

A P P R O V E D February 13, 2008

**Enfield Town Board
Regular Meeting
January 9th, 2008 at 7:00 PM
Enfield Town Hall -- 168 Enfield Main Road**

Meeting called to order by Supervisor Frank Podufalski at 7:00 PM.

Present: Supervisor Frank Podufalski
 Councilperson Roy Barriere
 Councilperson Stephanie Gaynor
 Councilperson Herb Masser
 Town Clerk Alice Laue
Absent: Councilperson Robert Harvey

Others present: Legislators: James Dennis and Greg Stevenson, Deputy
 Town Clerk: Pat Dougherty, Bookkeeper: Pat Podufalski,
 Ithaca Journal: Tim Ashmore.

Pledge of Allegiance:

Supervisor Podufalski led the assemblage in the Pledge of Allegiance.

Oath of Office:

Supervisor Podufalski introduced new Town Board Councilpersons.
Town Clerk Alice Laue administrated the Oath of Office to Deputy Supervisor,
Jean Owens.

Privilege of the Floor:

John Rancich welcomed the new board members. He stated that the previous board had passed a law, which may be illegal, pertinent to wind farms in Enfield. Supervisor Podufalski is seeking legal counsel from the Attorney for the Town and will proceed as counsel instructs.

David Dimmick read a statement asking the board to have an open government that represents all of the citizens of this town. Specific issues mentioned were the Enfield Volunteer Fire Company, the Board of Ethics, and wind energy.

Gary Fisher advised that he felt the school in Rochester for new board members was a good one. He touched on a \$20,000 discrepancy in the 2006 figures to the state. Supervisor Podufalski asked him to produce hard copy proof. Fisher asked Laue to show the report to Podufalski.

Jerry Achilles questioned the status of the Community Building. Podufalski said he had closed it to the public...except for the food distribution program...where a fire marshal will need to be present in the event the large overhead door has to be accessed. The building needs an electrical inspection certificate and a certificate of occupancy. He hopes to get the necessary work done within the next few weeks. [Podufalski apologized for the “packed in like sardines at the Enfield Town Hall” situation.] Achilles also asked if the food program’s liability insurance was up to date and was told by Podufalski that it was.

Better Housing for Tompkins County:

Stacey Murphy, Development Manager of Better Housing for Tompkins County, proposed an attempt at grant funding for \$400,000 worth of housing rehabilitation for Enfield [Small Cities Block Grant Program] with an application cost of \$6,000 to the Town. Enfield was turned down in 2007 but was funded for \$400,000 in 2005.

Sprague Insurance:

John Kuehn, representing Sprague Insurance of Corning, NY and New York Municipal Insurance Reciprocal (NYMIR) who has insured the town for many years, discussed the 2008 insurance proposal. There is an approximate decrease of 9.3% from last year \$22,099.57 (2007) to \$20,038.50 (2008) due to NYMIR rate changes.

Approval of Minutes:

December 12, 2007

December 27, 2007

Motioned: Councilperson Barriere

Seconded: Councilperson Masser

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. Motion carried.*

Communications/Announcements/Correspondence:

There were none.

COMMITTEES/BOARDS REPORTS**Tompkins County Board of Representatives:**

Greg Stevenson, District #1 Enfield/Newfield legislator, reported that he is looking to establish interactive working relationships between town officials and department heads.

Jim Dennis, District #2 Enfield/Ulysses legislator, announced that there will be a new county administrator to replace Steve Whicher within four months. He told the board about celebration grant money available from the room-tax income. Supervisor Podufalski asked about direction as a new official. Dennis pointed him to the county web site.

Highway Department:

There was no report.

Code Enforcement:

Supervisor Podufalski stated that Ron Clark, former Enfield Code Enforcement office had retired. He will get further information to the Board regarding Clark's replacement.

Community Building:

Supervisor Podufalski, along with Councilpersons Barriere, Gaynor and Masser did a "walk through" of the community building on January 1, 2008 after being sworn in. Councilperson Harvey, who was working in the building at the time, was asked to stop working and the building was closed down at that time. Podufalski noted that he expects estimates to complete the job before the next Town Board meeting.

Enfield Community Council:

President Carolyn Tschanz announced that the Community Council would soon be starting up a program for the middle-school students. She was concerned about the Community Building being closed and hoped it would be open to their programs again soon. Their annual report will be submitted shortly. They meet regularly on the 2nd Monday of the month at 6:30 p.m. at the Community Building.

Enfield Volunteer Fire Company:

Fire Chief, R.J. Switzer, presented their annual report including the attainment of eleven new members and the fact that the call volume is up 7%. Supervisor Podufalski stated that he had spoken with Denny Hubbell, the President of the fire company about an incident whereby the food program had to be held outside in inclement weather on one occasion. Hubbell said that he would open the wash bay at the fire house if that were to happen again

Planning Board:

Virginia Bryant, co chair, said that the board hasn't met since October. They will meet the 1st Wednesday in February if there is something on the agenda.

