

**TOWN OF PLATTSBURGH
TOWN BOARD SEMI-MONTHLY MEETING
August 17, 2009**

The meeting was called to order at 6:30 p.m. by the presiding officer at the Town Hall on the Banker Road.

MEMBERS:		<u>Present</u>	<u>Absent</u>
Bernard C. Bassett, Supervisor		X	
Martin D. Mannix, Councilperson		X	
Thomas E. Wood, Councilperson		X	
Sheila A. Brockway, Councilperson		X	
Gerard A. Renadette, Councilperson		X	
Rickey J Collins, Town Clerk		X	
James J. Coffey, Town Attorney		X	

Resolution No.09-256

Approve Minutes of the Previous Meeting

RESOLVED, that the minutes of August 3, 2009 be approved and the reading of the minutes be dispensed with.

Motion by: Sheila A. Brockway

Seconded by: Gerard A. Renadette

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

PUBLIC RECOGNITION

Present: Nyla Bacon, Debbie Blake, Paul Lamoy, Dan Heath

Comments:

Resolution No. 09-257

Abstract 7B -09

RESOLVED, that the abstract of audited claims **No.7B-09 (91821-91996)** in the amount of (\$874,444.78), be received as reviewed by the Audit Committee and the Supervisor is hereby authorized to pay said abstracts.

Motion: Gerard A. Renadette

Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-258

Building Maintenance Monthly Report

RESOLVED, to receive and place on file a report from Art Brault, Building Maintenance Supervisor, for the month of July 2009.

Motion: Martin D. Mannix

Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No.09-259

Codes and Zoning Department Monthly Report

RESOLVED, to receive and place on file a report from Stephen Imhoff, Codes Enforcement Officer, for the month of July 2009.

Motion: Thomas E. Wood

Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution NO. 09-260

Highway Superintendent's Monthly Report

RESOLVED, to receive and place on file a report from Fred Lavene, Superintendent of Highways, for the month of July 2009.

Motion: Gerard A. Renadette
Seconded by: Shelia A. Brockway

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Resolution No.09-261

Parks And Recreation Department Monthly Report

RESOLVED, to receive and place on file a report from Melanie Defayette, Recreation and Youth Services Director, for the month of July 2009.

Motion: Sheila A. Brockway
Seconded by: Thomas E. Wood

Discussion: The following youth baseball/softball players received Most Dedicated Player Awards in recognition of their commitment to their teams and tremendous displays of sportsmanship during the season: Nathan Zucker, Tyler Patrie, Christopher Fall, and Jillian Martin. The following coaches were honored with t-shirts in appreciation of their time and effort as coaches for two or more seasons: Mike Bova, Colleen Flynn. Carol Kline, Mike Kimball, Bob Christopherson, and Jennifer Lotti. In addition, Bernard C. Bassett commented on the success of recent programs such as Family Day and Doggie Paddle day at East Morrisonville Park, also the many programs offered to seniors.

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No.09-262

Planning Department Monthly Report

RESOLVED, to receive and place on file a report from Phil VonBargen, Planning and Engineering Department Head, for the month of August 2009.

Motion: Sheila A. Brockway
Seconded by: Martin D. Mannix

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No.09-263

SUPERVISOR'S MONTHLY FINANCIAL REPORT

RESOLVED, to receive and place on file the Supervisor's Financial Report for the month of July 2009.

Motion: Gerard A. Renadette
Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-264

Town Clerk's Monthly Report

RESOLVED, to receive and place on file a report from Rickey J. Collins, Town Clerk, for the month of July 2009.

Motion: Thomas E. Wood
Seconded by: Sheila A. Brockway

Discussion: Bernard C. Bassett commented on the importance of needed reports and data in order to determine the financial status of the Clerk's office.

Roll Call:	<u>Yes</u>	<u>No</u>
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Thomas E. Wood	X
Sheila A. Brockway	X
Gerard A. Renadette	X
Martin D. Mannix	X
Bernard C. Bassett	X

Carried:

Resolution No. 09-265

Water Wastewater Department Monthly Report

RESOLVED, to receive and place on file a report from David Comfort, Director of the Water and Wastewater Department, for the month of July 2009.

