

Minutes

Town of Richford Board Meeting January 10, 2017

The regular Town of Richford Board Meeting was called to order at 7:12 p.m. by Supervisor Davis. Councilman Holcomb, Supervisor Davis, Councilman Herrick, Councilman Miller, Councilman Thayer, Superintendent Hunt, Attorney Canizio, and four townspeople were present.

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

Announcements and Proclamations:

None

Public Comment:

None

Review of Minutes:

The minutes of the December 13 and December 29, 2016 Town Board Meetings were presented.

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

- Page 1 correct spelling of boar to board
- Remove Subdivision penalties

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 Thayer, seconded by Councilman Herrick, made a motion to pay the vouchers on Abstract #1. With 5 ayes, vouchers will be paid.

Supervisor Report:

Supervisor provided the Board with the 2016 Appropriations.

Councilman Holcomb, seconded by Councilman Herrick, made the motion to move \$125.00 from Account DA5142.4 to DA9060.8. With 5 ayes it was passed.

Highway Superintendents report:

- Plowing Roads
- Building Salt Shed
- Working on Equipment

Justice Report:

- Check for \$1,753.50 was presented to the Board

Dog Control Report:

No report

Code Enforcement Report:

	Current Month	Year to Date
Building Permits Issues		23
Building Permit Renewals		6
Building Permit Renewals Notices		7
Building Permit Inquiries	3	30
Closed out Permits	2	3
Certificates of Occupancy Issued	2	10
Certificates of Compliance Issued		6
Temporary C of O Issued		2
Zoning / Complaint/Violation notices	2	38
Stop Work Orders Issued	2	7
Plan reviews	1	59
Total Permits, Notices, etc above	12	191
Fees Collected	\$ -	\$ 4,130.00
Construction Cost	\$ -	\$ 880,800.00

Inspections:		
Site visits/ inspection / soil	22	218
Foundations/Footers/Post Holes	1	37
Framing / Structural inspections	4	45
Plumbing inspection	1	5
Insulation inspection	1	5
Final, Pre-final Inspection	2	15
Chimney / solid fuel burning devices		
Swimming Pool inspections		
Fire and Safety inspections		
ANNUAL INSPECTIONS		
TOTAL INSPECTIONS	31	325
Training Class Credits		33
Submitted by : Kevin McMahon		

Town Planning Board report was presented.

At its Jan 4, 2017 meeting the Richford Planning Board nominated the following for board officers in 2017:

Nominations are:

- Chair Schwartz
- Vice Chair Stell
- Secretary Nuzzo
- Treasurer Merrill

Nuzzo moved and Caskey seconded to close the nominations. Passed unanimously. Stell moved and Caskey seconded a motion to cast a single ballot for the slate of officers. Passed unanimously.

The Planning Board urges the Town Board to formally approve the \$50 per subdivided parcel the Town Board discussed at their Dec. 29, 2016 meeting. They also urge the Town Board to propose a penalty schedule for subdivisions contrary to the Town's law and schedule hearings on

it.

The sale of 4 parcels on Valley View was discussed. There may have been a sale of a parcel from the property a year or two earlier. The Planning Board will write a letter to Land Quest, the developer apprising them of the Town of Richford's subdivision law and provide them with a copy of the law and the development application form.

The Board discussed the penalties and will hold a Special Meeting on Tuesday, January 17, 2017 at 7:00 pm to discuss updating the law.

Rawley Park:

The picnic tables need to be secured.

