

## **NEW LISBON TOWN BOARD---JANUARY 12, 2021---7:00 PM 2021 ORGANIZATIONAL MEETING---BY WEB CONFERENCE**

Present: by web conference-Supervisor Edward Lentz, Councilman Brian Ryther, Councilwoman Nancy Martin-Mathewson, Councilwoman Flo Loomis, Hwy. Supt. Donald Smith, Clerk Charlene Wells, Land Use Enforcement Officer Tom Riso, by phone: Councilman Bill Whitaker

The meeting opened at 7:05 PM. Councilman Brian Ryther was sworn in for his new term. The list of annual appointments was reviewed. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/0 Nays/1 abstention (due to technical difficulties-Councilwoman Loomis) 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 will continue with Willard Lasher as Deputy Highway Superintendent. Supervisor Edward Lentz will serve as Budget Officer and will continue with Nancy Martin-Mathewson as Deputy Supervisor. Clerk Charlene Wells will continue with Robert Wells as Deputy Clerk/Collector and will appoint another deputy to train as soon as COVID allows. Supervisor Edward Lentz & Councilwoman Nancy Martin-Mathewson will be on the Hwy. Committee with Hwy. Supt. Donald Smith. The Highway Garage Committee will be Hwy. Supt. Donald Smith, Councilwoman Nancy Martin-Mathewson, Supervisor Edward Lentz, Councilman Brian Ryther and Land Use Enforcement Officer Tom Riso. The New Lisbon Rehab Program Committee will be Town Clerk Charlene Wells, Supervisor Edward Lentz and Councilwoman Flo Loomis. The Climate Smart Communities Committee will be Councilwoman Nancy Martin-Mathewson, Supervisor Edward Lentz, Councilwoman Flo Loomis, Vicky Lentz, John Braunius, Alyx Braunius and other volunteers as they come forward. The Emergency Preparedness Plan Committee (including Public Health Emergency Preparedness Plan, Hazard Mitigation Plan and Emergency Plan) will be Supervisor Edward Lentz, Town Clerk Charlene Wells, Councilman Brian Ryther and Hwy. Supt. Donald Smith. Supervisor Lentz would like to start a new Finance Committee this year with Councilwoman Nancy Martin-Mathewson, Supervisor Edward Lentz, Town Clerk Charlene Wells and Bookkeeper Karen Kropp.

A motion was made by Councilman Bill Whitaker, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays/1 Abstention (due to technical difficulties-Councilwoman Loomis) to hire By The Books, Karen Kropp, owner, at \$8,050.00 for the year for bookkeeping services.

A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and and carried 4 Ayes/0 Nays/1 Abstention (due to technical difficulties-Councilwoman Loomis) 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 or by web conference when permitted by law and approved by the Supervisor.
- .....All bills will be audited by the Board ½ hour before the start time of the meeting except when meetings are held by web conference.
- .....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 (2021 monthly rates are \$637.99 single, \$1,275.98 double, \$1,818.27 family plus deductible amounts, ), justice court fees to the State Comptroller, payroll taxes and NYS Retirement System annual bill 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 Policy 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.



HMEO.....\$19.10 per hour

DEPUTY SUPT.....\$19.20 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 \$76.50 for single plan, \$153.00 for double plan and \$217.00 for family plan towards their monthly premium for 2021. 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 \$12.50 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. EMPLOYEE HANDBOOK...all policies and provisions of the employee handbook apply.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 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 2.26 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 5 Ayes/ 0 Nays to close the 2021 Organizational meeting at 7:30 PM.

## **NEW LISBON TOWN BOARD—JANUARY 12, 2021 REGULAR MONTHLY MEETING—BY WEB CONFERENCE**

Present: same as at Organizational meeting, plus Co. Rep. Meg Kennedy, by phone

Supervisor Edward Lentz opened the regular monthly meeting, held by web conference due to the high COVID-19 daily cases in the County, at 7:30 PM. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to accept the minutes for the December 8, 2020 regular monthly meeting as written.

Highway Supt. Donald Smith noted that suggested changes to the COVID plan are that if an employee is under quarantine and called in to work, the person will clean their own vehicle. He picked up some extra cleaning supplies to have on hand. They have had routine repairs: rear brakes on his pickup, hoses, the 2018 Freightliner control box was cracked so they rewelded it and bolted it on and the 2019 went off the road in the heavy snowstorm which resulted in a

wrecker bill. The new pickup should be in around February 1<sup>st</sup>. He noted that he met with Mike O'Reilly who has drafted a building plan and is working on a site plan. A meeting will be planned for the end of the month. Supervisor Lentz will send out the 2021 Highway Plan to review and discuss next month. Most of the items suggested by the insurance review have been completed, with the remaining ones to be reviewed. The seasonal roads will be reviewed in the spring. Hwy. Supt. Smith noted that he thought it was good to have the meeting on site with Assemblyman Salka, who advised that our highway facility is probably the worst that he has seen in his district. During the annual fire extinguisher inspection, several will be upgraded and new ones will be ordered for the new equipment.

