

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

Present: Town Supervisor Beth McGee, Town Councilperson Virginia Bryant, Town Councilperson Mike Carpenter, Town Councilperson Mimi Mehaffey, Town Councilperson Becky Sims, Town Highway Superintendent Buddy Rollins, Town Clerk Alice Linton

Supervisor McGee lead the assemblage in the Pledge of Allegiance to the Flag at 6:30 p.m.

**Additions and Removals from the Agenda:** Supervisor McGee asked if anyone had additions or removals from the agenda. There were none suggested.

**Privilege of the Floor:** Marcus Gingerich of Enfield thanked the Supervisor for providing the meeting packet of information on the website before the meeting.

**Consent Agenda:** Supervisor McGee moved, with a second by Councilperson Bryant to approve the Consent Agenda as follows:

**Audit Claims:** The Town Board authorizes the Supervisor to pay:  
General Fund vouchers #1 to #2 and #4 to #22 dated January 10, 2018 in the amount of \$64,724.19;  
Highway Fund vouchers #1 to #22 dated January 10, 2018 in the amount of \$83,033.90; and  
Fire Department Fund vouchers #3 and #23 dated January 10, 2018 in the amount of \$85,844.00.

**Approval of Minutes** of the December 13, 2017 regular meeting and the December 27, 2017 special meeting.

**Budget Amendments:**

**Budget Amendment #2018-1                      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 Account" be reduced by \$1.08 and General Fund line A7310.4 be increased by \$1.08.

**Budget Amendment #2018-2                      Administration- Contractual**

**WHEREAS**, expenses have exceeded the budget in the General Fund, Public Safety line titled "A3010.4 Administrative-Contractual", now therefore be it

**RESOLVED** that General Fund line A1990.4 titled "Contingent Account" be reduced by \$618.67 and General Fund line A3010.4 be increased by \$618.67.

**Resolution #2018-1                      Town Board Meeting Dates**

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

**Resolution #2018-2                      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 9:00 AM to noon and Saturday from 9:00 AM to noon.
- Code Enforcement Office to be from 8:30 AM to 11:00 AM Monday through Thursday and Wednesday from 5:00 PM to 7:00 PM.
- Town Court to commence at 5:00 PM on Mondays unless it is a holiday.

**Resolution # 2018-3                      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	

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

**Resolution #2018-4                      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 #2018-5                      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 the Town Clerk (change from 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 #2018-6                      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 # 2018-7                      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 Manual in the Employee Handbook.

**Resolution #2018-8                      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 #2018-9                      Town Bookkeeper – salary at \$8,582.00/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 #2018-10                      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 #2018-11                      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 #2018-12                      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 #2018-13                      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 #2018-14                      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 #2018-15                      Court Clerk – salary at \$11,524.00/year, paid monthly**

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

**Resolution #2018-16                      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 #2018-17                      Town Hall Custodian – salary of \$25/week paid monthly**

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

Vote on Consent Agenda: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

**Organizational Resolutions for Discussion:**

Supervisor McGee moved, with a second by Councilperson Carpenter, to adopt Resolution #2018-18.

**Resolution #2018-18                      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
- Highway Superintendent Report
- County Legislator's Report
- Supervisor's Report
- Town Clerk Report
- Enfield Volunteer Fire Department
- 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**

Discussion: Councilperson Carpenter asked about an appointment to the Environmental Management Council. Supervisor McGee stated she was waiting until the February meeting to make the appointment as there are several interested parties she would like to talk with. Councilperson Sims stated she might be interested in serving on the Cayuga Watershed Intermunicipal Organization. Councilperson Mehaffey suggested moving the Highway Superintendent's Report to right after Communications as he has early hours.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Supervisor McGee moved, with a second by Councilperson Carpenter to adopt Resolution #2018-19.

**Resolution #2018-19 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.

Discussion: Councilperson Mehaffey felt it wasn't necessary for speakers to step to the front of the room. She also felt a speaker should be limited to 3 minutes (strike on a given topic).

Supervisor McGee moved to amend the Resolution, with a second by Councilperson Carpenter to delete the requirement that speakers must move to the front of the room, and to strike "on a given topic" from the limit of remarks to 3 minutes.

