**Town of Enfield**

**Special Town Board Meeting Minutes**

**Enfield Town Hall**

**Thursday, December 26, 2013**

**5:30 p.m.**

Present: Town Supervisor Ann Rider, Town Councilperson Mike Carpenter, Town Councilperson Chris Hern, Town Councilperson Vera Howe-Strait, Town Clerk Alice Linton, Deputy Town Clerk Sue Thompson. Absent: Town Councilperson Debbie Teeter.

Supervisor Rider opened the meeting at 5:35 p.m.by leading the assemblage in the Pledge of Allegiance to the Flag.

**Budget Amendments:**

Supervisor Rider moved, with a second by Councilperson Carpenter, to adopt Budget Amendment #2013-24.

**Budget Amendment #2013-24**

**WHEREAS**, expenses have exceeded the budget in the General Fund Account, line item A7320.4, titled “Joint Youth Project- Contractual”, now therefore be it

**RESOLVED**, that the General Fund Account, line item A1990.4, titled “Contingent Account”, be decreased by $5,000.00 and General Fund Account, line item A7320.4, titled “Joint Youth Project-Contractual”, be increased by $ 5,000.00.

Discussion: Supervisor Rider stated that this is the payment for 2014. She looked back and did not find any payments this year, so felt the 2013 bill was paid in 2012. She will look into this further.

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

Supervisor Rider moved, with a second by Councilperson Mike Carpenter to adopt Budget Amendment #2013-25.

**Budget Amendment #2013-25**

**WHEREAS**, expenses have exceeded the budget in the General Fund Account, line item A8020.4 titled “Planning-Contractual”, now therefore be it

**RESOLVED**, that the General Fund Account, line item A1990.4, titled “Contingent Account”, be decreased by $50.00 and General Fund Account, line item A8020.4 titled “Planning-Contractual”, be increased by $50.00.

Discussion: Supervisor Rider stated this overage came about to pay the NY Planning Federation dues.

Deputy Town Clerk Sue Thompson stated this was the organization we had joined for 2013, but never had access to information. We never received confirmation that we belonged to the organization or

could access information on the website. The organization agreed to give a credit for 2013 so we should not pay anything for 2014.

Town Clerk Alice Linton confirmed that in November of 2012, $250 was paid to NY Planning Federation for dues.

Planning Board Chairperson Virginia Bryant felt that until we confirm we're members, we shouldn't pay more dues. Members were unable to access the portal so they could sign up for classes to satisfy the 4 hours of training for Planning Board members.

Supervisor Rider will contact the NY Planning Federation to follow-up and receive a refund or credit for 2015.

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

Supervisor Rider moved, with a second by Councilperson Howe-Strait to adopt Budget Amendment #2013-26.

**Budget Amendment #2013-26**

**WHEREAS**, expenses have exceeded the budget in the General Fund Account, line item A1410.4, titled “Town Clerk-Contractual” now therefore be it

**RESOLVED**, that the General Fund Account, line item A1990.4, titled “Contingent Account”, be decreased by $1.00 and General Fund Account, line item A1410.4 titled "Town Clerk-Contractual" be increased by $1.00.

Discussion: Town Clerk Alice Linton explained that in April the bookkeeper made a $.05 change to the warrant and choose this line item to make the change to. Without that knowledge to record the change, the line item was overspent by $.05.

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

Supervisor Rider moved, with a second by Councilperson Carpenter to adopt Budget Amendment #2013-27.

**Budget Amendment #2013-27**

**WHEREAS**, the Town Board has approved an Assistant Bookkeeper and

**WHEREAS**, the Assistant Bookkeeper has needed training, now therefore be it

**RESOLVED**, that an additional line be added to the 2013 budget General Fund Account to be titled Personnel Services (Assistant Bookkeeper), line item A1220.14.

Discussion: Supervisor Rider explained the assistant bookkeeper has received training this year since Mary Cornell, bookkeeper, has gone on vacation for two weeks.

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

Supervisor Rider moved, with a second by Councilperson Howe-Strait to adopt Budget Amendment #2013-28.

**Budget Amendment #2013-28**

**WHEREAS**, the Town Board has approved an Assistant Bookkeeper and

**WHEREAS**, the Assistant Bookkeeper has needed training, now therefore be it

**RESOLVED**, that line item A1990.4 titled "Contingent Account" be decreased by $100.00, and line item A1220.14, titled "Personnel Services (Assistant Bookkeeper)" be increased by $100.00.

