

**NEW LISBON TOWN BOARD---JANUARY 10, 2017---7:00 PM
ORGANIZATIONAL MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Timothy Miller, Councilmen John Pegg, Joseph Gregory & Robert Eklund, Clerk Charlene Wells, Attorney Martin Tillapaugh, Residents Edward Lentz, Edward Lentz, Jr., Mert Hull, Mike Halpin, Jim Denekamp, Tom Riso, Lenny Melillo
Absent: Hwy. Supt. Bill Whitaker, Councilwoman Flo Loomis

The 2017 Organizational meeting was opened at 7:07 PM with the Pledge of Allegiance and a moment of silence. The list of annual appointments was reviewed. A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 4/0 to make the following annual appointments: Virginia Schoradt as Town Historian, Susan Smith as Planning Board Clerk, Elizabeth Fish as Dog Control Officer, Dora Cooke as Court Clerk, Thomas Riso as Land Use Enforcement Officer, and Doris Schlee as Town Administrator. No one was appointed to serve as Marriage Officer at this time.

Highway Superintendent Bill Whitaker has appointed Willard Lasher as Deputy Highway Superintendent. Supervisor Timothy Miller appointed Doris Schlee as Bookkeeper and Stacey Kazacos as Deputy Supervisor and Budget Officer. Clerk Charlene Wells has appointed Robert Wells as Deputy.

A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 4/0 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 50 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 (2017 monthly rates are \$690.83 single, \$1381.66 double, \$1968.87 family and \$30.53 for pediatric dental), justice court fees to the State Comptroller, 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 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 Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 4/0 to contract with the New Lisbon Senior Citizens to provide adult recreation services for 2017 at a cost of \$450.00. In 2016 they spent \$117.00 on activities and entertainment and \$461.00 on outings.

A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 4/0 to contract with Pittsfield Veterinary Clinic for dog shelter services for 2017.

A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 4/0 to hire Attorney Martin Tillapaugh as our Town Attorney.

A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 4/0 to adopt the following 2017 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Every 2 weeks	\$8,000.00
Highway Superintendent	Every 2 weeks	\$46,500.00
Assessor	Every 2 weeks	\$8,900.00
Town Justice	Annually	\$6,500.00

Councilmen, 4 at	Annually	\$1400.00 ea.
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$16,800.00
Historian	Annually	\$600.00
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	\$4,750.00
Budget Officer	Annually	\$0.00
Park & Cemetery Mower	Every 2 weeks	\$11.00 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$3,000.00
Court Clerk	Monthly	\$3,700.00
Attorney	Monthly	\$3,200.00
Land Use Enforcement Officer	Monthly	\$3,000.00
Part-time employees	Every 2 weeks	\$9.70 per hr.
Temporary employees	Every 2 weeks	\$9.70 per hr.
Highway employees-MEO	Every 2 weeks	\$12.00 per hr.
Highway employees-HMEO	Every 2 weeks	\$17.69 per hr.
Part-time HMEO	Every 2 weeks	\$17.00 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$17.79 per hr.

A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 4/0 to adopt the following 2017 Highway Employee Schedule:

1. WAGES...MEO.....\$12.00 per hour
HMEO, part-time..\$17.00 per hour (no benefits)
HMEO.....\$17.69 per hour
DEPUTY SUPT.....\$17.79 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 10% of their monthly premium for 2017. 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. 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 \$10.00 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.

Highway Superintendent Bill Whitaker has advised that he plans on shimming and sealing Allen Road and paving Braun Road as his CHIPS projects in 2017. A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 4/0 to sign the Agreement for the Expenditure of Highway Moneys between the Town Board and Highway Superintendent.

A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 4/0 to close the Organizational meeting at 7:17 PM.

