

**NEW LISBON TOWN BOARD---JANUARY 5, 2010---7:00 PM  
PUBLIC HEARING ON 2010 FIRE PROTECTION CONTRACT**

New officials were sworn in and signed oaths of office.

Present: Supervisor Robert Taylor, Councilmen Robert Eklund, Edward Lentz, Connie Chase, Clerk Charlene Wells, Justice Bruce Moskos, Mert Hull, Ed George, Alan Lord, agent for New York Lands & Lakes

Absent: Councilman Glen Noto, Hwy. Supt. Bill Whitaker

Supervisor Taylor opened the public hearing on the 2010 Fire Protection Contract with the Garrattsville Fire Company at 7:00 PM. The contract is the same as last year at \$73,350.00. Fireman Mert Hull presented their summary of calls for 2009. They had 32 calls resulting in 376 man hours. They also had 433 man hours in training time. With gas drilling being a big issue, questions were raised about the fire department handling possible gas related calls. Fireman Mert Hull advised that the standard operating procedure would be to call in the County Hazmat team, of which he is a member. With no further questions or comments on the proposed contract, a motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to close the hearing at 7:15 PM.

**NEW LISBON TOWN BOARD—2010 ORGANIZATIONAL MEETING**

Present: same as above.

A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to make the following appointments: Virginia Schoradt as Town Historian, Judith Koster as Planning Board Clerk, Shawn Patrick as Dog Control Officer, Michael Scanlon as Court Clerk, Robert Taylor as Marriage Officer and Charlene Wells as Registrar of Vital Statistics.

Highway Supt. Bill Whitaker named Victor Lasher as Deputy Hwy. Supt. Supervisor Robert Taylor will serve as Budget Officer and named Connie Chase as Deputy Supervisor and Doris Schlee as Bookkeeper. Clerk Charlene Wells named Robert Wells as Deputy Town Clerk and Deputy Registrar.

A motion was made by Robert Eklund, seconded by Connie Chase and carried 4/0 to approve the following items:

- .....Designate the Daily Star as the official Town newspaper.
- .....Hold monthly meetings on the 2<sup>nd</sup> Tuesday of each month at 7:30 PM at the Town Hall.
- .....Set mileage reimbursement at 48.5 cents per mile.
- .....Designate Wilber National Bank for the Town Clerk/Collector & Town Justice.
- .....Designate Wilber National Bank, Key Bank, NBT Bank and CLASS Investment Cooperative as banks for the Supervisor.
- .....Authorize the Supervisor to pay all utility bills, insurance premiums, justice court fees to the State Comptroller, Time Warner bills, credit card bills, payroll taxes and purchase postage without prior Board approval.
- .....Authorize the Highway Supt. to spend up to \$1,000.00 at a time without prior Board approval, except for hiring an outside contractor which requires Board approval and a certificate of insurance.
- .....Authorize the Town Clerk, Supervisor and Bookkeeper to review the General Fund bills and submit a list each month for the Board to approve.
- .....Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.
- .....Acceptance of the Annual Financial Report to the State Comptroller as the Town's final financial report.
- .....Hire Robin Lasher and Willard Lasher as Schedule Keepers and Town Hall Custodians at \$11.00 per hour.

A motion was made by Connie Chase, seconded by Edward Lentz and carried 4/0 to contract with Pittsfield Veterinary Clinic for dog shelter services.

A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to contract with the New Lisbon Senior Citizens for Adult Recreation at an amount of \$400.00.

A motion was made by Robert Eklund, seconded by Connie Chase and carried 4/0 to hire Martin Tillapaugh as Town Attorney at a cost of \$3,000.00.

A motion was made by Edward Lentz, seconded by Robert Eklund and carried 4/0 to adopt the following 2010 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Every 2 weeks	\$8,000.00
Highway Superintendent	Every 2 weeks	\$42,000.00
Assessor	Every 2 weeks	\$8,440.00
Town Justice	Annually	\$5,500.00
Councilmen, 4 at	Annually	\$1200.00 ea.
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$14,000.00
Historian	Annually	\$450.00
Health Officer	Annually	\$250.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$11.00 per hr.
Town Hall Cleaner	Monthly	\$11.00 per hr.
Board of Review, Chairman	Annually	\$105.00
Board of Review, 4 at	Annually	\$85.00
Bookkeeper	Monthly	\$4,000.00
Budget Officer	Annually	\$1,000.00
Park & Cemetery Mower	Every 2 weeks	\$11.00 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$2,000.00
Court Clerk	Monthly	\$2,700.00
Attorney	Monthly	\$3,000.00
Part-time employees	Every 2 weeks	\$7.15 per hr.
Temporary employees	Every 2 weeks	\$7.15 per hr.
Highway employees-MEO	Every 2 weeks	\$8.15 per hr.
Highway employees-HMEO	Every 2 weeks	\$15.50 per hr.
Part-time HMEO	Every 2 weeks	\$12.00 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$15.60 per hr.