OLD BUSINESS**Enfield Volunteer Fire Company Addendum to 2007 Fire Contract:**

Resolution 2008 - #1

*Enfield Volunteer Fire Company
Addendum to 2007 fire contract*

The Town Board hereby resolves and agrees to enter into an addendum to the 2007 fire service contract with the Enfield Volunteer Fire Company whereby the 2007 contract will be extended or reflected in such addendum for a period of thirty days from January 1, 2008 to January 31, 2008 with said contract addendum to provide for the payment from the Town of Enfield to said Fire Company in the amount of \$50,000.00, and

Further, that said addendum will include an extension if not re-negotiated by January 31, 2008 to February 28, 2008 with a payment to the Enfield Volunteer Fire Company in the amount of \$50,000.00 and

All other terms of the current agreement to remain in full force and effect throughout said period covered by the addendum.

*Motioned: Councilperson Masser
Seconded: Councilperson Gaynor*

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Resolution carried.***

Housing Rehabilitation Grant:

A motion was made to expend \$6,000 for a grant through Better Housing of Tompkins County for housing rehabilitation for the Town of Enfield in the amount of \$400,000.

*Motioned: Councilperson Gaynor
Seconded: Councilperson Barriere*

Discussion: This is a one-year grant.

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

Executive Session:

A motion was made to go into executive session at 7:50 p.m. for a personnel matter.

*Motioned: Councilperson Masser
Seconded: Councilperson Gaynor*

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

A motion was made to come out of executive session at 8:10 p.m.

Motioned: Councilperson Gaynor
Seconded: Councilperson Barriere

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
*Harvey...absent. **Motion carried.***

NEW BUSINESS

Creation of a 2nd Code/Fire Enforcement Officer:

Supervisor Podufalski noted that Ed Hetherington issued a Certificate of Occupancy for Kristin Lovelace-Ross in the absence of a Town of Enfield Code Officer and will be reimbursed for same. Ron Clark, previous code officer, recommended that two part-time code people be appointed at 20 hours/each per week. A motion was made to that effect.

Motioned: Councilperson Gaynor
Seconded: Councilperson Barriere

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
*Harvey...absent. **Motion carried.***

Honorarium: [**Changed to "Payment in Lieu of". See 2/13/2008 Town Board Minutes.](#)

A motion was made to pay Byron Smith for filling in as councilperson upon the resignation of Jennifer Fisher. Smith will be paid an honorarium, in lieu of a salary of \$621.90 for the months of October, November and December 2007.

Motioned: Councilperson Barriere
Seconded: Councilperson Masser

Discussion: Supervisor Podufalski will check the legality of the meeting at which Byron Smith was appointed.

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

TOWN OF ENFIELD

2008 ORGANIZATIONAL RESOLUTIONS

RESOLUTION #2

2. The monthly meeting of the Enfield Town Board shall be held on the Second Wednesday of each month, at 7:00 p.m., at the Enfield Community Building, 182 Enfield Main Road.

RESOLUTION #3

3. The Ithaca Journal is designated as the official newspaper for the Town of Enfield.

RESOLUTION #4

4. Resolved that the order for conducting business at the regular Town Board meetings is as follows:

Call Meeting to Order
Pledge of Allegiance
County Legislator's Report
Privilege of the Floor (3 Minute Limit)
Approval of Minutes
Communications
Committees Reports
Old Business
New Business
Audit Claims

Announcements [**Privilege of the floor moved to end of meeting. See 2/13/2008](#)

[Town Board Minutes](#)

Adjournment

RESOLUTION #5

5. The following are appointed:

- a. Deputy Supervisor: Jean Owens
- b. Deputy Town Clerk: N. Patricia Dougherty
- c. Deputy Highway Superintendent: Ronald McFall
- d. Attorney for the Town: Guy Krogh, Esq. The Town Board specifically waives the requirement that the Town's Attorney be a resident of the Town.
- e. Senior Code Enforcement Officer: James Mead; Code Enforcement Officer: Alan Teeter
- f. Court Clerks: Beverly Hubbard, Tiffany Poole
- g. Town Historian: Sue Thompson
- h. Bookkeeper: Patricia Podufalski

RESOLUTION #6

6. Salary Schedule for 2008

Town Supervisor: \$9,072.00/year, paid monthly
Highway Superintendent: \$47,760.00/year, paid monthly
Deputy Highway Superintendent: \$18.77/hr., paid biweekly
Machine Equipment Operator: \$18.27/hr., paid biweekly
Highway Department part-time employees: \$10.00/hr-\$12.00/hr., paid biweekly
Town Clerk: \$10,638/year, paid monthly
Deputy Town Clerk: \$9.59/hr., paid monthly
Town Justices: \$10,200.00/year, paid monthly
Court Clerks: \$3,845.00/year, paid monthly
Councilman: \$2,571.25/year, paid quarterly
Bookkeeper: \$5,472.00/year, paid monthly
Town Attorney: \$150.00/hr., paid quarterly
Senior Code Enforcement Officer: \$17,184.00/year, Code Enforcement Officer: \$15,184.00/year, paid monthly
Cemetery Maintenance (paid June, July, August, September): Wayne A. Snyder \$1,573.20; Wayne C. Snyder \$948.06; George Laue \$646.67

RESOLUTION #7

Resolved that the listed Policies and Procedures contained in the Town of Enfield Policies and Procedures Manual are adopted.

