

Town of Enfield
Regular Town Board Meeting Minutes
Enfield Community Building
Wednesday, July 11, 2012
6:30 p.m.

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

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

Haefele Presentation: Jeff Golden, Marketing and Communications Manager for Haefele TV gave a presentation on the upgrading, expansion and redevelopment planned in the Town of Enfield. Haefele has a proposed extension at the corner of Halseyville and Iradell Roads. The current franchise agreement with Haefele expired in June.

Supervisor Barriere mentioned 20-25% of the town is not covered by Haefele now and wonders what the chances of extending the coverage in Enfield are.

Lee Haefele, owner of Haefele TV, responded that when a potential customer requests an extension, letters are sent to others in the area. Usually there is very little interest. The best way to extend coverage is to have neighbors talk to each other and respond to Haefele that they are interested.

Councilperson Teeter suggested putting an article in the next newsletter with information on Haefele and how to go about getting service in neighborhoods. She also suggested a mailing from the town, being a trusted source, with information on Haefele .

Councilperson Rider asked what the process is for extending service.

Jeff Golden responded after receiving an inquiry, Haefele would check out the area, see what the physical limitations are, how many homes there are and how many could the service be sold to. The information can be turned around within a week or so. Then a determination of how feasible it is to go forward can be made. He also mentioned the bundling package, which includes phone, internet and cable TV is available to anyone with Haefele service. He stated there is no one in Enfield more than 2 miles from a cable hook up. He also stated that what can be done now with fiber optics would cost less than setting up a wireless infrastructure.

Privilege of the Floor: Mary Jo Lovelace of 2504 State Rt. 79 stated she is pleased about the Planning Board meeting next week for the Comprehensive Plan. She would like to see the deadline for completion of the Plan be moved up to January, 2013.

Approval of Minutes: Councilperson Teeter moved, with a second by Councilperson Rider to approve the minutes of the June 13, 2012 regular board meeting.

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

Correspondence: Agenda and meeting notice from Ithaca-Tompkins County Transportation Council for July 17, 2012 meeting to be held from 10 a.m. to noon at 737 Willow Avenue.

Notice from Better Housing for Tompkins County, Inc. that they are submitting a grant application for home rehabilitation in Tompkins County.

Budget Amendments:

Supervisor Barriere moved, with a second by Councilperson Teeter to approve Resolution #2012-33.

Resolution #2012-33

RESOLUTION AMENDING WARRANT #6 - 2012

WHEREAS, voucher #173 from Warrant #6 for the General Fund had exceeded the budgeted amount for line item A5132.4, now therefore be it

RESOLVED, that voucher #173 be deleted from Warrant #6, and further be it

RESOLVED, that total amount of Warrant #6 for the General Fund be reduced to \$17,772.61.

Discussion: Supervisor Barriere stated he checked with Cintas regarding payment of this voucher, and they said it was fine to pay the voucher in July.

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 accept Budget Amendment #2012-11.

Budget Amendment #2012-11

WHEREAS, an insurance claim was submitted for water damage that occurred in January, 2012, in the new highway facility, and

WHEREAS, the claim was approved by the Town's insurance carrier, now therefore be it

RESOLVED, that the General Fund Revenues Account, line item A2680, titled "Insurance Recovery", be increased by \$5,119.03 and General Fund Account, line item A1620.42, titled "Property Damage - Contractual", be increased by \$5,119.03, and further be it

RESOLVED, that the following expenditures be transferred from the line items indicated, to line item A1620.42:

- Warrant #1/Voucher #49 - \$239.98; H5197.2
- Warrant #3/Voucher #88 - \$259.00; A1620.4
- Warrant #5/Voucher #152 - \$300.00; A5132.4
- Warrant #6/Voucher #171 - \$834.24; A8160.4
- Warrant #6/Voucher #184 - \$2,375.81; A1620.4

Discussion: Supervisor Barriere stated the plumber hired for work at the new highway facility, D'Amico Heating and Plumbing, did not follow through on work to be done after water damage was sustained. Therefore, the expenses from the water damage had to be covered under the town's insurance policy.

Councilperson Rider asked if all insurance claims had been submitted and if the facility was back to normal as far as water damage. Supervisor Barriere responded yes.

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 Hern to accept Budget Amendment #2012-12.

Budget Amendment #2012-12

WHEREAS, expenses have exceeded the budget in the General Fund Account, line item A1460.4, titled "Records Management - Contractual", now therefore be it

RESOLVED, that the General Fund Account, line item A1990.4, titled "Special Items – Contingency Account", be decreased by \$11.00 and General Fund Account, line item A1460.4, titled "Records Management - Contractual", be increased by \$11.00.

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

Audit Claims:

Councilperson Rider moved, with a second by Councilperson Hern to authorize the supervisor to pay General Fund vouchers #189 to #222 dated July 11, 2012 in the amount of \$16,335.21, Highway Fund vouchers #109 to #125 dated July 11, 2012 in the amount of \$66,116.84 and H Fund voucher #223 dated July 11, 2012 in the amount of \$163.00.

Supervisor Barriere explained there was confusion on pre-paid bills. In the future, all bills will be vouchered .