RESOLUTION NO 1 - 1 - 2017

Organizational Meeting Town of Richford NY

WHEREAS: The Town Board must meet annually for the purpose of setting the rules of operation and other such actions, appointments and designations as required by Town Law; and

WHEREAS: This meeting has been duly advertised and called for this purpose; and

WHEREAS: The Town Board has discussed and wishes to take the following actions;

therefore be it

RESOLVED: All newly elected or appointed Town Officers must affirm their oaths of office and that the Town of Richford is authorized to provide undertakings for Town Officers, Clerks and employees through a blanket undertaking insurance policy. (NYS Public Officers Law §10 & 11); and be it further

RESOLVED: All members of the Town Board and all elected officials and all appointed board members currently serving their respective terms of office remain electors of the Town of Richford throughout their term; and be it further

RESOLVED: The regular Richford Town Board meetings for 2017 will be held on the 2nd Tuesday of each month at 7:00pm at the Town Hall, 7 Bowery Lane (2017 dates: 1/10, 2/14, 3/14, 4/11, 5/9, 6/13, 7/11, 8/8, 9/12, 10/10, 11/14 and 12/12, First meeting of 2018 1/9/18).

RESOLVED: The location of all Town Board Meetings for the Town of Richford for 2017, unless otherwise advertised, shall remain at 7 Bowery Lane, Richford, NY 13835; and be it further

RESOLVED: That all Town of Richford official business mailing be directed to the Town of Richford, P.O. Box 144 Richford, NY 13835.

RESOLVED: The following Town Board appointments and designations for a 1 (one) year term be made:

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Velvet Lyke: Tax Collector
Records Management Officer
Registrar of Vital Statistics
Solid Waste Administrator
NYS Grant Gateway Administrator

Tina Thurston: Deputy Town Clerk

: Deputy Highway Superintendent

Cynthia J. Herrick Deputy Supervisor

William Sherwood: Town Historian

John Schwartz Planning Board Chair

_____ County Planning Board Representative

; and be it further

RESOLVED: The following Town Board appointments by contractual agreement are made:

Nicholas Canizio Attorney for the Town

Kevin McMahon: Code Enforcement Officer

Ronald Raab: Dog Control Officer

; and be it further

RESOLVED: The following Town Board appointment be made for the term noted;

_____ Planning Board: Term to end on Dec. 31, 2023

; and be it further

RESOLVED: That these Town Board appointments be for a term specified and serve

at the pleasure of the Town Board with the exception of the Deputy Supervisor, Deputy Town Clerk and Deputy Highway Superintendent who serve at the pleasure of the Supervisor, Town Clerk and Highway Superintendent respectively; and be it further

RESOLVED: Town officers and employees, elected and appointed, shall be compensated in the manner stated below, in the amounts specified in the approved Town budget for 2017, as follows:

<u>Position</u>	<u>Annual Salary</u>	<u>Pay Frequency</u>
Supervisor	\$4,020	monthly
Town Board	\$1,207.50/ea.	monthly

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Highway Superintendent	\$48,000	biweekly
Highway workers	Per contract	biweekly
Town Clerk	\$4,800	monthly
Registrar of Vital Statistics	\$420	annually
Town Justice	\$5,676	monthly
Code Enforcement Officer		As Per Contract
Assessor	\$5,300	monthly
Dog Control	\$2,500	monthly
Chair, Board of Assessment Review	\$100	annually
Board of Assessment Review Members	\$50/ea.	annually
Historian	\$300	annually
Attorney	\$6,000	monthly
Bookkeeper	\$10.83 per hr.	monthly
Assistant Bookkeeper	\$10.00 per hr.	monthly
Court Clerk	\$10.83 per hr.	monthly
Town Hall Attendant	\$10.00 per hr.	monthly
Garbage Truck Attendant	\$10.00 per hr.	monthly
Maintenance Person	\$10.00 per hr.	monthly

; and be it further

RESOLVED: That the Town Highway Superintendent may purchase equipment, tools and implements for the Highway Department during the year 2017 without prior approval of the Town Board in an amount not to exceed \$5,000.00. (Highway Law §142; subdivision 1A); and be it further

RESOLVED: That the Town Board standardize the 40 hour work week for 2017. January 1st through April 1st: Monday - Friday 6:00am to 2:30pm, April 2nd through November 18th: Monday - Thursday 6:00am to 4:30pm, November 19th through December 31st: Monday - Friday 6:00am to 2:30pm; and be it further

