

**Town of Enfield**

**PUBLIC HEARING- Drinking Water Protection Law 6:00 PM**

**Regular Town Board Meeting  
Wednesday January 12th, 2022, 6:30 p.m.  
Virtual Meeting via Zoom Meeting Portal**

**TOWN OF ENFIELD 2022 ORGANIZATIONAL MEETING**

**Meeting Link:** <https://us02web.zoom.us/j/85491703937>  
**(For computer or smart phone)**  
**Meeting ID:** 854 9170 3937  
**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/Randy Brown  
**Town Supervisor's Report-** Stephanie Redmond  
**Town Clerk Report-** Mary Cornell  
**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

Approval of Minutes for November and December meetings

**New Business**

- Resolution # \_\_\_\_\_ -2022 SEQR, Drinking Water Protection Law, Town of Enfield, NY\*
- Resolution # \_\_\_\_\_ -2022 Move to Adopt Local Law # \_\_ of 2022- Drinking Water Protection Law\*
- Resolution # \_\_\_\_\_ -2022 SEQR, Enfield Salt Barn\*
- Resolution # \_\_\_\_\_ -2022 Authorization to Sign the Municipal Solutions Contract\*
- Resolution # \_\_\_\_\_ -2022 A Resolution to Provide Guidance to the Tompkins County Independent Redistricting Commission\*
- Audit Meeting – set a date\*

- Local Law Allowing Members of the Town Board to \_\_\_\_\_ Boundary Lines – Set Public Hearing date\*
- Advisory Board to the Assessment Review
- American Rescue Plan Act/Haeefele Discussion
- Resolution # \_\_\_\_\_-2022 Town Board Meeting Dates\*
- Resolution # \_\_\_\_\_-2022 Department Hours\*
- Resolution # \_\_\_\_\_-2022 Town Board Regular Meeting Outline\*
- Resolution # \_\_\_\_\_-2022 General Rules for Procedure and Guidelines for Public Comment\*
- Resolution # \_\_\_\_\_-2022 Bi-Weekly Pay Periods\*
- Resolution # \_\_\_\_\_-2022 Paid Holidays\*
- Resolution # \_\_\_\_\_-2022 Town E-Mail Accounts\*
- Resolution # \_\_\_\_\_-2022 Official Newspaper\*
- Resolution # \_\_\_\_\_-2022 Code of Ethics\*
- Resolution # \_\_\_\_\_-2022 Records Access Officer\*
- Resolution # \_\_\_\_\_-2022 Deputy Town Supervisor\*
- Resolution # \_\_\_\_\_-2022 Deputy Highway Superintendent\*
- Resolution # \_\_\_\_\_-2022 Community Building Custodian\*
- Resolution # \_\_\_\_\_-2022 Planning Board Clerk – no additional salary\*
- Resolution # \_\_\_\_\_-2022 Code Enforcement Officer\*
- Resolution # \_\_\_\_\_-2022 Court Clerk\*
- Resolution # \_\_\_\_\_-2022 Deputy Town Clerk\*
- Resolution # \_\_\_\_\_-2022 Second Deputy Town Clerk\*
- Resolution # \_\_\_\_\_-2022 Tax Collector\*
- Resolution # \_\_\_\_\_-2022 Deputy Tax Collector\*
- Resolution # \_\_\_\_\_-2022 Town Bookkeeper\*
- Resolution # \_\_\_\_\_-2022 Establishing Position of Maintenance for Buildings and Grounds\*
- Resolution # \_\_\_\_\_-2022 Public Officials/Town Employees Pay Schedule\*
- Resolution # \_\_\_\_\_-2022 Management of Town Website, Emails, and Hosting\*
- Resolution # \_\_\_\_\_-2022 Appointment to Town of Enfield Planning Board
- Resolution # \_\_\_\_\_-2022 Town Board Advisory Committee/Position Appointments\*

Announcements

Adjournment

\*Potential Action Items

## **TOWN OF ENFIELD 2022 ORGANIZATIONAL RESOLUTIONS**

### **Resolution # \_\_\_\_\_ -2021 Authorization to Sign the Municipal Solutions Contract**

**WHEREAS** Municipal Solutions offers counsel to negotiate bonds, and;

**WHEREAS** these services will benefit the Town of Enfield to obtain a bond for the Salt Barn expenses, therefore be it;

**RESOLVED** the Town Board authorizes Supervisor Redmond to sign a contract with Municipal Solutions to provide counsel to secure a bond for the Salt Barn expenses

### **Resolution # \_\_\_\_\_ -2022 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 Town Courthouse, 182 Enfield Main Road, Ithaca, NY 14850

### **Resolution # \_\_\_\_\_ -2022 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. through Thurs. from 2 PM to 6 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 # \_\_\_\_\_ -2022 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/Robert Lynch

