

Minutes

Draft

**Town of Richford Board Meeting January 9, 2018
Regular Town Board Meeting**

The regular Town of Richford Board Meeting was called to order at 7:14 p.m. by Supervisor Davis. Supervisor Davis, Councilman Kotula, Councilman Herrick, Councilman Thayer, Attorney Canizio, Superintendent Hunt and four townspeople were present. Councilman Miller were absent.

We began the meeting with the pledge of allegiance led by Bill Stell.

Announcements and Proclamations:

Welcome to Steve Kotula to the Town Board and Mike Hunt for his second term as Superintendent of Highways.

Review of Minutes:

Changes:

EMS: the board wants to see run detail as indicated in the contract only.

Councilman Herrick, seconded by Councilman Kotula, made the motion to approve the December 13th and 28th 2017 minutes as amended. With 4 ayes the motion was passed.

Abstract of Vouchers:

Councilman Kotula, seconded by Councilman Thayer, made a motion to pay the vouchers on Abstract #1. With 4 ayes, vouchers will be paid.

Supervisor Report:

Supervisor will email these to the Board members since the internet is not working for him. The report is an overview of the transaction for the month.

RESOLUTION NO 1 - 2 - 2018

LET IT BE RESOLVED: The Town Board has given the Town Supervisor to transfer the \$60,000 for A9901.9 to the Capital Reserve Project Fund.

Made the Resolution: Councilman Herrick

Seconded by: Councilman Kotula

Ayes: Board Member(s) Councilman Herrick, Councilman Kotula, Councilman Thayer, Superintendent Davis

Nays: Board Member(s)

Absent: Board Member(s) Councilman Miller

Date 1-9-2018

Town Clerk Report:

Presented a check for \$1,651.50 was presented to Supervisor Davis.

Highway Superintendents Report:

- With the snow fall and extreme temperatures we have had to spend extra time clearing the roads

- The extreme temperatures are also hard on equipment. We have been doing our best to keep all of the equipment operational.
- The town employees have also been keeping the new warehouse supplied with fuel

Justice Report:

- Check for \$4,874.00 was presented to the Board

Supervisor Davis received a letter related to the County accepting the fee and plea online to the state and the ability to take a driver safety class and possibly community service to reduce points. The fee will stay with the County and some fee will go to the Town.

Dog Control Report:

Patrick Cartwright had no activity for the month.

No contract with Stray Haven as of this meeting. Attorney Canizio would like to meet with Stray Haven and express our concerns regarding the financial liability to the Town. Attorney Canizio asked Patrick to set up the meeting. The Board would like Patrick to look into to see if there is grant money associated with setting up municipal kennel. The cost for a four dog kennel is approximately \$4,000.

Mr. Cartwright has compared the cost of the Dog Control system to the amount of revenue generated from the dog licenses and has found that the Town is in the deficit by about \$800. Thus, he recommended that the Town increase the fee by \$2 per animal.

Councilman Kotula, seconded by Councilman Thayer, made the motion to increase the cost of the dog licenses by \$2 per animal. With 4 ayes the motion was passed.

Rawley Park:

Meeting to be held January 10, 2018 at 6:30pm at the Town Hall. Discussion will be a Park Rental Agreement and ordinance. The Hooker Foundation Grant application was over looked and they had \$99,000 in applications and only \$22,000 was given to groups.

The Grant from the Arts Council of the Finger lakes was approved. Councilman Herrick will work with the school arts programs to have 8 banners designed by the students.

Neighborhood Watch:

- None

Town Planning Board:

Worked on the Newsletter that will be sent out in January – everything to Victoria by January 12 or 13
Worked on the sub-division law

Planning Board is in need of another member.

Post Office:

Alex Mirabito was in contact with the Postal Service regarding his location on the corner of Rt 79 and Rt 38.

