

**NEW LISBON TOWN BOARD---JANUARY 14, 2020---7:00 PM  
ORGANIZATIONAL MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilman Bill Whitaker, Councilwoman Nancy Martin-Mathewson, Councilwoman Flo Loomis, Clerk Charlene Wells, Assessor Pamela Dyn-Gohde, Residents Lenny Melillo, Edward George, Sue Smith, Earl Smith, Barry & Sandra Braunius, Tom Riso, Keith Woodbeck, Robert Taylor Absent: Hwy. Supt. Donald Smith

The 2020 Organizational meeting was opened at 7:10 PM with a moment of silence in honor of Councilman John Pegg who passed away on December 18, 2019. Oaths of office and the officials undertaking form were signed. The list of annual appointments was reviewed. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 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, Thomas Riso as Land Use Enforcement Officer and Charlene Wells as Registrar of Vital Statistics.

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 4 Ayes/0 Nays to hire By The Books, Karen Kropp, owner, at \$7,800.00 for the year for bookkeeping services.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays 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 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 (2020 monthly rates are \$612.44 single, \$1224.88 double, \$1745.45 family plus deductible amounts of \$3900.00 single, \$7800.00 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 \$12.00 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.

The status of the New Lisbon Senior Citizen group is in limbo since they have very few members left. They were meeting at the meal site at the Town Hall, but that has closed due to lack of enough people participating. Efforts were made last year to increase participation. The contract for Adult Recreation will be on hold for now.

The Dog Shelter agreement was reviewed. After discussion, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker and carried 4 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 4 Ayes/ 0 Nays to continue with Attorney Michelle Kennedy as our Town Attorney, at a rate of \$90.00 per hour. We will be billed for services rendered monthly.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays to adopt the following 2020 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$48,374.00
Assessor	Monthly	\$9,239.00
Town Justice	Monthly	\$6,954.00
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	\$17,513.00
Historian	Annually	\$700.00
Health Officer	Annually	\$250.00
Town Hall Custodian (Schedule Keeper)	Monthly	\$12.00 per hr.
Town Hall Cleaner	Monthly	\$12.00 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	\$11.80 per hr.
Planning Board Clerk	Monthly	\$1,200.00
Dog Control Officer	Monthly	\$3,500.00
Court Clerk	Monthly	\$4,450.00
Land Use Enforcement Officer	Monthly	\$3,310.00
Attorney	Monthly as billed @\$90.00 hr.	\$2,500.00
Part-time employees	Every 2 weeks	\$11.80 per hr.
Temporary employees	Every 2 weeks	\$11.80 per hr.
Highway employees-MEO	Every 2 weeks	\$12.34 per hr.
Highway employees-HMEO	Every 2 weeks	\$18.73 per hr.
Part-time HMEO	Every 2 weeks	\$17.34 per hr.
Highway employee-Dep. Supt.	Every 2 weeks	\$18.83 per hr.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to adopt the following 2020 Highway Employee Schedule:

1. WAGES...MEO.....\$12.34 per hour  
     HMEO, part-time..\$17.34 per hour (no benefits)  
     HMEO.....\$18.73 per hour  
     DEPUTY SUPT.....\$18.83 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 \$70.00 for single plan, \$145.00 for double plan and \$205.00 for family plan towards their monthly premium for 2020. 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 \$11.80 for MEO and \$17.00 for HMEO per hour for a six month probationary period. 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 2020 Agreement for the Expenditure of Highway Money. CHIPS funds are scheduled for Gross Road culvert (\$50,000.00) and for Goddards Rd, Jones Rd, Coles Bridge Rd, High St, Elliott Rd, Walters Rd and Bundy Rd. (\$75,000.00). A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to approve the 2020 Agreement for the Expenditure of Highway Moneys between the Town Board and the Hwy. Supt.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to establish a standard work day as eight hours and based on their previously filed record of activities, to report to the NYS & Local Retirement System the following monthly totals; Hwy. Supt. Donald Smith 25.55 days, Town Clerk/Collector Charlene Wells 17.65 days, Court Clerk Katharine Davis 2.13 days and Assessor Pamela Dyn-Gohde 1.77 days.

With no further business, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to close the 2020 Organizational meeting at 7:25 PM.

**NEW LISBON TOWN BOARD—JANUARY 14, 2020—PUBLIC HEARING ON 2020 FIRE PROTECTION CONTRACT—TOWN HALL, GARRATTSVILLE**

Present: same as at 2020 Organizational Meeting

The Public Hearing on the 2020 Fire Protection Contract with the Garrattsville Fire Company was opened at 7:26 PM. The contract price is \$127,000.00 plus an additional \$2,500.00 for a volunteer recognition program to help maintain and recruit volunteers. Lenny Melillo voiced his concern that the tax bills showed a 7.1% increase in the fire line. This was because the \$7,900.00 anticipated cost of an agreement with the Village of New Berlin for backup EMS service is included in the fire district total of \$137,400.00 that was reflected on the tax bills. With no further comments from the floor, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/0 Nays to close the public hearing at 7:30 PM.

**NEW LISBON TOWN BOARD---JANUARY 14, 2020---REGULAR MONTHLY MEETING  
TOWN HALL, GARRATTSVILLE**

Present: same as above

The regular monthly meeting opened at 7:30 PM. The December 10, 2019 minutes were amended to include the word internet in front of sales tax in the paragraph relating to Co. Rep. Kennedy's updates. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to accept the amended minutes for the December 10, 2019 regular monthly meeting.