Motion: Gerard A. Renadette

Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No.09-266

Annual Assessor's Conference In Saratoga

WHEREAS, the Town of Plattsburgh Assessor is required to maintain certain skills and certification; and

WHEREAS, the cost for participation at the 2009 NYSAA Seminar on Assessment will be mostly reimbursed by the State; therefore, be it

RESOLVED, that Effa Sullivan, Assessor, be allowed to attend the NYSAA Seminar on Assessment Administration held from September 27 – September 30, 2009 in Saratoga, New York.

Motion: Martin D. Mannix

Seconded by: Sheila A. Brockway

Discussion: Gerard A. Renadette would like to see more detailed verification of expenses before approval. Martin Mannix would like a letter written from the Town to the NYS Association of Assessors in complaint of the cost of their facilities.

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	

Sheila A. Brockway	X
Gerard A. Renadette	X
Martin D. Mannix	X
Bernard C. Bassett	X

Carried:

Resolution No. 09-267

Support For The Construction Of A Four Lane Highway In St. Lawrence, Franklin, Lewis, Jefferson and Clinton Counties With Spurs To Massena, Ogdensburg, Lowville And Plattsburgh

WHEREAS the economic impact of North Country transportation improvements is a key component of the North Country Transportation Study; and

WHEREAS, the economic development impact analysis has measured the value to the regional economy of efficiency gains through user benefits such as reductions in travel time, reductions in operating costs, and reductions in accidents due to improved safety; and

WHEREAS, the gains through increased social and economic development opportunities due to improved transportation access will reduce unemployment rates, reduce government transfer payments such as social welfare and unemployment insurance, and increase employment in the region; and

WHEREAS, the transportation improvements can enhance access to labor, customer, tourism and supplier markets, as well as to intermodal transportation facilities, making the overall region more attractive to transportation-dependent industries; and

WHEREAS, the construction of a four-lane highway within the boundaries of St. Lawrence, Franklin, Lewis, Jefferson and Clinton counties and the construction of four-lane spurs connecting Massena, Ogdensburg, Lowville and Plattsburgh will begin to address the transportation improvements necessary to foster such economic growth; and

WHEREAS, our elected New York and Congressional representatives can be assured that the Town of Plattsburgh adamantly supports such four-lane highway construction; now, therefore, be it

RESOLVED, that the Town of Plattsburgh urge New York State Acting Commissioner of Transportation, Mr. Stanley Gee, to cooperate with local transportation taskforce groups to support the construction of a four-lane highway within St. Lawrence, Franklin, Lewis, Jefferson and Clinton Counties with four-lane spurs connecting Massena, Ogdensburg, Lowville and Plattsburgh; and be it further;

RESOLVED, that a copy of this Resolution be forwarded to Acting Commissioner Gee, New York State Department of Transportation; Governor Paterson; New York State Senators Griffo, Aubertine and Little; New York State Assembly Members Scozzafava, Russell and Duprey; United States Senators Schumer and Gillibrand; Congressman McHugh; St. Lawrence, Lewis, Franklin, Clinton and Jefferson Counties; the Development Authority of the North Country; and Northern Corridor Transportation Group.

Motion: Gerard A. Renadette
Seconded by: Martin D. Mannix

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	Abstained	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-268

**Advertise for Sealed Bids for Surplus
Equipment**

WHEREAS, the Town of Plattsburgh has equipment that is no longer needed or useful and it is necessary to take said equipment out of services; therefore be it

RESOLVED, to receive a request from Fred Lavene, Highway Superintendent, and Melanie Defayette, Parks and Recreation Youth Director, requesting permission to advertise for sealed bids for the sale of the following surplus equipment:

Highway Department Equipment

Fred Lavene 562-6880

2000 half-ton pick up truck (with 7 _ ft. plow)

