

Town of Enfield  
Regular Town Board Meeting  
Enfield Community Building  
Wednesday, January 9, 2019  
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 Clerk Alice Linton.

Town Clerk Linton lead the assemblage in the Pledge of Allegiance to the Flag at 6:40 p.m.

**Additions and Removals from the Agenda:** Supervisor McGee asked if anyone would like an item added to or removed from the agenda. She added a Finance Committee report and removed the resolution to move remaining 2018 highway appropriated funds and revenue to highway equipment reserve until the February meeting.

**Privilege of the Floor:** Terry Ross of Enfield spoke of her concerns regarding the Enfield Food Pantry. Prior to the last food pantry food giveaway, participants waited outside as they were told the community area couldn't be used. She hoped that, in the future, participants would be able to wait inside the community area without shopping carts. Supervisor McGee responded that at no time had anyone from the Town Board notified the Enfield Food Pantry that participants couldn't wait inside the community area. She has scheduled a meeting with Jean Owens for January 23 and expressed that communication will be very important for this issue. Councilperson Bryant will join the meeting. In the meantime, both Supervisor McGee and Councilperson Bryant will try to visit several local food pantries to see how they operate.

**Correspondence:** Notice from Ag and Markets with a copy of the Municipal Shelter Inspection Report and Dog Control Officer Inspection Report showing two dogs were missing all disposition information on their seizure and disposition, one seizure and disposition form was missing the seizing office's name, and three seizure and disposition forms were missing the date received at shelter.

Letter from Justice Betty Poole that authorizes the Town Board to audit her books for 2018.

Letter from Renovus Solar stating their intent to develop and build a Community Solar Farm at the southeast corner of Iradell and Podunk Roads.

**County Legislator Report:** Dave McKenna reported Martha Robertson has been re-elected as chair of the County Legislature. They voted to recommend New York State expand the bottle bill to include wine and other beverage containers. Sales tax is up for the county.

**Highway Superintendent Report:** Councilperson McGee moved, with a second by Councilperson Carpenter to approve and sign the Agreement for the Expenditure of Highway Moneys for 2019 as presented by Highway Superintendent Buddy Rollins.

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

**Planning Board Report:** Dan Walker, chair, reported there were no actions before the Planning Board in January. He provided some maps of the Town that may be useful in the future. The Planning Board recommended the reappointment of Ann Chaffee as a regular member and Joe Dawson as alternate member to the Planning Board. Dan also agreed to be chair for another year. At the next meeting they plan to work on sub-division regulations and review the draft Comprehensive Plan.

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**Code Enforcement Officer's Report:** Alan Teeter, Code Officer, reported December was a slow month with only 2 permits issued. He met with Supervisor McGee and Norm Smith regarding accessibility and fire code requirements for the new bathroom in the Community Building. He received 2 complaints from tenants. He also issued a demolition permit for the mobile home on Mecklenburg that was destroyed by a recent fire. The owner plans to rebuild there with a stick-built home. He talked to the owner of the house at the center of town and learned there was a lot of asbestos present. Someone certified will need to remove this and a price was quoted at \$28,000. The Board asked to have the house boarded up and secured. He has issued an Order to Remedy which will be mailed January 10 to the resident of property on Halseyville Road which has received complaints, giving them 30 days to comply with the request to remove items from their front yard.

**Enfield Volunteer Fire Company:** Alan Teeter, 2<sup>nd</sup> Assistant Chief, reported there were 24 total calls in December 2018 as follows: 13 EMS, 4 service, 1 MVA, 3 mutual aid, 2 structure fires and 1 car fire. There will be a blood drive held January 15, 2019. Jr. firefighters are excited to be lighting a community bonfire, giving safety instructions, and giving tours of the fire station during the community event to be held in February.

**Town Clerk's Report:** Alice Linton, Town Clerk, reported in 2018 there were 3 marriage licenses issued, 35 regular copies and 5 certified copies sold, 49 building permits issued, 1 cemetery plot sold, 3 culvert permits sold and 673 dog licenses issued. In 2017 there were 680 dog licenses issued. There were also 25 temporary handicap permits issued, 51 permanent handicap permits issued and total sales of \$1,548 in hunting and fishing licenses sold for 2018.