Hwy. Supt. Donald Smith was home sick with the flu, but sent an email update. The four big trucks are working well. The Ford pickup has an air conditioner compressor that has locked up and will need repairs. The Chevy pickup has a crack in the windshield which he will hold off fixing until the plowing season is done. The NYSDEC and the Army Corps of Engineers will be coming to do a site inspection of the Gross Road culvert project on March 16<sup>th</sup>, 2020 at 10:00 AM and to talk about what we can do to fix it. Supt. Smith has picked out three classes that he would like to take through Cornell local roads program. He will try to bring information on a new loader to the next meeting. The total cost of equipment repairs for 2019 was \$69,298.00, which was less than half of 2018 costs and well below the average of about \$100,000.00 for the previous years. Having new equipment is saving money in repairs. The highway crew was able to get the new flag pole set up, costing us less than \$100.00 in materials. They will finish the concrete work in the spring.

Robert Taylor congratulated County Rep. Meg Kennedy on her high praise by the press in a recent news article. She was named Citizen of the Year for 2019 by Allotsego.com, the Freeman's Journal and Hometown Oneonta. He further noted his thanks to the Town for supporting all of his years of work with the Association of Towns. He received a plaque noting his service as President of the Association of Towns which he donated to hang up in the Town Hall. Supervisor Edward Lentz commented that it was an honor for such a small town as ours to have had someone in this position.

Co. Rep. Meg Kennedy advised that the County Board has tabled a request to increase the Occupancy (Bed) tax by 1 or 2%. She had constituents in Hartwick that were concerned when the increase would take place as they already have bookings for 2020. There will be a meeting on this issue on January 21<sup>st</sup> in Hartwick. She added that an increase of 1% would raise about \$500,000.00 and 2% would raise \$1,000,000.00 which would be used for road and bridge repairs. If it were to be approved, it would not take effect for a year or more. The Community Events Grant, which is aimed at events with tourist-based appeal will be happening again using bed tax funds. The application will be on the County website and will be due in by the end of February 2020. She noted that anyone interested in doing part-time work on the Census to call Taylor Brose at 518-951-9979. Rep. Kennedy has been advised that tourism in the County saves about \$1200.00 per household in taxes.

Land Use Enforcement Officer Tom Riso advised that he had located four more buildings for the assessor to check out. In regards to the property on St. Hwy. 51 with a lot of vehicles that Supervisor Edward Lentz had sent a letter to, Mr. Riso advised that he had talked to the person at the house. He was told that those living in the house don't own all of the vehicles and that they felt there were other places in Town that had over two unregistered vehicles. It was discussed whether we ignore or enforce. Supervisor Lentz will look further at the laws involved and report back next month on the issue.

There were no updates from the Climate Smart Communities Committee. Paperwork has been submitted for the Community Development Block Grant and we are waiting for the official release of the funds so that house visits and selection of the properties to get work done can move forward. Lenny Melillo noted that he went and checked out the new fire truck and it should be delivered in two weeks. They will do their fourth quarter report next month.

We received the Association of Towns' list of 10 proposed legislative items that will be voted on at their Feb.2020 annual conference. The Unified Court System sent a reminder to forward them a copy of our audit of the Justice's office. Town Historian Virginia Schoradt submitted her annual report. Town Clerk/Collector Charlene Wells submitted her annual report.

Review of our 2019 fund balances show that we are inching closer to our target amounts. After applying some funds toward our 2020 budget, we will have a cushion of \$99,965.00 in General Fund and \$177,690.00 in Highway Fund. The bills were audited by the Board and a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to approve paying General Fund Bills # 225 through #232 for a total of \$2,131.80, General Fund bills #1 through #22 for a total of \$7,538.19 and Highway Fund bills #1 through #13 for a total of \$11,007.07.

The 2020 Fire Protection contract with the Garrattsville Fire Company is for \$127,000,00 plus \$2,500.00 for an incentive program and will be for two years. After final review, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker

and carried 4 Ayes/ 0 Nays to approve the 2020-2021 Fire Protection Contract with the Garrattsville Fire Company for \$129,500.00 per year.

The Board discussed filling the vacant Councilman seat. They can make an appointment for 2020, but the position will have to be voted on at the General Election in November for filling the final year of 2021. It was decided to put up flyers and put on website for volunteers.

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

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to authorize Supervisor Edward Lentz to attend the Association of Towns Conference February 16-19, 2020 in NYC on behalf of the Town. Supervisor Lentz advised that he will pay for his expenses as he also gets some Attorney education credits. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to authorize Town Clerk Charlene Wells to attend the 2020 NYSTCA Conference in Albany on April 26-29, 2020.

Supervisor Edward Lentz noted that he will get back to having meetings on working out a contract with the Village of New Berlin for backup ems and he will contact Attorney Michelle Kennedy about helping us get our Certificate of Need. It appears that the wandering sheep in town have been sold.

In regards to working out a contract with the Village of New Berlin for backup EMS, Lenny Melillo commented that we need to define what is considered a call. We would pay a flat fee based on an assumed number of calls. There should be an accurate accounting of calls and we should watch their management to help keep them in business. He added that things are running smoothly with both AMR & New Berlin. Susan Smith questioned if New Berlin is going to be over extended by contracting with surrounding towns. Lenny Melillo noted that the town is split into four quadrants and the control center sends out the closet ambulance to each section. Supervisor Edward Lentz added that New Berlin has already been making the calls but not getting paid for them. Our intent to help keep them in business is only a band aid for the whole EMS volunteer shortage in the County. It is hoped that the County Board will work on this issue this year.

With no further business, a motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to adjourn at 8:25 PM.

Charlene R. Wells, New Lisbon Town Clerk