Charlene R. Wells, New Lisbon Town Clerk

**NEW LISBON TOWN BOARD---JANUARY 10, 2017---7:30 PM---PUBLIC HEARING ON 2017
FIRE PROTECTION CONTRACT AND LOCAL LAW #1 OF 2017, FLOOD DAMAGE PREVENTION**

Present: same as Organizational meeting plus Councilwoman Flo Loomis

Supervisor Timothy Miller opened the public hearing on the 2017 Fire Protection Contract with the Garrattsville Fire Company at 7:30 PM. The 2017 Fire Company budget is the same as it was the previous two years, with the contract amount at \$125,350.00. Lenny Melillo submitted the Fire Department's summary for the year. The Fire Dept. responded to 40 calls in 2016, for 645.5 man hours. They put in an additional 1876 man hours for training, meetings, work details, etc. The Emergency Squad had 94 calls for 564 man hours. With meetings, training, education, etc. they put in an additional 424 man hours. Lenny added that they had a good safety record this year and saved the town money by installing the new fuel tank at the upper firehouse. They do all they can to keep cost down.

Proposed Local Law # 1 for Flood Damage Prevention would replace our Local Law #1 of 1992 for Flood Damage Prevention and would meet the requirements of the new flood maps and study. Edward Lentz questioned if the flood law overlaps the site plan review regulations and should be adjusted. Attorney Martin Tillapaugh advised that all towns are adopting the DEC drafted model law and he wouldn't recommend making any changes to it. It was also questioned if the Planning Board should be the administrator since they have review authority. The County Planning Department has suggested that we should change the administrator from the Supervisor, since in a flooding emergency he may not have time to adequately perform both duties. The NYSDEC had approved our first draft with the Supervisor as administrator, but now are saying that we should consider changing it to someone else, such as the County Code Enforcement Office. In the past 30 years, we have not issued any permits in the flood zone and have not had any issues during flooding events to handle with regards to the flood zone. Councilman Robert Eklund and others didn't want to change the administrator to the Code Office, but would consider changing it to the Town Board. Attorney Martin Tillapaugh suggested that due to the time constraints of getting this law adopted before the new maps become effective in March 2017, we adopt the law as drafted so that we continue to be eligible to participate in the National Flood Insurance Program. If in the future we decided that we want to change the administrator, we can do so. With no further comments, a motion was made by Supervisor Timothy Miller, seconded by Councilman John Pegg and carried 5/0 to close the public hearing at 7:48 PM.

NEW LISBON TOWN BOARD---JANUARY 10, 2017---REGULAR MONTHLY MEETING

Present: same as above

Supervisor Miller opened the regular monthly meeting at 7:49 PM. A motion was made by Councilman Joseph Gregory, seconded by Councilwoman Flo Loomis and carried 5/0 to approve the minutes for the December 13, 2016 regular meeting as written.

The Planning Board met on January 9, 2017 and reviewed and recommended approval on Subdivision Application #1-17 from Randolph & Michelle Gregory and Ken & Gloria Gregory for a simple subdivision. This application also has to be reviewed by the County Planning Department. After further review, a motion was made by Councilman Joseph Gregory, seconded by Councilwoman Flo Loomis and carried 5/0 to approve as submitted, subject to any

input from the County Planning Department, a simple subdivision on tax map #190.00-1-2.01 for Randolph & Michelle Gregory and Ken & Gloria Gregory on County Hwy. 14, finding no significant environmental impact.

Hwy. Supt. Bill Whitaker was absent due to the bad weather conditions. He was planning on going to Fort Drum tomorrow with the New Berlin Hwy. Supt. to look at equipment. Councilwoman Flo Loomis made a motion to have the water at the hwy. garage retested by an official tester now that the well was treated with Clorox. Lenny Melillo noted that Barney & Sons did water tests and it would probably cost about \$200.00. We could find more issues than were found before. After further discussion, Councilwoman Flo Loomis withdrew her motion to have the water tested.

