

**Town of Enfield
Organizational Town Board Meeting Minutes
Enfield Community Building
Wednesday, January 6, 2010
6:30 p.m.**

Present: Supervisor Roy Barriere, Town Councilperson Chris Hern, Town Councilperson Debbie Teeter, Highway Superintendent Barry Rollins, Town Clerk Alice Linton
Absent: Town Councilperson Stephanie Gaynor

Supervisor Barriere opened the meeting by leading the assemblage in the Pledge of Allegiance to the Flag.

Presentation: Cynthia Kloppel, Mobility Program Specialist with The Employment Unit of Tompkins County Department of Social Services and Dwight E. Mengel, Chief Transportation Planner with Program Development and Planning, Tompkins County Department of Social Services gave a presentation on the new “Cityvan” program through TCAT, a service targeted towards underserved areas of Enfield and Newfield. Proposed are three vans with twelve seats each that will make up to five round trips per day at a cost of \$3.00 per trip. Cynthia and Dwight also spoke about a new transportation program that Cooperative Extension is working on - “Way to Go”.

Resolution #2010-1 Town Board Meeting Dates

Moved by Councilperson Teeter, seconded by Councilperson Hern.

Resolved, the regular meeting of the Enfield Town Board shall be held monthly on the 2nd Wednesday of each month, at 6:45 p.m., at the Enfield Community Building, 182 Enfield Main Road.

Discussion: Privilege of the Floor will begin at 6:45 with the meeting to follow.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-2 Official Newspaper

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-3 Town Board Regular Meeting Outline

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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 per person)
 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

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-4 Town Board Appointments

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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

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|--|---|
| • Town Historian | <i>Sue Thompson</i> |
| • Town Webmaster | <i>Sue Thompson</i> |
| • Cemetery Committee | <i>Sue Thompson, Wayne Snyder – Councilperson</i> |
| <i>Chris Hern – liaison.</i> | |
| • Beautification Committee | <i>Ann Rider, Helen Hetherington, Jolee Carlisle, and</i> |
| <i>Councilperson Debbie Teeter - liaison</i> | |
| • Community Council Liaison | <i>Councilperson Stephanie Gaynor, alternate –</i> |
| <i>Councilperson Debbie Teeter</i> | |
| • County Youth Board | <i>_____, Councilperson Stephanie Gaynor –</i> |
| <i>Liaison</i> | |

- **Recreation Partnership** _____, *Councilperson Stephanie Gaynor – Liaison*
- **Fire, Disaster, & EMS Advisory Board** *Larry Lanning; alternate – Larry Stilwell (term ends 12/31/12)*
- **County Environment Mgmt Council** *vacant*
- **Facilities Development** *Deputy Supervisor Jean Owens, Frank Podufalski, & Dennis Hubbell*
- **Advisory Board of Assessment Review** *Linda Heyman, Doris Rothermich, & Debra Spencer.*
- **Planning Board** *Co-chair Virginia Bryant (2010), Co-chair James McConkey (2013), Ann Chaffee (2011), Stephen Givins (2012), vacant (2014), Keith Smith (2015), vacant (2016), and Councilperson Chris Hern – Liaison & Councilperson Debbie Teeter – Liaison for Marcellus Shale issues.*
- **Facilities Manager** *Councilperson Chris Hern*
- **Personnel Committee** *Councilperson Debbie Teeter, Supervisor Roy Barriere, Superintendent Buddy Rollins, and David Owens (employee representative)*
- **TC Council of Government** *Supervisor Roy Barriere, Deputy Supervisor Jean Owens- alternate*
- **Health Insurance Consortium Dir.** *Councilperson Stephanie Gaynor, Herbert Masser - alternate*

Discussion: Facilities Development Committee should include a board member – this will be discussed at a future meeting.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-5 Town Bookkeeper – salary at \$5,636.16/year, paid monthly

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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 Pat Podufalski to fill this position.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-6 Deputy Town Supervisor – salary at \$1,200.00/year, paid quarterly

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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

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

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-7 Deputy Highway Superintendent – salary at \$19.33/hour, paid biweekly

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-8 Deputy Town Clerk – salary at \$9.88/hour, paid monthly

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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 N. Patricia Dougherty to fill this position.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-9 Code Enforcement Officers – salary at \$17,699.50 each/year, paid monthly

Moved by Councilperson Hern, seconded by Supervisor Barriere.

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

Discussion: Councilperson Teeter asked for the vote to be retaken when another board member is present to ensure there is no conflict of interest.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-10 Attorney for the Town – salary at \$150.00/hour, paid monthly

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-11 Engineering Firm for the Town

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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 be named the Engineering Firm for the Town.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-12 Court Clerk – salary at \$7,920.72/year, paid monthly

Moved by Councilperson Teeter, seconded by Councilperson Hern.

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

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-13 Cemetery Grounds Keepers (2 individuals) – salary at \$1,622.00 each/year, paid monthly in June, July, August, and September

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-14 Town Hall/Community Building Custodian – salary at \$10.00/hour, paid monthly

Moved by Councilperson Teeter, seconded by Councilperson Hern.