Code Enforcement Report:

| | <u>Current Month</u> | <u>Year to Date</u> |
|--------------------------------------|----------------------|------------------------|
| Building Permits Issues | | 30 |
| Building Permit Renewals | | 9 |
| Building Permit Renewals Notices | 4 | 12 |
| Building Permit Inquiries | | 38 |
| Closed out Permits | | |
| Certificates of Occupancy Issued | 2 | 10 |
| Certificates of Compliance Issued | | 12 |
| Temporary C of O Issued | | 1 |
| Violations/Complaints/Postings | | 20 |
| Stop Work Orders Issued | | 4 |
| Plan reviews | | 68 |
| Total Permits, Notices, etc above | 6 | 204 |
| Fees Collected | | \$ 4,690.00 |
| Construction Cost | | \$ 1,114,752.00 |
| Inspections: | | |
| Site visits/ inspection / soil | 1 | 251 |
| Foundations/Footers/Post Holes | 2 | 57 |
| Framing / Structural inspections | 6 | 125 |
| Plumbing/ Mechanical inspection | 1 | 17 |
| Insulation inspection | 1 | 11 |
| Final, Pre-final Inspection | 1 | 21 |
| Chimney / solid fuel burning devices | | |
| Swimming Pool inspections | | |
| Fire/Safety/Annual inspections | | 2 |
| TOTAL INSPECTIONS | 12 | 484 |
| Training Class Credits (CEU's) | 6 | 37 |
| Submitted by : Kevin McMahon | | |

2018 Yearly Resolutions:

RESOLUTION NO 1 - 1 - 2018

Organizational Meeting Town of Richford NY, January 9, 2018

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: That the Supervisor and Deputy Supervisor shall, upon affirming their oath of office, be empowered to conduct the basic duties of their office prior to the first official town board meeting of each year.

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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 2018 will be held on the 2nd Tuesday of each month at 7:00 o'clock p.m. at the Town Hall, 7 Bowery Lane (2017 dates: 1/9, 2/13, 3/13, 4/10, 5/8, 6/12, 7/10, 8/14, 9/11, 10/9, 11/13 and 12/11, First meeting of 2019 1/8/19).

RESOLVED: The regular Richford Town Planning Board meetings for 2018 will be held on the 1st Wednesday of each month at 7:00 o'clock p.m. at the Town Hall, 7 Bowery Lane (except for July 2018 which will be held on Monday, July 9th).

RESOLVED: That a Public Hearing for the proposed 2019 Town of Richford Budget is scheduled for November 8, 2018 at 6 o'clock p.m. at the Town Hall, 7 Bowery Lane, Richford, NY.

RESOLVED: That a special Town Board meeting will be held on the last Thursday of December 2018 (12/27/18) at 6 o'clock p.m. at the Town Hall, 7 Bowery Lane, Richford, NY for the purpose of finalizing of all accounts of the Town of Richford for 2018.

RESOLVED: The location of all Town Board Meetings for the Town of Richford for 2018, 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:

| | |
|--------------------|--|
| Velvet Lyke: | Tax Collector Records Management Officer Registrar of Vital Statistics Solid Waste Administrator NYS Grant Gateway Administrator |
| Tina Thurston: | Deputy Town Clerk |
| Joseph Kuntz: | Deputy Highway Superintendent |
| Cynthia J. Herrick | Deputy Supervisor |
| William Sherwood: | Town Historian |
| William Stell | Planning Board Chair |
| _____ | County Planning Board Representative |

; and be it further

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

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Nicholas Canizio Attorney for the Town

Kevin McMahon: Code Enforcement Officer

Patrick Cartwright: 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

Charles Merrill Planning Board: Term to end on Dec. 31, 2024

; and be it further

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

at the pleasure of the Town Board and/or in accordance with New York State law or as set by town by-laws 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 2018, as follows:

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

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| | | |
|--------------------------------|-----------------|----------|
| Historian | \$250 | annually |
| Attorney | \$6,000 | monthly |
| Bookkeeper | \$10.83 per hr. | monthly |
| Assistant Bookkeeper | \$10.50 per hr. | monthly |
| Court Clerk | \$10.83 per hr. | monthly |
| Aide to Highway Superintendent | \$10.50 per hr. | monthly |
| Town Hall Attendant | \$10.50 per hr. | monthly |
| Garbage Truck Attendant | \$10.50 per hr. | monthly |
| Maintenance Person | \$10.50 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 2018 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 2018. January 1st through March 31st: Monday - Friday 6:00am to 2:30pm, April 1st through November 17th: Monday - Thursday 6:00am to 4:30pm, November 18th 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 2018; 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 \$5,000.00 require only a single signature of any of the primary signatories. Any checks drawn on Town accounts for amounts greater than \$5,000.00 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.

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 on April 15, 2018 the Tax Collector will issue late notices to those taxpayers whose taxes remain unpaid and a \$2.00 service charge will be added to each bill: 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 2018 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 2018. Such costs are not to exceed appropriated amounts designated in the Adopted Budget for 2018 without Town Board approval; and be it further

RESOLVED: 2018 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 is authorized to file Monthly Town Supervisor and Town Clerk Reports to the Town Board using document approved by the Town Board; and be it further

RESOLVED: That on or before the 20th of January 2018 the Town Board shall examine the 2017 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 Board reaffirms its support for all existing Town Laws, Ordinances, Policies and Codes

Motion Made by Board Member Councilman Kotula

Seconded by Board Member Councilman Herrick

Roll Call:

Ayes: Board Member(s) Councilman Herrick, Councilman Kotula, Councilman Thayer, Superintendent Davis

Nays: Board Member(s)

Absent: Board Member(s) Councilman Miller Date 1-9-2018

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.

Call-in pay:

The town highway employees call-in pay is directed via their contract. NYS is taking input about a proposed change.

State Paid Family Leave Act:

As a municipality we do not have to participate but if the highway employees are interested they could opt in.

Energy Use and Suppliers:

The town would like to look into the options to see if money can be saved.

NY State Walking Path:

Councilman Herrick and Supervisor Davis are working on more specific estimates and requests by NYS.

New Grants:

Councilman Herrick has submitted a grant from the Hooker Foundation and Council of the Arts of the Finger lakes for banners made by local students.

Sidewalk Ordinance:

- Attorney Canizio contacted the lawyers at the Association of Towns and they indicated that the Town is not required by law to do anything regarding the maintenance of the sidewalks.
- Councilman Herrick indicated that the Board needs to decide if the board would like to have an ordinance or not. Supervisor Davis would like to have a better turn out for a public hearing and input from the members of the town.
- The Board would like to have a conversation about the sidewalk ordinance and the towns peoples concerns regarding the snow removal and taking care of the sidewalk at the next Town Board Meeting before deciding on further action.
- There should be NO SNOWMOBILES ON THE SIDEWALKS

NYS Retirement Payment:

Next month we will know the amount that should have been taken from the Highway Fund and we will do a transfer.

Substitute Garbage Attendant:

We have two people interested in the Substitute Garbage Attendant. Roger Howland and John Harbst have each shown interest. The Town would like to appoint John Harbst as the substitute Garbage Attendant.

New Business:

Board of Assessment Review:

Steven Kotula submitted his resignation from the committee. Thus, the Town is looking for a volunteer to sit on the BAR.

Association of Towns Delegate and Alternate:

The Town Board appoints Charles Davis as the Delegate and Steven Kotula as the Alternate.

NYMAR On-Line Courses:

NY State Municipal Course list for training was received.

Mill Street Property Transfer:

Attorney Canizio has requested that the Bank but in a restrictive covenant on a property on Mill Street that is being sold. The property line is in the middle of the road which is now a town road. More details on this issue once the bank returns the wording on the deed.

Supervisor Davis, seconded by Councilman Kotula, made the motion to adjourn at 8:45pm.

Velvet Lyke
Town Clerk