Discussion: None.

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

Supervisor Rider stated there are budget amendments that need to be done for Highway budget lines, but she was unable to determine the amounts to be transferred. Since the bookkeeper is on vacation, she has been unable to get all the figures she needs.

Councilperson Carpenter asked if this was something that could be resolved after the first of the year.

Supervisor Rider said yes. That way she can get more reports from the bookkeeper.

Town Clerk Linton stated she could pull the supervisor's monthly reports from her files.

Councilperson Carpenter felt there wasn't time at the meeting to go over all the figures to determine the amounts to be moved. He would be happy to come in next week to go over the figures with the town clerk.

Supervisor Rider stated there was $15,500 taken from equipment reserves, but it didn't show up on the supervisor's report as being put in another budget line. Supervisor Rider stated she was unsure what would happen if the town ended the year with a negative balance in a line item.

Councilperson Hern suggested contacting the Association of Towns to see what the consequences would be of having a negative line item at the end of a fiscal year.

Councilperson Carpenter agreed to contact the Association of Towns on December 27 to get their opinion. If the Association of Towns says this must be corrected, a special meeting could be held December 31 with Deputy Supervisor Teeter chairing the meeting, as Supervisor Rider will be out of town.

**Audit Claims:**  Councilperson Howe-Strait moved, with a second by Councilperson Carpenter to authorize the supervisor to pay General Fund vouchers #343 to #349 dated December 26, 2013 in the

amount of $1,534.84 and Highway Fund voucher #223 dated December 26, 2013 in the amount of $179.20.

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

**Comprehensive Plan:** Supervisor Rider stated all board members have been provided with a copy of the draft Comprehensive Plan. She has read part of it and made some suggested changes on her copy.

Councilperson Carpenter stated there is some really good stuff, and some areas that are thin and need additional information. There are a couple of items he questioned the information on. There is an overall sense of where the town board is going with this that he would like to have some discussion on. He would like to have town board discussions and include the Planning Board, and also include the public.

Supervisor Rider stated this will be on the agenda for January and probably February and March. She asked if the Planning Board will be meeting in January.

Planning Board Chairperson Virginia Bryant responded January 1 would be the regular meeting date, but that meeting will be cancelled.

Supervisor Rider asked for a list of all trainings Planning Board members have completed during the past year. Virginia Bryant will provide this.

Planning Board member Dan Walker suggested having Planning Board members attend the regular January town board meeting for a discussion on candidates for the openings on the Planning Board.

Supervisor Rider stated there have been 3 candidates for the 2 openings. She feels the time frame is closed for receiving any other applications.

**General Insurance Policy:** Supervisor Rider stated John Kuehn, representative of Sprague Insurance, met with her to discuss general liability for buildings and equipment, along with bonding for employees who handle money. The equipment inventory and values have been updated. We do not have a quote yet, but the town does not have to pay any premium prior to January 1, 2014.

Councilperson Carpenter stated he would like a process developed over the next few meetings to talk with the highway superintendent for a replacement plan/schedule for new equipment.

Supervisor Rider stated she would devote discussion time for that early in 2014.

**Privilege of the Floor:** Nancy Spero of 68 North VanDorn Road, thanked the outgoing board members for all their time and service.

**New Business:** Councilperson Carpenter moved to appoint Dan Walker as chair of the Planning Board, in keeping with state law. Councilperson Howe-Strait seconded the motion.

Discussion: Supervisor Rider stated Dan Walker has indicated he is willing to serve in this capacity.

Councilperson Howe-Strait added Dan seems well aware of the rules and procedures.

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

Supervisor Rider asked if anyone would like to change the town board meeting dates for next year. No one wanted to. An organizational meeting will need to be held in early January. It could be part of the January 8 meeting, or could be a special meeting. Also, a special audit meeting needs to be held prior to January 20. The consensus was to include the organizational meeting as part of the January 8 meeting.

Planning Board Secretary, Sue Thompson, will notify the Planning Board that they are invited to attend the town board meeting on January 8 so as to be part of the discussion on the two new Planning Board members and the Comprehensive Plan.

**Adjournment:** Councilperson Howe-Strait moved, with a second by Councilperson Carpenter, to adjourn at 6:35 p.m. Carried.

Respectfully submitted,

 Alice Linton, Enfield Town Clerk