Vote on Amendment: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Vote on Resolution: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Supervisor McGee moved, with a second by Councilperson Bryant to adopt Resolution #2018-20.

### **Resolution #2018-20 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 Mehaffey 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 Mehaffey 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.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Supervisor McGee moved, with a second by Councilperson Sims to adopt Resolution #2018-21.

**Resolution #2018-21                      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, 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 Superintendent Buddy Rollins, Employee Representative Gabe Newhart
- **Tompkins County Council of Governments- Supervisor Beth McGee**, alternate- Councilperson Mike Carpenter
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- **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 Virginia Bryant, Town Clerk Alice Linton, Highway Superintendent Buddy Rollins, Bookkeeper Debby Kelly, resident, resident, resident

Discussion: John Linton was removed from the Cemetery Committee as he did not confirm his interest. Supervisor McGee stated she would prefer the Budget Committee to be titled the Finance Committee. This committee would look at how money is spent, make recommendations, and possibly work on long-term planning. She suggested the committee might start by looking over information provided by the Office of the State Comptroller that she has obtained. Councilperson Carpenter suggested looking at long-term highway equipment budgeting, long-term building facilities, long-term planning for other issues such as energy, and affordable housing development. Councilperson Bryant felt this committee could help get a better handle on finances to prevent numerous budget amendments, and budgeting more appropriately in future years.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Supervisor McGee moved, with a second by Councilperson Sims to adopt Resolution #2018-22.

**Resolution #2018-22                      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.

Discussion: Councilperson Carpenter questioned if Attorney Krogh's presence would be needed at all regular meetings. Supervisor McGee stated she would like him present at least until the contract with the Enfield Volunteer Fire Company is complete. After that, he could be asked to attend when needed. Councilperson Mehaffey suggested once issues his advice are needed on have been discussed, he could leave the meeting. Supervisor McGee mentioned she was considering holding two meetings each month - one for committee reports and another that would be a working meeting.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

Supervisor McGee moved, with a second by Councilperson Carpenter to adopt the following resolution:

**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.

Discussion: Supervisor McGee pulled this resolution as it is different from stated expectation. The bookkeeper would like the assistant bookkeeper to balance accounts monthly.

Supervisor McGee moved, with a second by Councilperson Carpenter to adopt the following resolution:

**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.

Discussion: Supervisor McGee spoke with Sue Thompson, who will put together a list of tasks for the different parts of this job. Since there is no urgency on this appointment, the resolution will be presented again at a later date when more information is available. The resolution was pulled.

Supervisor McGee stated the next resolution would be pulled. The food pantry has agreed to clean the downstairs area of the Community Building and Supervisor McGee will clean the upstairs for several months, at no charge, until a new person can be hired.

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

**Resolved**, the Town Board appoints \_\_\_\_\_ to fill this position.

Supervisor McGee moved, with a second by Councilperson Bryant, to adopt Resolution #2018-23.



**Resolution #2018-23 Directing Management of Town Website, E-Mails, 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.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

**Correspondence:**

The Enfield Community Council Winter Program schedule is now on the town website. Basketball starts Saturday, January 26.

The Enfield Valley Grange is holding a Community Conversations and Dish to Pass on January 21 from 5-7 p.m. Bring a dish-to-pass and place setting to join in the conversations important to Enfield residents.

Letter from the SPCA stating the Dog Control Officer Inspection report has been updated to Satisfactory.

A Blood Drive will be held at the EVFC the third Tuesday of every month beginning on January 17, from 1:30 to 6:30 p.m.

The Enfield newsletter has been mailed, and is available on the town website.

Letter from Carolyn Tschanz regarding the Recreational Partnership. The Recreation Partnership Board met on December 19. Officers for 2018 were nominated. The Recreation Partnership Agreement for 2018-2022 has been approved by all towns and municipalities and signatures are being obtained. Carolyn updated the Board that Enfield will likely be sending Mike Carpenter to be the representative. The Spring IYB Playbook is out in schools and communities and online. In 2018, the Recreation Partnership Board is planning on reviewing the By-Laws and Performance Measures. The next meeting will be on February 27, 2018 at 5 PM at the Ithaca Youth Bureau.

