

Town of Enfield
Regular Town Board Meeting
Wednesday, January 10, 2018, 6:30 p.m.

Call to order-

Pledge of Allegiance

Additions and removals from the agenda

Privilege of the Floor- Limited to 3 minutes per speaker

Consent Agenda:

- Audit Claims
- Approval of Minutes from Dec. 13th regular meeting and Dec. 27th Special Meeting
- Budget Amendments
- Organization Resolutions for Consent Agenda

Organizational Resolutions for discussion

Correspondence

County Legislator' s Report

Highway Superintendent's Report

Code Enforcement Officer's Report

Town Clerk's Report

Supervisor' s Report-

- TCCOG-
- Work completed
- Comprehensive Plan Writing

Committee Reports:

- Planning Board: Dan Walker
- Enfield Volunteer Fire Company
- Renewable Energy Advisory Committee: Mike Carpenter
- Comprehensive Plan Writing Committee: Beth McGee

Old Business:

- Planning Board Appointment *
- Discussion- Move remaining 2017 Highway DA funds to Equipment Reserve
- Contract with Enfield Volunteer Fire Department- plan to move forward

New Business:

- Creation of Finance Committee*
- Hiring a Planner to review the Draft Comprehensive Plan
- Set Audit meeting date* (2018 Goals (if time allows)

Privilege of the Floor (Limited to 3 minutes for each speaker)

Announcements

Adjournment

**January 2018 Regular Meeting
Consent Agenda**

Audit Claims

Approval of Minutes from Dec. 13th regular meeting and Dec. 27th Special Meeting

Budget Amendments

Organization Resolutions for Consent Agenda

Budget Amendment #2018-_____ Youth Program- Contractual

WHEREAS, expenses have exceeded the budget in the General Fund, Culture and Recreation line A7310.4 titled “Youth Program-Contractual”, now therefore be it

RESOLVED that General Fund line A1990.4 titled “Contingent Acct” be reduced by \$1.08 and General Fund line A7310.4 be increased by \$1.08.

Budget Amendment #2018-_____ Administration- Contractual

WHEREAS, expenses have exceeded the budget in the General Fund, Public Safety line A titled “3010.4 Administrative-Contractual”, now therefore be it

RESOLVED General Fund line A1990.4 titled “Contingent Acct” be reduced by \$618.67 and General Fund line A3010.4 be increased by \$618.67.

Resolution # _____-2018 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 pm, at the Enfield Community Building, 182 Enfield Main Road, Ithaca, NY 14850

Resolution # _____-2018 Department Hours

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

- Highway Department to be from 6:00 AM to 2:30 PM, Monday through Friday.
 - Town Clerk to be from 3:00 PM to 6:00 PM Monday through Thursday.
 - ❖ During January there are additional hours of Tuesday and Thursday from 9:00AM to noon and Saturday from 9:00AM to noon.
 - Code Enforcement Office to be from 8:30AM to 11:00 AM Monday through Thursday and Wednesday from 5PM to 7PM
 - Town Court to commence at 5 PM on Mondays unless it is a holiday
-

Resolution # _____-2018 Bi-Weekly Pay Periods

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

January 5, 2018	May 11, 2018	September 14, 2018
January 19, 2018	May 25, 2018	September 28, 2018
February 2, 2018	June 8, 2018	October 12, 2018
February 16, 2018	June 22, 2018	October 26, 2018
March 2, 2018	July 6, 2018	November 9, 2018
March 16, 2018	July 20, 2018	November 21, 2018
March 30, 2018	August 3, 2018	December 7, 2018
April 13, 2018	August 17, 2018	December 21, 2018
April 27, 2018	August 31, 2018	January 4, 2018

Checks are available the following Friday unless it is a holiday when they will be available a day earlier- Payroll frequency is Biweekly

Resolution # _____-2018 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, 2018	New Year's Day	September 3, 2018	Labor Day
January 15, 2018	Martin Luther King Day	October 8, 2018	Columbus Day
February 19, 2018	President's Day	November 12, 2018	Veteran's Day
May 28, 2018	Memorial Day	November 22, 2018	Thanksgiving Day
July 4, 2018	Independence Day	December 25, 2018	Christmas Day

(One) Floating Holiday

Resolution # _____-2018 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 Sue Thompson, webmaster, 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 # _____-2018 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;
Resolved, the Town will send a newsletter to all residents in conjunction with the Enfield Community Council “**Currents**” Newsletter 4 times per year sharing costs of production, printing and mailing.

Resolution # _____-2018 Code of Ethics

Resolved, all Public Officials, appointees, and employees for the Town of Enfield are subject to the Code of Ethics as adopted by the Town which is written in the Policies and Procedures Manuel in the Employee Handbook.