**Supervisor's Report:** Supervisor McGee reported she: prepped and facilitated 2 Town Board meetings; attended Fire Banquet with Councilperson Mehaffey; attended quarterly meeting with Enfield Volunteer Fire Dept.; developed letter to NYSEDA regarding grant payment timeline and negotiated contract terms; addressed Community Building maintenance concerns; coordinated more painting in the Community Center space; worked with Norm Smith to purchase supplies and oversaw installation of the accessible bathroom; picked up and put together the 8 picnic tables purchased for the space with Darren McGee; cleaned the Community Building spaces up and downstairs twice, and the utility room; met with bookkeeper for special meeting concerns; finalized insert for tax bills and coordinated mail prep; met with Andy Sprague regarding insurance renewal; took down lighted wreathes along 327 with Darren McGee; coordinated lantern streetlight LED conversion; coordinated insurance changes for retirees – lengthy communications with Excellus and TC Consortium; resolved CHIPS payment problems with OSC and DOT; held a Finance Committee meeting; researched Salt Storage grant award; facilitated a second Workplace Violence Training; researched fuel prices with other providers for 2019; prepared a Beautification Grant; prepared Comp Plan for Board review; worked with ECC to facilitate their Winter event (Bonfire/Games/Dish to Pass February 23<sup>rd</sup>). Aside from the items above, the Town Supervisor completes the following tasks throughout each month: review all bills and prepare vouchers for board review and payment, correspondence, payroll and abstract review, budget monitoring and modifications, deposits and transfers, documentation for all meetings, resolves legal issues, trainings, attendance at County level meetings, communication with employees and department heads regarding daily town operation and budget concerns, building maintenance and upgrades, purchases, resident complaints and concerns, employment and benefits administration, all actions dictated by the Town Board for the Supervisor, all other tasks that arise daily.

### **Committee Reports:**

**Environmental Management Council:** Maureen Bolton updated the Board on topics the Council is working on such as carbon farming, encouraging Green Star to install heat pumps in their new building, many municipalities converting to LED lights, a local farm's desire to draw water from the aquifer, a single use plastic bag ban, and the Freese Road bridge in Varna.

**County Youth Board:** No report.

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**Renewable Energy Advisory Committee:** Councilperson Mehaffey reported the Committee met this week and made some good progress on the draft Wind Farm Law. The draft Solar Farm Law will need some guidance from Dan Walker on permitting. The Committee may start meeting every other week.

**Finance Committee:** Supervisor McGee reported the Committee met this week. They went over the budget and discussed fiscal challenges facing the Town in 2019. She mentioned the Board may ask the Committee to take on some tasks regarding capital planning. The next meeting is scheduled for February 11.

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

**Audit Claims:** The Town Board authorizes the Supervisor to pay:  
General Fund Vouchers #3 to 20 and #22 to 29 dated January 9, 2019 in the amount of \$51,317.54,  
Highway Fund Vouchers #1 to 17 dated January 9, 2019 in the amount of \$276,256.09, and  
Fire Department Fund Vouchers # 1 and 2 dated January 9, 2019 in the amount of \$86,594.09.

**Approval of Minutes of December 12, 2018 Regular and December 26, 2018 Special Town Board meetings.**

**Budget Amendment #2019-1                      Move Funds for Excavator Payoff**

**WHEREAS** the Town Board has resolved to pay off the 2018 Volvo Excavator by January 31<sup>st</sup>, 2019, and;

**WHEREAS** the Town Board levied funds for this purpose in the 2019 budget in the Highway Equipment Reserve, and;

**WHEREAS** the Highway Superintendent has authorized this use of Highway Equipment Reserve funds, therefore be it

**RESOLVED**, the Town Board authorizes the Town Supervisor to reduce DA231 "Highway Equipment Reserve" by \$239,090.26 and increase DA5130.2 "Machinery- Equipment" by \$239,090.26, the total payoff amount for the Volvo Excavator to be paid by the Town Supervisor by January 31<sup>st</sup> 2019.

