

TOWN OF ENFIELD
REGULAR TOWN BOARD
MEETING MINUTES
WEDNESDAY, JANUARY 10, 2007
7:00 P.M.

The regular monthly meeting of the Town of Enfield Town Board was held Wednesday, January 10, 2007 in the Enfield Grange Building on Enfield Main Road, Ithaca, New York with Supervisor Owens presiding.

Present: Supervisor Jean Owens, Councilperson Jennifer Fisher, Councilperson Peggy Hubbell, Councilperson Sandra Small, Councilperson Robert Harvey and Town Clerk Alice Laue.

Others Present: Doug Willis, Margaret Willis, Mark Willis, Pat Dougherty, Calvin Rothermich, Doris Rothermich, Mildred Achilles, Diane Aramini, Gerhardt Achilles, Roy Barriere, Carol Barriere, Byron Smith, Betty Tompkins, Ed Hetherington, Ron Clark, Larry Lanning, Judy Hetherington, David Owens, Carolyn Tschanz, Ann Owens, Lauren Tallman, Cosey Cook, Gregory Robideau, Louis Loiselle, Bertha Hubbell, Tom Gunningsmith, Dave Dimmick, Shirley Hubbell, John Matuszak, Matt Matuszak, Debbie Teeter, Arthur Howser, Ron Switzer, Gary Fisher, Betty Poole, Ann Rider.

Pledge of Allegiance:

Supervisor Owens led the assemblage in the Pledge of Allegiance to the Flag.

Introduction:

Supervisor Owens extended a note of appreciation to the Grange for allowing the Town Board to hold their regular monthly meeting.

Privilege of the Floor:

John Rancich (363 Hines Road): Introduced himself as the guy who has been granted permission to construct a wind test tower on Black Oak Road and added that he is available to anyone wishing to talk about it (277-3971). He said it is very windy on the hill. Mr. Rancich announced that there will be a meeting of an organization called TREA, which stands for Tompkins Renewal Energy Education Association scheduled for Thursday, January 18, 2007 at 4:00 p.m. in Room 259 of Ithaca College's Center of Natural Sciences Building.

Approval of Minutes: None available.

Communications/Correspondence: None

Committee/Board Reports:

Tompkins County Legislature: No one present to report.

Highway Department: No report.

Cemetery Committee: No report other than a possible appeal for membership.

Code Enforcement: Code Enforcement Officer Ron Clark submitted a written report and highlighted on same. He added he had a couple of fire calls relating to carbon monoxide problems that have been corrected.

Enfield Community Building: Councilperson Harvey reported that the Community Building has been shut down due to construction. Met with two/three asbestos removal contractors and have received prices back. Hopes to have the building reopened by the beginning of March if everything goes according to plans.

Enfield Volunteer Fire Company: Chief Ron Switzer presented to the Board the Fire Company's Annual Report Summary and highlighted on same. The report includes a membership list, number of calls responded to, mutual aid provided and received, apparatus mileage, the Fire Company's monthly training schedule, an explanation of the types of incidents responded to in 2006, year-to-date incident participation per member, a listing of all staff members and the date they joined the Fire Company, a page showing mutual aid response broken down by fire departments, and the Fire Company's annual budget report. Chief Switzer added that 2006 was a busy year.

Councilperson Hubbell asked what the meaning of SCBA Donning Skills and Cascade Operation was. Chief Switzer said they go over piece by piece with the gear they use to teach new and existing members how to put their gear on properly. Cascade Operation is the mechanism used to fill the air bottles.

Deputy Fire Chief Art Howser announced that the Fire Company's first barbeque is Sunday, January 14 – will be giving away a TV and digital camera. The Enfield Volunteer Fire Company has reactivated their website (www.enfieldfirecompany.com). John Baker who is a Fire Company member will be doing the maintenance and upkeep on it. The website will include a list of members, officers, apparatus, summary of calls, question and answer, how to become a member, and more.

Enfield Community Council: President Carolyn Tschanz announced that the Community Council's annual meeting will be on Monday, February 12, 2007. There will be a meeting sponsored by the Community Council regarding a Community Building at 4:00 p.m. on Sunday, January 14, 2007 at the Town Hall. President Tschanz gave an overview on the various youth programs being offered.

Personnel: Councilperson Small reported that she has been gathering information on the Town's salary and health insurance history from 2004 to present (2007). The summary will show

percentages of increases in salary and health insurance, dates hired, dates retired, and years worked. Councilperson Small has also called various towns to inquire as to their health insurance policies. More information needs to be obtained. Personnel Committee may meet in February.

