

Minutes
Town of Richford Board Meeting March 8, 2016

The regular Town of Richford Board Meeting was called to order at 7:17 p.m. by Supervisor Davis. Councilman Miller, Councilman Thayer, Councilman Holcomb, Supervisor Davis, Councilman Herrick, Attorney Canizio, and nine townspeople were present. Highway Superintendent Hunt was absent.

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

Announcements and Proclamations:

Condolences made to Velvet Lyke over the death of her father, Charles Armstrong.

Public Comment – Corey Coombs – Troop 30 proposing Eagle Scout Project to repair the picnic tables and to build a few new ones. Corry will be asking for donations from outside sources for money needed for materials.

Councilman Thayer, seconded by Councilman Herrick, made the motion to allow Cory Coombs to do his proposed project. With 5 ayes, motion passed.

Board thanked Bill Stell for his help with the Boy Scouts and getting the project going and working with Cory.

Councilman Herrick commented that the Tioga Arts Council's Artfully Squared Project is a program where everyone can make art, purchase and sell the completed projects. If anyone is interested in making a seven inch square piece of art contact Cyndi Herrick or the Tioga Arts Council's website.

Reports:

Supervisor's Report and General Fund Appropriations are presented with two months of information so a comparison can be made.

- **Highway Superintendents report:**
- Purchased Grade-all from Brigg's Associates and transported by Tioga County Highway Dept.
- Grade-all has been sanded and painted
- Continue to plow and sand roads as needed
- Repairs to trucks (rims and brakes) as needed
- Transported several loads of sand from RMS
- Currently transporting in stone from RMS

Justice Report:

Check for \$6,162 was presented to the Board

Dog Control Report:

- No Report

Code Enforcement Report:

- 4 building permit issued, 2 training classes
- 11 inspections

Town Planning Board report was presented.

John Schwartz presented the following report:

- Next Newsletter will be sent out 4/12
- Supervisor Davis assigned email addresses to all Planning Board Members so the emails will be saved
- Next Meeting Monday

Friends of Rawley Park – FORP:

Trying to schedule next meeting

Review of Minutes:

The minutes of the February 9, 2016 Town Board Meetings were presented.

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

- Page 1 Under Highway Report – change second bullet to read: Change on to one
- Page 2 Paragraph 4 after \$33 million change to in revenue assessed value of an compressor station.
- Page 4 – Under Credit Card change purchased to purchase
- Page 4 – Under Barb Keener comments change send to sends

Councilman Herrick, seconded by Councilman Holcomb, made the motion to accept the February 9, 2016 Town Board Meetings minutes as amended. With 5 ayes, minutes are approved as amended.

Abstract of Vouchers:

Councilman Thayer, seconded by Councilman Herrick, made a motion to pay the vouchers on Abstract #3 and that the vouchers on the Abstract are the same ones signed by the Board. With 5 ayes, vouchers will be paid.

OLD BUSINESS:

EMS Service:

Supervisor Davis attended the Richford Fire District Meeting and reported that the Richford Fire Department wants to go back into the ambulance service business. Citizens can provide their input to Town Board or the Fire Commissioners. Fire District has not asked for Town Board assistance.

Councilman Miller brought up the fact that the taxes paid by the Fire District for the house they purchased should be given back. Any assistance provided by the Board will have to be reviewed per laws and regulations.

Councilman Herrick is very excited since this will benefit the community.

Code Enforcement:

Supervisor Davis and Attorney Canizio will get together with Slatersville to discuss the Shared Service Agreement.

Winter Parking in Town:

Nothing new on this issue

Town Hall Security:

BJ's has an 8 camera system for \$399.

Councilman Miller, seconded by Councilman Thayer, made the motion for Supervisor Davis to purchase a BJ membership for \$50 from Supervisor Contractual then purchase the security system for \$399 and the door key pads for \$180 from Town Hall Contractual. With 5 ayes motion passed.

Haefele TV:

Haefele will increase monthly bill by \$2.99. They have not called us back regarding the phone/internet service.

County Planning Board:

We need a member for this board. If anyone is interested please contact the Town Board.

New Business:

Parker's Property:

Attorney Canizio sent letter to Parker's attorney. They will review it and get a contract to sign.

Bridge Repair:

NYS Department of Transportation will repair bridge south of town that crosses the Owego Creek in 2017.

BAR Member:

One more member is needed for this Board. Velvet will ask her husband if he is interested.

Sports Use Agreement:

Soccer club would like to use Rawley Park for a few games. Self Insured. Attorney Canizio has reviewed the agreement and stated that it looks good and he would just like to review the insurance policy.