**Resolution #2019-1                      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 #2019-2                      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)  
Communications  
County Legislator's Report  
Supervisor's Report  
Town Clerk Report  
Highway Superintendent Report  
Code Enforcement Report  
Enfield Volunteer Fire Department- Alan Teeter  
Planning Board Report- Dan Walker

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Committee Reports

- Renewable Energy Advisor Committee- Mimi Mehaffey
- Comprehensive Planning Committee- Beth McGee
- Finance Committee- Beth McGee
- Tompkins County Council of Governments- Beth McGee
- Threat Assessment 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:

- Environmental Management Council- (Maureen Bolton)
- Enfield Community Council- Ann Rider
- Health Insurance Consortium- Ann Rider
- Tompkins County Recreation Partnership- Mimi Mehaffey
- Tompkins County Youth Board- Barbara Sadovnic
- Cayuga Lake Inter-municipal Organization- Becky Sims
- Cemetery Committee

Consent Agenda\*

Old Business\*

New Business\*

Announcements

Privilege of the Floor (Limited to 3 minutes per speaker)

Adjournment

Further 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 #2019-3**

**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

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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 #2019-4**

#### **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 #2019-5**

#### **Bi-Weekly Pay Periods**

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

January 5, 2019

February 1, 2019

March 1, 2019

January 18, 2019

February 15, 2019

March 15, 2019

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March 29, 2019	July 5, 2019	October 11, 2019
April 12, 2019	July 19, 2019	October 25, 2019
April 26, 2019	August 2, 2019	November 8, 2019
May 10, 2019	August 16, 2019	November 22, 2019
May 24, 2019	August 30, 2019	December 7, 2019
June 7, 2019	September 13, 2019	December 21, 2019
June 21, 2019	September 27, 2019	January 3, 2020

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

### **Resolution #2019-6**                      **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, 2019	New Year's Day	September 2, 2019	Labor Day
January 21, 2019	Martin Luther King Day	October 14, 2019	Columbus Day
February 18, 2019	President's Day	November 11, 2019	Veteran's Day
May 27, 2019	Memorial Day	November 28, 2019	Thanksgiving Day
July 4, 2019	Independence Day	December 25, 2019	Christmas Day

(One) Floating Holiday

### **Resolution #2019-7**                      **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 #2019-8**                      **Attorney for the Town – salary at \$225.00/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 #2019-9**                      **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 post all Public Notices on the town website at **www.townofenfield.org**

**Resolution #2019-10                      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 #2019-11                      Records Access Officer**

**Resolved**, that the 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 #2019-12                      Town Bookkeeper – salary at \$8753.64/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**, the Supervisor appoints **Deborah Kelley** to fill this position.

**Resolution #2019-13                      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 further

**Resolved**, the Supervisor appoints **Councilperson Becky Sims** to fill this position.

**Resolution #2019-14                      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 further

**Resolved**, the Highway Superintendent appoints **Brandon McGee** to fill this position.

**Resolution #2019-15                      Establishing Position of Community Building Custodian – salary of \$80.00/twice monthly, paid monthly**

**Resolved**, the Town Board authorizes the Supervisor to advertise and fill this position.

**Resolution #2019-16                      Deputy Town Clerk – salary at \$7,500.00/year, 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 #2019-17                      Planning Board Clerk – no additional salary**

**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 Clerk will delegate or complete these duties.

**Resolution #2019-18**                    **Code Enforcement Officer – salary at \$29,353.36/year, paid monthly**

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

**Resolution #2019-19**                    **Court Clerk – salary at \$11,755.23/year, paid monthly**

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

**Resolution #2019-20**                    **Town Hall Custodian – salary of \$25/week paid monthly**

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

**Resolution #2019-21**                    **Public Officials/Town Employees Pay Schedule**

**Resolved**, the following salaries and pay schedule for all Town Officials and employees, is approved for 2019:

- Town Supervisor - \$16,561.00/year; paid monthly
- Town Councilpersons - \$3,009.60 each/year; paid quarterly
- Town Clerk - \$20,400.00/year; paid monthly
- Town Justice - \$16,045.00/year; paid monthly
- Highway Superintendent - \$59,168.00/year; paid monthly
- Machine Equipment Operator - Motor Equipment Operator – Hiring rate - \$16.11/ hour; after 90 days, rate will be increased to the working rate \$16.91/ 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 - \$22.19/hour; paid bi-weekly
- Part time and seasonal employees will have a hire rate of \$16.00/hr.-\$20.00/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.

**Resolution #2019-22**                    **Management of Town Website, Emails, and Hosting**

**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;

**RESOLVED**, these tasks will be managed and delegated under the office of Enfield Town Clerk.

**Budget Amendment #2019-2**    **Approve Budget Modifications**



**RESOLVED** that the Enfield Town Board approves the following budget modifications to the 2018 budget and authorizes the Town Supervisor and Bookkeeper to make the necessary adjustments to the budget and to file any other forms or documents required by law.

