

# 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>

**Call in Number: (646) 876- 9923 (landline or cell) (For computer or smartphone)**

**Meeting ID: 842 4344 9140 Password: 14850**

<http://townofenfield.org/virtual-board-meetings>

### Regular Meeting

**Present:** Supervisor Stephanie Redmond, Councilperson Virginia Bryant, Councilperson Robert Lynch, Councilperson James Ricks, Town Clerk Ellen Woods, Code Enforcement Officer Alan Teeter, Planning Board Chairperson Daniel Walker, Highway Superintendent Buddy Rollins, Town Bookkeeper Brian McIlroy, Deputy Town Clerk Patricia Speno, The Honorable Judge Betty Poole, County Legislator Anne Koreman, County Legislator Dave McKenna, A4TD Regional Coordinator Marlene Patrick

### **Call to Order: 6:30 PM**

**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)

Ann Rider

**Additions and Changes to the agenda:** Consent Agenda to end due to Williamson Law internet issues at the Town Hall per Town Clerk Ellen Woods request.

Supervisor Stephanie Redmond **moved** to approve the 2020 Minutes.

Discussion: Councilperson Virginia Bryant, Supervisor Stephanie Redmond, Councilperson James Ricks, Councilperson Robert Lynch

**Vote:** Councilperson Virginia Bryant **AYE**, Councilperson Robert Lynch **AYE**, Councilperson James Ricks **ABSTAIN**, Supervisor Stephanie Redmond **AYE**

**1 Abstained 3 AYE's Motion carried**

**Correspondence:** Diane Armine, re: Town Clerks Resolution. (read by Councilperson Robert Lynch)

**Resolution # 2-2021** Town Board Meeting Dates

Supervisor Stephanie Redmond moved to amendment to include meetings held via zoom environment.

**Vote:** Councilperson Virginia Bryant **AYE**, Councilperson Robert Lynch **AYE**, Councilperson James Ricks **Aye**, Supervisor Stephanie Redmond **AYE**

**All AYE amendment carried**

Supervisor Stephanie Redmond **moved** to discuss the Town Board Meeting Dates

**2nd** Councilperson Virginia Bryant

Discussion: Councilperson Robert Lynch, Supervisor Stephanie Redmond, Councilperson Virginia Bryant, Councilperson James Ricks

It was agreed the meetings will be held once a month at 6:30 PM with special meetings as needed

Supervisor Stephanie Redmond **moved to vote:**

**Vote:** Councilperson Virginia Bryant **AYE**, Councilperson Robert Lynch **AYE**, Councilperson James Ricks **Aye**, Supervisor Stephanie Redmond **AYE**

**All AYE resolution #2-2021 carried**

**Monthly Reports**

**County Legislator-** Anne Koreman/Dave McKenna

**Town Supervisor's Report-** Stephanie Redmond

**Town Clerk Report-** Ellen Woods

- Town Clerk Ellen Woods introduced A4TD's (Associates for Training and Development) Regional Coordinator Marlene Patrick. Marlene introduced the SCSEP (Senior Community Service Employment Program) and a partnership with the Town Clerk's office. A4TD will appoint an intern to assist at the Town Hall with the Town Clerk.

**Code Enforcement Report-** Alan Teeter

**Enfield Fire Company-** Greg Stevenson/Denny Hubbell

**Planning Board Report-** Dan Walker

**Highway Superintendent Report-** Buddy Rollins

**Tompkins County Council of Govts-** Robert Lynch

**New Business**

Supervisor Stephanie Redmond **moved** resolution # **3-2021** Department Hours

**2nd** Councilperson Virginia Bryant

**Vote:** Councilperson Virginia Bryant **AYE**, Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**, Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 3-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **4-2021** Town Board Regular Meeting Outline

**2nd** Councilperson Virginia Bryant

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE**, Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 4-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **5-2021** General Rules for Procedure and Guidelines for Public Comment

**2nd** Councilperson Virginia Bryant

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 5-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **6-2021** Bi-Weekly Pay Periods

**2nd** Councilperson Virginia Bryant

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 6-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **7-2021** Paid Holidays

- Councilperson James Ricks amended resolution #7-2021 including “Juneteenth” (June 13th, a national holiday)

**2nd** Councilperson Robert Lynch

**Vote on amendment:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE amendment carried**

- Amended to include the Friday after Thanksgiving

Councilperson Robert Lynch **moved to amend** the resolution to include the Friday after Thanksgiving as a paid holiday.

