

Town of Enfield
Regular Town Board Meeting Minutes
Enfield Community Building
Wednesday, October 8, 2014
6:30 p.m.

Present: Town Supervisor Ann Rider, Town Councilperson Mike Carpenter, Town Councilperson Beth McGee, Town Highway Superintendent Barry Rollins, Town Clerk Alice Linton. Excused: Town Councilperson Virginia Bryant, Town Councilperson Vera Howe-Strait.

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

Privilege of the Floor: Marsha Sundman of 215 Connecticut Hill Road asked the board to keep the budget under the 2% tax cap, not to spend tax dollars on the new Enfield Community Council building being proposed, and request the Enfield Volunteer Fire Department to keep to a 1.9% increase.

Approval of Minutes: Supervisor Rider moved, with a second by Councilperson McGee to accept the minutes of the September 10, 2014 public hearing and regular meeting.

Discussion: Supervisor Rider asked, on page 6, 2nd paragraph, to delete "use agreement". She also asked, on page 6, 9th paragraph, to replace "can be used as" with "would be considered". Town Clerk Linton agreed to make the changes to the final version of the minutes.

Highway Superintendent Rollins mentioned he believes if the old highway gas pumps are sold, the funds should be considered highway revenue. Items purchased with highway funds belong to the highway department.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Supervisor Rider moved, with a second by Councilperson McGee to accept the minutes of the September 23, 2014 special meeting.

Discussion: Supervisor Rider asked, on page 2, 2nd paragraph, to replace "a year" with "until the next general election". She also asked, on page 3, 12th paragraph, to clarify where funds for a new pick-up truck would come from. Town Clerk Linton agreed to make changes to the final version of the minutes.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Budget Amendments:

Supervisor Rider moved, with a second by Councilperson McGee to approve Budget Amendment #2014-29.

BA#2014-29 Town Clerk Equipment

WHEREAS, the town clerk wants to buy a computer and did not put money in line A1410.2 titled Town Clerk "Equipment", now therefore, be it

RESOLVED, that line A1410.4 titled Town Clerk "Contractual" be reduced by \$550 and line A1410.2 be increased by \$550.

Discussion: Supervisor Rider stated she recommended this amendment as good budgeting practice.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Audit Claims:

Councilperson Carpenter moved, with a second by Councilperson McGee to authorize the supervisor to pay General Fund vouchers #261 to #284 dated October 8, 2014 in the amount of \$12,937.47 and Highway Fund vouchers #164 to #179 dated October 8, 2014 in the amount of \$65,078.04.

Discussion: Supervisor Rider asked Highway Superintendent Rollins what the old highway department computer would be used for. Superintendent Rollins stated it would be put in the break room for highway employees to use.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Correspondence: None

Announcements: None

County Legislator's Report: No report.

Highway Superintendent's Report: Highway Superintendent Rollins reported summer work is completed. The crew is now working on digging ditches, cutting shoulders and routine maintenance.

As reported previously, the loader needs an estimated \$5,000 to \$20,000 in repairs. Superintendent Rollins plans to have the highway crew tear apart the loader to determine if the crankshaft is damaged. If the loader is sent out for repairs, it could cost \$5,000 to tear it apart, but if the highway crew tears it apart it would be more likely to cost around \$2,000. If the loader can be functional again, the transmission will be tested to see if it needs work. The transmission was about to be checked when the engine went bad. New tires were purchased for the loader several months ago at a cost of about \$8,000. A new loader would cost between \$142,000 and \$200,000. If the loader can be repaired for a reasonable amount, Superintendent Rollins would like to trade it in for a new loader.

Superintendent Rollins further stated that the excavator has now broken and will likely cost at least \$3,000 to repair. He feels about \$8,000 will be needed from his repair line to prepare equipment for winter.

Councilperson Carpenter mentioned it is often a hard decision whether to fix equipment that is broken, and hope that it will last long enough to make the repair worthwhile, or to replace the equipment. He would like the board to look into the future and make a replacement plan for highway equipment. He hopes this can be accomplished by the spring of 2015.

Councilperson McGee doesn't want to sink money into old equipment if new equipment is needed.

Superintendent Rollins will check with Tompkins County to see if they have a loader he can borrow so necessary work can continue. If not, he will look into renting a loader. He would like confirmation from the board that if needed repairs go over his budget, he could have another \$5,000 added to his repair line.