1991 Chevy halt-ton pick up 4x4

1971 International sweeper

One two sided cutting edge for a 950B Cat Loader with a 3 _ yard bucket

Parks and Recreation Equipment

Melanie Defayette 562-6860

2- Pallets used paver bricks, Approx. 400/pallet

1- Pallet new half faced blocks, Red Approx. 25

7- Bundles IKO 3 tab shingles, grey/black

1- 1hp Briggs Engine with Vacuum Attachment

1- Set Bobcat tracks

1- Equipment Trailer, 1971 6000lb, 7x21w/ ramps. Needs one axle

1- 1983 Billy Goat lawn Vacuum, 5 hp

Set of tire chains

1- 1971 General Trailer- broken axel / rated for 8500 lbs.

and, it is further,

RESOLVED, that the Town Board does hereby authorize the sale of said surplus equipment that can be seen at the Town Hall during regular business hours beginning on Tuesday, August 18, 2009 with all questions regarding any listed equipment or materials be directed to Mr. Lavene or Ms. Defayette; and it is further

RESOLVED, that the Town Clerk is hereby authorized and directed to have the advertisement for sealed bids published in the Press Republican returnable on or before Wednesday, September 9, at 11:00 AM, prevailing time, at the Town Hall, Office Complex, 151 Banker Road, Plattsburgh, NY 12901 at which time they will be opened and publicly read aloud; and be it further

RESOLVED, that Mr. Lavene and Ms. Defayette reserve the right to reject any or all bids.

Motion: Sheila A. Brockway
Seconded by: Gerard A. Renadette

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-269

Vac-Truck Declared Surplus Equipment

WHEREAS, David Comfort Director/Water and Wastewater Utilities, has requested permission to declare one 1993 Camel Vac Truck as surplus equipment; therefore, be it,

RESOLVED, that the Town Board does hereby authorize the sale of said surplus equipment; and it is further

RESOLVED, that said surplus equipment is available to other municipalities or interested parties that are eligible to purchase said equipment at a value determined by the manufacturer as representative of resale value, as is, and based on maintenance records and the Cyncon equipment manufacturer's estimate of value for the Town of Plattsburgh's 16 year old vac truck in the amount of \$40,000.00 as indicated..

Motion: Martin D. Mannix
Seconded by: Gerard A. Renadette

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09- 270

New York State Retirement System Amendment

WHEREAS, the New York State Retirement System has requested that the Town Board of the Town of Plattsburgh have all elected and appointed officials, who are on the retirement system, report the number of hours for which they perform work, as Town representatives, for a one month sample period; and

WHEREAS, all elected and appointed officials have submitted the requested information and;

WHEREAS, the Town Board of the Town of Plattsburgh, by Resolution 98-238, set the standard work day for each elected and appointed officials as well as all civil service employees; and

WHEREAS, resolution 04-130 was passed but now has discrepancies in retirement reporting as per a letter dated August 3, 2009 , from the Office of the New York State Comptroller, as part of the examination of the fiscal affairs of the Town of Plattsburgh, conducted by examiners from the Office of the State Comptroller; now therefore, be it

RESOLVED, that the Town Board of the Town of Plattsburgh does hereby set the standard work day for each elected and appointed official as well as all Civil Service employees as follows:

Elected Officials

Standard Workday Hours

Supervisor	8 hours
Councilperson	6 hours
Town Clerk	6 hours
Receiver of Taxes and Assessments	6 hours
Highway Superintendent	8 hours
Town Justice	6 hours

Appointed Officials

Town Attorney	6 hours
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Town Planning & Zoning Attorney	6 hours
Justice Court Clerks	8 hours
Budget Officer	7 hours
Secretary to the Supervisor	8 hours
Director of Water & Wastewater Utilities	8 hours
Water & Sewer Assistant Superintendent	8 hours
Youth Recreation Director	8 hours
Zoning Enforcement Officer	8 hours
Assessor	8 hours
Dog Control Officer	6 hours
Building Maintenance Supervisor	8 hours
Bus Drivers	6 hours

And be it further

RESOLVED, that the Town Board does hereby accept the information contained therein as a representation for the hours worked and duties performed for the various elected and appointed officials of the Town of Plattsburgh as requested by the New York State Retirement System and the Office of the New York State Comptroller and a copy of this Resolution be given to the Budget Officer.