**County Legislator's Report:** Newly elected District 5 Legislator Anne Koreman reported that she and Dave McKenna, District 8 Legislator, plan to alternate attending Enfield meetings. No legislative committee assignments have been made yet. A NYS grant was received to update the EMS Communications. The Legislature urged state legislative representatives to repeal the regulations that require homeless individuals that have a modest income and are seeking support for temporary housing assistance to contribute to shelter payments. She suggested that town representatives attend legislative meetings to give updates on what's happening in the towns within the County. Legislature meeting highlights are available at the County meeting hub on their website at <http://tompkinscountyny.gov/legislature>.

**Highway Superintendent's Report:** Highway Superintendent Buddy Rollins provided the annual 284 form which states how the Town expects to spend CHIPS money in 2018. Projects include Aiken Road between Halseyville and Waterburg Roads, Buck Hill between West Enfield Center Road and Route 79, and South Van Dorn Road between East Enfield Center Road and Route 79. These projects are subject to change depending on road conditions and if CHIPS funding changes. Superintendent Rollins contacted New York State as \$10,000 in CHIPS funds haven't been received by the Town yet. He was advised the amount was inadvertently missed and will be remitted in March of 2018.

The highway department was able to obtain all the old concrete and blacktop from McDonalds when they tore down their old building. That material has been exchanged with Seneca Stone for about \$10,000 of crusher run for a cost of about \$2,000 in hauling.

The crew has been doing their annual safety trainings during cold weather. During the last two weeks of cold temperatures there was hardly any condensation on the inside of the highway building. Some windows and man doors still had leaks.

Supervisor McGee asked if the outside lights had been repaired yet. If the cost to repair the lights were to exceed the procurement amounts, an estimate would be needed. Superintendent Rollins feels the cost would be less than \$5,000. All Board members were in agreement that Superintendent Rollins should contact Shisler Electric to have the work done. Supervisor McGee will contact Hi-Foam Insulation regarding insulating the man doors in the building. The heater motors have been repaired and are working ok now.

**Code Enforcement Officer's Report:** Alan Teeter, Code Officer, reported in 2017 there were 67 building permits issued with a total project cost of \$9,881,744. There were 9 new homes, 9 residential solar projects and 2 solar farm permits issued. He met with Tompkins County Assessment to go over all permits to make sure everything was in order prior to March 1. He gave a brief history of the code enforcement vehicle. About 12 years ago a vehicle was purchased so the Code Officer's vehicle would have a professional appearance. In some towns, highway departments turn over their vehicles to Code Enforcement when they are replaced and some towns hold onto a vehicle for 3 years and then sell it and purchase a new replacement vehicle. Since town vehicles are purchased on NYS bid, they can often be sold for the same amount that a new vehicle would cost. He puts an average of about 2,000 miles a year on the vehicle.

**Town Clerk's Report:** Alice Linton, Town Clerk, reported in 2017 funds were collected for 7 marriage licenses, 53 regular copies, 15 certified copies, 67 building permits, 1 cemetery plot, 5 culvert permits and 680 dog licenses. There was also \$1,548 collected for hunting and fishing licenses, of which the Town only gets a small percentage and the remainder goes to New York State.

**Supervisor's Report:** Supervisor McGee reported that January has been a month of learning and connecting with incoming Town Board members and residents. She has not yet attended a Tompkins County Council of Governments (TCCOG) meeting. She has been in contact with potential town planners and has some names to reach out to; she has worked to figure out vouchers so they can be submitted for payment; she spoke with Jean Owens from the Enfield Food Pantry about cleaning the downstairs of the Community Building; and she spent time putting together resolutions for this meeting.

### **Committee Reports:**

**Planning Board:** Dan Walker, chairman, reported there were no actions before the Planning Board this month. One of the prospective candidates for the Planning Board withdrew their application and the Board recommended Rich Teeter as a regular member with both Joe Dawson and Rob Tesori being recommended as alternates. An alternate can serve in the absence of a regular member.

**Enfield Volunteer Fire Company:** Alan Teeter, 2nd Assistant Chief, reported there were 26 calls in December of which 7 were EMS calls, 3 MVA's, 3 service calls and 13 fire calls for Enfield. A chicken BBQ will be held January 14 and a blood drive will be held January 16. 2018 Line Officers are: Chief,

Roger Lauper; Deputy Chief, Tony Carlisle; 1st Assistant Chief, Mark Stilwell; 2nd Assistant Chief, Alan Teeter; Captain, Wayne Lauper; President, Dennis Hubbell; Vice-President, Greg Stilwell.

