

Town of Enfield
Regular Town Board Meeting Minutes
Enfield Community Building
Wednesday, January 13, 2016
6:30 p.m.

Present: Town Supervisor Ann Rider, Town Councilperson Virginia Bryant, Town Councilperson Mike Carpenter, Town Councilperson Henry Hansteen, Town Councilperson Michael Miles, Town Highway Superintendent Buddy Rollins, Town Clerk Alice Linton.

Supervisor Rider opened the regular meeting at 6:33 p.m. by leading the assemblage in the Pledge of Allegiance to the Flag. She welcomed Councilperson Henry Hansteen to the town board as a new member.

Privilege of the Floor: Jude Lemke of 215 Connecticut Hill Road stated she had sent an e-mail to all board members. The e-mail included information from her lawyer who believes the wind farm law can be amended and be retroactive to include the Black Oak Wind Farm. She would like the town attorney to discuss this information with her attorney and she requested a moratorium on wind farms in the town.

Marcus Gingerich of 101 Rumsey Hill Road stated he appreciated the opportunity he had to meet with two town board members recently, but was disappointed with some of the outcomes. He feels if there is experience on wind farms, it should be considered if it is based on hard data. Any decisions on the wind farm law should be in the interest of safety. He believes the town's wind farm law is well behind the current trend.

Dawn Drake of 105 Griffen Road asked if any town board member was an investor in the Black Oak Wind Farm. She feels her property is being invaded by the Black Oak Wind Farm - they have been on her property without permission.

Robert Lisk of 567 Harvey Hill Road stated his home is less than one mile from a proposed turbine site, but he has received no information on what is going on with the wind farm. In the future, he would like to be notified of what is happening with the wind farm.

Councilperson Hansteen suggested checking the town website for information on the wind farm. Councilperson Miles suggested signing up on the town website for notification of when something new is posted. Supervisor Rider stated town board meetings are held the second Wednesday of every month and anyone from the public is welcome to attend.

All members of the board stated they have no financial investment in the Black Oak Wind Farm.

Supervisor Rider stated there will be a change to the agenda. Under new business discussion of a cyber security insurance rider will be discussed.

Correspondence: Supervisor Rider stated an e-mail was received from the Community Arts Partnership of Tompkins County notifying the town of a public art grant for painting murals. Councilperson Carpenter thought a mural painted on the town hall building might be considered.

County Legislator Report: Dave McKenna reported Tompkins County accepted a community block grant in the amount of \$691,500 to assist 19 families. The county will be purchasing body

cameras for the sheriff's department, and the carpeting will be replaced in the public library. A grant was accepted from NYS Parks and Recreation for maintenance of 111 miles of snowmobile trails.

Highway Superintendent Report: Superintendent Rollins presented the annual 284 Agreement for board approval. Planned work this year will include 1 mile of South Buck Hill Road, the last mile of Fish Road between Black Oak and Buck Hill Roads, East Enfield Center Road between Applegate and South VanDorn Roads. Funds from CHIPS and the material budget will pay for this work. The crew has been catching up on signs, delineation, and ditching. There is no sand being stored in the highway facility yet, but the building is sweating inside when temperatures are in the single digits.

He asked the board to consider a clothing and boot allowance for the highway superintendent as has been provided in the past.

Councilperson Carpenter suggested CHIPS money for one year could be used to build a salt storage building.

Code Enforcement Report: Code Enforcement Officer Alan Teeter presented his annual report which showed in 2015 there were 79 building permits issues or renewed, 10 for new homes and 22 for solar installations. There were 8 certificates of occupancy issued, 14 certificates of completion issued, 15 foundation inspections, 11 framing inspections, 7 insulation/energy code inspections, 8 plumbing inspections, 29 final inspections, and 144 progress checks. He received 23 complaints, 15 of which were valid, and resolved 16 complaints. He completed 14 fire and safety inspections, issued 8 house numbers and 1 operating permit.

The solar farm on Mecklenburg Road is near completion. He mentioned a couple of emergency lights need to be replaced at the Community Building. He will fix those lights. He attended a county meeting with the assessment department and learned this year all apartment buildings will be reassessed.

