

Minutes

Draft

Town of Richford Board Meeting September 13, 2017

Special Meeting with Post Office Officials

To summarize the information provided by the PO at the Special Meeting starting at 6:30pm:

Post Office is mandated to have so many PO in the nation. Thus, they are required to do something. They have opened a 30-day suggestion of locations for a post office. The area that they require is a 750-square foot space for a new building but they will also look at existing buildings.

If you have a space you would like to suggest please connect with the Post office the participation survey will be coming out soon. Please contact Kurtis Bullard @michael.k.ballurd@usps.gov to suggest a location.

After the suggestions for sights is made the PO will look at all sites and make a determination and notify the town.

Post Office maybe a four-hour opening schedule and 24 hour Post Office open for boxes and parcel locker.

The will do an environmental review and other necessary reviews to determine the best space. The flood plain administrator is the Code Enforcement Officer.

Regular Town Board Meeting

The regular Town of Richford Board Meeting was called to order at 7:10 p.m. by Supervisor Davis. Supervisor Davis, Councilman Holcomb, Councilman Herrick, Councilman Miller, Attorney Canizio and sixteen townspeople were present, Councilman Thayer and Superintendent Hunt was absent.

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

Ambulance Discussion:

Eric Hopkins, Director of Maine Ambulance came to address the Town Board and the status of the contract. We requested a meeting to discuss the contract with them.

Wednesday, September 27th @ 6:00 pm the Town Board will meet with the Director of Maine Ambulance in Executive Session.

Announcements and Proclamations:

Potato Fest this Saturday September 16th. Food, vendors, chicken bbq

Public Comment:

Review of Minutes:

The minutes of the August 8, 2017 Town Board Meetings were presented.

Added the words Code Enforcement Officer to the first line of the discussion on Rich Property.

Councilman Miller, seconded by Councilman Holcomb, made the motion to accept the August 8, 2017 Town Board Meetings minutes as presented. With 4 ayes minutes are approved as presented.

Abstract of Vouchers:

Councilman Herrick, seconded by Councilman Miller, made a motion to pay the vouchers on Abstract #9. With 4 ayes, vouchers will be paid.

Supervisor Report:

Supervisor provided the Board with the 2017 Appropriations thus far. The report is an overview of the transaction for the month.

Councilman Miller, seconded by Councilman Holcomb, made the motion to move \$800 from A1410.2 to A1410.4. With 4 ayes the motion was passed.

Town Clerk Report:

Presented a check for \$2,718.50 was presented to Supervisor Davis.

Highway Superintendents Report:

- Finished up oiling and stoning Andersen Hill Rd
- Installing and replacing signs
- Working on trucks
- Should receive CHIPS money this month
- Attended FEMA meetings for winter storm

Justice Report:

- Check for \$1,581 was presented to the Board

Dog Control Report:

After being appoint Interim Dog Control Officer, I was in contact with Mr. Phillips the Supervising Inspector for New York State Agriculture and Markets. I was informed that Richford has been in non-compliance with NYS Agriculture and Markets Law for some time for the following reasons:

- 1) Inappropriate / Inadequate Temporary Housing by DCO for up to 24 hours when shelter is closed.
- 2) Inadequate record keeping by the DCO
- 3) Failing to notify NYS Agriculture and Markets of a deputy DCO.
- 4) Failure to maintain Dog Control Contract
- 5) Failure to maintain required DCO equipment (pole, rabies gloves, leashes, collars, trap, cages, etc).

As a result, I have taken the following steps to correct the above violations:

- 1) Obtained a welded wire dog run/kennel (much more secure than chain link) and installed same as per Mr. Phillips requirements.
- 2) Implemented a Dog Control Call logbook as well as case tracking utilizing numbered system of YEAR-CALL NUMBER ex: 2017-001. This is placed into a 3-ring binder that I will then attach a copy of my seizure report, disposition report and any tickets/court papers to said complaint. Furthermore, I have had Stray Haven start sending the disposition reports to the Town Clerk with billing for my retrieval and filing in order to meet NYS requirements.
- 3) Notified NYS Agriculture and Markets of my appointment as Interim DCO.
- 4) Spoken to Stray Haven and Front Street Dog Shelter on contracts. Stray Haven sent revised contracts to the Town.
- 5) Obtained a dog control pole, and a hand full of slip leashes as used by DCO's. I will need to obtain the other equipment going forward (live dog trap, rabies gloves, collars).

On August 28th, I attended a joint dog control meeting and training session at Stray Haven the purpose was Dog Control Officer required training as well as meeting with Stray Haven on bringing in dogs as we

could only take them in before from Tuesday at 10am until Saturday at noon. Nothing Sunday or Monday at all thus causing a violation of NYS Agriculture and Markets, this was resolved so that we have open access to take dogs to the shelter daily 7am – 7pm.

I was called on 9/11/2017 by an adjustor from Wayne Cooperative Insurance, they wanted copies of incident reports and dog bite reports for a case that that happened at 369 State Route 38, Richford before I took over as Dog Control Officer. The claim that a subject was attacked and mauled by dog at that house, that Ron Raab responded and did an incident report, and dog bite report and that he was notifying the health department. There are no records of this incident as Ron Raab did not provide any. Apparently, none were filed anyplace, he said that they would forward to their legal department as these are required by law and that they need this report.