Resolution # _____-2018 Records Access Officer

Resolved, that the Town Clerk, Alice Linton, shall be appointed as the Town's Record Access Officer, and;
Resolved, that she will serve as the person who receives all FOIL requests.

Resolution # _____-2018 Town Bookkeeper – salary at \$8582.00/year, paid bi-weekly

Resolved, the Supervisor is hereby authorized to designate a Town Bookkeeper, and;
Resolved, the Supervisor is authorized to list the Bookkeeper on the Town Security Insurance Policy, and;
Resolved, the Supervisor appoints **Deborah Kelley** to fill this position.

Resolution # _____-2018 Deputy Town Supervisor – salary at \$800/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;
Resolved, the Supervisor appoints **Councilperson Becky Sims** to fill this position.

Resolution # _____-2018- Deputy Highway Superintendent – \$.75 differential to current hourly wage, 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;
Resolved, the Highway Superintendent appoints **Brandon McGee** to fill this position.

Resolution # _____-2018 Deputy Town Clerk – salary at \$15.11/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;

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

Resolution # _____-2018 Planning Board Clerk – salary at \$15.11/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;

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

Resolution # _____-2018 Code Enforcement Officer – salary at \$28,778.00/year, paid monthly

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

Resolution # _____-2018 Court Clerk – salary at \$11,524.00/year, paid monthly

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

Resolution # _____-2018 Comprehensive Plan Writing Committee Clerk – salary at \$15.11/hour, paid monthly

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

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

Resolution # _____-2018 Town Hall Custodian – salary of \$25/week paid monthly

Resolved, the Town Board appoints **Alice Linton** to fill this position.

**January 10, 2018 Regular Meeting
Resolutions for Discussion**

Resolution # _____-2018 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 per speaker)
- Consent Agenda*
- Communications
- County Legislator's Report
- Supervisor's Report
- Town Clerk Report
- Enfield Volunteer Fire Department
- Highway Superintendent Report
- Code Enforcement Report
- Planning Board Report
- Committee Reports
 - Renewable Energy Advisor Committee
 - Comprehensive Planning Committee

The following committee reports will be expected quarterly at March, June, September, and December Regular Town Board meetings (or more frequently as needed by the Board or Committees) Please come prepared to give the board a report on recent issues and concerns your committee is working on as well as upcoming items of importance to Enfield:

- Budget Committee (upon Town Board approval to create this committee)
- Enfield Community Council- Cortney Bailey
- Tompkins County Recreation Partnership- Mike Carpenter
- Tompkins County Youth Board- Barbara Sadovnic
- Health Insurance Consortium- Ann Rider
- Environmental Management Council
- Cayuga Watershed Intermunicipal Organization

- Old Business*
- New Business*
- Announcements
- Privilege of the Floor (Limited to 3 minutes per speaker)
- Adjournment

Resolved, the order for conducting any special meetings is as follows:

Call Meeting to Order
Pledge of Allegiance
Privilege of the Floor (Limited to 3 minutes per speaker)
Consent Agenda*
Old Business*
New Business*
Announcements
Adjournment

***Action Items**

Resolution # _____-2018 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 GUIDE FOR 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.

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, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse.

For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work.

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 at any time.

AMENDMENTS TO THE RULES OF PROCEDURE

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

Resolution #2018-_____ - Appointment of Delegates to NYS 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 21, 2018, at the Astor Ballroom of the New York Marriott Marquis, and;

WHEREAS, Supervisor Beth McGee and Councilperson _____ will attend the Association of Towns Annual Meeting, now be it;

RESOLVED that Supervisor Beth McGee be duly designated as the Town of Enfield delegate and Councilperson _____ as alternate in the absence of Supervisor Beth McGee, to the NYS Association of Towns Annual Meeting on February 21, 2017 and to cast the vote for the Town of Enfield, pursuant to Section 6 of Article III of the Constitution and Bylaws of said Association.

Resolution ##2018-_____ Town Board Appointments

Resolved, the Town Board hereby makes the following Advisory Committee/Position appointments:

- **Town Historian**-Sue Thompson
- **Cemetery Committee**- Sue Thompson, Vera Howe-Strait, Ed Thompson, John Linton, Supervisor Beth McGee
- **Beautification Committee**- Supervisor Beth McGee, Darren McGee, Mackenzie Newhart, and Joe Dawson.
- **County Youth Board**- Barbara Sadovnic
- **Recreation Partnership**- Councilperson Mike Carpenter
- **Advisory Board of Assessment Review**- Peg Willis, Kim Falstick, Pat Dougherty
- **Enfield Community Council Liaison**- Councilperson Virginia Bryant
- **Facilities Development Committee**- Supervisor Beth McGee, Councilperson Mike Carpenter, Highway Superintendent Buddy Rollins, Alan Teeter
- **Personnel Committee**- **Supervisor Beth McGee**, Councilperson Virginia Bryant, Town Clerk Alice Linton, Highway Superintendant Buddy Rollins, Employee Representative Gabe Newhart
- **Tompkins County Council of Governments**- **Supervisor Beth McGee**, alternate- _____
- **Health Insurance Consortium Board Director**- **Ann Rider**, alternate- Supervisor Beth McGee
- **Emergency Planning Committee**- **Supervisor Beth McGee**, Roger Lauper, Art Howser, Alan Teeter, Buddy Rollins, Larry Stilwell, Lisa Rieger, Elementary Principal, Vera Croft, School Liaison
- **Budget Committee**- **Chair- Supervisor Beth McGee, Councilperson _____**, Town Clerk Alice Linton, Highway Superintendent Buddy Rollins, Bookkeeper Debby Kelly, resident, resident, resident

Resolution #2018-_____ 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 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 #2018-_____ Assistant Town Bookkeeper – salary at \$16.13/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;

Resolved, the Supervisor appoints _____ to fill this position.

Resolution #2018-_____ Cemetery Grounds Keepers (2 individuals) – salary at \$1,846.04 each/year, paid monthly in June, July, August, and September

Resolved, the Town Board appoints _____ and _____ to fill these positions.

Resolution #2018-_____ Community Room Custodian – salary of \$25/week paid monthly/

Resolved, the Town Board appoints _____ to fill this position.

Resolution #2018-_____ Town Planning Board Position- (To be completed in Old Business)

WHEREAS, the Enfield Town Board has asked for letters of interest regarding a vacancy on the Town of Enfield Planning Board and two vacancies for alternates on the Enfield Planning Board;

WHEREAS, the Enfield Town Board received letters of interest from Rich Teeter, Rob Tesori, and Joe Dawson for these positions;

RESOLVED the Town Board appoints _____ to the Enfield Planning Board for the term ending December 31st, 2022, and;

RESOLVED the Town Board appoints _____ to the Enfield Planning Board as an alternate for the term ending December 31st, 2019, and;

RESOLVED the Town Board appoints _____ to the Enfield Planning Board as an alternate for the term ending December 31st, 2019.

RESOLUTION # _____-2018 DIRECTING MANAGEMENT OF TOWN WEBSITE, EMAILS, AND HOSTING TO THE OFFICE OF ENFIELD TOWN CLERK

WHEREAS the Town of Enfield utilizes the town website for most communications and information presentation to the public, and;

WHEREAS the Town of Enfield utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

WHEREAS the Town of Enfield purchases and manages a hosting service for website and email management and hosting, and;

WHEREAS it is no longer reasonable to manage these services with volunteers, due to the extent and purpose of said use, therefore;

RESOLVED that beginning January 15, 2018, these tasks will be managed and delegated under the office of Enfield Town Clerk.

**TOWN OF ENFIELD CHOOSES CIVILITY RESOLUTION
#2017-50**

WHEREAS, the right to self-expression and free speech are fundamental rights and essential in preserving democratic values and promoting the common good;

WHEREAS, a robust exchange of ideas is necessary to the health of society as well as in the discourse of public and private organizations working for the common good;

WHEREAS, civility in discourse contributes to the well-being of a community, underscores its general health and wellness and depends in great part on how a community's members treat each other;

WHEREAS, embracing civility allows diverse and impassioned opinions and viewpoints to be considered with respect and due consideration in an inclusive and respectful environment for members of the governing body as well as for the public;

WHEREAS, concern for the common good and well-being of all citizens is one of the highest virtues in a democratic society;

WHEREAS, every citizen is responsible for demonstrating such behavior; and, **WHEREAS**, the Town of Enfield promotes civil behavior between and by its board members, committee members, staff and residents, now, therefore be it

RESOLVED to exhibit and encourage the kinds of personal qualities that are typical in a civil society—gratitude, humility, openness, passion for service to others, propriety, kindness, caring, sense of duty, and a commitment to doing what is right in the Enfield community. All Enfield board members, committee members and staff shall strive to:

1. Treat everyone courteously
2. Listen to others respectfully
3. Give open minded consideration to all viewpoints
4. Focus on the issues and avoid personalizing debate
5. Embrace respectful disagreement and dissent as democratic rights that are inherent components of an inclusive public process and tools for forging sound decisions and be it further

RESOLVED that Enfield board members, committees and staff shall strive to promote the use of and adherence to these guidelines in all Enfield community activities.