

**Town of Enfield  
Organizational Town Board Meeting Minutes  
Enfield Community Building  
Tuesday, January 3, 2012  
6:30 p.m.**

Present: Town Supervisor Roy Barriere, Town Councilperson Chris Hern, Town Councilperson Ann Rider, Town Councilperson Debbie Teeter, Town Highway Superintendent Barry Rollins, Town Clerk Alice Linton. Town Councilperson Vera Howe-Strait arrived at 6:50 p.m.

Town Supervisor Barriere opened the meeting at 6:30 p.m. by leading the assemblage in the Pledge of Allegiance to the Flag.

**TOWN OF ENFIELD 2011 ORGANIZATIONAL RESOLUTIONS**

**Resolution #2012-1 Town Board Meeting Dates**

Resolved, the regular meeting of the Enfield Town Board shall be held monthly on the 2<sup>nd</sup> Wednesday of each month, at 6:30 p.m., at the Enfield Community Building, 182 Enfield Main Road.

Supervisor Barriere moved to adopt Resolution #2012-1, with a second by Councilperson Teeter.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

**Resolution #2012-2 Official Newspaper**

Resolved, the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper for the Town of Enfield.

Further resolved, the Town Newsletter will be in conjunction with the Enfield Community Council Newsletter – 3-4 per year.

Supervisor Barriere moved to adopt Resolution #2012-2, with a second by Councilperson Rider.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

**Resolution #2012-3 Town Board Regular Meeting Outline**

Resolved, the order for conducting business at the regular Town Board meetings is as follows:

- Call Meeting to Order
- Pledge of Allegiance
- Privilege of the Floor (Limited to 3 minutes)
- Approval of Minutes
- Communications
- Audit Claims
- County Legislator's Report

Committees Reports  
Old Business  
New Business  
Announcements  
Adjournment

Further resolved, the order for conducting any special meetings is as follows:

Call Meeting to Order  
Pledge of Allegiance  
Old Business  
New Business  
Announcements  
Adjournment

Supervisor Barriere moved to adopt Resolution #2012-3, with a second by Councilperson Hern.

Discussion: Highway Superintendent Buddy Rollins asked if the Highway Superintendent Report should be listed and Code Enforcement Officer Alan Teeter asked if the Code Enforcement Officer Report should be listed also.

Resolution #2012-3 was amended to include these two reports after the County Legislator's Report.

Councilperson Rider asked if Communications should be moved to Announcements. Supervisor Barriere explained this was correspondence and Councilperson Teeter mentioned sometimes the Communications are important for members of the public to hear who might leave the meeting early.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

#### **Resolution #2012-4 Town Board Appointments**

Resolved, the Town Board hereby makes the following Advisory Committee/Position appointments (*chair is noted in **bold** print*):

- |  |  |
|--|--|
| • <b>Town Historian</b>  | <i>Sue Thompson</i>                                    |
| • <b>Town Webmaster</b>  | <i>Sue Thompson</i>                                    |
| • <b>Cemetery Committee</b><br><i>Howe-Strait – liaison.</i>               | <i>Sue Thompson, Wayne Snyder – Councilperson Vera</i> |
| • <b>Beautification Committee</b><br><i>Teeter, and Helen Hetherington</i> | <i>Councilperson Ann Rider, Councilperson Debbie</i>   |
| • <b>Community Council Liaison</b><br><i>Councilperson Debbie Teeter</i>   | <i>Councilperson Vera Howe-Strait, alternate –</i>     |
| • <b>County Youth Board</b><br><i>Liaison</i>                              | <i>Marnie Kirchgessner, Councilperson Ann Rider –</i>  |
| • <b>Recreation Partnership</b>  | <i>_____, Councilperson Ann Rider – Liaison</i>        |

- **Fire, Disaster, & EMS Advisory Board** *Larry Lanning; alternate – Larry Stilwell (term ends 12/31/12)*
- **County Environment Mgmt Council** *Poney Carpenter*
- **Facilities Development** *Deputy Supervisor Jean Owens and Councilperson Chris Hern*
- **Advisory Board of Assessment Review** *Doris Rothermich, Peg Willis, & Debra Spencer.*
- **Planning Board** *Co-chair Virginia Bryant (2017), Co-chair Michael Carpenter (2014), Marie VanDeMark (2013), Ann Chaffee (2018), Stephen Givin (2012), Daniel Walker (2015), Calvin Rothermich (2016), and Councilperson Vera Howe-Strait – Liaison*
- **Facilities Manager** *Councilperson Chris Hern*
- **Personnel Committee** *Councilperson Debbie Teeter, Supervisor Roy Barriere, Highway Superintendent Buddy Rollins, David Owens (employee representative), Town Clerk Alice Linton*
- **TC Council of Government** *Supervisor Roy Barriere, Deputy Supervisor Jean Owens - alternate*
- **Health Insurance Consortium Dir.** *Herb Masser, Jr., Councilperson Debbie Teeter – alternate*
- **Health Insurance Consortium Jnt Com.** *Herb Masser, Jr., Councilperson Debbie Teeter – alternate*
- **Emergency Planning Committee -** *Larry Stilwell, Councilperson Debbie Teeter, Denny Hubbell, Wayne Snyder, Highway Superintendent Buddy Rollins*

Supervisor Barriere moved to adopt Resolution #2012-4, with a second by Councilperson Teeter.