I implemented a Town of Richford Dog Control Facebook Page this aided in sharing with 2500 people missing black lab from 110 Rte. 79, sadly the pup was not recovered. However, within 20 minutes of posting of another missing dog it was found and reunited with its owner. These are also shared on half a dozen lost/missing pet Facebook pages for the area. I have had extremely high success with this method of locating both missing pet and owner of found dogs and typically can return them before going to the shelter resulting in no charge from Stray Haven.

I took a total of 3 calls for the month, 2 missing dogs, and 1 call for a running at large that was out of the area I provided contact info for DCO in Broome.

Rawley Park:

- Lowes Grant – working on determining what items at the park that need to be worked on
- Have the camera's up and running
- Walking Path at the Park grant was by NYS for \$150,000
- Bill Stell would like to recognize the Girl Scouts and their leaders who started this effort with the Walking Path

Neighborhood Watch:

- None

Town Planning Board:

The Water Source Protection meeting this Thursday, Sept. 14 with Steven Winkley has been postponed to a later date to be announced.

We plan an October Town Newsletter to be received by the residents before the November election. Contents will include: primary results, candidate statements, report on the Transportation meeting in Berkshire on Sept. 27 at 6:30 PM, report on the US Postal Service meeting, and more.

The Richford Planning Board requests the following for the 2018 Town Budget: \$1000 for newsletters, training and travel; \$250 to be encumbered for 'Equipment.'

Following the interest in affordable housing at the last board meeting, the Planning Board looked at an example of affordable housing in Detroit and began thinking about the ramifications of 'cluster housing.' We appraised Elaine Jardine, Tioga County Department of Economic Development and Planning, of the Detroit information and invited her to attend Planning Board meeting to discuss the ideas of affordable housing and the housing study the Department is developing.

Further discussion about Planning Board getting involved with the affordable housing.

Code Enforcement Report:

Town of Richford Board Meeting August 8, 2017

	Current Month	Year to Date
Building Permits Issues	1	20
Building Permit Renewals	1	4
Building Permit Renewals Notices	4	7
Building Permit Inquiries	6	30
Closed out Permits		
Certificates of Occupancy Issued	3	6
Certificates of Compliance Issued	3	7
Temporary C of O Issued		1
Violations/Complaints/Postings	3	17
Stop Work Orders Issued		2
Plan reviews	7	54
Total Permits, Notices, etc above	28	148
Fees Collected	\$ 150.00	\$ 2,735.00
Construction Cost	\$ 19,500.00	\$ 662,200.00

Inspections:		
Site visits/ inspection / soil	18	176
Foundations/Footers/Post Holes	8	36
Framing / Structural inspections	18	70
Plumbing inspection	2	11
Insulation inspection	1	6
Final, Pre-final Inspection	4	15
Chimney / solid fuel burning devices		
Swimming Pool inspections		
Fire and Safety inspections		2
ANNUAL INSPECTIONS		
TOTAL INSPECTIONS	51	316
Training Class Credits (CEU's)	6	24

Submitted by : Kevin McMahan

Fire Commissioners:

April Anderson, Fire District, brought up the fact that the Fire Company still owns the Graded Schoolhouse. The District would like to add the Graded Schoolhouse to their insurance so that it is adequately covered.

She would like to speak to the Town Board and the Historical Society to plan further actions.

Old Business:

County or Town Planning Board Representative:

If you are interested in volunteering for the County or Town Planning Board please contact Supervisory Davis.

Parker Building:

Supervisor Davis would like to get a cost estimate from an Architect to get a drawing of the building. Councilman Holcomb believes that the requirements should be identified first.

Councilman Herrick, seconded by Supervisor Davis, made a motion to contact a few architectural firms to get price point for an architectural plan. 4 ayes and 1 opposed thus the motion passed.

Traffic Study:

Road closed signs have been removed due to the traffic study. Supervisor Davis will ask the Code Enforcer to take a look at Aurora Street and basketball hoops in the way of traffic.

Richford Connected:

This is an email group where local happenings will be sent to the community members via email. You will need to sign up for this service with your email and the method to sign up will be in the next newsletter.

RPA Form (Storm Stella):

Supervisor Davis and Superintendent Hunt will attend a meeting in Tioga County for storm recovery of funds expended by the Town.

Foil Request – Deer Management:

The Town was asked to provide any information on deer management in our town. We have found no information on deer management. We consider this closed.

Intuit Rate Hike:

Intuit is raising the basic payroll to \$33.50/month which is an increase from \$31.00. Supervisor Davis would like to use a spreadsheet for the calculations of the payroll.

Public Comment:

Roberta Holcomb indicated that the math on her final assessment court case was incorrect. She would like the Town Board to ask for the calculation should be reviewed. Attorney Canizio walked through the math with assessor and found nothing wrong and asked Roberta to go over it with the Assessor.

Trunk or Treat:

Trunk or Treat will be Saturday, October 28th @ 4:00pm

Councilman Herrick, seconded by Councilman Thayer, made a motion to adjourn the meeting at 8:50 pm. With 4 ayes the motion passed.

Velvet Lyke
Town Clerk