

**TOWN OF HECTOR
BURDETT, NEW YORK
Year-end AUDIT MEETING
2019 Re-organizational Meeting
December 28, 2018**

Members Present:

Alvin J. White, Supervisor
William Preston, Councilman
Justin Boyette, Councilman
Jessica Rodgers, Councilwoman

Others:

Jane M. V. Ike, Clerk
Robert Stapleton, Water Superintendent
Josh Mikkelsen, Assistant Water Supt.

Absent: Robert Barton, Councilman

Elizabeth Martin, Councilwoman

Called to order at **2:10pm** by Supervisor White, followed by Pledge of Allegiance.

Approval of Minutes for December will be held until January 2019 meeting.

RESOLUTION #201 – offered by Boyette, seconded by Preston

Resolved to approve and authorize the Supervisor to make the following Journal Entries/Budget Amendments and further authorize the Supervisor to make all necessary closing entries to close the 2018 accounting records: Transfer the following from contingency and/or fund balance: \$235.69 to A1620.2; \$292.69 to A1620.4; \$13.45 to A4540.4; transfer \$91.54 from A3510.4 to A3510.41; transfer \$204,206.00 from A9950.9 to Capital Projects H1-7110.21 Smith Park; transfer \$4625.00 from B1990.4 contingency and/or fund balance to B3989.41; transfer \$4388.27 from DA5130.4 to DA5142.41; transfer \$173.00 from SW1990.4 to SW8310.2 along with all necessary closing entries. Ayes 4, Nays 0

RESOLUTION #202 – offered by Boyette, seconded by Rodgers

Resolved to approve the Preliminary Accounts Payable list as presented and to be amended as 2018 bill are received. Ayes 4, Nays 0

Discussion: Bill from Fire Academy for no show attendance at fire alarm workshop; Board asked for reason why it was not attended; past practice is employee pays if does not attend for anything other than illness or emergency. Supervisor White will find out particulars.

RESOLUTION #203 – offered by Preston, seconded by Boyette

Resolved to have audited the bills and further authorize the Supervisor to pay the bills from the following funds: General Vouchers #397 thru #413 - \$28060.33; Highway Vouchers #301 thru #322 - \$20440.83; Water District Vouchers #213 thru #224 - \$2817.90; and Trust & Agency Voucher #29 - \$173.25
Ayes 4, Nays 0

Public Comment: 2:31pm - none

Department Reports:

Highway:

RESOLUTION #204 – offered by Boyette, seconded by Rodgers

Resolved to authorize the Highway Superintendent to rent equipment and purchase food as may be necessary in any emergency situations during 2019. Ayes 4, Nays 0

Highway Equipment Inventory: Inventory submitted by Highway Superintendent reviewed.

RESOLUTION #205 – offered by Boyette, seconded by Preston

Resolved to approve and accept the Highway Inventory for 2018 as presented. Ayes 6, Nays 0

Water District: Superintendent Stapleton reported that all water sampling done; discharge sample for SPEDIES permit was damaged or destroyed at the lab; will do some looking for a different lab for testing; fiber optics from Empire Access to be done January 3; winter cleaning and updating at plant. Supervisor White suggested a complete water district inventory be done in 2019; anything \$5000 in cost and above.

Club Seneca: Tom Kiernan will speak to some of the residents regarding the \$1800 + expected annual cost; Tom probably will say no; will let us know decisions.

Engineer Appointment: MRB Group requested re-appointment as engineer. Discussion regarding for what purposes; felt they do a good job for the Water District; concerns with progress of other projects.

RESOLUTION #206 – offered by White, seconded by Preston

Resolved to appoint MRB Group as the Engineer for the Water District for 2019. Ayes 4, Nays 0

Code Enforcement: Officer Patterson provided a written report for the board to review.

RESOLUTION #207 – offered by Boyette, seconded by Preston

Resolved to appoint David Patterson as Assistant Code Enforcement Officer 2019. Ayes 4, Nays 0

Smith Park:

South Bath House: Contracts signed and sent back to MRB this week.

Supervisor White will be submitting for a partial funding for the water system grant funds; waiting on as-built drawings; some final grading will be done in spring; 5% retainage still being held.

Assessment: no report

Town Clerk/Tax Collector: working on tax bills, hope to mail on December 31, 2018.

RESOLUTION #208 – offered by Preston, seconded by Rodgers

Resolved to authorize the Supervisor to establish the Tax Collector's Petty Cash Fund of \$200 for 2019. Ayes 4, Nays 0

Supervisor:

Committee Reports/Assignments: - may change time frame of committee meetings; will look at needs for 2019; no changes to committee appointments; may appoint some new small committees for special items.

RESOLUTION #209 – offered by Preston, seconded by Boyette

Resolved to authorize the Supervisor to pay all payrolls, contracts, registrations, phone, electric, utilities, insurances and postage prior to audit as may be necessary in 2019. Ayes 4, Nays 0

RESOLUTION #210 – offered by Boyette, seconded by Preston

Resolved to appoint Robert Halpin as Attorney for the Town at \$150.00 per hour for 2019. Ayes 4, Nays 0

RESOLUTION #211- offered by White, seconded by Rodgers

Resolved to appoint Sandra Bradford as Town Historian and Doris Pike as a Volunteer Deputy Historian for 2019. Ayes 4, Nays 0

RESOLUTION #212 – offered by Boyette, seconded by Preston

Resolved to designate the 2nd Tuesday of each month at the Hector Town Hall as the time and place of the monthly Town Board Meetings for 2019. Discussion regarding going to two meetings per month; pay bills at 1st meeting; second meeting could be for training; presentations, etc.; needs will be assessed in 2019. Ayes 4, Nays 0

Annual Financial Audit Meeting: Tentative date set annual audit of 2018 records as Tuesday, February 19, 2019 at 1:00pm

RESOLUTION #213 – offered by Boyette, seconded Preston

Resolved to designate the Chemung Canal Trust Company as the depository for Town Supervisor's, Town Clerk/Tax Collector's & Town Justice funds for 2019; further resolved to authorize the use of Chemung Canal Trust Company, Tompkins Trust Company Odessa Branch; Community Bank WG for other investments as may be necessary in 2019. Ayes 4, Nays 0

RESOLUTION #214 – offered by Boyette, seconded by Rodgers

Resolved to Designate the Watkins Review & Express as the Official Paper for the Town for 2019. Ayes 4, Nays 0

Humane Society: No response to our letter regarding the contract; contract expires at midnight 12/31 /18; suggested another letter be sent; monies to be withheld in 2019 until contract is in place.

Discussion regarding who oversees the Humane Society; Ag & Markets does routine inspections of the Shelter. Suggested we send letters to adjacent County shelters Beverly Animal Shelter; Fetch a Friend Rescue; Chemung County SPCA; Tompkins County SPCA; Horseheads.

LFWR Grant award letter received; \$82,500 will be funded of the \$110,000 awarded; our match is 25%

Logan Community Center: Discussion of needs and what we might be able to assist with.

Logan Cemetery: – John Munroe is ready to leave; if cemetery is turned over to Town we would have to maintain, and who knows how much more; need people interested in taking over the cemetery; we can assist with mowing and weed eating.

Review of policies and procedures: Supervisor White would like to look at one each month; Personnel Policy; Ethics, procurement; investment; etc.

On a motion by Preston, seconded by Boyette Adjourned at 3:55pm

Respectfully submitted,

Jane M. V. Ike, Clerk