Motion: Gerard A. Renadette
Seconded by: Sheila A. Brockway

Discussion: Martin D. Mannix requested that this resolution be tabled until it is further reviewed in a work session. Bernard Bassett went on to explain the retirement credits system of a typical month.

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-271 **Award Bid for Wastewater Flow Metering and**
Telemetry Improvements

WHEREAS, The Town Board has previously authorized the improvements required for Wastewater Metering; and

WHEREAS, Resolution 09-225 authorized Advertisement for bids to be opened on August 11, 2009; and

WHEREAS, Wastewater Flow Metering and Telemetry Improvements Contract No. 1 General were received and opened on August 11, 2009; and

WHEREAS, the Consulting Engineers, Laberge Engineering & Consulting Group Ltd. Have submitted their report relative to their analysis of bids,; now therefore be it

~~RESOLVED~~, ~~RESOLVED~~ recommendation of said Engineers be hereby accepted, approved and adopted; and be it further

RESOLVED, that Wastewater Flow Metering and Telemetry Improvements be hereby awarded to Mountain Lake Electrical Inc. 102 Trade Road Plattsburgh, New York 12901 in the base bid amount of \$274,095.00 and a copy of this resolution be given to the Budget Officer.

Motion: Gerard A. Renadette
Seconded by: Thomas E. Wood

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	Abstained	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-272

Creation of A Building Maintenance Mechanic Position

WHEREAS, the duties and responsibilities of the Building and Grounds Department requires complex skills and knowledge to maintain buildings, traffic lights, street lights, security systems, cooling and heating systems, etc. and

WHEREAS, Mr. Art Brault, Building and Grounds Department Head, has requested that, in order to continue to provide the current level of service and maintenance, the Town Board create the position of Building Maintenance Mechanic for the Building and Grounds Department; and

WHEREAS, the position of Building Maintenance Mechanic is not included in the current salary contract a salary schedule shall be created based on that of a Building Maintenance Worker with acknowledgement of the new position's supervisory responsibilities; now, therefore be it

RESOLVED, that the Town Board authorize the Budget Officer to create the position of Building Maintenance Mechanic with a 2009 step one starting salary of \$15.75 per hour and that this position be made a part of the current salary schedule and computed forward as indicated by the current contract salary Agreement; and be it further

RESOLVED, that in support of Mr. Brault's request, Mr. Richard Rascoe, Laborer, be promoted to fill said position pending Civil Service review and approval of his qualifications and that, as per negotiated Agreement, he start at step two of the salary schedule the first pay period following final approval by Civil Service; and be it further

RESOLVED, that a copy of this Resolution be given to the Budget Officer and forwarded to the Department of Personnel for Civil Service final approval and filing.

Motion: Martin D. Mannix
Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-273 **Transfer of Tyson Drown From Highway To**
Parks and Recreation

WHEREAS, a recent retirement in the Parks and Recreation Department has created a vacancy in the position of Building and Grounds Maintenance Worker; and

WHEREAS, Mr. Tyson Drown has expressed an interest in transferring from the Highway Department back to the Parks and Recreation Department, where he had previously worked, to fill the Building and Grounds Maintenance Worker position, a lateral transfer at the same salary scale that he is presently at; and

WHEREAS, Ms. Melanie Defayette, Department Head, supports Mr. Drown's request and acknowledges the benefit to her Department by the ability for Mr. Drown to, "... step in and perform any task asked of him."; therefore be it

RESOLVED, that effective August 24, 2009 Mr. Drown be transferred to the Parks and Recreation Department and a copy of this resolution be given to the Budget Officer and forwarded to the Clinton County Department of Personnel for Civil Service final approval and filing.

