

Minutes

Town of Richford Board Meeting December 13, 2016

The regular Town of Richford Board Meeting was called to order at 7:30 p.m. by Supervisor Davis. Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer, Attorney Canizio, and four townspeople were present. Highway Superintendent Hunt was assessing road conditions.

We began the meeting with the pledge of allegiance led by Councilman Miller.

Announcements and Proclamations:

Congratulations to the Newark Valley Varsity Football Team for winning the Class C Football Championship. Velvet Lyke donated a coffee pot to the Town Hall for use by Town Board and residents that rent the hall.

Public Comment:

Bill Stell informed the Board that Cory Coombs became an Eagle Scout. Cory believes he did about 350 hours on our picnic table project. A sign will be put up at the park to honor Cory.

Review of Minutes:

The minutes of the November 8, 2016 Town Board Meetings were presented.

The following corrections were asked to be made by the board:

- Page 1 correct spelling of residents

Councilman Miller, seconded by Councilman Holcomb, made the motion to accept the November 8, 2016 Town Board Meetings minutes as amended. With 5 ayes, minutes are approved as amended.

Abstract of Vouchers:

Councilman Miller, seconded by Councilman Holcomb, made a motion to pay the vouchers on Abstract #12. With 5 ayes, vouchers will be paid.

Supervisor Report:

Trust and Agency amount might be slightly off and a few items need to be transferred to General Fund.

The amounts in A8989 should be in A7989 in the amount of \$5,447.90 and \$4,485.94.

Year End Special Meeting will be held on December 29, 2016 at 6:00pm.

Highway Superintendents report:

- Plowing Roads

- Building Salt Shed
- Working on Equipment

Justice Report:

- Check for \$3,581 was presented to the Board

Dog Control Report:

- The case between Locke/Holcomb has been dismissed – Councilman Holcomb noted that the her sister believes the dog catcher and court did not do enough
- Armitage issue – Mr. Raab has been to the property and has found the complaint unfounded

Code Enforcement Report:

Building Permits Issues		2		23
Building Permit Renewals		1		6
Building Permit Renewals Notices		2		7
Building Permit Inquiries		2		27
Closed out Permits				1
Certificates of Occupancy Issued				8
Certificates of Compliance Issued				6
Temporary C of O Issued				2
Zoning / Complaint/Violation notices		1		36
Stop Work Orders Issued		1		5
Plan reviews		7		58
Total Permits, Notices, etc above		16		179
Fees Collected	\$	520.00	\$	4,130.00
Construction Cost	\$	80,000.00	\$	880,800.00

Inspections:			
Site visits/ inspection / soil		17	196
Foundations/Footers/Post Holes		3	36
Framing / Structural inspections		9	41
Plumbing inspection		1	4
Insulation inspection		1	4
Final, Pre-final Inspection			13
Chimney / solid fuel burning devices			
Swimming Pool inspections			
Fire and Safety inspections			
ANNUAL INSPECTIONS			
TOTAL INSPECTIONS		31	294
Training Class Credits			33
Submitted by : Kevin McMahon			

Town Planning Board report was presented.

- John Schwartz provided the Board with an Application and Instructions for completing a subdivision application.
- The Planning Board updated pages 1 and 2.

- No change in subdivision rules
- Councilman Holcomb would like to review the entire subdivision law to see if it needs updating.
- Town Board made the following proposal for the Subdivision Application Fee and Penalties:

Town of Richford Planning Board
Town Hall, Richford NY 13835

Subdivision Application Fee:

- A. To defray application processing and review costs, an application fee of \$50 per parcel for three or more parcels.
- B. Payment: Payment for application shall be by check, payable to: "Town of Richford."

Penalties:

Any person, partnership, association or corporation who violates any provision of this local ordinance shall be guilty of a violation of this local ordinance and subject to a fine and:

1. Subdivision application fee, plus
2. \$20 x number of parcels
3. A fine of up to \$10,000

It appears that a large piece of property is up for sale but it is for sale as four smaller parcels. This property is on a seasonal road which may cause the Town to incur additional highway costs. The sale was not disclosed to the Town.

EMS:

They have asked for a sit down and negotiation. Attorney Canizio will get back to them to setup a time after January 1, 2017. Town of Caroline has Bangs Ambulance and there is no charge, Charlie will look into this option.

Code Enforcement Contract:

We paid the 2016 amount and the contract will be signed in January for 2017.

AUD:

2012 was completed and submitted and the State accepted it. State Comptroller Audit came and decided to do a risk assessment since the Town had reliable controls. We will need a purchasing policy.

Lawn Mower:

Councilman Miller, seconded by Councilman Holcomb, made the motion to purchase the Kubota 60 inch lawn mower from Empire on the NJPA bid for \$8,501.15. With 4 ayes the motion passed.

Salt Shed:

Frame is up and just a little more work to complete.

New Business:

Parker Property:

The Town will establish a committee to determine a future plan for the building. There will be two Planning Board Members (Bill Stell and Doris Caskey), two Board Members (Supervisor Davis and Councilman Holcomb), and two volunteers from the Town. If you are interested in helping on this committee please contact the Town Hall.

Public Comment:

Roberta Holcomb asked Attorney Canizio if he had contacted her lawyer regarding her case against the Town. He indicated that he had attempted to contact her attorney.

Councilman Miller, seconded by Councilman Thayer made a motion to adjourn. Motion approved. With 4 ayes motion was passed
The meeting was adjourned at 9:12 p.m.

