

Town of Enfield
Regular Town Board Meeting
Wednesday January 13th, 2021, 6:30 p.m.
Virtual Meeting via Zoom Meeting Portal
TOWN OF ENFIELD 2021 ORGANIZATIONAL MEETING

Meeting Link: <https://us02web.zoom.us/j/84243449140>
(For computer or smart phone)
Meeting ID: 842 4344 9140
Password: 14850

Call in Number: (646) 876- 9923 (landline or cell)
For instructions for this meeting visit:
<http://townofenfield.org/virtual-board-meetings>

Regular Meeting

- Call to Order
- Privilege of the Floor- Limited to 3 minutes per speaker- including Pledge of Allegiance if you so choose (See General Guide for Procedure for information)
- Additions and Changes to the agenda
- Correspondence

Monthly Reports

County Legislator- Anne Koreman/Dave McKenna
Town Supervisor's Report- Stephanie Redmond
Town Clerk Report- Ellen Woods
Highway Superintendent Report- Buddy Rollins

Code Enforcement Report- Alan Teeter
Enfield Fire Company- Greg Stevenson/Denny Hubbell
Planning Board Report- Dan Walker
Tompkins County Council of Govts- Robert Lynch

***Consent Agenda:**

Audit Claims

New Business

Approval of Minutes for 2020*

Resolution # ____ -2021 Town Board Meeting Dates*

Resolution # ____ -2021 Department Hours*

Resolution # ____ -2021 Town Board Regular Meeting Outline*

Resolution # ____ -2021 General Rules for Procedure and Guidelines for Public Comment*

Resolution # ____ -2021 Bi-Weekly Pay Periods*

Resolution # ____ -2021 Paid Holidays*

Resolution # ____ -2021 Town E-Mail Accounts*

Resolution # ____ -2021 Official Newspaper*

Resolution # ____ -2021 Code of Ethics*

Resolution # ____-2021 Records Access Officer*

Resolution # ____-2021 Deputy Town Supervisor*

Resolution # ____-2021 Deputy Highway Superintendent*

Resolution # ____-2021 Community Building Custodian*

Resolution # ____-2021 Planning Board Clerk – no additional salary*

Resolution # ____-2021 Code Enforcement Officer*

Resolution # ____-2021 Court Clerk*

Resolution # ____-2021 Deputy Town Clerk*

Resolution # ____-2021 Tax Collector*

Resolution # ____-2021 Establishing Position of Maintenance for Buildings and Grounds*

Resolution # ____-2021 Public Officials/Town Employees Pay Schedule*

Resolution # ____-2021 Management of Town Website, Emails, and Hosting*

Resolution # ____-2021 Year End Budget Modifications*

Resolution # ____-2021 Town Board Advisory Committee/Position Appointments*

Resolution # ____-2021 Authorize Funding and Attendance for Newly Elected Official Training*

Resolution # ____- 2021 Budget Modification for Broadband Study*

Resolution # ____-2021 Town Clerk Resolution*

Resolution # ____-2021 Resolution to support communitywide vaccination against COVID-19*

Resolution # ____-2021 Town Bookkeeper*

Resolution # ____-2021 Storage Cabinets for the Enfield Community Council*

Hiring and purchasing freeze discussion*

Comp Plan Discussion

Personnel Committee Discussion

Announcements

Adjournment

*Potential Action Items

TOWN OF ENFIELD 2021 ORGANIZATIONAL RESOLUTIONS

Resolution # _____-2021 Town Board Meeting Dates

RESOLVED, the regular meeting of the Enfield Town Board shall be held monthly on the 2nd Wednesday of each month, at 6:30 pm, at the Enfield Community Building, 182 Enfield Main Road, Ithaca, NY 14850

Resolution # _____-2021 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- Mon. 3PM to 6 PM, Tues. 3PM to 7 PM, 9:30AM to 1:30 PM, Sat. 10:30 AM to 3:30 PM
- 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 10:00 AM on Mondays unless it is a holiday.

