

**NEW LISBON TOWN BOARD---JANUARY 8, 2019---7:00 PM
ORGANIZATIONAL MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilmen John Pegg & Robert Eklund, Councilwoman Nancy Martin-Mathewson, Councilwoman Flo Loomis, Hwy. Supt. Donald Smith, Clerk Charlene Wells, Residents Lenny Melillo, Edward George, Sue Smith, Earl Smith, Barry & Sandra Braunius, Ed Lentz, Jr.

The 2019 Organizational meeting was opened at 7:00 PM. No new rules of meeting procedures were adopted as all felt that overall meetings have been going okay. The list of annual appointments was reviewed. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Robert Eklund and carried 5 Ayes/0 Nays to make the following annual appointments: Virginia Schoradt as Town Historian, Susan Smith as Planning Board Clerk, Elizabeth Fish as Dog Control Officer, Katharine Davis as Court Clerk, Edward Lentz as Marriage Officer and Thomas Riso as Land Use Enforcement Officer.

Highway Superintendent Donald Smith has appointed Willard Lasher as Deputy Highway Superintendent. Supervisor Edward Lentz will serve as Budget Officer and has appointed Nancy Martin-Mathewson as Deputy Supervisor. Clerk Charlene Wells has appointed Robert Wells as Deputy Clerk/Collector. Supervisor Edward Lentz & Councilwoman Nancy Martin-Mathewson will be on the Hwy. Committee with Hwy. Supt. Donald Smith.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/0 Nays to hire By The Books, Karen Kropp, owner, at \$7,800.00 for the year for bookkeeping services. We will only be using QuickBooks this year, not Steve Lawton's financial program.

A motion was made by Councilwoman Flo Loomis, seconded by Councilman Robert Eklund and carried 5 Ayes/0 Nays to approve the following items:

-Designate the Daily Star as the official Town newspaper.
-Hold monthly meetings on the 2nd Tuesday of each month at 7:30 PM in the large community room at the Town Hall.
-All bills will be audited by the Board ½ hour before the start time of the meeting.
-Set mileage reimbursement at 54 cents per mile.
-Designate Community Bank, NA for the Town Clerk/Collector & Town Justice.
-Designate Community Bank, NA, Key Bank, NBT Bank, and Bank of Cooperstown as banks for the Supervisor.
-Authorize the Supervisor to pay all utility bills, health insurance premiums (2019 monthly rates are \$587.06 single, \$1174.12 double, \$1673.12 family), justice court fees to the State Comptroller, payroll taxes, NYS Retirement System annual bill and purchase postage without prior Board approval.
-Authorize the Highway Supt. to spend up to \$2,500.00 at a time without prior Board approval, except for hiring an outside contractor which requires Board approval and a certificate of insurance and excepting emergency situations. The Town's Procurement Plan and Best Value Law apply to all purchases.
-Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.
-Authorize all Town Officers to purchase their own normal office supplies and postage without prior Board approval.
-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 \$11.65 per hour.
-Establish a normal work day as eight hours.
-Town Board members will complete audits of the Town Justice, Town Clerk/Tax Collector and Supervisor's offices annually.

A motion was made by Councilwoman Flo Loomis, seconded by Councilman John Pegg and carried 5 Ayes/0 Nays to contract with the New Lisbon Senior Citizens to provide adult recreation services for 2019 at a cost of \$500.00. We have not yet received a summary of how they spent their 2018 funds.

The Dog Shelter renewal was reviewed. There were no changes from last year. After discussion, a motion was made by Councilman Robert Eklund, seconded by Councilwoman

Nancy Martin-Mathewson and carried 5 Ayes/0 Nays to contract with Pittsfield Veterinary Clinic for dog shelter services.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to continue with Attorney Michelle Kennedy as our Town Attorney, at an estimated cost of \$5,000.00. We will be billed for services rendered monthly.