Supervisor McGee noted that the EVFC website is no longer operational. She asked if some of the historical information could be made available to put on the Town of Enfield website.

**Renewable Energy Advisory Committee:** Councilperson Mike Carpenter reported the first draft of the solar law is about two-thirds complete. The committee plans to finish the draft at the January 20 meeting in the hopes of having a draft revised law to the Town Board before the February meeting. After that a public hearing will need to be scheduled. He is hopeful a separate version of the law can be made available with annotations so the public can see why different information was included. Supervisor McGee feels this might also be helpful to Tompkins County when they do their review. Councilperson Carpenter anticipates it may take most of the rest of the year to complete the wind law due to the complexities of the issue.

**Comprehensive Plan Writing Committee:** Supervisor McGee reported she is in the process of contacting town planners and getting names of anyone who might interested and available to review the draft Comprehensive Plan before it is presented to the Town Board.

### Old Business:

**Planning Board Appointment:** Councilperson Carpenter moved, with a second by Councilperson Sims, to adopt Resolution #2018-23.

### Resolution #2018-23                      **Town Planning Board Position**

**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 Rich Teeter to the Enfield Planning Board for the term ending December 31<sup>st</sup>, 2022, and;

**RESOLVED** the Town Board appoints Joe Dawson to the Enfield Planning Board as an alternate for the term ending December 31<sup>st</sup>, 2018, and;

**RESOLVED** the Town Board appoints Rob Tesori to the Enfield Planning Board as an alternate for the term ending December 31<sup>st</sup>, 2018.

Discussion: Both Rich Teeter and Joe Dawson were present and asked to say a little about themselves. Rich Teeter stated he owns a business, has developed projects, and owns properties in several towns. Joe Dawson has attended most Town Board meetings and committee meetings and is involved in the community.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

**Move Remaining 2017 Highway DA Funds to Equipment Reserve:** Supervisor McGee stated the bookkeeper hasn't closed the 2017 books yet. These funds will be discussed at the audit meeting. She will make sure the \$42,000 from 2016 has been moved.

**Contract with Enfield Volunteer Fire Company:** Supervisor McGee stated the previous contract has been extended for two months into 2018 after a public hearing was held. Attorney Krogh reported he spoke with the EVFC's attorney, Mark Butler, who plans to provide comments on the new proposed contract by mid-

January. If it doesn't look like a new contract can be in place by the end of February, another extension is possible.

**New Business:**

**Creation of Finance Committee:** Supervisor McGee suggested that the committee should be defined and then given tasks to work on. It was agreed the committee would assess and advise on long term financial and capital planning; analyze and recommend best practices on internal controls; monitor the budget and make recommendations.

Supervisor McGee moved, with a second by Councilperson Mehaffey to create a Finance Committee with the objective of reviewing long term financial planning, long term capital planning, and budget recommendations; and that the structure and members be as described in Resolution #2018-21.

Vote: Councilperson Bryant aye, Councilperson Carpenter aye, Councilperson Mehaffey aye, Councilperson Sims aye, Supervisor McGee aye. Carried

At this time, 9:10, Councilperson Carpenter left the meeting.

**Hiring a Planner to Review the Draft Comprehensive Plan:** Supervisor McGee has several leads on possible planners and will notify the Town Board when she has more information. She would like to have this as an action item at the February meeting.

**Set Audit Meeting Date:** The annual audit meeting was set for January 16, 2018 at 6:30 p.m. at the Enfield Town Hall.

**Privilege of the Floor:** Nancy Spero of Enfield welcomed the new Town Board and commended their efficiency.

**Announcements:** Councilperson Sims announced that January is Radon Testing Month. Healthy Homes of Tompkins County has free testing kits available. County Legislator Anne Koreman mentioned good quality kits are also available to be purchased and it is good to do multiple tests at different times of the year, or use long-term monitoring equipment, as fluctuations can occur depending on time of day or time of year.

**Adjournment:** Supervisor McGee moved, with a second by Councilperson Sims, to adjourn at 9:25 p.m.

Respectfully submitted,

Alice M. Linton, RMC  
Enfield Town Clerk