Supervisor's Report: Supervisor Rider reported she attended meetings with TCCOG, Sprague insurance agent, TCAT, Renovous, TCAD, Wright Risk, residents regarding wind farm concerns, Energize NY, and the Workers' Coalition. She spoke with several residents regarding the large increase in town taxes, spoke with Norm Smith about technical aspects of pouring a concrete pad for the mailbox relocation, and solicited new membership on some town committees.

Committee Reports:

Planning Board: Chair Dan Walker reported the board received a 3 lot subdivision sketch plan for property at the corner of Applegate and Mecklenburg Roads. A public hearing will be needed. The board reviewed the local law to change the structure of the planning board. There were no objections to the plan.

Recreation Partnership: No report.

Enfield Volunteer Fire Company: No report.

Facilities Manager: Councilperson Carpenter reported the weatherization project for the water pump at town hall was completed and two proposals for the new highway facility were received.

Comprehensive Plan Writing Committee: Supervisor Rider reported an e-mail was received from Beth McGee stating the draft Comprehensive Plan will not be ready until April or May.

Tompkins County Council of Governments: Supervisor Rider reported the group selected new officers for the coming year.

Supervisor Rider moved, with a second by Councilperson Carpenter to adopt Resolution #2016-1.

Resolution #2016-1 Consent Agenda

WHEREAS, many routine and non-controversial items come before the Enfield Town Board but require a formal vote and,

WHEREAS, a consent agenda can bundle these items together to save board meeting time and to help insure that board meetings focus on substantive topics that are worth discussion, and

WHEREAS, any board member can request that an item be taken off the Consent Agenda because it needs discussion, and

WHEREAS, this will not be used to hide actions that will be controversial, now therefore be it

RESOLVED, that a Consent Agenda be tried for a 6 month trial period by the Enfield Town Board.

Discussion: Councilperson Carpenter asked how the bundling would work. Supervisor Rider responded she will have all items for the Consent Agenda to board members by the Friday prior to a meeting. Councilperson Miles asked if the items could be discussed before voting. Supervisor Rider replied no, unless an item is pulled from the Consent Agenda, it cannot be discussed. She would like to try this process for six months.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Supervisor Rider moved, with a second by Councilperson Carpenter, to adopt Resolution #2016-2.

Resolution #2016-2 Becoming A Living Wage Employer

WHEREAS, one of our most cherished values is dignity in work, and

WHEREAS, the growth in income inequality in recent years has created serious divisions within our society and community, and

WHEREAS, our communities have a proud tradition of advocating for worker rights and promoting economic justice, and

WHEREAS, New York State Governor Andrew Cuomo has called for an increase in the state's minimum wage to \$15 per hour by 2021, and

WHEREAS, the Tompkins County Workers' Center, which certifies local living-wage employers, lists currently more than 100 Living Wage entities across Tompkins County, a list that includes 5

municipalities, encompasses more than 90 employers with work forces of less than 50 employees, and represents over 3,000 workers making, at least, a living wage, now therefore be it

RESOLVED, that the Town of Enfield become a Living Wage Employer accepting the Tompkins County Living Wage of \$14.34 per hour as our minimum wage and agreeing to the certification rules of the Tompkins County Workers' Center.

Discussion: Councilperson Carpenter asked when this would become effective. Supervisor Rider responded as soon as the resolution passes. Councilperson Carpenter asked what effect this will have on the budget. Supervisor Rider stated the employee that is most affected never reaches the budget line so she is not anticipating much need to reapportion.

Highway Superintendent Rollins stated this will also affect seasonal employees. Seasonal machine equipment operators wouldn't be affected, but laborers would.

Councilperson Miles asked, going forward, how will that affect our living wage and how will that impact our budget.

Supervisor Rider wasn't sure if adjustments will be made every two years, or periodically. By agreeing to the certification rules of the Tompkins County Worker's Center, going forward the town would agree to recalculations of the living wage in Tompkins County.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Wind Farm Advisory Committee: Supervisor Rider stated this item will be on the agenda for the January 20, 2016 Special Enfield Town Board meeting.

Consent Agenda:

Supervisor Rider stated the Approval of Lease with TCAT would be pulled from the consent agenda.

Councilperson Carpenter asked to have the Budget Amendments pulled from the consent agenda.

Supervisor Rider moved, with a second by Councilperson Carpenter to approve the remaining items on the Consent Agenda as follows:

Approval of Minutes: The minutes of the December 9, 2015, December 17, 2015 and December 28, 2015 meetings.

