

# **TOWN BOARD AGENDA**

November 8, 2016

6:00 p.m.

**DRAFT**

## **PLEDGE OF ALLEGIANCE**

## **MOMENT OF SILENCE**

## **OPEN FORUM**

## **PUBLIC HEARINGS**

- 2017 Preliminary Budget

## **OLD BUSINESS**

- Employee Handbook revisions; medical insurance

•

## **NEW BUSINESS**

- Resolution authorizing Crime Bond for Town Clerk/Tax Collector
- Dog Control Officer Contract renewal
- Schedule support board interviews

## **SPECIAL DISTRICTS**

- Resolution releasing water district funds

## **SUPERVISOR REPORTS**

- Acknowledge Supervisors Report

## **TOWN CLERK REPORTS**

## **BUILDING INSPECTOR**

## **ASSESSOR REPORTS**

## **HIGHWAY SUPT. REPORTS**

## **MINUTES**

- 10-25-2016

## **AUDIT**

- 11-01-2016

# Medical Insurance

**Effective Date:** 01/01/2015

**Revision Date:** 10/11/2016

**Eligibility** - The Town will make medical insurance coverage available to each full-time employee and full-time elected official. Part-time employees may participate in the plan at their own expense. A temporary or seasonal employee is not eligible for medical insurance coverage.

**When Coverage Begins** - Coverage will begin on the employee's first day of employment (or for elected officials, the first day of office), provided all eligibility requirements of the insurance plan are met.

**Premium Payment (Full-Time Employees)** – For eligible full-time employees hired after October 28, 2014, the Town will choose which Single policy it will fund in full. If the employee desires a different policy level, the employee must pay the difference between the Single level premium and the desired policy level premium through payroll deduction.

For eligible full-time employees hired prior to October 28, 2014, The Town will fully fund the **Single policy premium**. The Town's premium contribution for those employees who were hired prior to October 28, 2014 and who are enrolled in Employee/Spouse, Employee/Children or Family policies shall be frozen at the following levels:

Employee/Spouse: \$ 653.34/month

Employee/Children: \$ 555.34/month

Family: \$931.03/month

The Town's contribution shall be frozen at these levels until such time as the **Single policy premium** cost equals or exceeds the cost of the Employee/Spouse, Employee/Children or Family policies. At that time, the Town's contribution shall be equal to the cost of a Single policy premium. The employee is responsible for paying the difference between the current year policy premium and the Town's contribution through a payroll deduction.

The Town currently offers the option of a high deductible health plan with a Health Savings Account, which may be funded annually by the Town at an amount approved by the Town Board.

**Changes in Premium Contributions** – The amount of the insurance premium an employee or elected official is required to contribute is subject to change by resolution of the Town Board. The Town Board will provide a two-month written notice of such change.



**TOWN OF CLARKSON**

**SHARON S. MATTISON**

TOWN CLERK

3710 Lake Road, P.O. Box 858  
Clarkson, New York 14430  
townclerk@clarksonny.org

Tel. 585-637-1130  
Fax 585-637-1138

**RESOLUTION**

**CRIME BOND FOR TAX COLLECTOR**

Motion by Councilperson

Seconded by Councilperson

**AUTHORIZING SURETY, FORM AND AMOUNT OF OFFICIAL UNDERTAKING  
FOR THE FAITHFUL PERFORMANCE OF THE DUTIES OF THE TOWN CLERK  
AND RECEIVER OF TAXES AND ASSESSMENTS**

*Be it resolved by the Board of the Town of Clarkson as follows:*

Section. 1. The Board hereby approves the surety, form and amount of the official undertaking for the faithful performance of the duties of the town clerk and receiver of taxes and assessments, as follows:

Type of undertaking: **Crime Bond**

Insurance company: **Utica Mutual Insurance Company**

Amount: **\$250,000.00**

Section 2. A true copy of this resolution shall be affixed to the undertaking to indicate this Board's approval thereon in accordance with Town Law section 25 and filed in the office of the Town Clerk.

**VOTE OF THE BOARD**

AYES:

NAYS:

\_\_\_\_\_



UTICA NATIONAL INSURANCE GROUP

UTICA MUTUAL INSURANCE COMPANY  
180 GENESEE STREET  
NEW HARTFORD, NY 13413

U9530  
MANG INS. AGENCY, LLC  
66 SO. BROAD STREET  
SUITE 2  
NORWICH, NY 13815  
(607) 337-4400

POLICY NUMBER: SU 4380332  
RENEWAL OF CR 4380332  
NAMED INSURED: TOWN OF CLARKSON

MAILING ADDRESS: PO BOX 858  
310 LAKE RD.  
CLARKSON, NY 14430

FORM OF BUSINESS: MUNICIPAL

BUSINESS DESCRIPTION: MUNICIPALITY

POLICY PERIOD: FROM 01-01-14 TO 01-01-17 12:01 A.M. at your mailing address shown above.