A motion was made by Robert Eklund, seconded by Edward Lentz and carried 4/0 to adopt the following 2010 Highway Employee Schedule:

1. WAGES...MEO.....\$8.15 per hour  
     HMEO, part-time..\$12.00 per hour  
     HMEO.....\$15.50 per hour  
     DEPUTY SUPT...\$15.60 per hour

All payable every two weeks, with time & half for overtime.

2. SICK LEAVE.....One day per month with no more than 12 days per year. Accumulative to 70 days. Sick days used for five consecutive days require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days.
3. INSURANCE.....Hospital/Medical through CDPHP. Enrolled employees will contribute 10% of their monthly premium for 2010. If an employee chooses not to take medical coverage through the Town, he will be paid \$1100.00 in June and \$1100.00 in December. Medical benefits are provided to employees while they are on the payroll, either actively working or using sick and/or vacation days. When an employee is on disability or leave of absence they may remain on the Town policy if they so choose by paying the entire monthly premium themselves. Disability insurance is paid as per NYS Benefits Law.
4. PAID HOLIDAYS.....total of 9...New Year's Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
5. PERSONAL DAYS.....three per year...not cumulative
6. LEAVE OF ABSENCE.....MUST BE APPROVED BY Town Board and Highway Superintendent.

7. BEREAVEMENT DAYS.....three days, for immediate family only.
8. NYS RETIREMENT----Tier 3 & 4...employee contribution as required by NYS Retirement System.
9. WORKERS COMPENSATION.....total paid.
10. NEW PERSONNEL...will be paid \$7.15 for MEO and \$12.00 for HMEO per hour for a six month probationary period. After 2 months, the pay may be increased by 50 cents per hour upon the review and recommendation of the Hwy. Supt. After 4 months, the pay may again be increased by 50 cents per hour upon the review and recommendation of the Hwy. Supt. Once the six month probationary period is over and the new employee is permanently hired, he will go to full pay for the position and receive all of his benefits.
11. VACATION TIME.....after one year receive one week, then one additional day for each year thereafter, up to a maximum of four weeks.
12. DRUG & ALCOHOL POLICY.....as per policy adopted 12/12/1995.

Highway Supt. Whitaker has advised that he plans on working on Goddards Road as his CHIPS project. A motion was made by Robert Eklund, seconded by Edward Lentz and carried 4/0 to sign the Agreement For The Expenditure of Highway Moneys between the Highway Supt. and the Town Board. A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to close the 2010 Organizational meeting at 7:29 PM.

**NEW LISBON TOWN BOARD—JANUARY 5, 2010  
REGULAR MONTHLY MEETING—TOWN HALL**

Present: same as before, minus Justice Moskos

Supervisor Taylor opened the regular meeting at 7:30 PM. Three additional fund appropriation changes were made in December as follows: 6.Increase DA 5130.2 Machinery-Equipment by \$12,924.00. Transfer from DA5110.4-General Repair Contractual. 7. Increase A1620.1-Town Hall Salary by \$800.00. Transfer from A1620.41-Town Hall Contractual. 8. Increase A9030.8-Social Security by \$670.00. Transfer from Contingent A1990.4. A motion was made by Robert Eklund, seconded by Connie Chase and carried 4/0 to accept the amended minutes for the December 8, 2009 regular meeting.

The Planning Board met on Monday, January 4<sup>th</sup>,2010 and voted to recommend approval to the Town Board on subdivision application #01-10 for a 16 lot major subdivision on tax map #141.00-2-12.01, the Nelsen Farm, 4686 St. Hwy. 51, Garrattsville by New York Land & Lakes of Unadilla, NY. Alan Lord, agent for NY Land & Lakes noted that this company has been in business since 1992 and has 10 employees. He advised that the parcel lines were made in accordance with the features of the land. Each lot has had a perc test, driveway approval and he advised that he had an engineer look at each lot to make sure it was a buildable lot. The 140 acre parcel would be divided into 16 lots, ranging in size from 3 acres (existing house lot) to 20 acres. Planning Board Chairman Dan Morehouse had noted that he never considered this very good farmland anyway. NY Land & Lakes has included covenants which would have to be followed by potential buyers, including that the parcels could not be subdivided again and that no single wide trailers would be allowed. Mr. Lord advised that the covenants would be enforced by the land owners, but they would help out, especially since they hold the mortgage for many parcels they sell. Concerns about a lot of driveways on St. Hwy. 51 were discussed, but the representative from the NYSDOT advised that all lots would have an acceptable location for a driveway. All future owners would have to apply for a driveway permit. The Board had no objection to Supervisor Taylor's suggestion that we have Alan Sorenson review the application and help us with the SEQR review & forms. After further discussion, a motion was made by Robert Eklund, seconded by Edward Lentz and carried 4/0 to schedule a public hearing on subdivision application #01-10, for a 16 lot major subdivision of the Nelsen farm, tax map #141.00-2-12.01, 4686 St. Hwy. 51, Garrattsville for 7:00 PM on Tuesday, February 9, 2010. NY Land & Lakes will send notice of the public hearing by certified mail to all the adjacent land owners.

The Town Clerk will forward a copy of the complete application to the County Planning Board to be put on their February 2010 agenda.