A motion was made by Councilman Robert Eklund, seconded by Councilwoman Flo Loomis and carried 5 Ayes/0 Nays to adopt the following 2019 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$46,965.00
Assessor	Monthly	\$8,989.00
Town Justice	Monthly	\$6,818.00
Councilmen, 4 at	Annually	\$1400.00 ea.
Highway Committee person	Annually	\$250.00
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$17,170.00
Historian	Annually	\$700.00
Health Officer	Annually	\$250.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$11.65 per hr.
Town Hall Cleaner	Monthly	\$11.65 per hr.
Board of Review, Chairman	Annually	\$105.00
Board of Review, 4 at	Annually	\$85.00 ea.
Bookkeeper	Monthly	\$7,800.00
Park & Cemetery Mower	Every 2 weeks	\$11.10 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$3,250.00
Court Clerk	Monthly	\$4,200.00
Land Use Enforcement Officer	Monthly	\$3,060.00
Part-time employees	Every 2 weeks	\$11.10 per hr.
Temporary employees	Every 2 weeks	\$11.10 per hr.
Highway employees-MEO	Every 2 weeks	\$12.10 per hr.
Highway employees-HMEO	Every 2 weeks	\$18.36 per hr.
Part-time HMEO	Every 2 weeks	\$17.00 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$18.46 per hr.

A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to adopt the following 2019 Highway Employee Schedule:

1. WAGES...MEO.....\$12.10 per hour
 HMEO, part-time..\$17.00 per hour (no benefits)
 HMEO.....\$18.36 per hour
 DEPUTY SUPT.....\$18.46 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/Pediatric Dental through MVP. Enrolled employees will contribute monthly amounts of \$73.00 for single plan, \$145.00 for double plan and \$207.00 for family plan towards their monthly premium for 2019. If an employee chooses not to take medical coverage through the Town, he will be paid \$1100.00 in July 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. Effective in 2015, new employees are only eligible for single coverage. 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 & 6...employee contribution as required by NYS Retirement System.
9. WORKERS COMPENSATION.....total paid.
10. NEW PERSONNEL...will be paid \$11.10 for MEO and \$15.00 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. Medical insurance begins after two months.
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.
13. EMPLOYEE HANDBOOK...all provisions of the employee handbook apply.

The Board reviewed the 2019 Agreement for the Expenditure of Highway Money. CHIPS funds are scheduled for paving Pegg Road (\$90,000.00) and Turnbull Bridge deck boards (\$1,500.00). Hwy. Supt. Donald Smith noted that he wanted to see if perhaps he could pave over the bridge deck to solve the problem of the water running on the bridge and ruining the boards. He also noted that there are two companies doing paving locally and he will get prices from each of them. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to approve the 2019 Agreement for the Expenditure of Highway Moneys between the Town Board and the Hwy. Supt. with the understanding that if anything changes, it can be amended.

Councilman Robert Eklund will audit the Justice office, Councilwoman Flo Loomis will audit the Town Clerk/Collector's office and Councilwoman Nancy Martin-Mathewson will audit the Supervisor's office.

With no further business, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman John Pegg and carried 5 Ayes/ 0 Nays to close the 2019 Organizational meeting at 7:30 PM.

NEW LISBON TOWN BOARD—JANUARY 8, 2019—PUBLIC HEARING ON 2019 FIRE PROTECTION CONTRACT—TOWN HALL, GARRATTSVILLE

Present: same as at 2019 Organizational Meeting

The Public Hearing on the 2019 Fire Protection Contract with the Garrattsville Fire Company was opened at 7:30 PM. The contract price of \$128,350.00 is a \$3,000.00 increase over last year because of the NYS mandate that all interior firefighters must have cancer insurance. The estimated cost of \$3,000.00 for this coverage may come in less than anticipated. With no further comments from the floor, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 5 Ayes/0 Nays to close the public hearing at 7:40 PM.

NEW LISBON TOWN BOARD---JANUARY 8, 2019---REGULAR MONTHLY MEETING TOWN HALL, GARRATTSVILLE

Present: same as above.