All board members were in favor of the highway department doing as much work as possible on the loader. If the repairs will be too costly, the machine can be put back together and used as a trade-in. If the repairs can be made, the board was favorable to another \$5,000 being put in the repair line.

Supervisor Rider passed on thanks from Mr. Hopkins of the Cayuga Trails Club for the good job the highway department did on the parking lot at the Bock Preserve on Rockwell Road. Superintendent Rollins stated he will not be sending a bill for any materials.

Superintendent Rollins handed out a 2014 Equipment Replacement Chart.

Code Enforcement Report: Code Enforcement Officer Alan Teeter was not present, but submitted his report showing in September there were 9 building permits issued or renewed, with 2 being for new homes, bringing the year to date total to 50. There was 1 certificate of occupancy issued, 1 certificate of completion issued, 11 inspections completed, 26 progress checks completed, and 2 valid complaints received with 1 being resolved. There were also 2 house numbers issued.

Town Supervisor's Report: Supervisor Rider stated she worked on the 2015 budget, attended the September TCCOG meeting, met with John Rancich to further discuss purchase of town land, met with Walt and June Smithers and Rose Pelligrino regarding town interest in selling the old gravel bank, contracted with T.G. Miller to do survey of 2 town parcels, attended emergency management certification training with Councilperson Howe-Strait and Highway Superintendent Rollins, attended the TCAD board meeting, attended the health consortium basic training, attended a health insurance consortium meeting on re-certification, hosted a meeting on the Tompkins County Comprehensive Plan.

Committee Reports:

Planning Board: Chair Dan Walker reported they are reviewing the updated Sub-Division Regulations. They discussed whether a sub-division needing approval would be 3 or more lots or 2 or more lots. All planning board members will take another look at the regulations and report back at the November planning board meeting.

Cemetery Committee: Supervisor Rider stated the new lawnmower is not in stock, and may not be received until spring. Highway Superintendent Rollins asked if the state contract had been checked for lawn mowers. Supervisor Rider said no, but she would check those prices.

Comprehensive Plan Writing Committee: Councilperson McGee reported the introduction to the Land Use Section has been created. They will meet next Thursday and the last Thursday of the month to work on the format of the Land Use Section, objectives and goals.

Enfield Community Council: No report.

Recreation Partnership: No report.

County Youth Board: No report.

Enfield Volunteer Fire Company: No report.

Tompkins County Health Insurance Consortium: Supervisor Rider stated a re-certification will be done of all members who have family plans. No employee in Enfield has a family plan, so we will not be involved.

Facilities Manager: Councilperson Carpenter stated he will have some information for later in the agenda.

Aquifer Study Fundraising Group: Nancy Spero reported there was a table at the Enfield Harvest Festival where a small amount was raised. The group will continue working toward their goal of \$10,000. She questioned the amount in the aquifer study line item of the 2015 preliminary budget as it is listed the same as in the 2014 budget.

Facilities Development Committee: Councilperson Carpenter stated he will have information to report under old business.

Tompkins County Council of Governments: Supervisor Rider reported there will be another training on meeting facilitation. This will be open to town board members and planning board members. The group continues to work on shared services - committees have been formed and figures will be obtained to see where possible savings might be.

Old Business:

Policy Regarding Firewood Logs on Town Property: Highway Superintendent Rollins stated he has about 10 forms from people within a 10 mile radius of the highway department who would like logs delivered to their properties. The State of New York has agreed to loan the town a loader and operator for several days so town trucks can be loaded with logs and stumps. Many of the wood pieces to be delivered came from New York State when they cleaned out the creeks after the flooding in August, 2013. After this wood is delivered, the board will discuss what to do with the remaining wood.

Supervisor Rider moved, with a second by Councilperson Carpenter to approve Resolution #2014-42.

RESOLUTION #2014-42: Justice Court Assistance Program Grant Application for 2014

WHEREAS, in 2014 the State Legislature once again appropriated funds establishing the NYS Justice Court Assistance Program, hereafter referred to JCAP, to assist town and villages in the operation of their Justice Courts, and

WHEREAS, the Chief Administrative Judge of the State's Unified Court System is again entertaining grant applications for the year 2014, maintaining the maximum amount able to be awarded to \$30,000, and

WHEREAS, the deadline for the application is October 15, 2014, now therefore be it;

RESOLVED, that this governing Board authorizes and directs the Town Supervisor and the Town Justice to complete and file the 2014 JCAP application with the State of New York, Unified Court System.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Disposing of Excess Town Properties: Supervisor Rider has contacted T.G. Miller to survey the two properties being considered for sale. She wants the surveys completed before going forward. TCAT has not been responsive to her calls. She will step up her efforts, as a lease is needed for the Park and Ride to continue on town property. She will contact Trevor McDonald to see if he is interested in purchasing the property across from town hall. John Rancich does not want to move ahead with a purchase of the property across from town hall until the survey is complete and he has a chance to talk to TCAT to see if a Park and Ride is viable and if he would derive a benefit from the purchase.