Highway Bills #1 through #8 for a total of \$15,968.34 were audited and approved for payment by the Board. A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to authorize the Supervisor to pay for the new salter when we receive the bill.

A motion was made by Connie Chase, seconded by Edward Lentz and carried 4/0 to purchase safety orange t-shirts and sweatshirts for the highway supt. & employees.

Supervisor Taylor noted that, as a certified AAA Defensive Driving Instructor, he would donate his time to hold a refresher class/luncheon for the highway department. A motion was made by Robert Eklund, seconded by Edward Lentz and carried 4/0 to approve this defensive driving refresher class/luncheon for the highway department.

We received notice from the County that Hummel's Office Plus has been awarded the bid to supply them office supplies for 2010 and they will extend the discount to towns.

The Assoc. of Towns sent information on their 2010 Annual Training School and Annual Meeting in NYC on February 14-17, 2010. A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to designate Supervisor Robert Taylor as our voting delegate for the conference.

The County Planning Dept. sent a copy of the preliminary flood zone map showing the old and new boundary lines of the flood zones in the Town.

A thank you note was received from the Village Library of Morris for the annual contribution we sent them.

Time Warner Cable sent notice of rate changes and increases which will take effect on February 1, 2010.

Supervisor Taylor advised that he signed up with NYSERDA to have an energy audit done at the Town Hall at a cost of \$100.00. It may be possible that we could get some funds towards window and lighting replacement. We won't hear back from them for six weeks. The replacement of the windows and doors was put on hold for now until we see if we could get some grant funds.

Last month it was mentioned about a parcel being sold with buildings that was assessed as vacant. It actually was two parcels sold that were assessed for \$70,000.00, with a market value of \$150,000.00. Supervisor Taylor did speak with the assessor about researching vacant lots. Her computer needs replacing so that she can access the County software and be able to check aerial shots on the internet. A motion was made by Connie Chase, seconded by Robert Eklund and carried 4/0 to authorize a new computer for the assessor's office.

Neil McManus is the Code Enforcement Officer for our town. He will try to look into the two complaints we have made in the past that have not been resolved.

The highway computer has been moved to the highway barn. They need a second phone line for a fax line and are ready to be hooked up to the internet. This was okay with the Town Board. If we are going to be replacing the highway barn in the near future, we should start looking for possible grant programs. Councilman Edward Lentz suggested that we should look into possibly consolidating with another town or the County if it will save money. Supervisor Taylor noted that there are many concerns about consolidating. Councilman Lentz also noted that he would like to see a map compiled of sensitive areas in Town which would be dangerous for gas drilling. It was noted that the Otsego County Soil & Water Conservation District may be looking for a grant to do this kind of project for the entire County. We have many goals, short-term and long-term which were identified in the Comprehensive Plan. We next will work on upgrading our Site Plan Review Regulations.

Supervisor Taylor reported that DCO Shawn Patrick has had some complaints because he doesn't automatically issue tickets. He tries to resolve "neighbor" complaints and return identified stray dogs without having to issue tickets. The

Board had no problem with this procedure of only issuing tickets as a last resort. The Board discussed possibly doing a dog census in the near future. DCO Shawn Patrick had advised after the last one that he would prefer if we had someone else do it.

A motion was made by Edward Lentz, seconded by Robert Eklund and carried 4/0 to approve the 2010 Fire Protection Contract with the Garrattsville Fire Company for \$73,350.00 and to authorize the Supervisor to sign on behalf of the Town.

A motion was made by Robert Eklund, seconded by Connie Chase and carried 4/0 to pay General Fund bills #1 through #14 for a total of \$7,108.98. Supervisor Taylor paid General Fund bills #258 through #265 for a total of \$1,862.86 and Hwy. bills #195 & 196 for a total of \$12,984.00 with prior Board approval.

Councilman Eklund questioned about access to our Town website. The Clerk has not yet met with David Green of Fuzzy Graphics to learn how to add stuff on the site. Only Board approved information will go on the site including legal notices, minutes after the Board has approved them, local laws and any other information that the Board directs the Clerk to put on.

Councilman Edward Lentz stated that he is interested in looking into getting sidewalks in Garrattsville as was noted in the Comprehensive Plan. He also would like to get better cell service and would like to see how we can get local towers. Supervisor Taylor will try to get some information on this at the Assoc. of Towns conference in NYC.

The New York State & Local Retirement System has come up with a new procedure for figuring out how many hours of service credit part-time employees get. Each part-time member of the Retirement System, which for us is the Assessor, Historian, Bookkeeper and Town Clerk, have to keep track of their actual number of hours worked for 3 months. Then we will use the average of those 3 months to figure their monthly service credit. The Board will have to pass a resolution once we have the 3 months figures in and then forward it on to the Retirement System. This has to be done within 180 days. These new figures are supposed to be good for 8 years.

Town Historian Virginia Schoradt sent a letter and submitted her annual report to the Board. Town Clerk Charlene Wells submitted her annual report to the Board.

With no further business, a motion was made by Robert Eklund, seconded by Connie Chase and carried 4/0 to adjourn at 9:30 PM.

Charlene R. Wells, New Lisbon Town Clerk