

Town of Enfield
Regular Town Board Meeting
Enfield Community Building
Wednesday, November 13, 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 Highway Superintendent Buddy Rollins, Town Clerk Alice Linton.

Supervisor McGee called the meeting to order at 6:40 p.m. Town Clerk Linton led the assemblage in the Pledge of Allegiance to the Flag.

Announcements: There will be an Old-Time Square Dance on Friday, December 13, 2019 at 7:00 p.m. to benefit the Enfield Valley Grange at 178 Enfield Main Road. There will be live music by The Rhiners and Nancy Spero will be calling.

Supervisor McGee stated Donald Parker, a resident of Rothermich Road, called her to say that he was very pleased with the work the Enfield Highway Department did on the Rothermich Road culvert. He said everyone was very professional and they did a terrific job.

Changes to the Agenda: Supervisor McGee stated there is a highway repair Budget Amendment to be added and she has removed the item in old business for fund balance policy supporting budget policy because the resolution is included in the budget discussion.

Privilege of the Floor: Cathy Rogers of Enfield stated she is concerned because on Hayts Road there is a blind spot, where someone was killed last year. She was told there was a process in place to get the speed limit reduced, but nothing has been done yet. She asked how to start the process.

Supervisor McGee stated she worked on a speed reduction policy proposal, but because of multiple meetings, she has been clearing up other business. She explained it's not up to the Town Board to make decisions regarding speed limits, but the Town Board can ask for this to be done. It's her intention to have it back on the agenda for next month. Highway Superintendent Rollins mentioned Hayts Road is a county road, but the Town can submit a request.

Robert Lynch, Enfield Town Councilperson elect, stated he feels that area of Hayts Road is dangerous and needs immediate attention by the Town Board. He would like the Town Board to contact Tompkins County or New York State and he feels a 4-way stop is needed.

Supervisor McGee read a statement from Joe Dawson of Enfield who was unable to attend the meeting. He stated he likes to help friends, and he likes coming to Town Board meetings and watching. He feels the group of six at the table works well together and complement each other. The Town is not property or houses, it's the people. He is grateful for the efforts of the Town Board, and their caring of the people of Enfield.

Correspondence: Supervisor McGee stated she received the annual letter from Tompkins County Area Development (TCAD) asking for a donation of \$250. Councilperson Carpenter asked Supervisor McGee to respond to TCAD and ask what they would be doing to benefit Enfield.

Nicole Cervoni – Sprague Insurance – Presentation on insurance renewal: Supervisor McGee stated Sprague Insurance handles insurance for the town. She met with Highway Superintendent Rollins, Councilperson Mehaffey and Nicole Cervoni about future needs. Ms. Cervoni stated the Town is insured with NYMIR – they are a municipality only carrier. She explained what is covered currently, and for what

amounts. Every 7 years, Sprague comes out and reappraises the buildings and contents. There is usually a 4% increase every year for inflation. Ms. Cervoni went over policies and coverage, such as the Municipal Automobile Policy. There were several losses last year in the Town, plus the rates went up 4%. The new premium is \$28,130.92 – up from \$27,017.95 last year. She also explained the Worker’s Comp went up due to a \$75,000 claim last year. This higher rate will be for 3 years.

Supervisor McGee moved, with a second by Councilperson Mehaffey to approve Resolution #2019-52.

Resolution #2019-52 Authorizing the Supervisor to Sign the Comp Alliance Membership Participation Agreement

WHEREAS, the Town of Enfield obtains Worker’s Compensation benefits through the New York State Municipal Workers’ Compensation Alliance, and;

WHEREAS, the renewal of the agreement with the Comp Alliance has been sent to the Town, therefore be it

RESOLVED, the Town Board authorizes the Supervisor to sign the Membership Participation Agreement renewal.

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

Ted Schiele – Tompkins County Health Department – Smoking Policy Information

Supervisor McGee introduced Ted Schiele from the Tompkins County Health Department who she invited to give a presentation to the Town Board after speaking with Jean Owens regarding smoking issues at the food pantry.

Mr. Schiele stated he is coordinator of Tobacco Free Tompkins, but he likes to refer to the program as a Tobacco Free Property Policy. He emphasized they are not anti, but tobacco free. Issues to be considered include full access, responsibility to public, the people, and also sustainability. There is no safe level of second hand smoke per the Surgeon General. Laws that limit outdoor smoking are well established. He spoke about the difficulties of enforcement. Signage can be provided by the health department, promotion of the policy helps, and it is best if everyone is supportive – particularly in leadership positions.