Organizational Resolutions:

Resolution #2016-3 Town Board Meeting Dates

Resolved, the regular meeting of the Enfield Town Board shall be held monthly on the 2nd Wednesday of each month, at 6:30 p.m., at the Enfield Community Building, 182 Enfield Main Road, Ithaca, NY 14850.

Resolution #2016-4 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)
- Consent Agenda*
- Communications
- Audit Claims
- County Legislator's Report
- Committee Reports
- Highway Superintendent Report
- Code Enforcement Report
- Supervisor's Report
- 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
- Consent Agenda*
- Old Business
- New Business
- Announcements
- Adjournment

*Action Items

Resolution #2016-5 General Rules for Procedure and Guidelines for Public Comment

Resolved, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

GENERAL RULES OF PROCEDURE

The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside.

The presiding officer may debate, move and take other action that may be taken by other members of the Board.

Board members are not required to rise but must be recognized by the presiding officer before making motions and speaking.

A member, once recognized shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, they shall cease speaking until the question of

order is determined, and, if in order, he shall be permitted to proceed.

There is no limit to the number of times a member may speak on a question.

Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT

The public *shall be allowed to speak only* during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

Speakers must step to the front of the room.

Speakers must give their name, address and organization, if any.

Speakers must be recognized by the presiding officer.

Speakers must limit their remarks to 3 minutes on a given topic.

Speakers may not yield any remaining time they may have to another speaker.

Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.

All remarks shall be addressed to the Board as a body and not to any member thereof.

Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste.

Interested parties or their representatives may address the Board by written communications.

AMENDMENTS TO THE RULES OF PROCEDURE

The foregoing procedures may be amended from time to time by a majority vote of the Board.

Resolution #2016-6 Department Hours

Resolved, the Town Board hereby establishes the work hours of the:

Highway Department to be from 6:00 a.m. to 2:30 p.m., Monday through Friday.

Town Clerk to be from 3:00 p.m. to 6:00 p.m. Monday through Thursday.

During January there are additional hours of Tuesday, Thursday, and Saturday from 9:00 a.m. to noon.

Code Enforcement Office to be from 8:30 a.m. to 11:00 a.m. Monday through Thursday and Wednesday from 5:00 p.m. to 7:00 p.m.

Town Court to commence at 5 p.m. on Mondays unless it is a holiday.

Resolution #2016-7 Bi-Weekly Pay Periods

Resolved, the Town Board hereby establishes the following bi-weekly pay periods (ending at midnight) for this year:

Checks are available the following Friday unless it is a holiday when they will be available a day earlier.

Payroll frequency: Biweekly

| | | |
|-------------------|-----------------|--------------------|
| January 2, 2016 | May 7, 2016 | September 10, 2016 |
| January 16, 2016 | May 21, 2016 | September 24, 2016 |
| January 30, 2016 | June 4, 2016 | October 8, 2016 |
| February 14, 2016 | June 18, 2016 | October 22, 2016 |
| February 27, 2016 | July 2, 2016 | November 5, 2016 |
| March 12, 2016 | July 16, 2016 | November 19, 2016 |
| March 26, 2016 | July 30, 2016 | December 3, 2016 |
| April 9, 2016 | August 13, 2016 | December 17, 2016 |
| April 23, 2016 | August 27, 2016 | December 31, 2016 |

Resolution #2016-8 Paid Holidays

Resolved, that the Town Board hereby establishes the following paid holidays for employees. Town offices will be closed on these dates:

| | | | |
|-------------------|-----------------------------|-------------------|------------------|
| January 1, 2016 | New Year’s Day | September 5, 2016 | Labor Day |
| January 18, 2016 | Martin Luther King, Jr. Day | October 10, 2016 | Columbus Day |
| February 15, 2016 | President’s Day | November 11, 2016 | Veteran’s Day |
| May 30, 2016 | Memorial Day | November 24, 2016 | Thanksgiving Day |
| July 4, 2016 | Independence Day | December 26, 2016 | Christmas Day |
| | (One) Floating Holiday | | |

Resolution #2016-9 Town E-Mail Accounts

Resolved, the Town Board has official e-mail accounts for all town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to our official website domain, townofenfield.org. Ownership of and access to these communications will be with the Town of Enfield. All employees and elected officials will set up accounts with Michael Miles, Councilperson, and use their account for town business after it is set up for as long as they work for or serve the Town of Enfield.

