



Town Board Special Meeting
January 31, 2012

A special meeting was held by the Town Board of the Town of Ballston on Tuesday evening, January 31, 2012 at the Town Hall on Charlton Road. Members present were Supervisor Patricia Southworth, Councilwoman Mary Beth Hynes, Councilman Jeremy Knight, Councilman Timothy Szczepaniak and Councilman William Goslin. Also present were Town Attorney Murry Brower and Town Clerk Carol Shemo.

Supervisor Southworth called the meeting to order at 8:03 p.m. and the Pledge of Allegiance was recited.

A motion was made by Councilman Knight and seconded by Councilman Szczepaniak that General Fund bills #1 through #74 totaling \$45,643.80; Highway Fund bills #1 through #30 totaling \$36,066.73; Water District bills #1 through #22 totaling \$7,873.05; and Park District No. 1 bill #1 and #2 for \$76.94 be paid.

Roll Call: Ayes – all; Noes – none. Carried.

The Town Board reviewed the items to be placed on the agenda for the February 7, 2012 Town Board meeting.

Supervisor Southworth stated that there may be a presentation on Janet V Corners Planned Unit Development District due to a new component. There is a new owner and he wants to make some modification to the PUDD. The presentation would be on these changes so we could see whether this needs to come before the Town Board again or whether it goes back to the Planning Board.

Supervisor Southworth and Councilwoman Hynes, the Personnel Committee, met and interviewed an individual for the bookkeeping position. She has her BA in accounting from Sienna, owns her own business and represents various clients in this area and she is available to start Monday to close out 2011.

12-11: A motion was made by Councilwoman Hynes that a professional services contract be awarded to JMS Bookkeeping LLC for a period of one year beginning February 6, 2012 at a total cost not to exceed \$21,800. The professional services contract will be drafted and reviewed by the Town Attorney with the understanding that this individual will maintain at least \$1,000,000 umbrella coverage and professional liability insurance since her job will involve handling deposits and making transfers between accounts.

Councilwoman Hynes amended this resolution by having this individual give a copy of the professional liability insurance policy to the Town Attorney for review and acceptance. Councilman Goslin seconded this motion.

Roll Call: Councilman Knight	Yes
Councilman Szczepaniak	Yes
Councilman Goslin	Yes
Councilwoman Hynes	Yes
Supervisor Southworth	Yes

Roll Call: Ayes – all; Noes – none. Carried.

Supervisor Southworth asked the Town Board to approve training money for the bookkeeper at a rate of \$75 per hr. for at least 1 day and some on-line training.

12-12: A motion was made by Councilman Goslin and seconded by Councilman Knight to approve training for the bookkeeper on the accounting system at a rate of \$75 per hr not to exceed three days.

Roll Call: Ayes – all; Noes – none. Carried.

Councilman Goslin believes the Board is in agreement on outsourcing payroll. For a few dollars a paycheck we can outsource this responsibility for a one year term. This will help us determine what we need as a Town for bookkeeping services. He would like to add this to the agenda with the Supervisor making a recommendation on the company.

Councilman Szczepaniak would like to add a Council Report to the agenda before the Supervisor's Report.

Supervisor Southworth has no problem with this as it was always available to the Council and it would be a good time for committee reports.



Councilman Szczepaniak stated that Parks & Recreation Committee requested a fund balance on any donations and any activity in their fund.

Supervisor Southworth replied that the bookkeeper will close out the end of the year and you will have that information.

Councilman Goslin would like to add the following to next month's agenda:

1. Pump Station Bond – would like to improve the terms of the bond.
2. Budget – make the budget a living document make adjustments every month not just once a year.
3. Jenkins Park Advisory Board has a new member and a new alternate they would like the Board to vote on them at the next meeting.
4. Blacktop Plant – from a zoning standpoint, anything is allowed in Town unless you restrict it; need to tighten up the zoning law. We have identified a gap in our zoning; many residents are against this blacktop plant. I would like to restrict additional plants from applying and restrict existing plants from expanding.
5. Sewer Committee Proposal
6. Unfunded Mandates

Supervisor Southworth would like the Town Attorney and the Attorney for Planning and Zoning to have adequate time to review the proposal concerning the asphalt plant.

Privilege of the Floor:

Dick Pierce asked if the \$50,000 from Stonebridge PUDD was earmarked for the extension of the Bike Path.

The Supervisor replied that the wording of the donation's use is for use of the Town's choice.

Councilwoman Hynes remembers that the extension of the bike path was to get National Grid's approval to extend the bike path on National Grid's right-of-way or to extend the bike path down Outlet Road to Lake Road to hook up to the Zim Smith Trail.

Lisa Doan requested a quarterly newsletter again.

Supervisor Southworth stated this is something the Town would like to do, even if it is available online or at certain locations throughout the Town.

Joan Pott asked why the bookkeeping position was voted on tonight and not at the regular Town Board meeting. Also was this position advertised so Town residents could apply for this position?

Supervisor Southworth answered that the vote was at this meeting to get someone in the office since we are behind schedule and we are already looking at an extension on our annual update document that's required by the NYS Comptroller's Office. It is not in the Town's best interest to function the way we are now. We didn't advertise for the position because we had two people interested and the immediacy of the situation.

Councilwoman Hynes stated at the last Board meeting, the Personnel Committee was authorized to go and quickly figure out the bookkeeping needs of the Town.

Supervisor Southworth added that she was able to set up training with our software vendor for early next week. She wanted to make sure the new bookkeeper would have adequate training to do the job.

Robert Pustolka asked if the new bookkeeper will be cyber secure.

The Supervisor answered that we will have a contract and the Town Attorney will be sure we are protected.

A motion was made by Councilwoman Hynes and seconded by Councilman Szczepaniak to adjourn the meeting.

Roll Call: Ayes – all; Noes – none. Carried.

Respectfully submitted,

Carol R. Shemo
Town Clerk