Resolved, the Town Board appoints Wayne C. Snyder to fill this position.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-15 Public Officials/Town Employees Pay Schedule

Moved by Councilperson Teeter, seconded by Councilperson Hern.

Resolved, the following salaries and pay schedule for all Town Officials and employees, is approved for 2010:

- Town Supervisor - \$9,344.16/year; paid monthly
- Town Councilpersons - \$2,648.40 each/year; paid quarterly
- Town Clerk - \$10,956.00/year; paid monthly
- Town Justices - \$10,506.00 each/year; paid monthly
- Highway Superintendent - \$49,192.80; paid monthly
- Machine Equipment Operator - \$18.83/hour; paid biweekly
- Highway Department “Part-Time” or “Seasonal” Employees - \$10.00 to \$12.00/hour; paid biweekly

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-16 Policies and Procedures

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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

Discussion: The date on the cover of the Enfield Policies and Procedures Manual should be updated.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-17 Code of Ethics

Moved by Councilperson Hern, seconded by Councilperson Teeter.

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

Discussion: A goal this year is to work on a new Code of Ethics and possibly work with Newfield and Trumansburg to form a Board of Ethics.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Agreement for Legal Services:

Councilperson Teeter moved and Councilperson Hern seconded a motion to authorize Supervisor Barriere to sign the 2010 Agreement for Legal Services between the Town of Enfield and Guy K. Krough, Esq. of Thaler and Thaler.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Budget Amendment:

Resolution #2010-18, Town of Enfield 2009 Budget Amendment Number BA #1

Moved by Councilperson Teeter, seconded by Councilperson Hern.

WHEREAS, budget lines have to be amended to allocate monies where they are most needed in the 2009 Enfield Town Budget, NOW THEREFORE BE IT

RESOLVED, that General Fund Account A9010.8 titled, Employee Benefits –State Retirement be decreased by \$5.00, General Fund Account A1620.4 titled, Buildings – Contractual be decreased by \$23.00 and General Fund Account A9060.8 titled, Employee Benefits – Health Insurance be increased by \$5.00, General Fund Account A5182.4 titled, Street Lighting – Contractual be increased by \$23.00.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Resolution #2010-19 Changing Authorization for the Enfield Town Clerk's Bank Accounts

Moved by Councilperson Teeter, seconded by Councilperson Hern.

WHEREAS, two bank accounts have been maintained by the Enfield Town Clerk for various financial activities as specified in the Town of Enfield's Policy and Procedure Manual, through Tompkins Trust Company (TTC), and

WHEREAS, on the 1st of January, 2010, Alice Linton officially became the Town Clerk for the Town of Enfield, NOW THEREFORE BE IT

RESOLVED, that on this 6th day of January, TTC will continue as the depository of funds belonging to the Town of Enfield for the specified activities of the Town Clerk, and FURTHER BE IT

RESOLVED, the Town Clerk as noted above is designated as the Authorized Person to establish a depository relationship with TTC and FURTHER BE IT

RESOLVED, TTC will be notified promptly and in writing, by the Enfield Town Board, of any change of the Authorized Person as noted.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Public Officer Training:

Supervisor Barriere moved with a second by Councilperson Teeter to approve funds needed for Councilpersons Teeter and Hern to attend the training January 13, 14 and 15 in Rochester, NY.

Discussion: Code Enforcement vehicle can be used for travel to conference.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Land Lease Agreement:

Supervisor Barriere moved to accept the Agreement and for authorization for Supervisor Barriere to sign the Agreement prepared by Guy Krough, Esq. between the Town of Enfield and John Rancich, allowing the Town of Enfield to store highway materials on Mr. Rancich's property. Councilperson Hern seconded the motion.

Vote: Councilperson Hern aye, Councilperson Teeter aye, Supervisor Barriere aye.

Announcements:

If new employees would like to join the NYS Retirement System they should sign up with Town Bookkeeper Podufalski. A new regulation has been passed by the state whereby employees must keep a log of their time for a three month period on file with the Town Clerk and Town Bookkeeper.

The next Enfield Town Board Meeting will begin at 6:00 p.m. on January 13 with a public hearing on the proposed new highway facility. Copies of the SEQRA are available at the Town Clerk's Office.

In the near future the Board will need to discuss the Developer's Agreement that was put together by Harris Beach, the legal firm representing the Town for the Black Oak Wind Farm Project.

The Town Audit Meeting will be held January 19, 2010 at 6:00 p.m. at the Town Hall.

Councilperson Teeter mentioned there has been no communication that Governor Patterson has put Marcellus Shale Gas Drilling on hold until the EPA has finished their study. On January 27th there will be a public information night in Enfield, place TBD with a presenter from Cornell and Don Barber, Town of Caroline Supervisor, on how the Town of Enfield can be proactive on this matter.

Wind Farm comments have been received from Harris Beach and the Enfield Town Clerk and have been forwarded to the developer. The Wind Farm has asked for a 30 day extension on the review period – until February 3, 2010.

Adjournment:

Councilperson Teeter moved and Councilperson Hern seconded a motion to adjourn the meeting at 7:45 p.m.

Respectfully submitted,

Alice Linton, Town Clerk