Old Dump Location:

Resident called about the ditch washing out on his property due to the old dump location. DEC & Soil and Water were contacted. The highway department filled in the ditch immediately. There is a single source exiting water location. DEC says the issue has been handled. Resident wants a water test and is worried about trees. The resident has a piece of land with pre-existing condition. Soil and water is coming back to review.

Petty Cash Policy:

Resolution 3-1-16 of 2016

WHEREAS: The Town Board of Richford, NY may, by resolution, establish a petty cash fund for any Town Officer, Town Office or department of the Town when it is deemed necessary for that officer, office or department to have such a fund to conduct day to day business for the Town;

be it

RESOLVED: The establishment of a Petty Cash Policy

This Petty Cash Policy allows the Town Board, by resolution, to establish petty cash funds for Town Officials, Town Offices or departments that may be used for the payment, in advance of audit, of properly itemized and verified or certified bills for materials, supplies or services furnished to the Town for the conduct of its affairs and upon terms calling for payment to the vendor upon the delivery of any such materials or supplies or the rendering of any such services provided. That money in any such fund also may be used for the purpose of making change when such is required in the performance of official duties. Any such resolution establishing a petty cash fund may include all or specific uses of a petty cash fund as set forth in this paragraph.

The amount of a petty cash fund for the Town's Tax Collector shall not exceed \$200. Any petty cash fund for an Officer or office or department head shall not exceed \$100. The Town Board may create such a fund in any lesser amount depending on the needs and the complexities of the office.

Setup and Use:

1. Upon the adoption of the appropriate resolution creating a petty cash fund, the Supervisor shall draw a check payable to the respective Officer in charge of said petty cash fund for the full amount of the fund as so created. The Town Officer shall then cash the check into the currency denomination needed and place the same in a cash box or cash register in his or her office.

2. If the petty cash fund is used only for the purpose of making change, it should always have a minimum total of the authorized amount with any excess managed in accordance with paragraph 5 of this section.

3. When a payment from a petty cash fund is made, evidence or proof that the payment was actually made is required. Any payment made from a petty cash fund requires a bill/invoice in a form sufficient for audit by the Town Board as required by law and shall be required to be furnished by the Officer for whom the fund was created. The Officer approving any cash payment must attach a Petty Cash Voucher detailing any such cash payment and the department and line item to which said claim shall apply. Any hand written bill/invoice must be attached to a Petty Cash Voucher detailing the transaction and must be signed and dated by both parties.

4. When the petty cash fund is used for paying for small purchases or items for which payment is due on delivery, it will diminish in cash amount and the fund will be replenished as such: after the Town Board has audited and allowed the claim(s), it will direct the Supervisor to reimburse the petty cash fund from the appropriate budgetary items. The Supervisor shall then draw a check payable to the respective Officer for the amount of the claim(s) to replenish that petty cash fund balance. The Town Officer or employee will then cash the check into the currency denomination needed to replenish the fund, and place the same in a cash box or cash register in his or her office. The Officer in charge of any such petty cash fund may use cash receipts to maintain the petty cash fund balance so long as proper accounting is documented. To this extent, the petty cash fund is a revolving, continuous fund.

5. Monthly or any time that the fund exceeds the approved fund balance by \$25.00 (whichever comes first) the Officer in charge of said fund must document any such surplus by signed receipt and direct the surplus to that department's appropriate account or to the Supervisor for deposit to the appropriate Town account and provide proof of deposit to the Town Clerk within 10 business days.

6. Any cash or funds received by any department, Officer, employee or agent of the town must be deposited in that department's appropriate account or presented in person to the Town Clerk during regular business hours within 5 business days of any such receipt. The Town Clerk must supply a receipt of cash and document all transactions. The Supervisor must document proof of deposit to the appropriate Town account and provide proof of deposit to the

Town Clerk within 10 business days.

7. Officers, offices or departments must furnish proper and comprehensible accounting records for their petty cash funds. The Town Board may establish guidelines for said records as well as presentation and audits of any funds of the Town.

8. The Town Board reserves the right to rescind the privilege of a petty cash fund for any Officer, office or department as necessary

9. Any Officer or employee of the town must, upon the termination of their term, termination of employment with the Town or upon termination of the petty cash fund in their charge, surrender any and all cash funds to the current Supervisor or the Town Clerk and any such fund must be deposited into the appropriate Town account.