Resolution #2016-10 Town Board Appointments

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

| | |
|----------------------------------|---|
| Town Historian | Susan Thompson |
| Town Webmaster | Susan Thompson |
| Cemetery Committee | Susan Thompson, Wayne C. Snyder, Jessica Elliott, Ed Thompson, John Linton, Wayne A. Snyder, Councilperson _____ - liaison |
| Beautification Committee | Supervisor Ann Rider, Helen Hetherington |
| Facilities Development Committee | Supervisor Ann Rider, Councilperson Mike Carpenter, Highway Supervisor Buddy Rollins, Code Enforcement Officer Alan Teeter |
| Personnel Committee | Councilperson Virginia Bryant, Supervisor Ann Rider, |

Town Clerk Alice Linton, Highway Superintendent Buddy Rollins, Gabe Newhart - employee representative

Tompkins County Council of Governments

Supervisor Ann Rider, *alternate Councilperson Henry Hansteen*

Health Insurance Consortium Board
Emergency Planning Committee

Herb Masser, *alternate Supervisor Ann Rider*
Supervisor Ann Rider, *Roger Lauper, Art Howser, Code Enforcement Officer Alan Teeter, Highway Superintendent Buddy Rollins, Larry Stilwell, Enfield School Principal Lisa Rieger, School Liason Vera Howe-Strait*

Comprehensive Plan Writing Committee
Wind Farm Advisory Committee

Beth McGee, *Dan Walker, Poney Carpenter*
Councilperson Michael Miles, *Councilperson Mike Carpenter, Marguerite Wells, Martha Fischer, Charles Elrod, Jude Lemke, Marcus Gingerich, Rob Tesori, and alternate, Mimi Mehaffey*

Resolution #2016-11 Attorney for the Town – salary at \$200.00/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 and the Supervisor is authorized to sign a one year contract.

Resolution #2016-12 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 and further

Resolved, the Town will send a newsletter to all residents in conjunction with the Enfield Community Council “Currents” Newsletter 4 times per year.

Resolution #2016-13 Policies and Procedures

Resolved, the Town Board adopts the listed Policies and Procedures, an Appendix to the Employee Handbook:

- Policy 100.1 - Banking Institutions with the change in the Town’s bank is Tompkins Trust Company
- 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 as amended during the year 2014
- Policy 400.4 - Mileage Reimbursement with this year’s rate being \$.54/mile according to IRS
- Policy 510.1 - Cemetery Fees

Policy 600.1 - Transcription Tape Retention

Resolution #2016-14 Code of Ethics

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

Resolution #2016-15 Record Access Officer

Resolved, that the Enfield Town Clerk, Alice Linton, shall be appointed as the Town's Record Access Officer and further

Resolved, that she will serve as the person who receives all FOIL requests.

Resolution #2016-16 Town Bookkeeper – salary at \$8,221.20/year, paid bi-weekly

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, Supervisor Rider appoints **Deborah Kelley** to fill this position.

Resolution #2016-17 Assistant Town Bookkeeper – salary at \$15.81/hr., paid monthly

Resolved, the Supervisor is hereby authorized to designate an Assistant Town Bookkeeper to pay bills, prepare payroll, handle the books for at least 2 continuous weeks during the calendar year and other related duties in the absence of the Bookkeeper and further

Resolved, Supervisor Rider appoints **Cortney Bailey** to fill this position.

Resolution #2016-18 Deputy Town Supervisor – salary at \$500/year, paid quarterly

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 **Vera Howe-Strait** to fill this position.

Resolution #2016-19 Deputy Highway Superintendent – salary at \$.75 more per hour than his regular salary, paid bi-weekly

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 **Brandon McGee** to fill this position.

Resolution #2016-20 Deputy Town Clerk – salary at \$14.34/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.

Resolution #2016-21 Planning Board Clerk – salary at \$14.34/hour, paid monthly

Resolved, the Town Board establishes the Office of Planning Board Clerk to act as the secretary for the Planning Board, to keep minutes and schedule meetings and other support functions the Board may need or require and

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

Resolution #2016-22 Code Enforcement Officer – salary at \$27,660.32/year, paid monthly

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

Resolution #2016-23 Court Clerk – salary at \$11,700.20/year, paid monthly

Resolved, the Town Justice appoints **Tiffany Poole** to fill this position.