Supervisor McGee asked if it would be more beneficial for the Town to create a policy or a law. Mr. Schiele stated he didn’t know the answer – Tompkins County has a policy and the City of Ithaca has a law.

Supervisor McGee explained about 200 families come through the food pantry every week. Some volunteers have respiratory issues. Also, it seems counterintuitive to have employees who are covered under Town insurance be allowed to smoke on Town property. She asked if the Board wanted to explore this issue more and put this item on the December agenda. The Board agreed they would like to pursue this further.

Monthly Reports

County Legislator: Dave McKenna reported the county passed their budget. There are three public hearings scheduled: one regarding the five-cent paper bag carry out fee, one to do with the ten million bond anticipation note for the airport, and one for the Human Rights policy being revised. There has been discussion of the future use of the Immaculate Conception Building.

Highway Superintendent: Superintendent Buddy Rollins reported several roads were damaged with the rain a couple of weeks ago – there was some washing on Woodard and VanOstrand Roads – mainly because pipes were plugged with leaves. The storm water system at the new housing development on VanOstrand

Road was the issue there. The crew replaced a cross pipe on Marshall Road and they are doing some ditching over there. They started doing change over to winter last week. Two of the three main trucks were broken last week; one repair was a conveyer chain and the other was a valve. They do have a backup truck they are able to use.

Councilperson Sims asked about the status of the new pickup that was ordered. Supervisor Rollins doesn't know when it will be coming; it was held up due to the strike. Councilperson Sims asked about hydro-seeding plans. Supervisor Rollins stated the hydro-seeder isn't working and it is now too late in the year to do any seeding. Hopefully nature will take care of the reseeded.

Planning Board: Dan Walker reported there was no meeting held last week and there is no activity going on. He plans to review the new solar law with Planning Board members. Supervisor McGee will have an item on the December agenda to give the Planning Board a directive to work on the site plan review law. Steve Given's term will be expiring at the end of 2019. A notice will be put on the Town website stating the Planning Board is looking for another member and an alternate member. This would be for a January 1, 2020 appointment.

Code Enforcement Officer: Code Officer Alan Teeter reported he issued 3 permits in October, which brings the total to 58 for the year. He sent the final large group of plans to the County for scanning; he inspected the controlled demolition of 198 East Enfield Main Road; and he attended the County code officer meeting. The group has decided to have meetings every 3 months. At the meeting it was noted that when a house is replaced, the health department would like to be notified. A representative from the 911 Center talked about house numbering – it was suggested the County might take that task over. He started review of plans for a commercial business on Hines Road. He received 3 complaints in October. One was for air monitoring of asbestos at a demo site, but there was monitoring in place. One was for an unpermitted home on Iradell Road, and he met with the tenant who agreed to contact the health department to get a permit for septic. The third complaint was referred to Schuyler County, which was the location of the problem.

Enfield Volunteer Fire Company (EVFC): Alan Teeter, 2nd Assistant Chief, reported for October there were 29 calls as follows: 14 EMS, 1 MVA, 9 service calls, and 5 fire calls giving mutual aid to Trumansburg. The next officer's meeting will be December 3. There will be a blood drive November 19. The fire department does have a smoking policy – smoking is not allowed in the building, but it is outside. The EVFC is selling property near the intersection of Mecklenburg and Van Dorn Roads.

Town Clerk: Town Clerk Alice Linton reported she and Deputy Clerk Sue Thompson have been working to write down instructions of their duties for the new Town Clerk. Included in those are passwords to be changed, bank account signatures to be changed, accessible permits, board meeting preparation, budget certifications, cemeteries, dog licensing, end of month procedures, Energy Star entries, FOIL requests, Laserfiche, legal ads, local law filing, oath of office, record retention, outside signboard, Standard Work Day Resolution, voucher preparation, website notifications, and of course tax collection.

Supervisor Report and Tompkins County Council of Governments (TCCOG): Supervisor McGee reported that in addition to her regular duties she:

Attended a TCCOG meeting where there was discussion about bail reform. Also discussed was property tax exemption for some rental properties. It might be a 10-year abatement. She can get more information if the Board is interested. She also:

- Finalized the 2020 Budget, Capital Plan and Fund Balance Policy
- Met with Jean Owens regarding use of the Community meeting space and smoking concerns
- Met with Sprague Insurance representative, Councilperson Meheffey and Superintendent Rollins to assess insurance needs
- Coordinated annual heating equipment maintenance
- Coordinated pumping of septic tanks for all three buildings- Highway assisted with Town Hall