**GOVERNMENT EMPLOYEE THEFT AND FORGERY  
POLICY DECLARATIONS**

In Return For The Payment Of The Premium, And Subject To All The Terms And Conditions Of This Policy, We Agree With You To Provide The Insurance As Stated In This Policy

EMPLOYEE BENEFIT PLAN(S) INCLUDED AS NAMED INSUREDS:

Coverage Is Written:

Primary  Excess  Coindemnity  Concurrent

INSURING AGREEMENTS	LIMIT OF INSURANCE Per Occurrence	DEDUCTIBLE AMOUNT Per Occurrence	PREMIUM
1. Employee Theft - Per Loss Coverage			
2. Employee Theft - Per Employee Coverage	\$ 10,000	\$ 1,000	\$ 210
3. Forgery or Alteration			
If Added By Endorsement:			
Insuring Agreement(s)			
FAITHFUL PERF OF DUTY COV-ADD SEE FORM			\$ 53
EXCESS LIMIT OF INSURANCE SEE FORM			\$ 105
			<b>Total \$ 368.00</b>

01-01-14 to 01-01-15 TERM

Coverage is provided only if an amount is shown opposite an Insuring Agreement. If the amount is left blank or "Not Covered" is inserted, such Insuring Agreement and any other reference thereto in this policy, is deleted.

**CANCELLATION OF PRIOR INSURANCE:** By acceptance of this Coverage Part, you give us notice cancelling prior policy Nos. \_\_\_\_\_  
the cancellation to be effective at the time this Coverage Part becomes effective.

COUNTERSIGNED \_\_\_\_\_ BY: John A. Higgins  
(Date) (Authorized Representative)

SU 01 3 4380332

## AGREEMENT

THIS AGREEMENT made this 8<sup>th</sup> day of November 2016, by and between the TOWN OF HAMLIN, 1658 Lake Road, Hamlin, New York 14464 and the TOWN OF CLARKSON, 3710 Lake Road, Clarkson, New York 14430;

### WITNESSETH

WHEREAS, the Town of Hamlin has for some years hired a part-time dog control officer of the Town of Hamlin and for the performance of his duties, the Town of Hamlin operates and maintains a dog detention and boarding facility on Railroad Avenue in said Town and provides him with a vehicle for his use in the performance of his duties, and

WHEREAS, the Town of Clarkson has also hired a part-time Town of Clarkson Dog Control Officer, but does not have a dog detention and boarding facility or vehicle available for use in the performance of the duties of the dog control officer, and

WHEREAS, the Town of Clarkson has requested that the Town of Hamlin allow the Town of Clarkson Dog Control Officer to use the Hamlin dog detention and boarding facility and vehicle in the performance of his duties, and

WHEREAS, the Town Board of the Town of Hamlin has determined that there is excess space availability in the facility for the holding and boarding of dogs seized by the Clarkson Dog Control Officer and that rental of the dog control vehicle to the Town of Clarkson, when not in use in the Town of Hamlin, would be an economical use of vehicle, and in a spirit of cooperation between the two Towns, the Town Boards of each Town desires to enter into an agreement setting forth the terms of such use,

NOW THEREFORE, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Dog Control Officer of the Town of Clarkson is authorized to use the Town of Hamlin Dog Detention and Boarding Facility on Railroad Avenue in the Town of Hamlin, whenever space is available, for the retention and boarding of dogs seized in the Town of Clarkson in the performance of the duties of the Clarkson Dog Control Officer.
2. The shelter and feeding of dogs placed in the facility by the Clarkson Dog Control Officer shall be the responsibility of the Town of Hamlin and its Dog Control Officer, but the Town of Clarkson shall continue to be responsible for any veterinary care for injuries, sickness or disease to/or for dogs brought to the facility by the Clarkson Dog Control Officer and the Town of Clarkson will hold harmless the Town of Hamlin from any claims or damages arising from the retention of dogs in the facility by the Town of Clarkson beyond the limited responsibility of the Town of Hamlin to shelter and feed.
3. The Town of Clarkson understands and agrees that retention and boarding of its dogs is limited to excess space at the facility and the Town of Hamlin accepts no responsibility for providing and/or locating space for Clarkson dogs if no space is available at the Hamlin facility. At the end of the detention period unclaimed dogs become the property of

the Town of Hamlin to be adopted out. Dangerous dogs that are not adoptable will be transported to Lollipop Farm with fees for transport to be paid by the Town of origin.

4. For so long as the same individual is serving as the Dog Control Officer of both Towns of Hamlin and Clarkson, the Town of Hamlin agrees that he may use the Hamlin dog control vehicle in the performance of his duties as the Clarkson Dog Control Officer.
5. The Town of Clarkson agrees to pay to the Town of Hamlin for the use of the Hamlin facility and vehicle, upon the submission of monthly statements by the Town of Hamlin, on the following schedule:
  - a. The sum of \$25 shall be charged to the owner for a dog pickup fee in the Town of Clarkson and this fee(s) shall be collected by the Dog Control Officer who will disburse these monies to the Town of Clarkson.
  - b. Veterinary visit fee will be \$35.
  - c. For the detention and boarding of each dog per day or part therefore, the Town of Clarkson shall pay the sum of \$20.
  - d. For mileage for use of the vehicle at the IRS rate per mile whenever the Hamlin vehicle is used for dog control purposes for the Town of Clarkson, including, but not limited to, dog pickups, responses to dog complaints, dog census and transportation of dogs to veterinary clinics.
6. Either party may terminate this agreement upon 60 days written notice to the other party mailed or delivered to the office of the Town Clark of the other municipality.
7. This contract shall be for a term commencing October 1, 2016 for the calendar year 2016/2017 and shall expire on January 15, 2018 unless extended in writing by the parties.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be signed and sealed by its proper officers the day and year first above written.

TOWN OF HAMLIN

By \_\_\_\_\_  
Eric G. Peters, Supervisor

TOWN OF CLARKSON

By \_\_\_\_\_  
Paul M. Kimball, Supervisor