**2nd** Councilperson Virginia Bryant

**Vote on amendment:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE amendment carried**

**Vote on resolution #7-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE amended resolution #7-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **8-2021** Town Email Accounts

**2nd** Councilperson Virginia Bryant

**Vote on resolution:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 8-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **9-2021** Official Newspaper Ithaca Journal  
Discussion: Councilperson Robert Lynch, Councilperson Virginia Bryant, Supervisor Stephanie Redmond, Town Clerk Ellen Woods

**Vote on resolution # 9-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 9-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **10-2021** Code of Ethics

**2nd** Councilperson Virginia Bryant

**Vote on resolution # 10-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 10-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **11-2021** Records Access Officer

**2nd** Councilperson Virginia Bryant

**Vote on resolution # 11-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 11-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **12-2021** Deputy Town Supervisor

**2nd** Councilperson Virginia Bryant

Discussion: Councilperson Robert Lynch, Supervisor Stephanie Redmond, Town Clerk Ellen Woods

**Vote on resolution # 12-2021:** Councilperson Robert Lynch **NAY**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**1 NAY 3 AYE's resolution # 12-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **13-2021** Deputy Highway Superintendent

**2nd** Councilperson Robert Lynch

**Vote on resolution # 13-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 13-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **14-2021** Community Building Custodian

**2nd** Councilperson Virginia Bryant

**Vote on resolution # 14-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 14-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **15-2021** Planning Board Clerk – no additional salary  
**2nd** Councilperson Virginia Bryant  
**Vote on resolution # 15-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**,  
Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 15-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **16-2021** Code Enforcement Officer  
**2nd** Councilperson Virginia Bryant  
Discussion: Councilperson Robert Lynch, Councilperson Virginia Bryant  
**Vote on resolution # 16-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**,  
Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 16-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **17-2021** Court Clerk  
**2nd** Councilperson Virginia Bryant  
**Vote on resolution # 17-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**,  
Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 17-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **18-2021** Deputy Town Clerk  
**2nd** Councilperson Robert Lynch  
Discussion: Councilperson Robert Lynch  
**Vote on resolution # 18-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**,  
Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 18-2021 carried**

Supervisor Stephanie Redmond **moved** Resolution # **19-2021** Tax Collector  
**2nd** Councilperson Robert Lynch  
Discussion: Supervisor Stephanie Redmond, Councilperson Robert Lynch  
**Vote on resolution # 19-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**,  
Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 19-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **20-2021** Deputy Tax Collector  
**2nd** Councilperson Virginia Bryant

**Vote on resolution # 20-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**  
**All AYE resolution # 20-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **21-2021** Establishing Position of Maintenance for Buildings and Grounds

**2nd** Councilperson Virginia Bryant

Discussion: Councilperson Robert Lynch, Supervisor Stephanie Redmond, Councilperson Virginia Bryant, Town Clerk Ellen Woods

**Vote on resolution # 21-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 21-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **22-2021** Public Officials/Town Employees Pay Schedule

**2nd** Councilperson Virginia Bryant

**Vote on resolution # 22-2021:** Councilperson Robert Lynch **AYE**, Councilperson Virginia Bryant **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 22-2021 carried**

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

**Motion to table resolution**

**2nd** Councilperson Virginia Bryant

Discussion: Councilperson Robert Lynch, Supervisor Stephanie Redmond, Councilperson Virginia Bryant, Town Clerk Ellen Woods

**Vote to table:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE** (Councilperson Virginia Bryant not available)

**Quorum - All AYE resolution tabled**

Supervisor Stephanie Redmond **moved** resolution # **23-2021** Year End Budget Modifications

**2nd** Councilperson Robert Lynch

**Vote on resolution # 23-2021:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE** Supervisor Stephanie Redmond **AYE**

**All AYE resolution # 23-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **24-2021** Town Board Advisory Committee/Position Appointments

**2nd** Councilperson Robert Lynch.

Discussion: Supervisor Stephanie Redmond, Councilperson Robert Lynch, Councilperson James Ricks

-Supervisor Stephanie Redmond **moved to amendment** to strike the Recreation Partnership  
**2nd** Councilperson Robert Lynch.

**Vote to amendment:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**  
Supervisor Stephanie Redmond **AYE**

**All Aye            Amendment carried**

**Vote to resolution:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**  
Supervisor Stephanie Redmond **AYE**

**All Aye            Amended resolution # 24-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **25-2021** Authorize Funding and Attendance for  
Newly Elected Official Training

**2nd** Councilperson Robert Lynch

Discussion: Councilperson James Ricks, Supervisor Stephanie Redmond, Town Clerk Ellen Woods

**Vote on resolution:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**  
Supervisor Stephanie Redmond **AYE**

**All Aye            resolution # 25-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **26- 2021** Budget Modification for Broadband  
Study

**2nd** Councilperson Robert Lynch

**Vote on resolution:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**, Supervisor  
Stephanie Redmond **AYE**

**All Aye            resolution # 26-2021 carried**

Supervisor Stephanie Redmond **moved** resolution # **27-2021** Town Bookkeeper

**2nd** Councilperson James Ricks; vote: **All AYE** amendment carried

Councilperson Robert Lynch **moved to amend the 12k** salary to 10k.