Planning Board: Councilperson Hubbell reported that although she was not present at the last meeting, the Planning Board will be recommending that the Town Board approve raising the mass gathering permit fee from \$250 to \$750.

Tompkins County Council of Governments (TCCOG): Supervisor Owens reported that there will be a meeting held at the Ithaca Town Hall from 3-4:30 p.m. At 4:30 p.m. there will be a press conference, which is open to the public. One of the topics that she plans on taking to the Council concerns the Clerk's Williamson Tax Collection Program, which has been promised for three years to be a Windows compatible program and it has not happened. Supervisor Owens feels this is a common issue that should be discussed at the Council of Governments meeting.

Old Business:

EVFC Contract: Supervisor Owens reported that ongoing discussions are taking place. On January 9, 2007, members of the Fire Company, Town Board and their respective attorneys met in Executive Session. Another meeting has been scheduled in two weeks. Supervisor Owens felt the meeting to be positive.

New Business

TOWN OF ENFIELD 2007 ORGANIZATIONAL RESOLUTIONS

RESOLUTION #2007-1: Establishment of Meeting Time and Date

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.

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-2: Ithaca Journal as Official Newspaper

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

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-3: Order of Business at Meetings

Resolved that the order for conducting business at the regular Town Board meeting 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 (3 Minute Limit)
Adjournment

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-4: Appointments

The following are appointed:

- a) Deputy Supervisor: David Bock
- b) Deputy Town Clerk: N. Patricia Dougherty
- c) Deputy Highway Superintendent: Ronald McFall
- d) Attorney for the Town: Timothy Mattison, Esq. The Town Board specifically waives the requirement that the Town's Attorney be a resident of the Town.
- e) Code Enforcement Officer: Ron Clark
- f) Court Clerks: Beverly Hubbard, Tiffany Poole
- g) Town Historian: Sue Thompson
- h) Bookkeeper: Patricia Podufalski

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-5: Salary Schedule for 2007

Town Supervisor: \$8,766.00/yr., paid monthly
Highway Superintendent: \$43,816.20/yr., paid monthly

Deputy Highway Superintendent: \$18.15/hr., paid biweekly
Machine Equipment Operator: \$17.65/hr., paid biweekly
Highway Department Part-Time Employees: \$10.00-\$12.00/hr., paid biweekly
Town Clerk: \$10,277.28/yr., paid monthly
Deputy Town Clerk: \$9.27/hr., paid monthly
Town Justices: \$10,190.76/yr., paid monthly
Court Clerks: \$3,491.76/yr., paid monthly
Councilpersons: \$2,484.36/yr., paid quarterly
Bookkeeper: \$5,286.96/yr., paid monthly
Town Attorney: \$125/hr. paid quarterly
Code Enforcement Officer: \$16,519.08/yr., paid monthly

Motion made by Supervisor Owens, seconded by Councilperson Hubbell.

Discussion: Insert “paid quarterly” for Town Attorney.

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-6: Policies and Procedures

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 200.3	-	Money in Lieu of Health Insurance
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

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-7: Committees/Boards

Beautification Committee: Debbie Teeter, Ann Rider, Helen Hetherington, Jolee Carlisle

Cemetery Committee: Councilperson Peggy Hubbell, Chair

Enfield Community Council Liaison: Councilperson Jennifer Fisher

Ethics Committee: Doris Rothermich, David Dimmick, Diane Aramini, Virginia Bryant

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

Fire Protection Committee: To be determined

Highway Facility Development: Supervisor Jean Owens, Councilperson Robert Harvey, Highway Superintendent David Miller, Engineer Dan Walker

Intermunicipal Partnership Delegate: Councilperson Jennifer Fisher, Alternate – Councilperson Robert Harvey

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

Personnel Committee: Councilperson Sandra Small, Chair, Supervisor Jean Owens, Councilperson Robert Harvey, Highway Superintendent David Miller and an employee representative selected by the highway employees.

Planning Board: Co-chairs, Virginia Bryant (2010) and James McConkey (2013), Calvin Rothermich (2008, Ag. Rep.), Richard Neno (2009), Douglas Willis (2008), Ann Chaffee (2011), Debbie Teeter (2007), Councilperson Peggy Hubbell, Town Board Liaison

Project Facility Manager: Councilperson Robert Harvey

Tompkins County Council of Governments (TCCOG): Supervisor Jean Owens, Alternate – Councilperson Robert Harvey

Tompkins County Environmental Management Council: Michael Miles

Tompkins County Youth Board: Councilperson Jennifer Fisher

Town Newsletter: Councilperson Jennifer Fisher

Town of Enfield Website Master: Sue Thompson

Motion made by Supervisor Owens, seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

Scheduling of Audit Meeting: The annual audit meeting will be held January 17, 2007 at 7:00 p.m. at the Town Hall.