Policy 100.1 - Banking Institutions
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
Policy 400.4 - Mileage Reimbursement
Policy 510.1 - Cemetery Fees
Policy 600.1 - Transcription Tape Retention

RESOLUTION #8

8. Committees/Boards

Beautification Committee: Debbie Teeter, Ann Rider and Helen Hetherington

Cemetery Committee: Chair ****Sue Thompson** - [See 2/13/2008 Town Board Minutes](#)

Enfield Community Council Liaison: Councilperson Stephanie Gaynor

Fire, Disaster, and EMS Advisory Board (3 Year Term ends 12/31/2009)
Delegate; Larry Stilwell Alternate: Larry Lanning

Facilities Development: Town Supervisor Frank Podufalski, Councilperson Roy Barriere, Highway Superintendent David Miller, Denny Hubbell ****Herb Masser, Chair**
-- [See 2/13/2008 Town Board Minutes](#)

Intermunicipal Partnership Delegate: Councilperson Stephanie Gaynor

Local Advisory Board of Assessment Review: Linda Heyman, Doris Rothermich, Debra Spencer

Personnel Committee: Councilperson Herb Masser, Chair; Supervisor Frank Podufalski, Superintendent David Miller, and an employee representative selected by the highway employees

Planning Board: Co-chairs, Virginia Bryant (2010), James McConkey (2013), Calvin Rothermich (2008, ag. Rep.), Richard Neno (2009), Douglas Willis (2008), Ann Chaffee (2011), Debbie Teeter (2014), Town Board Liaison: Roy Barriere ****Herb Masser replacing Roy Barriere** -- [See 2/13/2008 Town Board Minutes](#)

Project Facility Manager: Councilperson Roy Barriere

Tompkins County Council of Governments (TCCOG): Supervisor Frank Podufalski, Alternate, Councilperson Roy Barriere

Tompkins County Environmental Management Council: Michael Miles

Tompkins County Youth Board: Councilperson Stephanie Gaynor

Town Newsletter:

Town of Enfield Website Master: Sue Thompson

Motioned: Councilperson Gaynor
Seconded: Councilperson Masser

Discussion: The Organizational Resolutions were not read, nor presented to the public. This is a legal Board choice.

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Resolutions carried.**

A motion was made to set an audit meeting for January 16, 2008 at 7: pm at the Town Hall.

Motioned: Councilperson Gaynor
Seconded: Councilperson Barriere

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.**

A motion was made to set a public hearing for the Enfield Volunteer Fire Company contract on February 13, 2008 at 7 pm. Supervisor Podufalski asked that the announcement be done in BOLD type.

Motioned: Councilperson Barriere
Seconded: Councilperson Gaynor

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.**

A motion was made to set a joint Planning Board/Town Board meeting for February 6, 2008 at 7 pm. This is the regular meeting night for the Planning Board.

Motioned: Councilperson Masser

Seconded: Councilperson Gaynor

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

A motion was made authorizing attendance for training for Councilperson Roy Barriere at the 2008 Association of Towns Annual Meeting in NYC and designating Councilperson Barriere as the Town of Enfield's Official delegate and Supervisor Frank Podufalski for 2008 training school for newly elected Town Officials in Rochester.

Motioned: Councilperson Gaynor

Seconded: Councilperson Masser

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

A motion was made to revisit the Wind Farm Law and look at the legalities. The Board needs to be sure it was done correctly.

Motioned: Councilperson Barriere

Seconded: Councilperson Gaynor

Discussion:

*Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
Harvey...absent. **Motion carried.***

Audit Claims:

It was motioned that Supervisor Podufalski, on behalf of the Town Board of the Town of Enfield, be authorized to pay the following:

- General Fund vouchers #1- #25 dated January 9, 2008 in the amount of \$53,524.56.

- Highway Fund vouchers #1 & #2 dated January 9, 2008 in the amount of \$10,532.43.

- Enfield Volunteer Fire Company voucher #SF-1 dated January 9, 2008 in the amount of \$50,000.

Motioned: Councilperson Gaynor
Seconded: Councilperson Masser

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
*Harvey...absent. **Motion carried.***

Announcements: (Actually, it was sort of a question and answer session.)

The audience questioned why there was no 'privilege of the floor' at the end of the meeting. Some felt it would be more beneficial to be able to ask questions about proceedings during the meeting. Supervisor Podufalski will now have privilege of the floor at the end, rather than at the beginning, of each meeting.

The Board is looking for a newsletter editor.

There has been no word on the grant requested by the Justices.

Podufalski will check on the legality of recording devices being used during meetings.

Adjournment: At 8:55 p.m.

Motioned: Councilperson Masser
Seconded: Councilperson Barriere

Discussion:

Vote: Supervisor Podufalski...aye. Councilperson Barriere...aye.
Councilperson Gaynor...aye. Councilperson Masser...aye. Councilperson
*Harvey...absent. **Motion carried.***

Minutes reviewed by Town Clerk and transcribed by Deputy Town Clerk N. Pat Dougherty.