Motion: Sheila A. Brockway
Seconded by: Martin D. Mannix

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-274

**Scheduling Public Hearing for Establishment of
Cumberland Head Sewer District**

WHEREAS, a map, plan and report have been prepared in such manner and in such detail as is required by Article 12A of the Town Law of the State of New York, relating to the establishment of the Cumberland Head Sewer District in the Town of Plattsburgh, County of Clinton, State of New York, and has been filed in the Town Clerk's Office; and

WHEREAS, said map, plan and report was prepared by Laberge Group, competent engineers, duly licensed by the State of New York, showing boundaries of the proposed District and general plan of the proposed District; and

WHEREAS, said map shows the location of the public works which will be required and the lands or easements to be acquired; and

WHEREAS, the boundaries of the proposed district are as described in Schedule "A" annexed hereto; and

WHEREAS, the maximum amount proposed to be expended for said improvements and/or acquisition of necessary lands is the sum of Twelve Million Two Hundred Twenty Thousand (\$12,220,000.00) Dollars; and all details as to the financing are set forth in the aforesaid Engineer's Report; and

WHEREAS, pursuant to Section 209(f) of the Town Law, approval of the New York State Comptroller will not be required for establishing this District. Any assessments for construction and operation and maintenance shall be on a benefit basis for all users; and

WHEREAS, said map, plan and report describing said improvements are on file in the Town Clerk's Office, for public inspection; and

WHEREAS, The first year cost of debt repayment and full operation for typical properties within the District is less than \$739.00, that will vary in relation to the amount of benefit given to the premises. Hook up fees to the resident property line are included in the estimated maximum cost ,now, it is hereby

RESOLVED, that the Town Board of the Town of Plattsburgh, shall meet and hold a public hearing at Cumberland Head Elementary School, 1187 Cumberland Head Road Plattsburgh, New York 12901, in, on the 14th day of September 2009, at 6:30 p.m., local time, to consider said map, plan and report and to hear from all persons interested in the subject thereof as is required or authorized by law and; it is further

RESOLVED, that the Town Board of the Town of Plattsburgh, shall act as lead agency relative to all SEQRA proceedings on this project.

Motion: Gerard A. Renadette

Seconded by: Sheila A. Brockway

Discussion:

Roll Call:	<u>Yes</u>	<u>No</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Resolution No. 09-275 **Authorizing The Supervisor To Settle Lowe’s Home Centers Inc. vs. Town of Plattsburgh Article 7 Proceedings**

WHEREAS, the Town of Plattsburgh has been involved in Article 7 proceedings with Lowe’s Home Centers protesting their assessed valuation of said real property located in the Town of Plattsburgh; and

WHEREAS, attorneys representing the Town of Plattsburgh and Lowe’s Home Centers have been able to exchange settlement offers and reach a tentative Agreement that is acceptable to both parties; now therefore be it

RESOLVED, that Supervisor Bernard C. Bassett, in consultation with C. J. Madonna Esq. and Town Assessor Effa Sullivan, be authorized and approved to complete the stipulation of settlement and enter into an Agreement with Lowe’s Home Centers Inc. to settle the Article 7 proceedings between Lowe’s and the Town of Plattsburgh.

Motion: Martin Mannix
Seconded by: Sheila Brockway

Discussion: Following an Executive Session where Supervisor Bassett detailed the terms and conditions that had been achieved by C.J. Madonna Esq., it was determined that a motion should be passed enabling the Supervisor to enter into a settlement Agreement based on said terms and conditions discussed in the Executive Session.

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood		X
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

ADJOURNMENT

RESOLVED, that this Town Board Meeting be adjourned at 8:20 PM.

Motion by: Sheila A. Brockway
Seconded by: Gerard A. Renadette

Discussion:

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Motion to go into Executive Session
Motion by: Sheila A. Brockway
Seconded by: Gerard A. Renadette
Time: 7:50 PM

Motion to come out of Executive Session
Motion by: Thomas E. Wood
Seconded by: Sheila A. Brockway
Time: 8:17 PM

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Roll Call:	<u>YES</u>	<u>NO</u>
Thomas E. Wood	X	
Sheila A. Brockway	X	
Gerard A. Renadette	X	
Martin D. Mannix	X	
Bernard C. Bassett	X	

Carried:

Carried:

Respectfully Submitted,

Rickey J. Collins, Town Clerk