Resolution #2016-24 Cemetery Grounds Keepers (2 individuals) – salary at \$1,809.85 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.

Resolution #2016-25 Comprehensive Plan Committee Clerk - salary at \$14.34/hour, paid monthly

Resolved, the Town Board establishes the Office of Comprehensive Plan Committee Clerk to act as the secretary for the Committee, to keep minutes and schedule meetings and other support functions the Committee may need or require and

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

Resolution #2016-26 Wind Farm Advisory Committee Clerk - salary at \$14.34/hour, paid monthly

Resolved, the Town Board establishes the position of Wind Farm Advisory Committee Clerk to act as the secretary for the Wind Farm Advisory Committee, to keep minutes and schedule meetings and other support functions the Committee may need or require and

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

Resolution #2016-27 Town Hall/Community Building Custodian – salary at \$14.34/hour, paid monthly

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

Resolution #2016-28 Public Officials/Town Employees Pay Schedule

Resolved, the following salaries and pay schedule for all Town Officials and employees, is approved for 2016:

- Town Supervisor - \$16,236.36/year; paid monthly
- Town Councilpersons - \$2,950.57 each/year; paid quarterly
- Town Clerk - \$16,236.36/year; paid monthly
- Town Justice - \$15,120/year; paid monthly
- Highway Superintendent - \$54,845.24/year; paid monthly
- Laborers- Hiring Rate-\$14.34/hr. paid bi-weekly
- Machine Equipment Operator - Motor Equipment Operator – Hiring rate - \$14.86/ hour; after 90 days, rate will be increased to the working rate \$15.91/ hour. MEOs with three years or less of time in service, will receive an additional \$1.00 per hour on his/her anniversary date of hire until reaching a minimum of \$18.97/hr. Maximum rate for MEOs - \$20.59/hour; paid bi-weekly
- Part time and seasonal employees will have a hire rate of \$14.34/hr.-\$16.00/hr.
- Merit Increases – An employee may receive a pay increase based upon the employee’s past performance. The merit increase will be granted at the discretion of the Town Board.

Audit Claims: The supervisor is authorized to pay General Fund vouchers #1 to #27 dated January 13, 2016 in the amount of \$42,692.10 and Highway Fund vouchers #1 to #17 dated January 13, 2016 in the amount of \$36,733.60 and Special Fire Fund vouchers #28 to #29 dated January 13, 2016 in the amount of \$83,339.00.

Resolution #2016-29 Alternate Appointee to Tompkins County Council of Governments Committee

WHEREAS, from time to time the Supervisor is unavailable to attend TCCOG meetings on the 4th Thursday of the month, now therefore be it

RESOLVED, that Henry Hansteen is authorized to attend TCCOG meetings and represent the Town of Enfield on all matters coming before this body.

Resolution #2016-30 Delegate to Association of Towns Annual Meeting

WHEREAS, the Town of Enfield is a member of the Association of Towns of the State of New York, and

WHEREAS, the Annual Business Session is being held on February 17, 2016, at the Astor Ballroom and

WHEREAS, Supervisor Ann S. Rider will attend the Association of Towns Annual Meeting, now

THEREFORE, be it resolved that Supervisor Ann S. Rider be duly designated as the Town of Enfield delegate to the NYS Association of Towns Annual Meeting on February 17, 2016 and to cast the vote for the Town of Enfield, pursuant to Section 6 of Article III of the Constitution and By-Laws of the Association.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Old Business:

Solar Farm Law Update: New town board members have not yet seen the proposed solar farm law, so Councilperson Carpenter gave a brief overview. The law would restrict commercial level solar placement. The board has looked at the laws of other towns. Currently the solar installations are covered by the Town of Enfield Site Plan Review Law.

Planning Board Chair Dan Walker added there would need to be over 10,000 square feet of a new structure before the planning board would review the project. There needs to be clarification of the definition of "disturbed land". The new law needs to be consistent with the Site Plan Review Law.

Supervisor Rider will e-mail new town board members a working copy of the draft solar law. She stated the Town of Seneca has a law that is close to what Enfield is looking for.