Deputy Supervisor Stacey Kazacos questioned how long we expected the highway garage to be functional and due to the high cost to replace it that perhaps we should have a structural integrity inspection done every two years. Double D Contracting estimated it would cost under \$500.00 to complete this type of inspection. Tom Riso added that we could probably do this type of inspection every five years. He also suggested that we establish a reserve fund for a new highway garage. Edward Lentz thought we should have someone look at the garage every year to find little things and do an in depth structural inspection every few years. He also was in favor of establishing a reserve fund for the eventual highway garage replacement.

Co. Rep. Meg Kennedy advised that she was reassigned to the same committees and that she will chair the IGA committee. She will email the Supervisor grant information and information on qualifying items for the state shared service grant. Supervisor Timothy Miller noted that we have not received anything back in regards to our shared service agreement from the County Hwy. Dept. or the Town of Hartwick. (Meg will check on.) The County put \$5000.00 in their budget for animal expenses. This will not go directly to the SSPC, but can be used for any animal situation that comes up. We have been advised by the County Personnel office that all appointments and hires must go through them with an employment application to meet civil service requirements. Co. Rep. Kennedy noted that apparently when they were audited, the Personnel office found they were supposed to have been doing this all along. Those who have been working for the Town for years will be grandfathered (no application needed). Attorney Tillapaugh agreed that we must comply with this and he provided an employment application that he helped the village of Cooperstown draft which is shorter than the County's application.

Councilman Robert Eklund brought up the support of the Constitution pipeline by County Board members. One of the reasons given for supporting it was because it would create jobs. Mr. Powers had also said it would help the area's drug problem. Councilman Eklund questioned if Co. Rep. Meg Kennedy agreed with these statements. Also, he suggested that if she supports something in the future, she should make sure that she gets something in return, like bed tax money, more funds for the fire dept. , etc. for the three towns she serves. Councilman Eklund further asked her about responding when an individual addresses the County Board with wrong information about our town. She advised that it is the rule of the County Board that they are not allowed to respond or comment when the public has their three minutes each to say whatever they want. In November, it had been stated that the Town paved Elliott Road because the golf course was going to sue the Town which was incorrect. Councilman Eklund would like her to verify the information with Town officials so that wrong information can be corrected.

Land Use Officer Tom Riso reported that there was not any new activity going on right now. He thought that maybe the Town was partially afraid of being sued for not paving Elliott Road because it was paved and not on our normal rotation of paving projects. Councilman Robert Eklund added that the Town was not going to be sued over paving Elliott Road and that the Hwy. Supt. made the determination based on road conditions and usage issues.

Supervisor Timothy Miller noted that the phones at the Town Hall were not working due to mice and snow issues but have now been fixed. Justice Bruce Moskos has received notice that \$7,339.20 has been approved through the Justice Court Assistance Grant program for new floors in the office end and office equipment.

Supervisor Miller wanted to set up Capital Planning and Grant Committees this year. Councilman Robert Eklund will chair the Capital Planning Committee and be joined by Councilman Joseph Gregory and Tom Riso. They should be looking at buildings and equipment and how to establish a reserve fund. The Grant Committee will be chaired by Councilwoman Flo

Loomis and she will be joined by Councilman John Pegg and Edward Lentz. Supervisor Miller would like them to pick one grant to apply for this year. Committee meetings are considered public meetings and must be advertised and minutes taken by one of the members. Each committee will report back to the full Board.

A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 5/0 to authorize Supervisor Timothy Miller to attend the 2017 Assoc. of Towns Annual Conference in NYC in February. A motion was made by Supervisor Timothy Miller, seconded by Councilman John Pegg and carried 5/0 to approve Councilwoman Flo Loomis's attendance at the Assoc. of Towns conference in NYC if she decides she can attend.

We received a request from the County Planning Dept. to consider participating in a program they are starting to collect data on County and local road infrastructure as part of the Highway Asset Management Program (HAMP). The goal of the program is to create a database of pavement grading, road sign locations & retro reflectivity and culvert & bridge locations and structural information. They will have interns collecting the data and our commitment is minimal, only helping them locate infrastructure. The County has asked for a statement that we support the LGRMIF Grant for the project if we are interested in participating. A motion was made by Supervisor Timothy Miller, seconded by Councilman Robert Eklund and carried 5/0 to support the HAMP project and submit the LGRMIF Grant Shared Services Agreement Form to show our support and interest in participating in the project with the County. Lenny Melillo noted that new road sign standards take effect in 2018. This data collection will hopefully give us a listing of what signs meet standards and which ones will have to be updated.

