

**TOWN OF HECTOR
REGULAR AUDIT MEETING
February 18, 2019 (re-scheduled from 2/12/19)**

Members Present:

Alvin J. White, Supervisor
Justin Boyette, Councilman
Jessica Rodgers, Councilwoman
William Preston, Councilman
Robert Barton, Councilman
Elizabeth Martin, Councilwoman

Others:

Jane M. V. Ike, Clerk
Randy Rappleye, Highway Superintendent
Robert Stapleton, Water Superintendent
Alan McIlroy, Assessor
Lisa Dean
Ralph Ward
Pat Bartolomeo

Called to order by Supervisor White at 7:00pm followed by Pledge of Allegiance.

Approval of Minutes for January 8, 2019 delayed due to Tax Collection.

RESOLUTION #11 - offered by Barton, seconded by Martin

Resolved to approve and authorize the Supervisor to make the following Budget Amendments/Journal Entries: transfer \$615.00 from B Fund Balance to B3989.4; transfer \$95.00 from SW1990.4 to SW1910.4; and transfer \$400.11 from SW1990.4 to SW8330.43
Ayes 6, Nays 0

RESOLUTION#12 - offered by Preston, seconded by Boyette

Resolved to have audited, approve and authorize the Supervisor to pay the bills from the following funds: General Vouchers #30-65 - \$104,046.81; Highway Vouchers #13 thru #45 - \$75,594.64; Water District Vouchers #16 thru #35 - \$23,235.48; Trust & Agency Vouchers #4 thru #6 - \$1,961.00 and Capital Projects Smith Park Vouchers #2 thru #4 - \$44,990.60
Ayes 6, Nays 0

Public Comment: 7:07pm

Lisa Dean thanked the Highway Department for fixing the ditch out back getting to recycling bins. Comment period closed at 7:09pm

Department Reports:

Highway: Superintendent's Report

RESOLUTION #13 - offered by White, seconded by Boyette

Resolved to appoint James Gerdes as MEO, effective February 4, 2019 at the hourly rate of \$15.45. Ayes 6, Nays 0

Bishop Corner Culvert Replacement Project: We now have documents and drawings to proceed with the bid process.

RESOLUTION #14 - offered by Preston, seconded by Rodgers

Resolved to advertise for bids for the Bishop Corner Road Culvert Replacement project with bids due March 19, 2019 at 10:00am at which time they will be opened. Ayes 6, Nays 0

SCOPED MOU: Salt Storage Building – Supervisor White explained the reasons for needing a new contract; need some administrative help with grant funds reimbursement.

RESOLUTION #15 - offered by Martin, seconded by Boyette

Resolved to approve and authorize the Supervisor to sign the SCOPED Memo of Understanding for administrative help with grant funds awarded. Ayes 6, Nays 0

Superintendent Rappleye reported on sanding and plowing; spread crusher run in minor rutted areas; some oil and stone roads are showing signs of deterioration; excessive freeze and thaw; minor erosion issues with snow melts; shoulders torn up by plows when ground is soft; ordered some rubber blades to try out on wings instead of steel. January ice storm – NYS DOT asked for assistance on State Routes 79 and 227; State plows were stuck along with a Sheriff's Deputy.

Water District: Superintendent Stapleton reported daily average water pumped and treated, water samples up to date and complete, DOH reports submitted; master meter still has radio read meter; back up generators run well; experiencing 3 phase power imbalance at pump house; has been an issue since January 18th; NYSEG notified multiple times; called Public Service Commission; NYSEG showed up the next day; meeting with NYSEG 2/19/19; working on issue; 118 hours on generators; propane bill will be discussed with NYSEG; locks replaced on all buildings; F250 getting a new wiring harness.

RESOLUTION #16 - offered by Boyette, seconded by Martin

Resolved to advertise March 12, 2019 at 7pm for a Public Hearing to move \$50,000 from water repair reserve fund to the Equipment Reserve Fund. Ayes 6, Nays 0

Water Billing Rates: Discussion of need to raise rates on an annual basis in order to avoid larger increases.

RESOLUTION #17 - offered by Martin, seconded by Preston

Resolved to set the following as water billing rates effective March 1, 2019: 3% to water rates and 5% to reserve fund making the minimum billing for up to \$10,000 gallons of water at \$68.44; gallons over 10,000 will increase to \$8.17 per 1,000 gallons; reserve fund will be billed at the rate of \$1.18 per 1,000 gallons actually used. Ayes 6, Nays 0

HACH Partnership: Covers all testing instruments; will be calibrated 4 times per year at a cost of \$3000 for annual contract.

Windows 7 will no longer be supported as of January 2020; involves 3 computers that must be replaced this year; accounting; water billing and water plant.

Lost water rate table: Table in study had an error; it is only 34% (not 69%)

Truck replacement: Not sure we can implement 3-year replacement program this year; concern with finances to do right now; long term might still make sense; will look into options.

Lodi water request: Received some further information regarding water supply request; will work on pricing.

Meters: Order from September 28, 2018 just fulfilled; need a meter for the Park as we had to use that one for the Burdett Fire House; checking into other sources for meters.

Code Enforcement: Officer's written report submitted.