Town Solar Panel Installation Update: Supervisor Rider asked Councilperson Carpenter to be the lead person.

Update on the Park and Ride: Highway Superintendent Rollins expressed concerns with the proposed lease agreement. He would like something to be added about liability issues such as personal injury or damage to vehicles while parked. He mentioned TCAT (Tompkins Consolidated Area Transit) agreed to reimburse the town for the cost of materials at the turnaround by the new highway facility, but there was no mention of reimbursement for materials that would be needed for the new Park and Ride such as gravel. The labor to prepare the site would be given by the town at no cost. He would also like there to be no overnight parking. If the town is to plow snow, there would need to be a charge-back and stipulations of the expectations for when plowing would occur.

Supervisor Rider is having the boundaries reflagged by T.G. Miller. Councilperson Miles asked if parking would be allowed on property owned by John Rancich. Supervisor Rider stated the parking would only be on town owned property. She will call Sprague Insurance to ask about insurance coverage for the Park and Ride. She suggested snow plowing could be hired out.

Starting January 17, the TCAT bus will drive to the new highway facility and turn around there.

Highway Building Assessment: Supervisor Rider stated two Proposals for Engineering Services were received. One was from LaBella and one from Taitem.

Councilperson Carpenter stated the proposals were significantly different from each other. He feels LaBella understood the information the town is looking for. He was impressed and comfortable with their report.

Dan Walker stated LaBella has a lot of experience and would just report on what needs to be done.

Councilperson Hansteen asked if there was a liability issue with contractors and engineers that designed and built the facility. Councilperson Carpenter stated the building was built to the existing NYS Code at the time.

Supervisor Rider stated she knows the owner of HALCO and will call him to do an estimate for repair to the overhead heaters. The heaters are about 20' high and the highway department has a 15' ladder that could be used for looking at the heaters, but would not be sufficient for doing actual work on them. Councilperson Carpenter wants to have an estimate for the repair work before the actual work is done. Some other towns have the same heaters, so someone could call and see who does their repairs.

Councilperson Bryant moved, with a second by Councilperson Hansteen, to accept the proposal of LaBella Associates for the Town Highway Building Issues Review dated December 16, 2015.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

New Fuel Oil Vendor: Supervisor Rider has found that Griffith Energy in Lodi, NY will match the state bid price for fuel oil and kerosene. As of January 8 their price for fuel oil was \$1.1821 per gallon. The last delivery of fuel oil by Ehrhart was \$2.5990.

Supervisor Rider moved, with a second by Councilperson Hansteen to change the town's fuel oil and kerosene vendor from Ehrhart to Griffith Energy of Lodi, New York who will match state bid price, unless there are other delivery charges involved.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

New Business:

Audit Meeting: Supervisor Rider moved, with a second by Councilperson Carpenter to set the annual audit meeting for January 20, 2016 at 5:45 p.m. at the Enfield Community Building.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Cyber Security Insurance: Supervisor Rider moved, with a second by Councilperson Miles to add cyber security coverage to our insurance package with a premium in 2016 of \$423.50.

Discussion: Councilperson Carpenter questioned why the Town of Enfield would need this insurance. Supervisor Rider stated our insurance company indicated it would be a good idea. She will check with Linda Crombie, the town's Information Technology consultant for her opinion. Councilperson Miles will also look into this.

Supervisor Rider pulled her motion.

Budget Amendments:

Councilperson Miles moved, with a second by Councilperson Carpenter to approve Budget Amendment #2016-1.

Budget Amendment #2016-1

WHEREAS, expenses have exceeded the 2015 budget in the General Fund A1110.11 titled

“Justices-Personal Services-Justice”, now therefore be it

RESOLVED, that the General Fund line A1990.4 titled “Contingent Account” be reduced by \$7.50 and line A1110.11 be increased by \$7.50.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Miles moved, with a second by Councilperson Bryant to approve Budget Amendment #2016-2.

Budget Amendment #2016- 2

WHEREAS, expenses have exceeded the 2015 budget in the line A1110.13 titled “Justices-Personal Services-Court Clerk”, now therefore be it

RESOLVED, that the General Fund line A1990.4 titled “Contingent Account” be reduced by \$.05 and line A1110.13 be increased by \$.05.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Miles moved, with a second by Councilperson Hansteen to approve Budget Amendment #2016-3.