RESOLVED: That the Town Board approves a fixed charge of \$0.25 per copied page, for copies produced on the Town owned copier(s) that are not official Town business; and be it further

RESOLVED: The Official Newspaper for the Town of Richford shall be the "Tioga County Courier"; and be it further

RESOLVED: That the Town pays the Association of Towns, The New York State Magistrates Association, Town Clerks, dues for 2017; and be it further

RESOLVED: The official depository of the Town of Richford shall be the National Bank and Trust Co. of Norwich at the Newark Valley branch; and be it further

RESOLVED: That the following three Officers of the Town of Richford, are designated as official signatories of the municipal accounts of the Town of Richford, NY and that any checks drawn on Town accounts for an amount of less than \$3,000.00 require only a single signature of any of the primary signatories. Any checks drawn on Town accounts for amounts greater than \$3,000.00 require the signature of both of the primary designated signatories or one of the primary signatories and the secondary signatory. Any changes to this policy must be approved by a majority vote of the Town Board by resolution at an open public meeting of the Town Board of the Town of Richford. A copy of the meeting minutes containing said changes must be submitted to the Town's official depository and signature cards must be updated to match any such changes.

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| 1. Town Supervisor: | Charles E. Davis | Primary Signatory |
| 2. Deputy Supervisor: | Cynthia J. Herrick; | Primary Signatory |
| 3. Town Clerk: | Velvet A. Lyke | Secondary Signatory |

and be it further

RESOLVED: The Richford Town Clerk shall impose a charge of \$20.00 for any check returned by reason of insufficient funds; and be it further

RESOLVED: The Town Clerk is hereby authorized to maintain a petty cash account in the amount of \$40.00. All petty cash must be administered in accordance with the Town of Richford Petty Cash Policy; and be it further

RESOLVED: The Solid Waste Administrator is hereby authorized to maintain a petty cash account, solely for the purpose of making change, in the amount of \$40.00 for the garbage truck cash drawer. All petty cash must be administered in accordance with the Town of Richford Petty Cash Policy and in accordance with the Garbage Truck Agreement; and be it further

RESOLVED: That the Tax Collector is hereby authorized to maintain a petty cash account, solely for the purpose of making change, in the amount of \$200.00 during those months that the Tax Collector is authorized to collect taxes. The Tax Collector petty cash account must be returned to the Supervisor for redeposit to the Town's depository prior to making his or her return of unpaid taxes to the County Treasurer. All petty cash must be administered in accordance with the Town of Richford Petty Cash Policy; and be it further

RESOLVED that the Town Board approves the payment in advance of Audits of Claims for public utility services, postage stamps and health insurance and any payroll deduction payments. (Town Law § 118; subsection 2); and be it further

RESOLVED, that a fee for the use of the community hall or pavilion at Rawley Park for 2017 is set at \$75.00 (non-refundable), which is to be paid in advance to keep the date for the facility open; and be it further

RESOLVED: The Town Supervisor is authorized to purchase insurance commensurate

with the Town's needs for 2017. Such costs are not to exceed appropriated amounts designated in the Adopted Budget for 2017 without Town Board approval; and be it further

RESOLVED: 2017 travel policies for Town Officials shall be:

1. \$0.50 per mile for use of personal vehicle to conduct required town business and travel to and from functions as approved by the Town Board.
2. Meal allowance as approved by the Town Board per function, not to exceed \$20.00 per meal or \$40.00 per day.
3. Use of a rental car, as approved by the Town Board per function, when personal mileage cost exceeds the cost of a rental car.

and be it further

RESOLVED: That all elected and appointed Officials may attend seminars and educational schooling with prior Town Board approval and that payment of “actual and necessary” expenses in doing so be proper Town charges in 2017; and be it further

RESOLVED: The Town Supervisor is authorized to file the NYS Comptrollers Annual Update Document with the Town Clerk in lieu of an Annual Report; and be it further