Motion Made by Board Member: Councilman Miller

Seconded by Board Member: Councilman Herrick

Roll Call:

Ayes: Board Member(s) 5

Nays: Board Member(s) 0

Abstentions: Board Member(s) 0

Absent: Board Member(s) all present

Date: March 8, 2016

Credit Card:

Resolution 3-2-16 of 2016

WHEREAS: The Town Board of Richford, NY may, by resolution, establish a Town of Richford credit card account for any Town Official , when it is deemed necessary for that official, to have such an account to conduct day to day business for the Town to make one-time purchases of necessity or pay preapproved accounts and account renewals for the Town when convenience and cost are a prevailing factors of any such purchases.

Be it RESOLVED:

That this policy sets forth guidelines, standards and fiscal responsibility for the use of a credit card issued to any Town Official, for whom the Town Board, by resolution, has established a need for the use of a credit card to conduct business for the Town.

1. Credit Cards shall only be issued to Town of Richford officials or employees by resolution of the Town Board at an open public meeting of the Town Board.
2. All officials who are issued a credit card must be presented a copy of this policy regarding the use of a Town-issued credit card.
3. The Supervisor must provide a list of all Town credit cards issued to Town of Richford officials at the annual January Board meeting. Any changes to this list must be updated and presented to the Board at the first meeting following any such change. A current copy of the list must be kept on file in the Town Clerk's office.
4. All Town credit cards must be issued in the name of the Town official for personal accountability of the card issued to them. The official to whom the card is issued is responsible for the safe use and storage of the card issued to them. At any time if the cardholder feels the safety of the card has been breached or the card has been lost, he or she must inform the credit card company and the Supervisor immediately. Officials must surrender any Town credit card in their name upon the termination of their elected or appointed status with the Town.
5. No Town-issued credit card shall be used for any personal purchases or use.
6. No credit card transaction may be conducted by fax.
7. No credit card transaction may be conducted by telephone by anyone other than the Town official to whom the card was issued.
8. All purchases and the delivery of said purchases must be documented.
9. No Town-issued credit card shall be used for a cash advance or cash refund. Any charge requiring a refund must be credited back to the account from which the original charge was made, and a copy of any such transaction must be submitted with the monthly statement.
10. All credit card statements must be presented to the Town Clerk with all related invoices charged to that account no less than 4 business days prior to the regularly scheduled monthly Town Board meeting.
11. The Supervisor shall manage credit card accounts so that the billing period allows ample time for review and addition to the monthly abstract by the Town Clerk in the time period set forth in section 10.
12. All credit card accounts are subject to periodic review by the Town Board for use, need and accountability.
13. All credit card accounts shall be paid via check from the proper Town account(s) following the Town Board's review and approval of the monthly abstract.

Motion Made by Board Member: Councilman Herrick

Seconded by Board Member: Councilman Miller

Roll Call:

Ayes: Board Member(s): 5

Nays: Board Member(s): 0

Abstentions: Board Member(s): 0

Absent: Board Member(s): 0

Date: March 8, 2016

**Town Records:
Resolution 3-3-16 of 2016**

WHEREAS: The Town Board of Richford, NY may, by resolution have Supervisor Davis send out the copy of the letter via certified mail to Martin Wilcox requiring him to turn over all Town documents immediately. Roll call 5 ayes the motion was passed. Copy of document is attached as an imbedded file at the end of the minutes.

Councilman Herrick, seconded by Councilman Miller, made the motion to empower Supervisor Davis and Attorney Canizio to enforce the Resolution passed by the board above. With 4 ayes the motion is passed.

Garbage Truck:

Items are being thrown into the back of the garbage truck when the truck is closed for operation. The items are not being weighed. Councilman Thayer recommended cameras and signs. He will talk to the County about making signs for us. The signs will read: No Unauthorized Dumping – Violators will be Prosecuted to Furthest Extent of the Law – Security Surveillance.

Councilman Miller, seconded by Councilman Holcomb, made the motion to have Councilman Thayer to have the county make the signs.

PRIVILEGE OF THE FLOOR:

Roberta Holcomb:

Ms. Holcomb asked if the Town Board had discussed her case with Attorney Canizio. Attorney Canizio indicated that he had read the agreement and that the all that is required is her signature and it will be settled. Supervisor Wilcox had signed the agreement that was presented to the town. Ms. Holcomb indicated that her lawyer had

retired. Attorney Canizio said that the BAR Association would tell her where her lawyer currently resides.

Ed Evenson:

Ed asked how to dispose of electronic waste. On the DEC website there are locations for drop off of electronic waste. Also, if stores sell the brand you are getting rid of they must take it back and they dispose of it. Attorney Canizio suggested getting in touch with Tioga County and seeing if they have a pick up day or if they could arrange a pick up day in Richford.

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

The meeting was adjourned at 9:17 p.m.

Velvet Lyke
Town Clerk



Wilcox Letter.docx