The regular monthly meeting opened at 7:41 PM. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Robert Eklund and carried 5 Ayes/ 0 Nays to accept the minutes for the December 11, 2018 regular monthly meeting and December 19, 2018 special meeting as written.

The Town Board welcomed new Highway Supt. Donald Smith. Supt. Smith noted that he is getting himself acquainted with the equipment. He would like to put a rust inhibitor under the new truck and pickup. He noted that for a cost of \$180.00 for a 5 gallon pail it would do them each twice. The broom needs to be fixed so he will work on getting repair costs. The 2001 truck has some issues and is questionable. The 1997 International is still running. The 2009 Freightliner is hard to turn and they will work on that. The mower that was sent out for repairs may not be worth the cost of repairs. Supt. Smith suggested that they bring it back to the shop and see what they can do with it. The small mower that had the brakes repaired is still not working right. The Town of Pittsfield would like some parts from the 2004 Volvo and they would trade us the parts for a used sickle bar mower that could be used with the Mahindra tractor. Supt. Donald Smith noted that he can't see fixing the 2004 Volvo. It would cost \$10,000.00 to \$15,000.00 to fix plus \$30,000.00 for a new box. Supervisor Edward Lentz noted that he was ready to get rid of the 2004 Volvo and made a motion to surplus the 2004 Volvo and to give the parts to the Town of Pittsfield that they want from the box in trade for the sickle bar mower, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays. Supt. Smith advised that he wants to get some more stuff ready to surplus before he puts anything on the auction website. The backhoe needs some work. The guys have started using the DOT checklist for vehicles/equipment. Supt. Smith noted that he would like to move the location of the switch for the fuel pump. He further suggested that they need new overhead doors, but he will wait until the Morton building addition is done to see how much money we have left.

Discussion was held on getting another new truck. It takes almost a year from the order date to get one. Buying used trucks can be a gamble because you don't know what you're getting. Funding could mostly come from using fund balance and CHIPS funds. Hwy. Supt. Donald Smith noted that he would like to get the specs together for what he would like to see in a new truck and get prices from vendors as soon as he can which the Board was in favor of.

Supt. Smith advised that he is interested in getting more roads paved, such as Bell Hill Road. He would like to chip seal which is less expensive and can be done every five years using CHIPS funds. He has started some spreadsheets to track equipment & expenses. In the future he would like to discuss having the option of the highway employees using comp time sometimes instead of overtime.

Garrattsville Squad Captain Ed Lentz Jr. advised that they had 62 calls for the year with the average wait time of 35 minutes and calls lasting about 2 hours each. They had 120 hours in meetings and 180 hours in classroom/training. He praised the dedication of the small squad and noted that Lenny Melillo had gone to 45 of the calls. Garrattsville made about half of the calls with CMT and New Berlin handling most of the others. Because of the training requirements, recruitment is hard. The County is having upcoming EMT classes in Pittsfield and West Oneonta. Pittsfield is going back to being a First Responder unit and New Berlin paid service is continuing for a while as they review their status. They are only covering 16 hours per day. Squad Captain Lentz further noted that he feels the NYS Dept. of Health is in a disastrous state as many people have retired out of that office. The paperwork keeps increasing and it seems like they are trying to do away with volunteer squads. Not enough people are volunteering and we can't afford full time paid help. Supervisor Edward Lentz noted that the County is in the beginning phase of looking at the overall EMS system in the County which is hurting from lack of volunteers. Lenny Melillo added that the State is supposed to be cutting the training requirements. He felt that years ago being part of the Fire Dept. & Squad was partly for the social aspect, where now people have social media. The last quarter the Fire Dept. had 158 man hours of training and 60 hours on fire scenes. They had EMS assists and 5 motor vehicle accidents. New Year's Eve there were 3 fire calls in the County at once and they were first on the scene in Fly Creek. The Fire system is strained also because of lack of volunteers. Maybe by offering the retirement plan through the State would help retention, but usually doesn't help with recruitment.