Assessment: Assessor McIlroy reported on the progress for the re-valuation; field review is 75% complete. Introduced Pat Bartolomeo the new Assessor trainee. Assessment change notices should go out in April.

Smith Park:

South Bath House Update: Work has started; demolition done; concrete has passed required tests. MRB submitted a project change order for the South Bath House Project.

RESOLUTION #18 - offered by Boyette, seconded by Preston
Resolved to approve and authorize the Supervisor to sign Change Order #1 for the Smith Park South Bath House project at a cost of \$510.00. Ayes 6, Nays 0

Town Clerk/Tax Collector/Court Clerk: Clerk's Monthly Report submitted to board.

Shelter Contract with HSSC: Letter sent to Humane Society with no response to date regarding contract; discussion of enumeration and need to continue.

Junk Yard License Renewals: Both William J. Brown and Michael Cox have current local Junk Yard Licenses due for renewal in March. Board members were instructed to do their drive by visual inspections prior to March meeting.

RESOLUTION #19 - offered by Martin, seconded Preston
Resolved to authorize Clerk Jane Ike to attend the Annual Town Clerk's conference in Syracuse May 5-8, 2019. Ayes 6, Nay 0

Zoning Commission: No representative present; written support submitted; working on abstract of uses; looking for information from Town Board on when documents should be shared with the public. They have contacted Robert Freeman regarding Open Meetings Law which indicates all records scheduled to be discussed must be shared with the public; should be posted if possible; drafts are a work in progress and not ready for public distribution; once discussed or on the agenda it is a public document; many things will be marked draft until finalized. Councilman Barton stated information contained in minutes is public; some other stuff may not be public until complete discussions and/or actions happen.

Lisa Dean commented that there appears to be a big misunderstanding; people don't understand what's going on; people comment and provide input when they find out a topic was discussed; elderly don't drive after dark; single parents with kids can't always come; would prefer to see information coming from commission not someone from the public that attended a meeting. Concept is once public, needs to be distributed somehow.

Councilman Preston asked if the Commission was doing what the Board asked them to. They need to submit something to the Board at the end of the process. Councilman Preston also asked if STC doing what we want them to do and what they want to. Discussion of need to let the commission do their work and bring a report back to the board.

Zoning commission new email address – paulzoningcomm@gmail.com

Supervisor:

Committee Reports: Emails requesting action (MORATORIUM); looking for response from Town Board; Councilman Boyette drafted a letter of response after discussion with Attorney for the Town; letter should be edited; signed by the Board members and then sent out. Clerk advised all of the proper requirements for submitting a petition to the Board which must include action requested, name, address, signature and date.

RESOLUTION #20 - offered by Preston, seconded by Martin

Resolved to approve and authorize the Supervisor to sign the Computer Services Contract for 2019 with STC at a cost of \$2800.00 effective January 1, 2019 thru December 31, 2019

Ayes 6, Nays 0

Medicare Application for Ambulance District: Discussion of requirement for Town to apply for a Medicare Billing number in order to receive a permanent Certificate of Need.

RESOLUTION #21 - offered by Boyette, seconded by Rodgers

Resolved to authorize the Supervisor to sign a submit an application for a Medicare Billing number for the ambulance district at a cost of \$586.00. Ayes 6, Nays 0

AIM Funding: Governor Cuomo is looking to take it away from Municipalities; recent information received indicates it may not be happening now.

Annual Financial Audit: Date Set for audit is 02/19/19 @ 1:00pm

Local Waterfront Revitalization Plan:

Elan.3 Consulting submitted their qualifications; looking to find a consultant to work through this process. Need to find out if we must do an RFP to find a consultant. Grant would cover consultant's help to create plan; grant amount \$110,000; we must match 25%.

DEC Water Withdrawal Permit: – Bergen Farms; no new information has been received.

Miscellaneous/Correspondence/Other:

Farm to Fork Fondo: Finger Lakes bicycle event is scheduled for August 10, 2019; ride passes through Burdett, Hector, Covert, Romulus, Fayette, Ovid, Lodi and Waterloo. Councilwoman Rodgers will respond to them.

Collaborative Coalition Conference April 17 & 18, 2019 in Albany: Councilwoman Rodgers willing to attend; would need a hotel room; will help in process of organizing VOADS for future

RESOLUTION #22 - offered by Martin, seconded by White

Resolved to authorize Jessica Rodgers to attend the Collaborative Coalition Conference April 17 & 18, 2019 in Albany and authorizing a hotel room. Ayes 6, Nays 0

RESOLUTION #23 - offered by Boyette, seconded by Martin

Resolved to authorize Supervisor Alvin White to attend the NY General Finance Conference in Albany March 26-29, 2019. Ayes 5, Nay 0, Abstain 1 (White) Ayes 6, Nays 0

Ethics Policy: Board members were asked to review. Councilman Barton suggested a wording change in Standard of Conduct 2nd paragraph under gifts; “and” should be “any”.

RESOLUTION #24 - offered by Preston, seconded by Boyette

Resolved to approve the Ethics Policy as written with Standard of Conduct wording be changed from and to any regarding gifts. Ayes 6, Nays 0

Adjourned at 9:45pm on a motion by Martin, seconded by Preston.

Respectfully submitted,

Jane M. V. Ike, Clerk