Budget Amendment #2016- 3

WHEREAS, expenses have exceeded the 2015 budget in the line A3010.1 titled “Administration-Personal Services”, now therefore be it

RESOLVED, that the line A1990.4 titled “Contingent Account” be reduced by \$3.00 and line A3010.1 be increased by \$3.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Miles moved, with a second by Councilperson Hansteen to approve Budget Amendment #2016-4

Budget Amendment #2016- 4

WHEREAS, expenses have exceeded the 2015 budget in the line A5010.4 titled “Supt. Of Highways-Contractual”, now therefore be it

RESOLVED, that the line A1990.4 titled “Contingent Account” be reduced by \$11.00 and line A5010.4 be increased by \$11.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Carpenter moved, with a second by Councilperson Bryant to approve Budget Amendment #2016-5.

Budget Amendment #2016- 5

WHEREAS, expenses have exceeded the 2015 budget in the line A7550.1 titled “Celebrations- Personnel”, now therefore be it

RESOLVED, that the line A1990.4 titled “Contingent Account” be reduced by \$60.00 and line A7550.1 be increased by \$60.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Carpenter moved, with a second by Councilperson Miles to approve Budget Amendment #2016-6.

Budget Amendment #2016- 6

WHEREAS, expenses have exceeded the 2015 budget in the line A9060.81 titled “Medical Insurance”, now therefore be it

RESOLVED, that the line A9010.8 titled" State Retirement" be reduced by\$1800.00 and line A9060.81 be increased by \$1800.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Carpenter moved, with a second by Councilperson Miles to approve Budget Amendment #2016-7.

Budget Amendment #2016- 7

WHEREAS, expenses have exceeded the 2015 budget in the Highway Fund line DA5112.3 titled “One time extreme Winter Recovery Work”, now therefore be it

RESOLVED, that the Highway Fund line DA5112.2 titled “Improvements – CHIPS” be reduced by \$15,491.00 and DA5112.3 be increased by \$15,491.00.

Discussion: Councilperson Carpenter asked for an explanation of this budget amendment. Supervisor Rider stated in the 2015 budget there was no allocation for the one time winter recovery work, so this had to be added now. There has to be a bookkeeping mechanism to make this zero because the CHIPS funds were not totally spent this year by the highway department. In our budget there's more than enough money to trade this. There is a formula and it has to do with the number of town roads and the state gives the town an amount. In 2016 we'll get a letter from the state that will say the amount we'll be allocated for CHIPS money in 2016.

Councilperson Carpenter stated he would like to spend some time with Supervisor Rider and a Town of Danby Highway Department person to see if the Town of Enfield's highway budget is in-line with other towns. He would also check if other highway superintendents receive a clothing allowance.

Since the town owns the highway equipment and the buildings, he questions why the town couldn't determine the use of the CHIPS money, such as for a salt storage building.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Bryant moved, with a second by Councilperson Carpenter to approve Budget Amendment #2016-8.

Budget Amendment #2016- 8

WHEREAS, expenses have exceeded the 2015 budget in the Highway Fund line 9020.8 titled “Employee Benefits – Medicare”, now therefore be it

RESOLVED, that the Highway Fund line DA 9070.8 titled “Employee Benefits – Drug Tests” be reduced by \$10.00 and DA 9020.8 be increased by \$10.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Councilperson Bryant moved, with a second by Councilperson Carpenter to approve Budget Amendment #2016-9.

Budget Amendment #2016- 9

WHEREAS, expenses have exceeded the 2015 budget in the Highway Fund line DA9060.81 titled “Medical Insurance”, now therefore be it

RESOLVED, that the Highway Fund line DA9010.8 titled “State Retirement” be reduced by \$1,635.00 and line DA9040.8 titled “Workers' Comp” be reduced by \$2,887.00 and line DA9050.8 titled "Unemployment Insurance" be reduced by \$1,021.00 and line DA9060.81 be increased by \$5,543.00.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Announcements: Supervisor Rider thanked the Enfield Town Historian, Sue Thompson, for submitting her annual report.

Adjournment: Supervisor Rider moved, with a second by Councilperson McGee to adjourn at 9:48 p.m.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Hansteen aye, Councilperson Miles aye, Supervisor Rider aye. Carried

Respectfully submitted,

Alice Linton, Enfield Town Clerk