

A public meeting for the Town Board of the Town of Constable was held on July 11, 2019 at 7:00 pm. Members present were Councilman Leahy, Patterson, Councilwoman Lemire, Supervisor Onufer, and Town Clerk Prue. Councilman Wilson was absent.

Guests present were Frank DeFiore, Telegram, Constable Residents Craig Tatro, Martha & Harry Gardner, and Edward Robideau, F.C.S.W.M.A. Rep.

The purpose of the public meeting was to present proposed Local Law #1-2019, changing assessor positions from 3 to 1 and making it an appointed position instead of elected. Supervisor Onufer explained why this was being done, that the interest just was not there to try and fill the 2 empty elected assessor seats. He explained that if this was an appointed position that would be for a term of 6 years and would start October 1, 2019 and end September 1, 2025. The appointment would start with a tentative yearly salary of \$9,000.00. He further explained the Town Board is looking to appoint current assessor, Laurie Marshall.

Craig Tatro stated that he is in favor of going to a single assessor position, but feels it should be an elected position and not an appointed one. Craig wanted to go on record as saying he felt it was not a good idea to appoint Laurie as the assessor. He said that she was not trained correctly and that she has an ethics problem.

Harry Gardner asked what type of training was required to be an assessor. Supervisor Onufer explained what being an assessor entailed.

Supervisor Onufer reported that if this is an appointed position that it will have to be advertised in the Telegram.

Highway bills were audited and approved # 73 - 86

General bills were audited and approved #110 -129

A motion was made by Councilman Leahy and seconded by Councilwoman Lemire at 7:33 pm to adjourn the public meeting, motion carried.

The regular monthly meeting for the Town of Constable was held on July 11, 2019 at 7:34 pm. Members present were Councilman Leahy and Patterson, Councilwoman Lemire, Supervisor Onufer, Town Clerk Prue, and Code Officer Halley and Highway Superintendent Martin and Councilman Wilson were absent.

Guests present were Edward Robideau, F.C.S.W.M.A. Rep., and Frank DiFiore, Malone Telegram.

A motion was made by Councilwoman Lemire, seconded by Councilman Leahy

to accept minutes from the June 13, 2019 meeting, motion carried.

A motion was made by Councilman Patterson and seconded by Councilwoman Lemire to accept the minutes from the June 24, 2019 meeting, motion carried.

F.C.S.W.M.A.

Edward Robideau gave his report for the Landfill. Ed explained what has been going on at the landfill and that they are breaking ground for cell #6.

CODE OFFICER

Code Office Halley reported that he has been in contact with Mr. Russell on the Taylor Rd. and nothing has been done to clean up his residence. Gordie reported that he has not been on the Sand Rd. during the last month.

Code Officer Halley gave his report for May 23, 2019 – July 08, 2019

Gordie reported that he has had many phone calls from Constable Residents inquiring about Burning Permits. He said that he has contacted the NYS DEC and they stated that they do not issue or enforce burning permits and that if the Town wants to issue them, that it is up to the Town to enforce them. A motion was made by Councilman Patterson and seconded by Councilman Leahy to not issue burning permits, motion carried and that people should follow the DEC regulations for outdoor burning.

A motion was made by Councilman Leahy and seconded by Councilman Patterson to accept the Code Officer's report, motion carried.

REC PARK

So far everything is going really well at the Rec Park.

Supervisor Onufer reported that Mr. & Mrs. Lynn Willis have made a \$200.00 donation to the Rec. Park. A thank you note has been sent to them.

WEB & TECHNICAL SUPPORT

Dalton gave an update on the website.

Supervisor Onufer emailed all board members a copy of the "Information Technology Policy & Procedures".

CHAPTER: Internal Administration –Records
STANDARD: Computer Use, Security & Access NUMBER:
DATE ISSUED: DATE EFFECTIVE:
DATE REVISED: DATE REEVALUATED:
NOTES:

POLICY: Employees of THE TOWN OF CONSTABLE shall follow established policies and guidelines governing the use and access of information contained within all technologies. Employees will comply with applicable federal laws regarding electronic communications and software copyright regulations, safeguard the facility from computer virus infections, **and limit Internet use to official business only.**

PROCEDURES:

- A. Authorization and Use: The Company's computer system is intended solely to aid and assist employees in the performance of their assigned responsibilities. Employees therefore, limit their transactions and activities to necessary assigned responsibilities. Security 2clearance and access to information is restricted to official business and does not permit employees to access information for personal reasons, financial gain, or unauthorized distribution. Any misuse of the facility computer system is grounds for disciplinary action, and or criminal prosecution.