Discussion: Councilperson Rider will attempt to find someone to fill the vacancy on the Recreation Partnership. Also, Larry and Linda Stilwell have agreed to join the Beautification Committee, so the Resolution was amended to include them.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

#### **Resolution #2012-5 Town Bookkeeper – salary at \$5,917.92/year, paid monthly**

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and

Further resolved, the Supervisor is authorized to list the Bookkeeper on the Town Security Insurance Policy, and

Further resolved, the Supervisor appoints Mary Cornell to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-5, with a second by Councilperson Teeter.

Discussion: Councilperson Teeter asked if Mary Cornell will have an office at the town hall. Councilperson Rider asked if the bookkeeper's records will be computerized. Supervisor Barriere replied they are looking into a program for the bookkeeper and office space at the town hall or community building. Supervisor Barriere also mentioned that Pat Podufalski will continue to work with Mary Cornell until the annual report is completed, which is due by the end of February.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Straight absent. Carried.

**Resolution #2012-6 Deputy Town Supervisor – salary at \$1,236.00/year, paid quarterly**

Resolved, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his absence, and

Further resolved, the Supervisor appoints Jean Owens to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-6, with a second by Councilperson Rider.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Straight absent. Carried.

**Resolution #2012-7 Deputy Highway Superintendent – salary at \$20.15/hour, paid biweekly**

Resolved, the Town Board establishes the Office of Deputy Highway Superintendent to act for and in place of the highway Superintendent in his absence, and

Further resolved, the Highway Superintendent appoints Charles Sinclair to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-7, with a second by Councilperson Hern.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Straight absent. Carried.

**Resolution #2012-8 Deputy Town Clerk – salary at \$12.00/hour, paid monthly**

Resolved, the Town Board establishes the Office of Deputy Town Clerk to assist the Town Clerk in Records Management, tax collection, producing meeting minutes, and to act for and in place of the Town Clerk in her absence, and

Further resolved, the Town Clerk appoints Susan Thompson to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-8, with a second by Councilperson Rider.

Councilperson Rider asked if there was a weekly suggested time for the deputy to work. Supervisor Barriere stated no, but there is a maximum of \$4,500 per year in the budget.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Straight absent. Carried.

**Resolution #2012-9 Code Enforcement Officer – salary at \$25,554.00, paid monthly**

Resolved, the Town Board appoints Alan Teeter to fill the position of Code Enforcement Officer.

Supervisor Barriere moved to adopt Resolution #2012-9, with a second by Councilperson Hern.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter abstain, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

**Resolution #2012-10 Attorney for the Town – salary at \$175.00/hour, paid monthly**

Whereas, the Town Board specifically waives the requirement that the Town's Attorney be a resident of the Town,

Now therefore, be it resolved, the Town Board appoints Mr. Guy Krogh, Esq. to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-10, with a second by Councilperson Teeter.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

**Resolution #2012-11 Engineering Firm for the Town**

Whereas, the Town Board appointed Resource Associates of Cortland to provide engineering services for Site Plan Reviews, specifically for the proposed highway facility, and

Whereas said engineering firm has provided such in a timely manner at reasonable prices, and is expert in designing municipal facilities.

Therefore, be it resolved, the Town Board re-appoints Resource Associates of Cortland to be named the Engineering Firm for the Town.

Supervisor Barriere moved to adopt Resolution #2012-11, with a second by Councilperson Rider.

Discussion: Councilperson Teeter asked if there would be a financial obligation. Supervisor Barriere replied no, and we may not use Resource Associates services once the highway facility is complete. There is no line item for the engineering firm, it would fall under whatever project the firm is hired specifically for.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

**Resolution #2012-12 Court Clerk – salary at \$8,316.72/year, paid monthly**

Resolved, the Town Justices appoint Tiffany Poole to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-12, with a second by Councilperson Teeter.

Vote: Councilperson Hern aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye, Councilperson Howe-Strait absent. Carried.

Councilperson Howe-Strait arrive at this time.

**Resolution #2012-13 Cemetery Grounds Keepers (2 individuals) – salary at \$1,672.00 each/year, paid monthly in June, July, August, and September**

Resolved, the Town Board appoints Wayne A. Snyder and Wayne C. Snyder to fill these positions.

Supervisor Barriere moved to adopt Resolution #2012-13, with a second by Councilperson Hern.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Resolution #2012-14 Town Hall/Community Building Custodian – salary at \$10.30/hour, paid monthly**

Resolved, the Town Board appoints Paul Thompson to fill this position.