Supervisor Timothy Miller thanked the Fire Department for submitting their 2017 budget and their 2016 data. Lenny Melillo agreed to keep submitting quarterly reports and they will keep the Board informed with their needs and any upcoming budget increases. A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 5/0 to approve the 2017 Fire Protection & Emergency Services Contract with the Garrattsville Fire Company at a cost of \$125,350.00.

The Board reviewed the bills during the meeting. A motion was made by Councilman Joseph Gregory, seconded by Councilman Robert Eklund and carried 5/0 to pay General Fund bills #2 through #20 for a total of \$7,727.20 and Highway Fund bills #1 through #13 for a total of \$14,539.65. General Fund bills #233 through #235 and #1 and Highway Fund bill #214 for a total of \$7,592.40 were paid with prior Board approval. The Supervisor's monthly report was submitted to the Board.

With no further discussion, a motion was made by Supervisor Timothy Miller and seconded by Councilman Robert Eklund and carried 5/0 to pass Resolution # 01-2017, adopting Local Law # 1 of 2017 for Flood Damage Prevention as drafted. This law will void Local Law #1 of 1992 (Flood Damage Prevention) and will be effective upon filing with the NYS Secretary of State.

Deputy Supervisor Stacey Kazacos has received a Volunteer Stewardship Agreement from the NYS DEC for the hiking trail development in the Texas Schoolhouse State Forest. The parcel contains 1,259 acres and the trail would be about two miles. The agreement is for five years. The trail will be four feet wide and must be cleared in accordance with the DEC's guidelines in the agreement. The Town would have to have everyone who volunteers to help sign an application form so that the State's liability and worker's compensation covers them. Attorney Martin Tillapaugh advised that he saw no problem with the standard agreement and that volunteer workers would be covered under the State's insurance. A motion was made by Councilman Joseph Gregory, seconded by Councilman John Pegg and carried 5/0 to approve the agreement with the NYS DEC and to authorize Deputy Supervisor Stacey Kazacos to sign the Volunteer Stewardship Agreement with the NYS DEC for development of a walking trail in the Texas Schoolhouse State Forest on behalf of the Town. Recruitment of volunteers will follow for work on the trail in the spring.

Supervisor Miller, Deputy Supervisor Kazacos and Councilmen Eklund met to work on editing the first draft of the Solar Farm regulations as prepared by the Planning Board. They made several changes and will get the new draft printed and to the Board and Planning Board for review. Supervisor Miller will invite the Planning Board to attend the next meeting to discuss the proposed changes to the solar farm regulations.

One additional appropriation change was necessary to balance the 2016 accounts. A motion was made by Supervisor Timothy Miller, seconded by Councilman Robert Eklund and carried 5/0 to transfer \$7,364.05 from DA5110.4 Highway General Repair Contractual to DA9060.8 Highway Medical Insurance to cover bills (in the 2016 Budget). Councilman Joseph Gregory will audit the Supervisor's office, Councilwoman Flo Loomis will audit the Clerk/Collector's office and Councilman Robert Eklund will audit the Justice's office. Supervisor Miller noted that we received \$165,702.67 in CHIPS reimbursement and \$36,142.48 from PAVE NY funds for the work completed in 2016. We took in enough in sales tax to cover the revenues we accounted for in the 2016 budget. Town Historian Virginia Schoradt and Town Clerk Charlene Wells submitted their annual reports to the Board.

With no further business, a motion was made by Supervisor Timothy Miller, seconded by Councilman Robert Eklund and carried 5/0 to adjourn at 9:15 PM.

Charlene R. Wells, New Lisbon Town Clerk