Resolution # _____-2021 Town Board Regular Meeting Outline

RESOLVED, the order for conducting business at the regular Town Board meetings is as follows:

Call Meeting to Order

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Communications

County Legislator's Report

Supervisor's Report

Town Clerk Report

Highway Superintendent Report

Code Enforcement Report

Enfield Volunteer Fire Company Report

Planning Board Report

Tompkins County Council of Governments

Committee Reports: 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/Virginia Bryant

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Becky Sims

Tompkins Health Consortium- Ellen Woods

Cemetery Committee- Bob Lynch

Water Protection Committee- Nancy Spero

Consent Agenda*

Old Business*

New Business*

Announcements

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

Adjournment

RESOLVED, the order for conducting any special meetings is as follows:

Call Meeting to Order

Changes to the Agenda

Privilege of the Floor (Limited to 3 minutes per speaker - including Pledge of Allegiance if you so choose)

Consent Agenda*

Old Business*

New Business*

Announcements

Adjournment

*Action Items

Resolution # _____-2021 General Rules for Procedure and Guidelines for Public Comment

RESOLVED, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

GENERAL GUIDE FOR PROCEDURE

The Supervisor shall preside at meetings. In the Supervisor's absence the Deputy Supervisor shall preside. The presiding officer may debate, move and take other action that may be taken by other members of the Board. Board members are not required to rise but must be recognized by the presiding officer before making motions. A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

The board commits to adhere to Resolution #2017-50, Town of Enfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse. For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work. There is no limit to the number of times a member may speak on a question. Motions to close or limit debate may be entertained but shall require a two-thirds vote.

GUIDELINES FOR PUBLIC COMMENT

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- Speakers may stand at their seats if they are able.
- 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 communication 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 # _____-2021 Bi-Weekly Pay Periods

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

January 1, 2021	May 21, 2021	October 8, 2021
January 15, 2021	June 4, 2021	October 22, 2021
January 29, 2021	June 18, 2021	November 5, 2021
February 12, 2021	July 2, 2021	November 19, 2021
February 26, 2021	July 16, 2021	December 3, 2021
March 12, 2021	July 30, 2021	December 17, 2021
March 26, 2021	August 13, 2021	December 31, 2021
April 9, 2021	August 27, 2021	January 7, 2022
April 23, 2021	September 10, 2021	
May 7, 2021	September 24, 2021	

Checks are available the following Thursday.

Payroll frequency is Bi-weekly.

Resolution # _____-2021 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, 2021 New Year's Day

January 18, 2021 Martin Luther King Day

February 15, 2021 President's Day

May 31, 2021 Memorial Day

July 4, 2021 Independence Day

September 6, 2021 Labor Day

October 11, 2021 Columbus Day /Indigenous People's Day

November 11, 2021 Veteran's Day

November 25, 2021 Thanksgiving Day

December 25, 2021 Christmas Day

(One) Floating Holiday

Resolution # ____-2021 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 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 # ____-2021 Official Newspaper

RESOLVED, The Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the Official Newspaper for the Town of Enfield and;

RESOLVED, the Town will post all Public Notices on the town website at www.townofenfield.org

Resolution # ____-2021 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 # ____-2021 Records Access Officer

RESOLVED, that the Town Clerk Ellen Woods, shall be appointed as the Town's Record Access Officer and;

RESOLVED, that the Town Clerk will serve as the person who receives all FOIL requests.

Resolution #____-2021 Deputy Town Supervisor – salary at \$10,000/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

Resolution #____-2021 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 #____-2021 Community Building Custodian– salary of \$80.00/twice monthly, paid monthly

RESOLVED, the Town Board appoints Pat Baker fill this position until further notice.

Resolution #____-2021 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 complete or delegate these duties.

Resolution #____-2021 Code Enforcement Officer – salary at \$29,950.00/year, paid monthly

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

Resolution #____-2021 Court Clerk – salary at \$12,000.00/year, paid monthly

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

Resolution #____-2021 Deputy Town Clerk – salary at \$10,000.00/year, paid monthly

RESOLVED, the Town Clerk appoints Patricia Speno

Resolution #____-2021 Tax Collector- salary at \$2,000.00/year, paid monthly

RESOLVED, the Town Board establishes the position of the Tax Collector and;

RESOLVED, the Town Clerk will complete or delegate the duties the Tax Collector.