<b>Decrease</b>	<b>Increase</b>	<b>Amount</b>
A1410.4 Town Clerk Contractual	A1410.11 Town Clerk Personal Svc	\$ .04
A1410.4 Town Clerk Contractual	A1410.12 Town Clerk Deputy	\$175.87
A1316.2 Bookkeeper-Equipment	A1316.1 Bookkeeper Personnel	\$ .08
A1990.4 Contingent	A1910.4 Unallocated Insurance	\$10.00
A3010.2 Public Safety-Admin-Equip	A3010.1 Public Safety Personal Svc	\$ .04
A5010.4 Supt of Highway Contractual	A5010.1 Supt of Hgwy- Personal Svc	\$10.75
A5182.4 Street lighting	A5010.1 Supt of Hgwy- Personal Svc	\$6.05
A4189.4 Pub Health Contractual	A5132.4 Garage Contractual	\$50.00
A5182.4 Street Lighting	A5132.4 Garage Contractual	\$72.28
A5182.4 Street Lighting	A7310.4 Youth Program Contractual	\$ .48
A8020.12 Personnel Comp Pl. Clerk	A8020.1 Planner- Personnel	\$205.00
A9010.8 State Retirement	A9020.8 Medicare	\$151.66
A9055.8 Disability	A9030.8 Social Security	\$492.00
A9040.8 Worker's Comp	A9030.8 Social Security	\$45.90
DA5140.1 Brush Weed Rem. Personnel	DA5110.1 General Repairs Personnel	\$2162.06
DA5140.1 Brush Weed Rem. Personnel	DA5110.14 Personnel Svc Overtime	\$2831.79
DA9030.8 Social Security	DA9020.8 Medicare	\$48.32
DA9030.8 Social Security	DA5140.4 Brush Weed Contractual	\$84.94

Discussion: Supervisor McGee stated Highway Superintendent Rollins asked the Board to reconsider the excavator pay-off, although he did sign the voucher to authorize the payment. He is concerned about the low fund balance that will be left in equipment reserves.

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

**Old Business:**

Town Board Committee Appointments: Supervisor McGee moved, with a second by Councilperson Sims to adopt Resolution #2019-23.

**Resolution #2019-23**

**Town Board Appointments**

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

- **Town Historian**-Sue Thompson
- **Cemetery Committee**- Sue Thompson, Ed Thompson, Vera Howe-Strait, Supervisor Beth McGee
- **Beautification Committee**- Supervisor Beth McGee, Joe Dawson, Darren McGee
- **Threat Assessment Committee**- Supervisor Beth McGee, Councilperson Virginia Bryant, Justice Betty Poole
- **County Youth Board**- Barbara Sadovnic
- **Recreation Partnership**- Councilperson Mimi Mehaffey
- **Enfield Community Council Liaison**- Councilperson Virginia Bryant
- **Personnel Committee**- Supervisor Beth McGee, Town Clerk Alice Linton, Highway Superintendent Buddy Rollins, Justice Betty Poole, Employee Representative Gabe Newhart
- **Renewable Energy Advisory Committee**- Councilperson Mimi Mehaffey, Councilperson Mike Carpenter, Planning Board Chair Dan Walker, Jude Lemke, Marcus Gingrich
- **Tompkins County Council of Governments**- Supervisor Beth McGee, alternate-Councilperson Mike Carpenter
- **Health Insurance Consortium Board Director**- \_\_\_\_\_, alternate- \_\_\_\_\_
- **Emergency Planning Committee**- Supervisor Beth McGee, Roger Lauper, Art Howser, Alan Teeter, Buddy Rollins, Larry Stilwell, Keith Harrington-Elementary Principal
- **Comprehensive Plan Writing Committee- Chair- Supervisor Beth McGee**, Planning Board Chair Dan Walker, Councilperson Becky Sims, Councilperson Mimi Mehaffey
- **Finance Committee**- Chair- Supervisor Beth McGee; Councilperson Virginia Bryant; Town Clerk Alice Linton; Highway Superintendent Buddy Rollins, Bookkeeper Debby Kelly, Justice Betty Poole, Resident Diane Armini.
- **Facilities Management**- Supervisor Beth McGee
- **Liaisons to Enfield Volunteer Fire Department**- Supervisor Beth McGee, Councilperson Mimi Mehaffey

Discussion: Supervisor McGee will e-mail Ann Rider to see if she wants to be our Health Insurance Consortium representative. She notified the Board the Confidential Secretary to the Supervisor has resigned due to a conflict of interest.