- Met with Brown Security regarding security camera options
- Prepped and facilitated a Public Hearing, Town Board regular meeting and two special meetings
- Interviewed with Matt Butler with Ithaca Times and Matthew Steecker of Ithaca Journal regarding Sheriff Substation proposal
- Met with a resident regarding tree concerns
- Met with Kirk Smith of Tompkins County Amateur Radio Association to watch 911 signal testing operations
- Participated in a renewable energy forum at Cornell Cooperative Extension
- Met with KJ's Property Care and Thompson Tree and Crane for estimates on cemetery tree removal
- Met with Norm Smith regarding Town Hall garage and office upgrades and bulletin board installation, food pantry space inquiries
- Attended Tompkins County Public Safety Committee meeting
- Held a Finance Committee meeting
- Communicated with auditors- planned audit for December 9-13
- Met with Bookkeeper, Debby Kelley, regarding budget and audit
- Purchased and set up Highway office computer and printer
- Began Generic EIS documentation for Comprehensive Plan, Coordinated with designer for formatted version
- Coordinated Wind Law SEQR documents

Facilities: Norm Smith installed the bulletin board outside the community building. He put together some rough figures for a list of what would need to be done to prepare office space for the sheriff satellite at Town Hall.

Consent Agenda:

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

Audit Claims: The Town Board authorizes the Supervisor to pay:
General Fund vouchers #256 to 289 dated November 13, 2019 in the amount of \$17,995.75 and
Highway Fund vouchers #197 to 221 dated November 13, 2019 in the amount of \$108,835.52.

Approval of Minutes of October 9, 2019 Regular Meeting; October 2, October 16 and October 22, 2019 Special Meetings

Budget Amendment #2019-14 Move Funds for Bookkeeper Software

WHEREAS, expenditures for software for the Bookkeeper have exceeded the amount budgeted, therefore be it

RESOLVED, the Town Board authorizes Supervisor McGee to decrease A1316.42, Bookkeeper-Williamson Programs by \$54.00, and decrease A1316.43- Bookkeeper-Postage by \$25.00, and decrease A1220.41 Supervisor-Contractual by \$60.76 and increase A1316.41- Bookkeeper-Contractual by \$139.76.

Budget Amendment #2019-15 Move Funds for Highway Superintendent Computer and Printer

WHEREAS, expenditures for computer equipment have exceeded the amount budgeted, therefore be it
RESOLVED, the Town Board authorizes Supervisor McGee to decrease A1910.4 Special Items-Contingent Account, by \$782.97 and increase A5010.4- Highway Superintendent Contractual by \$782.97.

Budget Amendment #2019-16 Move Revenue to Bridge Repair

WHEREAS, unexpected revenue was received for the old culvert pipe from the Rothermich Road culvert replacement, and;

WHEREAS, the Highway Superintendent has requested those funds be placed in the Bridge Repair line, therefore be it

RESOLVED, the Town Board authorizes Supervisor McGee to decrease DA2771 Miscellaneous Revenue by \$523.20, and increase DA5120.4 Bridge Repairs Contractual by \$523.20.

Budget Amendment #2019-17 Move Funds for Repairs

WHEREAS, expenditures for unexpected repairs have exceeded the amount budgeted, therefore be it

RESOLVED, the Town Board authorizes the Supervisor to decrease DA5110.4- General Repair- Contractual by \$5,000.00 and increase DA5130.4 Machinery- Contractual by \$5,000.00.

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

Old Business:

Budget: Supervisor McGee stated the initial retirement amount was higher by \$2,143. Unemployment came in lower than budgeted - decreased DA fund by \$400 and A fund by \$300. She created an unappropriated revenue line to build fund balance for highway, and other changes recommended by the Town Board. She suggested not adding \$500 to the town clerk contractual line as there are many trainings available at no cost. She would prefer not to move money from insurance lines. That will bring the increase to 3.99%, without changing the building line.

Supervisor McGee moved, with a second by Councilperson Bryant to adopt the preliminary budget, with changes, as the 2020 final budget.

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

Budget Policies: Supervisor McGee stated she had recommended resolutions to go with the budget and capital plan.

Supervisor McGee moved, with a second by Councilperson Bryant to adopt Resolution #2019-53.

Resolution #2019-53 Clothing Allowance Increase

WHEREAS, the Town of Enfield provides a clothing allowance for full-time Highway employees and the Highway Superintendent, therefore be it

RESOLVED, the Enfield Town Board authorizes the increase of the clothing allowance from \$400.00 to \$450.00 annually, beginning January 1, 2020.