Councilperson Carpenter stated he met with George VanValen at the old gravel pit site. George gave a verbal assessment to make the lot access driveway drivable and the lot buildable, of about \$15,000. If an electric pole needed to be moved, it would increase the cost. He felt the lot would be worth \$30-\$35,000 after it was made buildable. Since the approximate assessed value is \$12,000, Councilperson Carpenter feels \$10,000 would be a fair figure to ask for the property.

Councilperson McGee feels having the numerous cars stored next to the property would decrease the property value. The assessed value has already been decreased 25% based on the cars. The first step would be to remove all cars that are on town property, once the survey is complete. She would like to see the Town of Enfield Junk Car Law rescinded. As long as the town law is on the books, the NY State Law can't be used, which is more strict.

Councilperson Carpenter stated there is a possibility some cars may be grandfathered in, even if the Town of Enfield Junk Car Law is rescinded.

Councilperson Carpenter suggested offering the sale price as \$10,000 to neighbors. They could then submit a counter-offer. If that was not acceptable, the town would go ahead and start the process to find a buyer.

Securing the Old Highway Facility: Supervisor Rider stated she met with Councilperson Carpenter, Norm Smith and Earl Rose, a plumbing and heating specialist, at the old highway facility to see what needed to be done to secure the building.

Councilperson Carpenter stated he has concerns about the Procurement Policy in the Town Policy Manual, Appendix A. He would like to see that policy rewritten. If the current policy is followed, the process to secure the facility may be more complicated and expensive.

Supervisor Rider stated she will get guidance from other town supervisors on repair of buildings.

Councilperson Carpenter agreed to send an e-mail to board members listing the pages in the Town Procurement Policy that he would like to see revised, and why the policy should be discussed and revised. He feels if the town could buy some items, and then hire someone to install them, it could save the town money. Since winter is coming, it is important to get work done on the old highway facility as soon as possible.

Supervisor Rider stated she has obtained paperwork to apply for a credit card for the Town of Enfield. She also questioned if the new security system should be installed prior to repairs, or if the installation could go ahead at any time.

Town Clerk Linton asked if the furnace could be used for heating the clerk's office at this time. Town Councilperson Carpenter stated the furnace had been checked and it was safe to use.

Review of Town Culvert and Driveway/Entrance Paving Permit and Town Policy: Highway Superintendent Rollins stated the highway department presented a proposed permit to the town board and they approved the permit. He feels the permit process is good and if a resident has a complaint, they should discuss it with him.

Councilperson McGee felt the fee was appropriate and wondered why there were feelings of inconsistency.

Supervisor Rider feels there are questions of whether the form has been applied consistently, and will contact the town's attorney about bringing the matter up in executive session.

2015 Town Budget: Supervisor Rider asked the board to go over the tentative budget she previously filed with the town clerk, that was then presented to the town board. She has gone back over the budget and more closely figured employee benefits.

Central Printing and Mailing includes the cost of copies made at town hall and mailing of the quarterly newsletter. Supervisor Rider will call the postmaster to see if the town's portion of the quarterly newsletter can be made a part of the Enfield Community Council newsletter and use their bulk mail permit. Councilperson McGee suggested that if the post office doesn't allow this, the ECC newsletter could just include information about the town.

The Highway Superintendent's personnel services line inaccurately did not include a 2% increase, so the amount will be changed from \$52,715.40 to \$43,769.84.

Supervisor Rider obtained an estimate for painting the town hall building of about \$5,000. Therefore an extra \$5,000 was included in the building contractual line A1620.4. Traffic control was changed from \$4,000 to \$6,000 in case the road preservation law is passed and roads need to be posted. Highway Superintendent Rollins stated \$2,500 is what he uses each year for regular signs.