All computers should be left on Monday – Friday and shut down at end of business Friday. This allows for deployment of updates, patches and scans by our IT Department each night. Please be aware of any exceptions that may be in place by contacting Administration.

All computers will have a user password of which is provided to Administrative staff at time of creation. When employees leaves his/her computer unattended they are to lock or log out to ensure unapproved access is not obtained.

- B. Use of Information: Much of the information obtained through the Company computer systems is confidential, restricted, or sensitive data which must be carefully controlled to ensure compliance with applicable local, state, and federal guidelines. Any employee accessing files or obtaining information from the computer systems is accountable for the appropriate and correct use of the information.

Some sensitive information in our computer or hardcopy files can only be accessed by authorized individuals having a need to know. If you have doubt about your authorization to access certain data, check with your supervisor,

before accessing the information. These records normally include *internal affairs, personnel, and client/customer data files.*

- C. Responsibility: Employees who use any technology including computer systems are accountable for proper operation. The computer system administrator or administrative designee may track all work, file modifications, Internet surfing, email use and any other action taken on any technology owned by company and/or while on company owned property accessing company managed connectivity. Employees operating the system will exercise reasonable care of the equipment, and are responsible for damage resulting from intentional abuse or negligence. Employees violating this policy are subject to disciplinary action up to and including termination; as well as any criminal or civil penalties, allowed by law.
- D. Software Guidelines: In compliance with software piracy laws, no software may be removed from the premises or copied for personal use. No software may be brought into the Company or downloaded and installed into Company owned computers without the express written permission of the Administration or designee. When permission is obtained, the software will be installed by a qualified individual, in accordance with licensing agreements. Requests for new software may be made through Administration or designee. If approved, the software will be purchased and registered to the Company. Software installed on individual computers is subject to review at any time. Unauthorized software will be removed. No unauthorized personnel are to be allowed access or use Company owned computers.
- E. Internet and E-mail Guidelines: Access to the Internet and e-mail are for official business only. Messages transmitted or received by e-mail are considered Company property, and not the personal, confidential messages of the employee.

Employees have no expectation of privacy with regard to the use of Company computer systems, software, or files. The following rules apply:

1. Supervisory staff has the right and oversight responsibility to enter the e-mail system(s) and review, copy, delete, or disclose any message.
2. Passwords will be used to gain access to the e-mail system and will be changed frequently.
3. E-mail messages should not be left on the computer screen when the employee is away from their desk.
4. No information protected by copyright laws, including software, will be sent, or copied via e-mail.

5. All messages on the e-mail system will be businesslike. Employees will not transmit or receive personal messages.
 6. Employees will not transmit or receive any message containing profanity, vulgarity, and/or harassing or defamatory language.
 7. Employees will not transmit or receive photographs or images of a pornographic, vulgar, harassing, or defamatory nature.
 8. Email links will not be clicked unless there is explicit expectations from sender.
 9. Email attachments will not be downloaded unless from an authorized sender and you are expecting that attachment.
 10. Accessing personal email or social networking sites are prohibited while using technology including but not limited to computers, tablets, cell phones, etc.
- F. Laptop, Flash Drive, or other mobile data device Guidelines: Laptop computers, flash drives, compact disk and mobile data devices are very vulnerable to theft and require extra diligence in safeguarding for travel. Following are guidelines to be followed when laptops or portable media are carried outside of the office:
1. Always carry the laptop in its specially padded carrying case.
 2. When traveling by air, always carry the laptop, flash drive, or other mobile data device on the airplane. Never check the laptop as baggage and never put the laptop inside another case checked as baggage. The only exception to this is that a laptop can be shipped in a special shipping container with padded foam for shipping sensitive electronic items.
 3. Always hand-carry the laptop, flash drive, or other mobile data device when traveling to and from the airport. Don't put it in the trunk of a cab or on the rack of an airport shuttle.
 4. Always make sure that there is no disk, CD or DVD in any of the drives.
 5. If you carry a laptop, flash drive, or other mobile data device home to work on agency projects, the computer will be carried to and from the office on a daily basis during the workweek. Under no circumstances is Company owned property to be left at your residence while you are at work without the express permission of Administration.
 6. Laptop, flash drive, or other mobile data device computers may be assigned individually or signed out at the discretion of Administrative staff.
 7. USB, flash or other portable media should never leave your possession or be stored in an unsecure area.
 8. All individuals with the authority to carry a laptop or media are solely responsible for that equipment. If information is compromised, it could lead to discipline actions including termination, as well as any criminal or civil penalties allowed by law.