Resolution #____-2021 Establishing Position of Maintenance for Buildings and Grounds

RESOLVED, the Town Board establishes the position of Enfield Buildings and Grounds Personnel – at \$18.00 per hour/paid bi-weekly/hours to be determined

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

Resolution #____-2021 Public Officials/Town Employees Pay Schedule

RESOLVED, the following salaries and pay schedule for all Town Officials and employees, is approved for 2021:

- Town Supervisor - \$24,000.00/year; paid monthly
- Town Councilpersons - \$3500.00 each/year; paid quarterly
- Town Clerk - \$22,000.00/year; paid monthly
- Tax Collector – \$2,000.00/year; paid monthly
- Town Justice - \$17,000.00/year; paid monthly
- Highway Superintendent - \$61,500.00/year; paid monthly
- Machine Equipment Operator - Motor Equipment Operator – Hiring rate - \$17.00/ hour; after 90 days, rate will be increased to the working rate \$18.00/hour. Pay rate may increase yearly with Town Board approval as requested by the Highway Superintendent.
- Part time and seasonal Highway employees will have a hire rate of \$16.00/hr.-\$20.00/hr. as determined by the Highway Superintendent.
- 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 #____-2021 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 Town Board.

Resolution # ____-2021 – Year End Budget Modifications

RESOLVED, the Town Board authorizes the bookkeeper to make all necessary year end budget modifications to facilitate the year end process

Resolution # ____-2021 - Town Board Advisory Committee/Position Appointments

RESOLVED, the Town Board hereby makes the following Advisory Committee/Position Appointments:

Environmental Management Council- Maureen Bolton

Enfield Community Council- Ann Rider/ Councilperson Virginia Bryant

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Becky Sims

Cemetery Committee- Councilperson Robert Lynch

Water Protection Committee- Nancy Spero

Town Historian- Susan Thompson

Recreation Partnership- Councilperson James Ricks

Planning Board- Chair: Dan Walker; Ann Chaffee; Richard Teeter; Henry Hansteen; Mike Carpenter; Alternates: Joe Dawson and Aaron Abb

Tompkins County Council of Governments-Councilperson Robert Lynch, Alternate: Supervisor, Stephanie Redmond

Ithaca Tompkins Transportation Council- Supervisor Stephanie Redmond

Greater Tompkins Area Health Insurance Consortium- Supervisor Stephanie Redmond

Cayuga Lake Inter-Municipal Organization- Becky Sims, Alternate: Supervisor Stephanie Redmond

Resolution # _____ - 2021 Attendance at Newly Elected Town Officials Training

WHEREAS, the Town of Enfield values training opportunities for Town officials, and;

WHEREAS, new Town Board members James Ricks and Michael Miles will benefit from the Office of State Comptroller Newly Elected Town Official training, therefore be it

RESOLVED that the Enfield Town Board authorizes attendance and funding for Councilpersons James Ricks and Michael Miles to attend the OSC training for Newly Elected Town Officials.

Resolution # _____ - 2021 Town Bookkeeper – salary at \$12,000.00/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 Brian Mckilroy to fill this position.

Resolution # _____ - 2021 Storage Cabinets for the Enfield Community Council

WHEREAS, black storage cabinets in the lower level of the community building is used by the Community Council as storage space for summer camp supplies, therefore be it

RESOLVED, the Town of Enfield will sell the cabinets to the Enfield Community Council to be moved to their new building for \$1 each

Resolution # _____ - 2021 Budget Modification for Broadband Study

WHEREAS, On October 14, 2020 the Enfield Town Board unanimously approved a \$5000 expenditure to be allocated to the Tompkins County Broadband Planning Study, therefore be it

RESOLVED, the Enfield Town Board adopts Budget Amendment # _____ - 2021 to decrease A1990.4 Contingent Account and increase A6497.4 Economic Development, Equipment and Capital Outlay