Beautification Committee: Debbie Teeter reported that the Committee has been working on welcome signs to the Town of Enfield. They have found an artist/carver, David DeGroat of Cortland. Would like to do round signs of the Town's seal with a "Welcome To" across the top, 6 feet in diameter with carvings to be about 6 inches deep. The Committee has written permission from the school district to place one at the corner of the school property and the other site would be on the Town's property on the other side of Town. To date, the Committee has spent over \$750 of the \$5,000. The second sign would be a little cheaper. Mr. DeGroat would install the signs and is committing to maintain the signs on a yearly basis. The Committee is hoping for a resolution from the Town Board authorizing that they contract with Mr. DeGroat for the making of the signs, if the Town is comfortable in doing so. The cost is about \$2,080 for both signs.

Supervisor Owens made a motion to authorize the Beautification Committee to proceed with contracting with David DeGroat for the construction of two, 6 foot wooden signs, one located at each end of Enfield Center. Seconded by Councilperson Small.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

RESOLUTION #2007-8: Budget Amendment #1 – Payment of EVFC 2005 Audit

WHEREAS, the Enfield Town Board voted to audit the 2005 fiscal year of the Enfield Volunteer Fire Company, Inc.,

NOW, THEREFORE, be it

RESOLVED, that General Fund account code, A1990.4 titled, "Contingency Contractual" be decreased from \$31,500.00 to \$27,500.00 and General Fund Account Code A1010.4 titled, "Town Board Contractual" be increased from \$1,000.00 to \$5,000.00.

Motion made by Supervisor Owens, seconded by Councilperson Hubbell.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

Audit Claims:

Supervisor Owens presented monthly bills and vouchers for payment. Motion made and amended by Councilperson Fisher, seconded by Councilperson Harvey that the Town Board of the Town of Enfield authorizes the Supervisor to pay:

- General Fund Vouchers #1-17 dated 1-10-07 in the amount of \$34,788.92
- Special Fund 1 Voucher #1 dated 1-10-07 in the amount of \$25,000.00.

Discussion: Councilperson Small questioned a couple of the bills and asked that the Ehrhart bill be adjusted reflecting the discount if paid by the 19th.

Vote: Councilperson Fisher aye, Councilperson Hubbell aye, Councilperson Small aye, Councilperson Harvey aye, Supervisor Owens aye. Motion carried.

Privilege of the Floor:

Dave Dimmick (466 Fish Rd.): Asked if the Fire Company did any pro-active advertising. Chief Switzer responded that it is something that will be posted on the website. Mr. Dimmick also reported that he had an occasion to report a 911 call at his house. An emergency technician showed up from the Enfield Fire Company who responded very quickly and who was very professional. For that, he is truly thankful.

Gary Fisher (329 South Buck Hill Road): Reported that he was confused with the placement of the “Welcome to Enfield” signs the Beautification Committee is contracting for. He felt the signs should be as you come into Enfield if they are to say “Welcome to Enfield” as opposed to “Welcome to Enfield Center”. He also asked for clarification on the payment of the audit bill, why it would not be identified separately as an audit expense rather than a normal Town Board expense. Supervisor Owens reported that she had talked with the State Comptroller’s Office and they suggested it be done this way.

Debbie Teeter (71 Gray Road): In response to Mr. Fisher’s question, she commented that it was the consensus of the group to recognize the portion of Route 327 which is the heart of the community. The Committee may consider alternative recognition in other places coming into Enfield.

Ann Rider (77 Halseyville Road): Reports that there were other considerations for placement of the signs that involved asking people to put a sign on private property which can be a complicated situation. The money for the beautification aspect comes from a room tax fund generated by tourism, which falls under the county umbrella. Another consideration for the placement of the signs was that the Coordinator of the program designated Route 327 as a main route from Treman State Park and Taughannock State Park that gets a higher volume of tourist traffic.

Adjournment:

Motion made by Councilperson Hubbell, seconded by Supervisor Owens that the January 10, 2007 Regular Town Board Meeting adjourn.

Discussion:

Vote: Councilperson Fisher aye, Councilperson Harvey aye, Councilperson Hubbell aye, Councilperson Small aye, Supervisor Owens aye. Motion carried.

Meeting adjourned at 8:10 p.m.

Respectfully submitted,

Alice Laue
Town Clerk