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

County Legislator's Report: None.

Highway Superintendent's Report: Highway Superintendent Buddy Rollins reported a check was received from Teets for scrap metal from the clean-up week in May. He estimated about half as many dumpsters were filled as last year. The 1987 Ford tractor and broom sold at the internet auction for \$5,025 and \$460 respectfully. A check should be received soon from the internet auction service. Griffin Road is about half done and other projects should be finished in August. There has been no word on the Enfield Creek Project.

Superintendent Rollins also reported he has heard nothing about air conditioners or ceiling fans in the new highway facility and the flag light has not been working for awhile.

The PESH inspection report has come back and everything that was a problem has been fixed.

The town has been asked to sign a five year Inter-Municipal Shared Services Agreement so we can work with the county and other municipalities to provide and receive goods and services. The county keeps track of the value of shared services. This would be identical to the agreement signed by the town five years ago.

The issue of stolen road signs was brought up. Superintendent Rollins doesn't feel the stolen signs need to be reported to law enforcement. Signs are being replaced throughout the town to bring them up to the current code - they will have a break-away system and lettering will be larger. A part-time employee has been hired to take an inventory of road signs and replace those that need to be brought up to code.

Code Enforcement Officer's Report: Code Enforcement Officer Alan Teeter reported in June there were 5 building permits issued, 1 for a new house, which brings the year to date total to 34, with 4 being new homes. There were 27 inspections and progress checks, 2 meetings with owners/builders, 1 valid complaint received, 1 fire and safety inspection, 1 property number issued, and 2 house numbers installed.

Committee Reports:

Planning Board: Supervisor Barriere stated a special meeting will be held on July 18 with a request for public input into the Comprehensive Plan.

Health Insurance Consortium: No report

Enfield Community Council: Councilperson Rider reported summer camp started last week with 100 campers and 14 Counselors in Training. The first Cinema in the Center was held and the next is scheduled for August 3. The Council is looking for someone to chair the silent auction at the Harvest Festival this fall. Councilperson Rider reported the town's share of the Recreation Partnership will go down \$9. She did not attend the last Youth Board meeting.

Enfield Volunteer Fire Company: No report

Facilities Manager: Councilperson Hern recommended filling the floor drains in the old highway facility with concrete so there is no chance of them being used again. Councilperson Teeter asked why they couldn't be filled with gravel. Councilperson Hern replied that gravel could wash out and the drains can't be used as they are an environmental hazard.

Councilperson Hern moved, with a second by Supervisor Barriere to authorize the highway superintendent to plug the floor drains in the old highway facility with concrete.

Discussion: Highway Superintendent Rollins asked what budget fund materials should come from.

Supervisor Barriere replied budget line A1620, the building fund.

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

Communication Access Committee: No report

Facilities Development: No report

Personnel Committee: Councilperson Teeter reported the next meeting is scheduled for July 17.

Tompkins County Council of Governments: No report

Old Business:

Update on Road Preservation Plan: Dan Walker, Enfield Planning Board member, reported he is working with the Towns of Ithaca, Caroline and Ulysses to draft a Road Preservation Plan. Tompkins County is moving ahead on administering the law they passed last year. County roads have a higher level of quality than town roads, so their law is different than towns would use. The hope is that all towns will work together to notify the county when projects are approved so county permits can be issued at the same time town permits are issued for projects.

Councilperson Rider asked what the time-line is for a proposed local law and if an inventory has been completed of town roads to determine weight limits.

Mr. Walker replied he has put together a draft law, which is similar to the county's, except the thresholds are a lot lower. He would like to see Enfield's town roads posted with a 10 ton limit, especially on paved roads, as the nature of our roads is low volume rural, and most aren't paved the same as county or state roads.

Councilperson Teeter asked if the law triggers a permitting process based on x number of trips at a certain weight, why would you need to post roads.

Mr. Walker replied, for a local use, just posting a road would not restrict using the road to get to a local site. The law would say the town can make the hauler responsible for any damage done to the road if they had a permit. The law would say the road can be used for heavy, temporary traffic, if you get a permit. Posting the roads would prevent heavy vehicles from traveling the road if it was not for a local purpose.

For the county law, if the county director of highways knows there will be a project on the road, he can post the road and restrict the weight on the road. For Enfield the roads could just be posted before there is a law. The only expense would be putting up the signs. Agriculture is usually exempted from the postings. Emergency vehicles and school buses would be considered local use.

Councilperson Rider asked if there will be similarity between the law in different towns.

Mr. Walker replied the similarity of the laws would be based upon the capacity of the roads in the towns. For example, Ulysses has a lot more pavement on their roads than Enfield does. So they may be able to handle heavy loads better than Enfield.

Park-and-Ride Update: TCAT is working on a survey. The town will need to have a written agreement from TCAT before any action is taken.

New Business:

Aquifer Study Discussion: Supervisor Barriere stated Planning Board co-chairperson Virginia Bryant, Nancy Spero and Marcie Finlay have asked that the town make a commitment to an aquifer study.