RESOLVED: The Town Supervisor and Town Clerk are authorized to file Monthly Town Supervisor and Town Clerk Reports to the Town Board using documents approved by the Town Board; and be it further

RESOLVED: That on or before the 20th of January 2017 the Town Board shall examine the 2016 criminal and civil dockets of the Town Justice, accounts of the Town Clerk and all accounts of the Town and shall cause to be entered in the minutes of its proceedings that such dockets and records have been duly examined and that the fines, fees, deposits therein shown to have been collected have been turned over to the proper officials and deposited as required by law Town Law, §62(1); and be it further

RESOLVED: The Town Clerk is authorized to collect \$1.50 for an administrative fee per notice of delinquent taxes as of April 1, 2017; and be it further

RESOLVED: The Town Board reaffirms its support for all existing Town Laws, Ordinances, Policies and Codes

Motion Made by Board Member Councilman Holcomb

Seconded by Board Member Councilman Herrick

Roll Call:

Ayes: Board Member(s) 5 ayes

Nays: Board Member(s) 0

Absent: Board Member(s) none

Date: _January 10, 2017

Old Business:

EMS:

A meeting with Maines EMS about the contract will be setup. Councilman Miller requested to attend a meeting with Supervisor Davis and Bangs Ambulance.

Code Enforcement Contract:

The new contract will be reviewed next Tuesday, January 17, 2017.

AUD:

AUD completed up to 2014.

New Business:

Labor Department:

Labor Department did a surprise inspection down to the Highway Barn. Eye wash station needs repair and we need some policies and procedures related to Training and recording training.

Sidewalk Maintenance:

Review last year discussion to confirm that the residents are responsible for maintenance of the sidewalks.

Forklift:

There is a forklift at the Parker building used for coal and wood relocation. Mr. Parker wants \$2,500 for the forklift. This is tables for now.

Garbage Truck:

The area around the garbage truck needs to be sanded for safety. Supervisor Davis will discuss with Highway Superintendent Hunt.

Executive Session:

At 8:23pm the Board went into Executive Session to discuss Holcomb vs Town of Richford, and returned at 8:32pm.

Holcomb vs Town of Richford:

Town told attorney that we would be bound by the agreement and to extend the stipulation 2013-2015.

Councilman Miller, seconded by Councilman Thayer made a motion to adjourn. Motion approved. With 5 ayes motion was passed
The meeting was adjourned at 8:50 p.m.

Velvet Lyke
Town Clerk

Special Board Meeting
January 17, 2017

Joint Richford Town Board and Richford Planning Board Meeting, Jan. 17, 2017 on the current
Subdivision Law.

Below are the results of brainstorming about what needs to be considered as we look at the
existing Town of Richford Subdivision Law. The list can be added to as needed

The next meeting is Tuesday Feb. 21, 2017 at 7 PM at the Town Hall.

The following topics were selected for a report at the next meeting, by those listed..

- 1 What is dividing land into parcels for sale and what is a subdivision. Ken Miller and Roberta Holcomb
2. What is the process the county uses to record the sale of property. Charlie Davis and John Schwartz
3. What protocol should be followed in contacting property sellers and developers. Doris Caskey

Topics to consider.

These are in the order they came up

Tenant/Farm worker housing

Cluster housing development

Selling parcels of land vs developing that land

Seasonal roads

Cull de sacs/dead end roads

Consistency with the Comprehensive Plan

Appeal process for rulings

Wordsmith the language

What brought about the subdivision law in 2003

Waver processes

The time necessary to process an application

Fees and Penalties

The process the county uses to record the sale of property

Protocols for contacting property owners and developers selling property

What is a subdivision and when does the Planning Board need to get involved

How should the sale of large parcels for farming be handled.

Why is Article I, Authorization, needed

How to handle property that crosses town lines

Minutes Taken By Charles Davis.