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 Budget Amendment #2019-18.

Budget Amendment #2019-18 Move Energy Escrow Savings to General Fund Savings Account

The Town Board authorizes the supervisor to move \$474.29 from the Energy Escrow Savings account to the General Fund Savings Account.

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 Bryant to adopt Resolution #2019-54.

Resolution #2019-54 Re-name Energy Escrow Savings to Justice Court Fund Grant Savings and Transfer Funds

WHEREAS, the Town of Enfield bank account, Energy Escrow Savings, at the Tompkins County Trust Company is no longer in use, and;

WHEREAS, the Town will move Justice Court Fund Grant funds to a designated savings account with the Tompkins County Trust Company, therefore be it

RESOLVED, the Town Board authorizes Supervisor McGee to move remaining funds in the amount of 474.29 from Energy Escrow Savings to General Fund Savings,

RESOLVED, the Town Board authorizes Supervisor McGee to decrease General Fund Savings by \$7,151.44 (remaining amount of Justices JCAP Grant) and increase Justice Court Fund Grant Savings by \$7,151.44.

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 #2019-55.

Resolution #2019-55 Paid Family Leave Benefit for Full-time, Non-elected Highway Employees

WHEREAS, the Town of Enfield wishes to provide the Paid Family Leave benefit to all non-elected, full-time employees, therefore be it

RESOLVED, the Town will provide Paid Family Leave benefits, effective January 1, 2020, with the Town absorbing the full cost.

RESOLVED, a certified copy of this Resolution will be sent to W.J. Farmer Insurance Agency LLC.

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 Bryant, to adopt Resolution #2019-56

Resolution #2019-56 Procurement Policy Amendment

WHEREAS, the procurement policies of local municipalities are controlled by New York State GML §103 and can be more restrictive but not less restrictive than this statute and,

WHEREAS in 2012, the Town of Enfield General Policy on Procurement, #400.3, (created in 1996 and amended in 1997) does not clearly state legal requirements for Highway Superintendent purchasing,

RESOLVED, the Town of Enfield amends Guideline #8 of the Town of Enfield General Policy on Procurement to read:

The Superintendent of Highways is authorized to purchase tools, parts, supplies, equipment, and other items normally required in the completion of departmental work without the approval of the Town Board, provided that funds have previously been appropriated to do so. All expenditures reliant upon Reserve Funds require a Resolution of the Town Board prior to purchase.

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

Supervisor McGee stated that until the highway savings account is in a place where cash flow isn't a concern, she would like CHIPS to be applied for quarterly.

Supervisor McGee moved, with a second by Councilperson Bryant to adopt Resolution #2019-57.

Resolution #2019-57 CHIPS Reimbursement Intervals

WHEREAS, the Enfield Town Board is working to build the Highway Fund balance to appropriate levels, per the Fund Balance Policy of 2019, and must be mindful of cash-flow until appropriate levels are met, and

WHEREAS, the Highway Superintendent expends funds for improvements that are reimbursed through the Consolidated Highway Improvement Program, therefore be it

RESOLVED, the Town of Enfield directs the Highway Superintendent to apply for reimbursement of CHIPS funds at quarterly intervals to maintain proper cash-flow.

Discussion: Councilperson Mehaffey mentioned some of the filings would fall during the highway superintendent's busiest time of the year.

Highway Superintendent Rollins stated that applying for CHIPS funds, before a project is done, requires different reporting than waiting for the job to be complete. He feels quarterly reporting will tie his hands as jobs depend on weather and other deadlines. In order to apply for CHIPS, a bill needs to be paid, a cancelled check obtained, and then paperwork needs to be filled out. He feels this resolution would be considered micro-managing of his job by the Town Board.

Councilperson Mehaffey stated it appears part of this issue has to do with bookkeeping and she suggested the town bookkeeper could help to get the paperwork done so the highway superintendent's time wouldn't be taken away from other projects.

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

Capital Plan: Supervisor McGee moved, with a second by Councilperson Sims, to adopt the Capital Plan for 2020 – 2029 with the additional wording on page 7 under Road Maintenance and Repair that the Town maintains 86.2 line miles of roads.

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

Fund Balance Policy: Supervisor McGee stated Highway Superintendent Rollins pointed out funds from the equipment line and the bridge line that were leftover at the end of the year were usually moved into the reserves. Supervisor McGee agrees with that practice as long as the budget doesn't run into the negative.