Town Historian Virginia Schoradt submitted her annual report and cited her various activities throughout the year. Town Clerk Charlene Wells submitted her annual report to the Board.

The Association of Towns Annual Conference & Meeting is February 17th-20th, 2019 in NYC. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 5 Ayes /0 Nays to authorize Supervisor Edward Lentz to attend the conference and to be our voting delegate.

Supervisor Edward Lentz, Stacey Kazacos, DEC Forester Nathan Funk, and members of the BVA & OCCA met and discussed expanding the trails in the Texas Schoolhouse State Forest.

After the logging is done the logging trails could be used to map out another hiking trail. Another idea discussed was to set up a viewing stand by the pond. Snowmobiles are okay, but no four wheelers are allowed. With a joint effort hopefully more work can get done. The BVA is hosting a seminar on Eels on January 19th, 2019 from 3-5 PM at the New Lisbon Town Hall. Eels will be brought back to help with the ecosystem.

Supervisor Edward Lentz suggested ideas for goals for 2019. He suggested that we look into becoming a Climate Smart Community because it is a help when applying for certain grants. He would like to consider expanding the trails in the Texas Schoolhouse State Forest. He thought we should consider when we want to do our next revaluation as the last one was completed in 2012. Perhaps we would want to look into what we can do about blighted properties. He would like to see us set up reserves for buildings and highway equipment. The Board will consider these ideas and discuss further.

A motion was made by Councilman Robert Eklund, seconded by Councilwoman Flo Loomis and carried 5 Ayes/0 Nays to approve the 2019 Fire Protection Contract with the Garrattsville Fire Company for \$128,350.00 and authorize the Supervisor to sign on behalf of the Town.

Bills were available for audit prior to the meeting. A motion was made by Councilman Robert Eklund, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to approve paying General Fund bills #2 through #19, for a total of \$4,832.64 and Highway Fund bills #1 through #16 for a total of \$15,575.70. General Fund bill #1 for \$51.68 was paid with prior Board approval. The Supervisor's monthly report was submitted to the Board.

Supervisor Edward Lentz would like to see the Town join in the NYS Paid Family Leave program. With the contribution rate of .153% it would cost \$60.00 a year for a \$40,000.00 salary. Employees could get 10 weeks off and be paid 55% of their salary (capped at \$746.41 week). If we join we have to notify the NYS Workers' Compensation Board and get a policy through the Hartford. There is no cost to the Town as employees contribute to the state plan. If we join and then want to opt out it would take a year. After further discussion, a motion was made by Supervisor Edward Lentz, seconded by Councilman Robert Eklund and carried 5 Ayes /0 Nays to join the NYS Paid Family Leave program after talking with the highway employees and the majority of them want to join.

Since we have found out that our generator for the town hall is not sufficient to run everything at once, a motion was made by Councilman Robert Eklund, seconded by Councilwoman Flo Loomis and carried 5 Ayes/0 Nays to add getting a standby generator for the Town Hall to our list of goals under the Hazard Mitigation plan. We may be able to get a grant to get one. The next meeting on the Hazard Mitigation Plan is on January 29, 2019 at the Meadows Office Complex from 5:00-8:00 PM.

Lenny Melillo suggested that since a revaluation costs so much, we consider asking the assessor to work on doing one by doing a part of the town at a time and pay her for doing it. He thought it would also be better to have someone familiar with the Town conduct it. Clerk Charlene Wells noted that several years ago when County Real Property Director Hank Schecher came and talked with us he noted if we wanted to keep our assessments valid we should do a classification at a time, not a section of Town at a time to keep things equitable. Edward George asked if we had any more news on getting cell phone servers on the EMS tower from Meg Kennedy which we have not.

With no further business, a motion was made by Councilman Robert Eklund, seconded by Councilman John Pegg and carried 5 Ayes/0 Nays to adjourn at 9:30 PM.

Charlene R. Wells, New Lisbon Town Clerk