**Tompkins County Youth Board-** Lisa Monroe

**Food Pantry-** Jean Owens

**Cayuga Lake Watershed IO-** Stephanie Redmond

**Tompkins Health Consortium-** Stephanie Redmond

**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 # \_\_\_\_\_-2022 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 # \_\_\_\_\_-2022 Bi-Weekly Pay Periods**

**RESOLVED**, the Town Board hereby establishes the following bi-weekly pay dates for this year:

January 14, 2022	August 26, 2022
January 28, 2022	September 9, 2022
February 11, 2022	September 23, 2022
February 25, 2022	October 7, 2022
March 11, 2022	October 21, 2022
March 25, 2022	November 4, 2022
April 8, 2022	November 18, 2022
April 22, 2022	December 2, 2022
May 6, 2022	December 16, 2022
May 20, 2022	December 30, 2022
June 3, 2022	January 13, 2023
June 17, 2022	
July 1, 2022	
July 15, 2022	
July 29, 2022	
August 12, 2022	

**Resolution # \_\_\_\_\_-2022 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, 2022 New Year's Day

January 17, 2022 Martin Luther King Day

February 21, 2022 President's Day

May 30, 2022 Memorial Day

June 19, 2022 Juneteenth

July 4, 2022 Independence Day

September 5, 2022 Labor Day

October 10, 2022 Columbus Day /Indigenous People's Day

November 11, 2022 Veteran's Day

November 24, 2022 Thanksgiving Day

November 25, 2022 Day After Thanksgiving

December 25, 2022 Christmas Day

(One) Floating Holiday

**Resolution # \_\_\_\_\_-2022 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 # \_\_\_\_\_-2022 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 # \_\_\_\_-2022 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 # \_\_\_\_-2022 Records Access Officer**

**RESOLVED**, that the Town Clerk Mary Cornell, 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 # \_\_\_\_-2022 Deputy Town Supervisor – salary at \$5,000/year, paid monthly**

**RESOLVED**, the Town Board establishes the Office of Deputy Supervisor to act for and in place of the Supervisor in his/her absence

**RESOLVED**, the Town Supervisor appoints Isabel Castillo to fill this position

**Resolution # \_\_\_\_-2022 Deputy Highway Superintendent – \$.80 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 # \_\_\_\_-2022 Community Building Custodian– salary of \$3570.00/year, paid monthly**

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

**Resolution # \_\_\_\_-2022 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 #\_\_\_\_-2022 Code Enforcement Officer – salary at \$30,550.00/year, paid monthly**

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

**Resolution #\_\_\_\_-2022 Court Clerk – salary at \$12,240.00/year, paid monthly**

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

**Resolution #\_\_\_\_-2022 Deputy Town Clerk – salary at \$10,000.00/year, paid biweekly**

**RESOLVED**, the Town Clerk appoints Laura Norman

**Resolution #\_\_\_\_-2022 Second Deputy Town Clerk – salary at \$2,000.00/year, paid monthly**

**RESOLVED**, the Town Clerk appoints Alice Linton

**Resolution #\_\_\_\_-2022 Tax Collector- salary at \$2,000.00/year, paid biweekly**

**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 #\_\_\_\_-2022 Deputy Tax Collector- no additional salary**

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

**RESOLVED**, the Town Clerk appoints Laura Norman to this position

**Resolution #\_\_\_\_-2022 Town Bookkeeper – salary at \$12,000.00/year, paid monthly**

**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 Blix Taetzsch to fill this position.

**Resolution #\_\_\_\_-2022 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 #\_\_\_\_-2022 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 - \$25,000.00/year; paid monthly
- Town Councilpersons - \$3600.00 each/year; paid quarterly
- Town Clerk - \$30,000.00/year; paid biweekly
- Town Justice - \$17,340.00/year; paid monthly
- Highway Superintendent - \$64,000.00/year; paid monthly
- Motor Equipment Operator – Hiring rate - \$19.00-\$21.00/hr. To be determined by Highway Superintendent. Pay rate may increase yearly with Town Board approval, as requested by Highway Superintendent.
  
- Part time and seasonal Highway employees will have a hire rate of \$16.00/hr.-\$24.00/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 #\_\_\_\_-2022 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 # \_\_\_\_\_-2022 - Town Board Advisory Committee/Position Appointments**

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

Environmental Management Council- Stephanie Redmond

Enfield Community Council- Ann Rider/ Councilperson Robert Lynch

Tompkins County Youth Board- Lisa Monroe

Food Pantry- Jean Owens

Cayuga Lake Watershed IO- Stephanie Redmond

Cemetery Committee- Councilperson Cassandra Hinkle

Water Protection Committee- Nancy Spero

Town Historian- Susan Thompson

Recreation Partnership- Councilperson Cassandra Hinkle

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- Supervisor Stephanie Redmond