Wording was changed on page 3, Policy 5. e. All Unexpended (surplus) funds in DA 5130.2 Machinery - Equipment and DA 5120.4 Bridge Repair – Contractual will be transferred into their own reserves; f. All other unexpended (surplus) funds may not be transferred to reserves or used for other purposes unless fund balance minimums have been met; g. In the event that unexpended surplus funds fall below the minimum amounts set forth above, the Supervisor shall make a recommendation to the Town Board to restore the balance to the minimum level in the next budget year or other appropriate period of time.

Supervisor McGee moved, with a second by Councilperson Bryant, to adopt the Fund Balance Policy with the recommended changes as stated above.

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

After audits are completed, Supervisor McGee would like the Town Board to look at highway fund savings and transferring money to building construction and upgrades.

Sheriff Satellite Building Use: Supervisor McGee moved, with a second by Councilperson Bryant, to adopt Resolution #2019-58.

RESOLUTION #2019-58 Designate Town Space for Tompkins County Sheriff Dept. Satellite

WHEREAS, a proposal has been made to utilize areas in the Enfield Town Hall garage, one bay, the back office, and garage bathroom for a Tompkins County Sheriff substation, and;

WHEREAS, the Enfield Town Board agrees this will be beneficial to our Town, and is committed to making Enfield a safe place for all residents, and

WHEREAS, the Enfield Town Board has determined the benefits of the Tompkins County Sheriff's Department presence in our community outweigh the cost of improvements, therefore be it

RESOLVED, the Enfield Town Board designates the use of the first bay of the Town Hall garage, the office formerly used by the Enfield Town Historian, and the bathroom located in the garage for the purpose of a Tompkins County Sheriff's Department Substation location in the Town of Enfield, subject to a license agreement approved by the Enfield Town Board, and further

RESOLVED, that a community clean-up of the space may be undertaken at a time to be determined, and further

RESOLVED, the Enfield Town Board authorizes the Supervisor to commence implementing needed improvements to the site not to exceed \$6,000.00, and further

RESOLVED, the Town Board will request a one-half cost share from the Tompkins County Legislature for energy-efficient heating/cooling equipment and installation.

RESOLVED, the Enfield Town Board authorizes the Supervisor to work with the Historian to relocate storage and office space to accommodate those important needs.

Discussion: Supervisor McGee spoke with Norm Smith who will put together an estimate of work to be done with costs. Councilperson Carpenter will try to get information for heating/cooling space sometime this month. Councilperson Sims stated she would be more comfortable if the resolution stated subject to a license

agreement, so that was added. Councilperson Mehaffey feels the space needs to be fixed up whether a satellite station is approved or not. Supervisor Sims stated she does have reservations about this proposal, partially due to concerns by some residents, although there is overwhelming support for this.

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

Clean Energy Communities Grant – RFP Update: Supervisor McGee stated the list of installers has been given to the town clerk. She will work with Supervisor McGee to get a few additional addresses and then send the RFP out. This will be a list of those who do battery storage also. Councilperson Sims suggested if the Board doesn't get good results from this list, they can go back to the list of original installers.

New Business:

Map Sizes: Supervisor McGee stated maps are from the Comprehensive Plan. Tompkins County Planning will print maps for the Town at no charge. It was determined the Board would like 5 maps that are 36" x 48" that will be hung in the Community Building.

Wind Law/SEQR: Councilperson Mehaffey will put together a resolution responding to the county's 239 response to the Wind Law. The Town Board will go over this draft resolution at their November 19 meeting.

Comprehensive Plan Generic Environmental Impact Statement (EIS): Supervisor McGee stated the Comprehensive Plan requires a generic EIS. She will work with Councilperson Sims to get started on that and present it to the entire Town Board for their review.

Comprehensive Plan County 239 Review: Supervisor McGee moved, with a second by Councilperson Sims to send the draft Comprehensive Plan to Tompkins County for their 239 review.

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

Clean and Reconfigure Code/Bookkeeper Office – Move Historian's Office: The Code Officer has gotten plans out of the office, and cleaned out other items. Supervisor McGee has plans for reconfiguration. The Historian will need space for 3 filing cabinets and a desk. Supervisor McGee will set up secure Wi-Fi in the Community Building.

Privilege of the Floor: Nancy Spero thanked the Town Board for their hard work, especially on the budget and Comprehensive Plan.

Announcements: December 18, 2019 will be a public hearing on the Comprehensive Plan.

Adjournment: Supervisor McGee adjourned the meeting at 10:08 p.m.

Respectfully submitted,

Alice M. Linton, RMC
Enfield Town Clerk