Velvet Lyke
Town Clerk

Town of Richford Special Board Meeting December 29, 2016

The special Town of Richford Board Meeting was called to order at 6:32 p.m. by Supervisor Davis. Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer, Superintendent Hunt, and two townspeople were present.

Councilman Miller, seconded by Councilman Herrick, made the motion to make the following transfers to make all accounts balance (with 5 ayes the motion was passed):

General

From A1620.42 to A1220.4 \$1,164.90
From A7520.41 to A1410.4 \$145.63
From A1355.4 to A1660.41 \$823.28
From A8160.2 to A1660.42 \$1,086.42
From A5132.41 to A1910.4 \$2,828.16
From A7110.1 to A5132.4 \$100.00
From A1110.4 to A7110.41 \$286.43
From A1010.4 to A7520.4 \$50.17
From A1620.4 to A8010.4 \$398.73
From A9901.9 to A8997.0 \$26,477.23
From A5132.43 to A9030.8 \$1,320.42

Highway:

DA5130.2 to DA 5112.2 \$11,644.47
DA5110.1 to DA5130.4 \$1,915.58

DA5142.4 to DA9030.8 \$1,563.37

DA5142.4 to DA9060.8 \$1,626.27

Councilman Holcomb, seconded by Councilman Thayer, made the motion to transfer \$72,032.77 from the General Account to the Capital Project Fund. With 5 ayes the motion passed.

RESOLUTION: 12-1-2016

Whereas, Councilman Holcomb has requested that \$5,150.39 in account A7110.4 be encumbered in the same account for the purchase of the Kubota Lawn Mower in FY 2017

Let it be Resolved that the amount encumbered will be included in account A7110.4.

Motion Made by Board Member: Councilman Holcomb

Seconded by Board Member: Councilman Thayer

Roll Call: Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer

Ayes: Board Member(s): 5

DATED: December 29, 2016

Velvet Lyke, Town of Richford Clerk

Parker Building:

Councilman Miller suggested an option may be to ask Bangs Ambulance if they would like to house an ambulance in our facility.

Planning Board Member Opening:

Emilie Stuhlmiller has decided not to accept a reappointment to the Planning Board after 25 years of service. If anyone is interested in serving on the Town or County Planning Board please submit a letter to the Town Board as soon as possible.

Town Clerk Accounts:

During the AUD process it came to our attention that the clerk accounts can hold a zero balance. It is the clerk's opinion that we keep a \$200.00 year-end balance on the accounts.

Councilman Holcomb, seconded by Councilman Herrick, made a motion to keep a \$200 year-end balance in the Town Clerk Tax and Town Accounts, any overage will be submitted to the Town Board. With 5 ayes the motion was passed.

The Town Board performed the audit of the Town Clerk Records and found no exceptions. Supervisor Davis, seconded by Councilman Holcomb, made the motion to accept the Clerk Records as presented. With 5 ayes the motion was passed.

Justice Report:

The Town Board performed the audit of the Justice Records and found no exceptions.

Supervisor Davis, seconded by Councilman Holcomb, made the motion to accept the Justice Records as presented. With 5 ayes the motion was passed.

Planning Board Subdivision:

RESOLUTION: 12-2-2016

Let it be Resolved that the Town of Richford's Subdivision Law will contain a fee and penalty schedule as follows:

Town of Richford Planning Board
Town Hall, Richford NY 13835

Subdivision Application Fee:

- A. To defray application processing and review costs, an application fee of \$50 per parcel for three or more parcels.
- B. Payment: Payment for application shall be by check, payable to: "Town of Richford."

Motion Made by Board Member: Councilman Holcomb

Seconded by Board Member: Councilman Thayer

Roll Call: Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer

Ayes: Board Member(s): 5

DATED: December 29, 2016

Velvet Lyke, Town of Richford Clerk

Highway Employee Bonus:

The highway employees, who have been with the Town for 5 years or more, receive a bonus during December. The Board approved John Keener's Bonus for FY 2016.

During the next contract negotiations this section should be reviewed and clarified.

January Town Board Meeting:

Supervisor Davis will prepare the Resolutions and provide to the Board prior to the first meeting of the year.

Ambulance Contract:

Councilman Herrick suggested a special meeting to discuss the ambulance contract and proposed negotiations.

Highway Loader Purchase:

Highway Superintendent Hunt requested permission to purchase a loader since the town's current one is in need of significant repairs.

RESOLUTION: 12-3-2016

Whereas, Councilman Holcomb has requested that \$30,000 from the Highway Equipment account to use to purchase the loader in FY 2017.

Motion Made by Board Member: Councilman Herrick

Seconded by Board Member: Councilman Holcomb

Roll Call: Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer

Ayes: Board Member(s): 5

DATED: December 29, 2016

Velvet Lyke, Town of Richford Clerk

Councilman Herrick, seconded by Councilman Holcomb, made the motion to move \$5,000 from Equipment Reserve to the Highway Equipment Fund for the down payment for the CAT loader. With 5 ayes the motion was passed.

RESOLUTION: 12-4-2016

Let it be Resolved that Superintendent Hunt can purchase a CAT 950G NJPA -032515-CAT for \$188,776 with trade in of 644GJD loader for a value of \$18,000, using \$60,000 as a down payment and a five year financing contract.

Motion Made by Board Member: Councilman Herrick

Seconded by Board Member: Councilman Holcomb

Roll Call: Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer

Ayes: Board Member(s): 5

DATED: December 29, 2016

Velvet Lyke, Town of Richford Clerk

Councilman Miller, seconded by Supervisor Davis made a motion to adjourn. Motion approved.

The meeting was adjourned at 8:50p.m.

Velvet Lyke
Town Clerk