Supervisor Rider has determined the allocation of benefits between the general fund and highway fund. Previously health insurance and retirement were correctly split, but now further splits have been figured: FICA 40% general fund, 60% highway fund; worker's comp 3% general fund, 97% highway fund; unemployment insurance hasn't been figured yet; Medicare 43% general fund, 57% highway fund; medical insurance, dental insurance and prescription plan - 2 premiums from the general fund and 7 from the highway fund; Medicare wrap-around 1 general fund, 1 highway fund; retirement 55% general fund, 45% highway fund; disability insurance 84% general fund, 16% highway fund. She believes the splits in the 2014 budget between the general fund and the highway fund were incorrect.

Councilperson McGee mentioned there was a budget amendment in 2014 for Medicare. The 2014 budget amount was for \$2,500 and the 2015 amount continues at \$2,500. She questioned if there should be an increase.

Refuse and Garbage includes the regular garbage pick-up, plus clean-up days, which Supervisor Rider budgeted for again in 2015.

Councilperson McGee asked why the bookkeeper's salary jumped from \$6,156.96 to \$8,060.00 and how many hours the job was advertised for. Supervisor Rider responded she needs to be brought up to a professional level and that she works about 12 hours per week. Councilperson McGee also asked why the court clerk received more than a 2% raise. Supervisor Rider responded Justice Poole requested her salary increase be given to the court clerk.

Councilperson McGee contacted some surrounding towns and found employees pay some portion of their health insurance. The Town of Ulysses has made an agreement that they will gradually increase salaries to be more commensurate with the increase in health insurance premiums.

Supervisor Rider stated she thinks the time when employees do not have to pay any part of their insurance is over. She feels there needs to be a policy for employees to start to pay part of their insurance.

Highway Superintendent Rollins feels the town should show gratitude to the employees for the money they save by working out of their job description instead of having other positions in the department such as welders, mechanics, etc. He thinks this more than makes up for the small savings the town will see by having employees pay 5% of their health insurance.

Highway Superintendent Rollins stated he had asked for \$6,000 for summer help under line item DA5140.4. Supervisor Rider stated she will change that. She also changed the Inter-fund Transfer line item DA9950.9 to \$200,000.

Supervisor Rider stated she increased the unexpended fund balance under total estimated appropriations for the fire protection fund, as there is over \$5,000 in the savings account for fire protection. She will call the insurance agent to see why the fire department worker's compensation went down.

Supervisor Rider moved, with a second by Councilperson Carpenter to make the following amendments to the 2015 Town of Enfield Tentative Budget:

Delete A1220.12

Decrease A1480.4 from \$900.00 to \$400.00

Increase A1620.41 from \$10,000.00 to \$15,000.00

Increase A1670.4 from \$2,300.00 to \$2,800.00

Increase A3310.4 from \$4,000.00 to \$6,000.00

Increase A5010.1 from \$52,715.40 to \$53,769.84

Increase A9030.8 from \$11,000.00 to \$11,500.00

Increase A9040.8 from \$700.00 to \$1,700.00

Decrease A9060.81 from \$19,000.00 to \$17,050.00

Increase DA5140.1 from 600.00 to \$6,000.00

Increase DA5140.4 from 0 to \$600.00

Increase DA9040.8 from \$28,317.50 to \$53,730.00

Decrease DA9060.8 from \$60,325.00 to \$59,650.00

Increase DA9950.9 from \$150,000.00 to \$200,000.00

Discussion: Supervisor Rider stated the new tax rate would be 1.90 for the general fund and 4.62 for the highway fund with a total of 6.52.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Supervisor Rider moved, with a second by Councilperson McGee, to move the tentative budget, as amended, to the preliminary budget.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Supervisor Rider moved, with a second by Councilperson McGee to hold a public hearing on the Town of Enfield 2015 Preliminary Budget on Wednesday, October 22, 2014 at 6:00 p.m.

Discussion: Councilperson McGee felt there was a need to put together information on the budget to make it clear to the public why the amounts in different line items were recommended.

Supervisor Rider will also add discussion on stabilizing the old highway facility and the procurement policy to the agenda for October 22.

Vote: Councilperson Carpenter aye, Councilperson McGee aye, Supervisor Rider aye, Councilperson Bryant and Councilperson Howe-Strait excused. Carried.

Adjournment: Supervisor Rider moved, with a second by Councilperson Carpenter to adjourn at 10:45 p.m. Carried.

Respectfully submitted,

Alice Linton, Enfield Town Clerk