Supervisor Barriere moved to adopt Resolution #2012-14, with a second by Councilperson Rider.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Resolution #2012-15 Public Officials/Town Employees Pay Schedule**

Resolved, the following salaries and pay schedule for all Town Officials and employees, is approved for 2012:

- Town Supervisor - \$15,000.00/year; paid monthly
- Town Councilpersons - \$2,727.84 each/year; paid quarterly
- Town Clerk - \$15,000.00/year; paid monthly
- Town Justices - \$11,031.24 each/year; paid monthly
- Highway Superintendent - \$50,668.56; paid monthly
- Machine Equipment Operator - \$15.00 - \$19.40/hour; paid biweekly
- Highway Department “Part-Time” or “Seasonal” Employees - \$10.00 to \$12.00/hour; paid biweekly
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Supervisor Barriere moved to adopt Resolution #2012-15, with a second by Councilperson Howe-Strait.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Resolution #2012-16 Policies and Procedures**

Resolved, the Town Board adopts the listed Policies and Procedures contained in the Town of Enfield Policies and Procedures Manual:

- Policy 100.1 - Banking Institutions
- Policy 100.2 - Payroll Activities
- Policy 100.3 - Vacation and Holiday Policy
- Policy 200.1 - Sick Leave Policy
- Policy 200.2 - Health Insurance Policy
- Policy 400.1 - Investment Policy
- Policy 400.2 - Prepayment of Certain Bills

Policy 400.3 - General Policy on Procurement  
Policy 400.4 - Mileage Reimbursement  
Policy 510.1 - Cemetery Fees  
Policy 600.1 - Transcription Tape Retention

Supervisor Barriere moved to adopt Resolution #2012-16, with a second by Councilperson Rider.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Resolution #2012-17                      Code of Ethics**

Resolved, all Public Officials, appointees, and employees for the Town of Enfield are subject to the Code of Ethics as adopted by the Town.

Supervisor Barriere moved to adopt Resolution #2012-17, with a second by Councilperson Hern.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Compensation of Pat Podufalski to train new bookkeeper, Mary Cornell:**

Supervisor Barriere moved, with a second by Councilperson Teeter to compensate Pat Podufalski at a rate of \$15.00 per hour, not to exceed \$600.00 for the next two months.

Discussion: Councilperson Teeter asked if there were funds in the budget to cover this. Supervisor Barriere replied the funds would come out of contractual for bookkeeper and would be in place of training. The town will also be looking into software for the bookkeeper.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Agreement between the Town of Enfield and Guy K. Krogh, Esq.:**

Councilperson Teeter moved, with a second by Councilperson Rider, to authorize the Town Supervisor to sign the 2012 Agreement as to Legal Representation between the Town of Enfield and Guy K. Krogh, Esq.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

**Calendar of Events for January:**

January 10<sup>th</sup> from 6:30 – 9:30 p.m. at the new highway facility, presentation by George Frantz of George Frantz and Associates and Donald Siegel, Professor of Earth Sciences at Syracuse University regarding hydrofracking.

January 11<sup>th</sup> at 6:30 p.m. regular town board meeting at the Community Building.

January 18<sup>th</sup> at 5:00 p.m. special town board audit meeting at the Town Hall.

January 24<sup>th</sup> from 6:30 – 9:30 p.m. at the new highway facility, presentation by Scott Kurkoski, Esq. regarding gas drilling issues.

Supervisor Barriere asked if the board would like to have the town attorney Guy Krogh present for the presentation on January 24<sup>th</sup>.

Councilperson Teeter asked if we would need to pay Guy Krogh for his time. Supervisor Barriere responded we would if Guy Krogh chose to bill the town for his time.

Councilperson Rider mentioned getting as much preliminary information on the issue of hydraulic fracturing and legal issues surrounding a ban and/or moratorium is important.

Councilperson Hern felt Guy Krogh had the opportunity to express his legal opinion already.

Councilperson Howe-Strait felt it was important to have Guy Krogh present to make sure information was not left out or have questions go unanswered.

Councilperson Teeter wondered if the presentation was taped, if Guy could watch the recording and then respond, and that might save some money.

Supervisor Barriere felt if board members had questions, they could be answered right away if Guy was at the presentation.

Councilperson Rider moved, with a second by Councilperson Howe-Strait, to ask town attorney Guy Krogh to attend the public meeting from 6:30 to 9:30 p.m. on January 24<sup>th</sup> regarding legal issues of hydraulic fracturing.

Vote: Councilperson Hern aye, Councilperson Howe-Strait aye, Councilperson Rider aye, Councilperson Teeter aye, Supervisor Barriere aye. Carried.

Supervisor Barriere moved, with a second by Councilperson Rider, to adjourn the meeting at 7:10 p.m. No one opposed.

Respectfully submitted,

Alice Linton  
Enfield Town Clerk