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

Planning Board Appointments: Supervisor McGee moved, with a second by Councilperson Carpenter to adopt Resolution #2019-24.

**Resolution #2019-24                      Enfield Planning Board Appointments**

**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 Ann Chaffee and Joe Dawson;

**RESOLVED** the Town Board hereby appoints Ann Chaffee to the Enfield Planning Board for the term ending December 31<sup>st</sup>, 2023, and;

**RESOLVED** the Town Board hereby appoints Joe Dawson to the Enfield Planning Board as an alternate for the term ending December 31<sup>st</sup>, 2021.

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

Community Building Cleaning Person: Supervisor McGee stated she would like the Town to hire a cleaning person to work 3 ½ to 4 hours bi-weekly for \$80 with the Town providing supplies.

Supervisor McGee moved, with a second by Councilperson Carpenter to hire a cleaning person to clean the Community Building bi-weekly at no less than 3 ½ hours bi-weekly at a salary of \$80 bi-weekly. Supervisor McGee will advertise this position.

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

Comprehensive Plan Finalization Process: Supervisor McGee asked the Town Board to make a commitment to review the draft Plan over the next two weeks. She will ask Matt Johnston to attend the February meeting to answer questions.

Facility Upgrade Updates: Supervisor McGee reported the bathroom in the downstairs of the Community Building is almost finished. Norm Smith did a great job. A fire alarm still needs to be installed. A heat pump has been installed at the Town Hall. Councilperson Carpenter agreed to take a look at the electric heater in the historian's office to be sure it is safe to use. Supervisor McGee will meet with Jean Owens on January 23, along with Councilperson Bryant, to discuss food pantry issues.

Audit Meeting Information: An audit meeting has been scheduled for January 15, 2019 at 6:30 at the Town Hall.

Retiree Insurance Update: Supervisor McGee reported retiree insurance has been switched over.

Clean Energy Communities Grant: Supervisor McGee stated she noted several items of concern. She will send information to the Board for suggestions and then will get necessary documents signed and ready to go.

Solar Law: Supervisor McGee and Councilperson Mehaffey will meet to prepare a draft PILOT and Community Host Agreement for the law.

Salt Storage Grant: Supervisor McGee spoke with the Department of Environmental Conservation about the grant. The Town will have 3 years from the contract date to complete the project. The Town will be assigned a program manager.

### **New Business:**

**Purchase Offer:** Supervisor McGee reported the Town received a Purchase Offer from John Rancich offering to purchase a portion of land known as 169 Enfield Main Road, across from the Town Hall next to the Park and Ride, for \$100. Councilperson Mehaffey mentioned the Town was considering electric vehicle charging stations on that portion of the parcel. Town attorney, Guy Krogh, advised the Town that if there was a possible use for town property in the future, it must be held in trust for the public.

Supervisor McGee moved, with a second by Councilperson Bryant, to decline the offer from John Rancich.

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

**Capital Plan 2019:** Supervisor McGee asked how the Board would like to proceed with work on the Capital Plan. She will provide copies of the Cornell Roads Assessment for Councilpersons Bryant and Carpenter that was presented at a Town Board meeting in 2018. She suggested that if the Board was interested, a tour of the highway

department could be given at the beginning of the February Town Board meeting. She will check with Highway Superintendent Rollins to see if this would be feasible and if the meeting could be held in the break room following the tour.

**Town Board Goals for 2019:** Supervisor McGee reminded the Board that terms of the supervisor, highway superintendent, town clerk and two board members (Councilperson Carpenter and Councilperson Sims) would be up at the end of 2019.

Councilperson Carpenter feels the Town Board is working well together now. Consolidation of buildings has been discussed, but no decisions have been made yet. There are many projects to be completed in 2019. The Board needs to plan for progress, as there is no way to escape it. Councilperson Bryant feels the Board has been working smoothly and attention to detail has been remarkable. Councilperson Sims feels the Board is a functional team and leadership is a key part of it.

**Privilege of the Floor:** Nancy Spero of Enfield announced there will be a square dance held on January 26 at the Enfield Grange. She congratulated the Board on the grant they received, and how much has been accomplished by the current Board. She thanked the entire Board for their public service.

**Announcements:** None

**Adjournment:** Supervisor McGee adjourned the meeting at 9:55 p.m.

Respectfully submitted,

Alice M. Linton, RMC  
Enfield Town Clerk