The Hwy. Committee discussed several items which are being passed on for the Board to consider. NY State has made Juneteenth a state holiday so the Hwy. Dept. was wondering if the Town would add it as a holiday. When figuring up benefit rates for FEMA, it was realized the drastic difference between those taking insurance and those taking the waiver. Per employee it figures out to \$1.06 per hour for those taking the \$2200.00 a year waiver, and \$4.33 per hour for those on single coverage and \$5.77 per hour for those on family coverage. It was noted that if we increase the amount for taking the waiver it would make it more equitable and would encourage those in the future to take it if they are able, which in turn saves the Town money. Our policy for medical insurance states that the employee has to be on the payroll to receive benefits. If on disability, the employee may continue on the insurance by paying the entire premium. Employees can accumulate up to 70 sick days to use if they have to go out on leave. It was discussed briefly and the Hwy. Committee will discuss further and come up with a proposal for the Board to consider that would keep paying medical insurance for a certain period of time if an employee is off work, possibly increasing the number of sick days that could be accumulated and possibly have a plan that allows employees to trade in unused sick days.

The Hwy. garage phone and internet has been switched to OEC Connect and is working well. Councilwoman Nancy Martin-Mathewson's repair figures show the past two years have been about half of what the previous four years were. The cost per mile for the main trucks are \$2.47 for the 2008 Volvo, \$2.90 for the 2009 Freightliner, \$1.47 for the 2018 Freightliner and \$.92 for the 2019 Freightliner.

Co. Rep. Meg Kennedy advised that the County IGA Committee is setting up the timeline for hiring a County Administrator in 2021. The Energy Committee is waiting on the consultant to compile all of the four groups findings into a report. The Community Events grants were not given out last year because of COVID-19. They are waiting until Spring to see how things are going with the numbers and the vaccines. \$200,000.00 will be available in Micro Enterprise grants. Otsego Now will be helping businesses to get grants with the primary focus of digital marketing which can include farmers. The County Board has approved hiring additional nurses to help out in the County Health Department. There was an error in the printing of our tax bills in that they said 2020 instead of 2021. Garth Brown, a New Lisbon resident, has been hired as the new County Director of Buildings. Rep. Kennedy did not think that the County was giving Juneteenth as a holiday. The County Board of Representatives continues to meet virtually because of COVID-19.

Land Use Enforcement Officer Tom Riso advised that he checked out a location on East Side of Turtle Lake Road, where we had received a complaint of an abundance of unregistered cars piling up. Supervisor Edward Lentz will send a letter advising them they need to either remove the cars, apply for a business site plan approval and/or get a junk yard permit from the state. He noted that we are on track to have an increase in our total assessments this year. Councilwoman Nancy Martin-Mathewson advised that the CSC Committee postponed its meeting in January 2021. Councilwoman Flo Loomis did a training session about doing an emissions inventory. The Climate Smart Institute is up and running and will be a resource for us. They will hold two meetings a month, one for getting help and one for training.

Supervisor Edward Lentz noted that petitions for the election this year will circulate from February 23<sup>rd</sup> to April 1<sup>st</sup>. The primary will be held in June. NYS may reduce the numbers of needed signatures as they did last year due to COVID-19. Hartwick Supervisor Robert O'Brien told Supervisor Lentz that he got a better interest rate from the Bank of Cooperstown. Supervisor Lentz will take a look at what they have to offer. The Association of Towns annual meeting in February 2021 will be held virtually for the first time ever. Supervisor Lentz advised that he was planning on signing up for some of the sessions and a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 5 Ayes/ 0 Nays to authorize Supervisor Edward Lentz to be our voting delegate for the 2021 Assoc. of Towns annual meeting. Supervisor Lentz explained his calculations for the employee contribution to health insurance. In 2020 they were paying 8.4 % of the total cost and in 2021 they would be paying 8.9% of the total cost to the Town.

Town Historian Virginia Schoradt and Town Clerk Charlene Wells submitted their 2020 annual reports to the Board. Supervisor Edward Lentz has to submit a 2020 annual report on

the CDBG this week. We received an update on projects from Tim Peters of ORHA. The McClean project is about two thirds done. The Caffery project is waiting for windows from the supplier. The Pope roof project will be done after the contractor finishes the McLean project. The estimates for the Miller/Countryman project came in at about \$38,000.00. He is looking at splitting that between us and another grant source. They will be putting out for bids for sheetrock for Mike Parsons. The Cozzolino project is pending. They are going to get some more opinions on the Patterson foundation project. Even though these projects will use up all of our funding, we can still take in additional projects as Tim Peters may be able to get them help through other programs. Supervisor Lentz was unsure if we should apply again for another CDBG or wait a year or two. He will talk with Tim Peters about it. We will hold a required public hearing on the CDBG at the February 9<sup>th</sup>, 2021 meeting. We will check and make sure it is not a problem if we hold a virtual meeting.

Financial review showed that we spent about \$78,000.00 less than was budgeted in 2020. Supervisor Lentz projects that we will have about 98,186.00 in general fund unassigned fund balance and \$267,321.00 in highway unassigned fund balance. Overall, he felt that we did well in 2020.

The Board received the abstracts to review the bills prior to the meeting. A motion was made by Councilman Bill Whitaker, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to pay General Fund bills #1 through #16 for a total of \$12,840.61 and Highway Fund bills #1 through #13 for a total of \$13,139.78. Supervisor Lentz paid General Fund bills #229 through #235 for a total of \$1,177.11 with prior Board approval.

With no further business or comments, a motion was made by Councilman Brian Ryther, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to adjourn at 8:50 PM.

Charlene R. Wells, New Lisbon Town Clerk