By signing below, I have read and understand the above policy and agree to the terms.

Employee Signature

After discussion by all board members present a motion was made by Councilwoman Lemire and seconded by Councilman Leahy for Resolution #8-2019 adopting the "Information Technology Policy & Procedures", motion carried.

A motion was made by Councilman Leahy and seconded by Councilwoman Lemire to accept Dalton's monthly report, motion carried, with Councilman Patterson abstaining.

HIGHWAY

Highway Superintendent Martin was not at the meeting due to the weather conditions.

Supervisor Onufer reported he received notification of restored winter recovery funds in the amount of \$14,702.19.

Mining permit – nothing new to report.

Stebbins Road – nothing new to report.

Crosswalk – nothing new to report.

Highway Superintendent Martin's fuel usage report for June 2019 was not given, due to his absence.

A motion was made by Councilwoman Lemire and seconded by Councilman Leahy for Highway Dept. Budget Amendment #4-2019, which reads as follows:

\$19.25 from Account #DA5110.4 General Repair - Cont. Exp.

\$19.25 to Account #DA5140.4 Misc. Brush & Weeds - Cont. Exp.

Motion carried.

Motion made by Councilwoman Lemire, seconded by Councilman Leahy. to accept the Supervisor's Report Highway Fund, motion carried.

CAPITAL IMPROVEMENTS

Supervisor Onufer reported that he has received 2 addendums to the New Town Hall Project Manual.

Councilman Leahy presented Supervisor Onufer with a list of work that the highway department will be doing with regards to the New Town Hall. Supervisor Onufer to turn this over to Highway Superintendent Martin.

Supervisor Onufer reported that the Court Grant in the amount of \$30,000.00, if received, will have a 2 year expiration to get the work done.

A motion was made by Councilwoman Lemire and seconded by Councilman Leahy to accept the Supervisor's Report of the Capital Project Statement, motion carried.

Bills were audited and approved. #6-8

TOWN CLERK

A motion was made by Councilwoman Lemire and seconded by Councilman Leahy to accept the Town Clerk's report, motion carried.

TOWN JUSTICE

Supervisor Onufer reported Justice Wisnesky court fees for June were, \$669.00 and a voucher was received from the State Comptroller's Office in the amount of \$569.00, the Town's portion was \$130.00.

ASSESSOR

After discussing the possibility of changing the assessor's from 3 to 1 and it being an appointment, Councilwoman Lemire suggested keeping it as an elected position. All aspects of appointed vs. elected were discussed and it was decided to keep the position as an elected position. A motion was made by Councilwoman Lemire and seconded by Councilman Patterson to keep as an elected position, motion carried.

HUD

Supervisor Onufer reported that he received notification that Scott Campbell with F.O.T.N.C. is retiring.

GENERAL

Supervisor Onufer reported he received an e-mail from the Franklin County Real Property Office regarding the yearly licensing fee.

Supervisor Onufer reported he received a letter of intent from Helios Solar.

A motion was made by Councilman Patterson and seconded by Councilman Leahy for Budget Amendment #4-2019 for the General Fund, motion carried.

\$107.47 from A1987.0 Fire Dept. Cancer Ins.

\$107.47 to A110.4 Justice Court Exp.

NY Class Account for June presented for all board members to review.

Trial Balance for June presented for all board members to review.

Supervisors Report for the General Fund presented for all board members to review. A motion was made by Councilman Leahy and seconded by Councilman Patterson to approve the June Supervisors Report, motion carried.

Motion to adjourn was made by Councilman Leahy at 9:33 P.M., seconded by Councilwoman Lemire, motion carried.