Work would be done as the town was able to pay, and the town would only need to pay about one-third of the total cost. The cost to the town would be about \$90,000 over a five year period, but grants could cover that amount, and the town could stop work at any time with no further expense to the town. There will be a brief presentation at the August town board meeting from a USGS representative. The first step in the process is for the town to make a commitment to the study.

Councilperson Rider urged putting funds to begin this process in the 2012-2013 town budget.

Councilperson Teeter stated she feels there is no room in the budget for this, but would like to see grant funds to cover the cost.

Medication Disposal Program: Supervisor Barriere reported Enfield has been asked to be the site of the next Disposal Day, September 29, 2012, from 10 a.m. to 2 p.m. He recommended the old highway facility be used for this and he will get volunteers to work that day. Councilperson Rider volunteered to organize the Disposal Day.

Councilperson Teeter moved, with a second by Councilperson Rider to open the old highway facility at 168 Enfield Main Road for the Medication Disposal Program on or about September 29, 2012.

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

Workplace Violence Prevention Policy: Supervisor Barriere explained our insurance carrier, The Worker's Compensation Alliance, notified us all employees and volunteers in the town need to be trained in the workplace violence policy. They will provide training to train trainers. This training needs to be repeated annually and is mandated.

Councilperson Teeter moved, with a second by Councilperson Rider to approve the Town of Enfield Workplace Violence Prevention Policy and Incident Reporting as presented.

Town of Enfield

Workplace Violence Prevention Policy and Incident Reporting

The Town of Enfield is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on the Town of Enfield's property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Town of Enfield has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Enfield will provide counseling services or referrals for employees.

All Town of Enfield personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

Designated Contact Person:

Name: _____ Title: _____
 Department: _____ Phone: _____
 Location: _____

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

NYS and Local Retirement Resolution: Supervisor Barriere reported there were several minor changes necessary for the 2010 and 2011 report - checks in one column were removed and full time MEOs were removed. The 2012 report was also presented with current information of public officials and employees enrolled in the NYS retirement system. The reports will be posted for 30 days and then sent to the Office of the State Comptroller.

Councilperson Teeter moved, with a second by Councilperson Howe-Strait to accept the 2010, 2011, and 2012 Standard Work Day and Reporting Resolutions for the NYS and Local Retirement as presented and attached to these minutes.

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

Supervisor Barriere stated a one-time resolution for the Standard Work Day for Employees needs to be approved. The Town of Enfield only has one titled position, which is Motor Equipment Operator and their standard work day is 8 hours per day.

Supervisor Barriere moved, with a second by Councilperson Rider to approve the Standard Work Day Resolution for Employees.

Standard Work Day Resolution for Employees

BE IT RESOLVED, that the Town of Enfield, Location Code 30576, hereby establishes the following as standard work days for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body: Title - Motor Equipment Operator, Standard Work Day (hours/day) - 8.

Discussion: Highway Superintendent Rollins asked what the procedure would be if the work day changed.

Supervisor Barriere replied the resolution could be redone.

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

Appointment for the Recreation Partnership: Supervisor Barriere explained this position has been vacant for several years. Carolyn Tschanz has come forward and said she would be willing to serve on the committee until the end of 2013. She was previously president of the Community Council and would be a good representative for the town.

Councilperson Rider moved, with a second by Supervisor Barriere to appoint Carolyn Tschanz to the Recreation Partnership through December, 2013.

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

Councilperson Rider will provide the Recreation Partnership with a copy of the minutes showing the appointment of Carolyn Tschanz.

2012 Youth Services Agreement: Supervisor Barriere explained this is an Agreement that we sign every year. We have the \$1,270 designated in our budget.

Councilperson Teeter moved, with a second by Councilperson Howe-Strait to authorize the supervisor to sign the Youth Services Program Contract for 2012.

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

Discuss joining on (or not) with the Cayuga Lake Watershed: Supervisor Barriere explained we were invited to join the Cayuga Lake Watershed Organization. Our share would be \$900 to join. Councilperson Teeter feels it is a difficult budget year; Councilperson Howe-Strait fees we could join at a later date.

Inter-Municipal Shared Services Agreement: Supervisor Barriere stated our current Agreement runs out August 8, 2012. The proposed new Agreement is identical to last year's.

Councilperson Teeter moved, with a second by Councilperson Hern to authorize the supervisor to sign the Inter-Municipal Shared Services Agreement.

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

Announcements: There will be a blood drive at the Enfield Fire Station on July 17, 2012 from 1:30-6:30 p.m.

Volunteer of the Month: Two nomination letters were received this month for Roger Hubbell. Roger has lived in the Town of Enfield most of his life and has been a member of the Enfield Valley Grange for over 65 years. He has volunteered with the Enfield Volunteer Fire Company, Enfield Sr. Citizens, Enfield food distribution, Enfield Methodist Church, and boy scouts. He served three terms

as Enfield supervisor, served on numerous committees and served in the U.S. Army. He helped with highway clean-up for many years and deserves to be recognized for his long time service to Enfield.

Adjournment: Supervisor Barriere moved, with a second by Councilperson Teeter to adjourn at 8:45 p.m.

Respectfully submitted,

Alice Linton
Enfield Town Clerk