

VILLAGE OF ALTAMONT
REGULAR BOARD MEETING
December 6, 2011

Mayor James M. Gaughan
Trustee William F. Aylward
Trustee Kerry Dineen
Trustee Christine Marshall
Trustee Dean Whalen

Michael Moore, Legal Council
Patty Blackwood, Clerk
Catherine Hasbrouck, Treasurer
Timothy McIntyre, Supt. of Public Works
Robert White, Chief AFD

Attending: Richard Straut, Barton & Loguidice; NYS Senator Neil Breslin; Supervisor Michael Hammond, Town of Knox; County Legislative Representative Brian Clenahan; County Legislator-elect Travis Stevens; and Councilman Nick Viscio, Town of Knox.

General Public: 28

7:00 p.m.

Mayor Gaughan called the meeting to order with the Pledge of Allegiance.

Senator Neil Breslin presented a Proclamation to Trustee William F. Aylward on behalf of the New York State Senate. Copy of Proclamation included with Official Minutes.

Supervisor Michael Hammond of Town of Knox, County Legislative Representative Brian Clenahan, County Legislative-elect Travis Stevens, and Councilman Nick Viscio of Town of Knox were also in attendance and provided personal thanks to Trustee William F. Aylward for his years of service.

Mayor Gaughan presented Commendation to Trustee William F. Aylward on behalf of the Village of Altamont and the Altamont Board of Trustees for his twelve years of public service as Legislative representative to Albany County's 31st Legislative District. Copy of Commendation included with Official Minutes.

Trustee Marshall made a motion seconded by Trustee Dineen to approve Commendation to recognize and show appreciation to William F. Aylward for his years of service.

Roll Call: All in favor

Keith Lee, Co-Chairman of the Parks Committee, submitted Parks Report. Trustee Marshall acknowledged the hard work done by the Parks Committee and thanked them and noted the plant sale was extraordinarily successful. Copy of Parks Report included with Official Minutes.

Richard Straut, Barton and Loguidice, congratulated Trustee Aylward on his years of public service. Mr. Straut reported we are on target to submit to NYS DEC the completed plans of the waste water treatment plant by the end of the month. Once plans are submitted, NYS DEC will take 2 months to review them and Village can expect to get the approval from NYS DEC by the end of February. After approval of plans by NYS DEC, Village will go out to bid to receive bids in March with an expected project start date of spring 2012 with a deadline of completing the project for June 2013. Stormwater Sewer Committee has scheduled their next progress meeting for next week.

Mayor Gaughan reported Altamont Community Tradition's Victorian Holiday Celebration's main event is being held on Sunday, December 11th. Mayor Gaughan reported there is an annual report from Linda Cure, Town of Guilderland employee, who provides Shared Services to the Village. Ms. Cure works with Altamont Senior Citizens and coordinates Altamont Farmer's Market. Copy of Shared Services report included with Official Minutes. Mayor Gaughan thanked John Sands, village resident, and Altamont Department of Public Works for the Winter Greens throughout the Village.

Robert White, 1st Assistant Chief AFD, on behalf of himself and the Altamont Fire Department, thanked Trustee Aylward for his support of the Altamont Fire Department over the years. Mr. White reported Altamont Fire Department had 3 calls for the month of November bringing total to 146 for the year with a large number of calls coming from basement pump outs due to Tropical Storm Irene. Mr. White stated Fire Commissioner's dinner is scheduled for December 15th.

Trustee Dineen made a motion seconded by Trustee Aylward to approve the Treasure's report; Abstract #11, Abstract #12 and transfer of funds as submitted.

Roll Call: All in favor

Public Comment:

Judi Dineen, Altamont Community Tradition, reported 10th annual Victorian Holiday Celebration will be held on December 10th and 11th.

Linda Cure, Altamont Free Library, reported "I Love My Library Gala" will be held on February 11, 2012 from 5:30 -9:30 p.m. Library theme for the gala is "The Little Library that Could".

Scott Forman, Schoharie Plank Road West, stated he is still very concerned with the flooding potential in Altamont and offered to help the village where needed.

Trustee Aylward made a motion seconded by Trustee Marshall to approve of new officers elected into office by membership of the Altamont Fire Department on Monday, November 7, 2011 per request of Chief White as follows: Robert White, Chief; Paul Miller, 1st Assistant Chief; and William Hoogkamp, 2nd Assistant Chief.