Supervisor Stephanie Redmond **moved** amended **resolution #27-2020**

**2nd** Councilperson Robert Lynch

**Vote on amended resolution:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks  
**AYE**, Supervisor Stephanie Redmond **AYE**

**All AYE            amended resolution #27-2021 carried**

Resolution #\_\_\_\_-2021 Town Clerk Resolution

**(Motion denied)**

Councilperson Robert Lynch **moved** resolution to support community wide vaccination against  
COVID-19

**2nd** Councilperson James Ricks

Discussion: Supervisor Stephanie Redmond, Councilperson James Ricks, Councilperson Robert Lynch  
**Vote on resolution:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**,  
Supervisor Stephanie Redmond **NAY**  
**2 AYE's 1 NAY resolution denied**

Supervisor Stephanie Redmond **moved** resolution # **28-2021** Storage Cabinets for  
the Enfield Community Council

**2nd** Councilperson Robert Lynch.

**Vote to amendment:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**  
Supervisor Stephanie Redmond **AYE**

**All Aye resolution # 28-2021 carried**

- **Hiring and purchasing freeze discussion:**

Supervisor Stephanie Redmond **moved to table resolution...**

**“Whereas necessary Highway work can be performed be it resolved to lift the  
2020 Hiring and Purchasing Freeze.”**

**2nd** Councilperson Robert Lynch

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**

Supervisor Stephanie Redmond **AYE**

**All Aye resolution tabled until Audit meeting January 19, 2021**

**Comp Plan Discussion:** Supervisor Stephanie Redmond, Councilperson Robert Lynch, Town Clerk Ellen Woods

### **Personnel Committee Discussion**

Supervisor Stephanie Redmond **moved to table discussion.**

**2nd** Councilperson Robert Lynch

**Vote to table discussion:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**

Supervisor Stephanie Redmond **AYE**

**All Aye discussion tabled** until February 10, 2021

Councilperson Robert Lynch **moved** resolution # **31-2021** to fill the Town Board  
Councilperson Vacancy

**2nd** Supervisor Stephanie Redmond

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**

Supervisor Stephanie Redmond **AYE**

**All Aye resolution tabled**



**Consent Agenda:**

**Audit Claims:** The Town Board Authorizes the Town Supervisor to pay General Fund Vouchers 1 to 20 dated January 13, 2021 in the amount of \$62, 293.49. Highway Fund Vouchers 1 to 18 dated January 13, 2021 in the amount of \$67,760.74 and Fire Department Vouchers 21 to 22 dated January 13, 2021 in the amount \$101,034.00.

**Moved** by Councilperson Robert Lynch

**2nd** Supervisor Stephanie Redmond

**Vote:** Councilperson Robert Lynch **AYE**, Councilperson James Ricks **AYE**, Supervisor Stephanie Redmond **AYE**

**All Aye          Consent agenda carried**

**Privilege of the Floor:** Town Clerk Ellen Woods, Honorable Judge Betty Poole, Highway Superintendent Buddy Rollins, Town Bookkeeper Brian McIlroy, Deputy Town Clerk Patricia Speno, Art Godin

**Announcements:** 211, CoVid, taxes, Food Pantry, 284 posted on website

Councilperson James Ricks **moved to adjourn**

**2nd** Supervisor Stephanie Redmond

**Adjournment: 9:22 PM**

## **TOWN OF ENFIELD 2021 ORGANIZATIONAL RESOLUTIONS**

### **Resolution # 2-2021 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 # 3-2021 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 # 4-2021 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 # 5-2021 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 # 6-2021 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	2021	August 27, 2021
January 15, 2021	May 21, 2021	September 10,
January 29, 2021	June 4, 2021	2021 September
February 12,		24, 2021
2021 February	June 18, 2021	October 8, 2021
26, 2021 March		October 22, 2021
12, 2021 March	July 2, 2021	November 5, 2021
26, 2021 April 9,	July 16, 2021	November 19, 2021
2021		December 3, 2021
April 23,	July 30, 2021	December 17, 2021
2021 May 7,	August 13, 2021	December 31, 2021
		January 7, 2022

Checks are available the following Thursday.

Payroll frequency is Bi-weekly.

**Resolution # 7-2021 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 # 8-2021 Town EMail Accounts**

**RESOLVED**, the Town Board has official email accounts for all Town employees and elected officials for use in their official capacities. These email 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 # 9-2021 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](http://www.townofenfield.org)

**Resolution # 10-2021 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 # 11-2021 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 # 12-2021 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 # 13-2021 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 # 14-2021 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 # 15-2021 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 # 16-2021 Court Clerk – salary at \$12,000.00/year, paid monthly** **RESOLVED**, the Town Justice appoints Tiffany Poole to fill this position.

**Resolution # 17-2021 Deputy Town Clerk – salary at \$10,000.00/year, paid monthly**

**RESOLVED**, the Town Clerk appoints Patricia Speno

**Resolution # 18-2021 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 of the Tax Collector.

**Resolution # 19-2021 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 # 20-2021 Deputy Tax Collector****Resolution # 21-2021 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 # \_\_X\_\_-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 # 22-2021 – 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 # 24-2021 - Amended 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

- Strike Recreation Partnership

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 Intermunicipal Organization- Becky Sims, Alternate: Supervisor Stephanie Redmond

**Resolution # 25-2021 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 # 26-2021 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

**Resolution # 27-2021 Town Bookkeeper – salary at \$10,000.00/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 # 28-2021 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