councilman Bruce Ferguson, seconded by Councilman Harold Gilchrest, to appoint Rebecca Brown to the Water Clerk position, beginning June 1-December 31, 2016.

Passed unanimously 5-0

**Resolution #39**-Motion made by Councilman Harold Gilchrest, seconded by Councilman Joseph Wever, to appoint Margaret (Peg) Culver to the position of Custodian of Proudfit Hall and Freda Fifield to the position of

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**Minutes**

Crossing Guard, Freda to be appointed under the end of the Salem Central School year in June of 2016. Passed unanimously 5-0

**Executive Session**-Motion made by Councilman Joseph Wever, seconded by Councilman Bruce Ferguson, to go into Executive Session to discuss appointment/personnel issues. After much discussion, motion made by Councilman Joseph Wever, seconded by Councilman Howard Law, to come out of Executive Session; no decisions made.

Supervisor Pitts reported that he had contacted Leo Flynn from Greenwich asking him about being the temporary water operator. Leo would charge \$75.00/visit. Possibility of doing a MOU with him individually.

It was suggested that Mark Rogers from Cambridge be contacted to see if he would act in the same capacity as he had with the Village if there was a water main break, etc. Check price with Mark and also contact Tim Jansson to see if he would be interested and what he would charge. Supervisor Pitts will call both Mark Rogers and Tim Jansson.

**Resolution #40**-Motion made by Councilman Harold Gilchrest, seconded by Councilman Joseph Wever, to go with the bid from NY Fire & Signal of \$2,762.00 for security for the Community Room and the parking lot at the Georgi. NY Fire & Signal told Mr. Gilchrest that they could hook into a central operating system down the line if that needed to be done. Passed unanimously 5-0

**Motion to Adjourn**-Motion made by Councilman Joseph Wever, seconded by Councilman Harold Gilchrest, to adjourn the special dissolution meeting of the Salem Town Board; passed unanimously 5-0; meeting adjourned at 8:00 p.m.

**Special Meeting**-There will be a special meeting of the Salem Town Board on Wednesday, March 30, 2016, at 6:00 p.m. to finalize the water operator issue and other business that may come before the board that night.

**Regular Monthly Meeting**-The regular monthly meeting of the Salem Town Board will take place on Wednesday, April 13, 2016, review of Warrant #4 and Highway Abstract #4 to begin @ 6:30 p.m., meeting to begin @ 7:00 p.m.

Respectfully Submitted:

Patricia A. Gilchrist-Town Clerk