Roll Call: All in favor

Mayor Gaughan congratulated the new officers of the Altamont Fire Department. Mayor Gaughan acknowledged Tyler Reinemann on his successful completion of Fireman II. Mayor Gaughan reported Trustee Aylward has agreed to work as official liaison to the Altamont Fire Department.

Trustee Whalen made a motion seconded by Trustee Dineen to approve resolution acknowledging required annual audit of Altamont Justice Court's records was conducted on November 14, 2011 by Catherine Hasbrouck, Village Treasurer.

Roll Call: All in favor

Trustee Dineen made a motion seconded by Trustee Aylward to approve authorization to sell following surplus equipment: 2007 Ford Taurus Vehicle at minimum sale of \$6000, per recommendation of Todd Pucci, Police Chief. **Roll Call: All in favor**

Trustee Aylward excused himself from the Village Board meeting.

Trustee Marshall made a motion seconded by Trustee Whalen to approve change to Village of Altamont Personnel Handbook for Public Works full-time employees required to work on a holiday. Employee shall be entitled to EITHER: (a) pay for hours worked at a rate two times the employee's normal hourly rate of pay; OR (b) leave time in lieu of holiday hours worked. The holiday leave time credit must be used within one calendar year of being earned.

Roll Call:

Trustee Whalen	In favor
Trustee Marshall	In favor
Trustee Dineen	In favor
Mayor Gaughan	In favor

Motion Carried 4/0

Trustee Whalen made a motion seconded by Trustee Marshall to approve a request to dispose of the following records as recommended by Patty Blackwood, Village Clerk:

Audit: Bank Statements and Cancelled Checks: General, Trust and Agency; June 1998 through May 2004 per Schedule MU-1, Fiscal, Banking and Investment – 1.[263] Banking communications – Retention – 6 years & Banking and Investment – 2[264] Canceled check (including payroll check) – Retention – 6 years. Pages 61, 62.

Audit: General Accounting and Miscellaneous: General Ledger, including subsidiary ledgers (sewer and water), June 2003 through May 2005, Trust and Agency, June 2000 through May 2005 per Schedule MU-1, 1.[245] General ledger – Retention – 6 years, 2. [246] Subsidiary ledger – Retention 6 years & 3. [247] Journal – Retention – 6 years. Page 65.

Audit: Claims and Warrants: 1.[275] Claim for payment -Vouchers 6/1/03 to 5/30/04. 6/1/04 to 5/30/05 – 6 years. Page 64

Taxation and Assessment: Tax Collection: Copies of Village Property Tax bills and receipts 1995 through 2003 – 6 years. Page 173

Recreation: Parks, Recreational Programs and Civic Centers: 9.[836] Applications for individual acceptance to camp, or participation in specific recreational programs and activities: a) If applicant is accepted or allowed to participate, and a fee is charged. Water Aerobics Registrations 1999 – 2004 – 6 years. Page 163

Recreation: Parks, Recreational Program and Civil Centers: 1.[569] Participation attendance, or enrollment records: b. Records of original entry, including worksheets, used admission tickets and ticket stubs, Bozenkill Park Swim fees and Parking fees - 1997 through 2004 – 6 years. Page 161

Games of Chance/Bingo/Lottery: Licensing and Operation files: 1.[289] a) Application for and Copy of license, investigation report, etc. 1994 to 2008 - 3 years. Page 73

Games of Chance/Bingo/Lottery: Licensing and Operation files: 1.[289]b Financial Reports. 1994 to 2007 – 4 years. Page 73

Games of Chance/Bingo/Lottery: Licensing and Operation files: 1.[289]c Annual Reports. 1994 to 2005 - 6 years. Page 73

Games of Chance/Bingo/Lottery: Lottery, Raffle, or other fund-raising game or events records: 4.[292] Raffle Consent Form. 1999, 2002 to 2005 – 3 years. Page 73

Roll Call:

Trustee Whalen	In favor
Trustee Marshall	In favor
Trustee Dineen	In favor
Mayor Gaughan	In favor

Motion Carried 4/0

Trustee Dineen made a motion seconded by Trustee Marshall to approve Board Minutes for November 1, 2011.

Roll Call:

Trustee Whalen In favor

Trustee Marshall In favor

Trustee Dineen In favor

Mayor Gaughan In favor

Motion Carried 4/0

Trustee Marshall made a motion seconded by Trustee Dineen to adjourn at 7:35 p.m.

All in favor

Respectfully Submitted,

Patty Blackwood
Clerk