

TOWN OF HECTOR
REGULAR AUDIT MEETING
April 12, 2016

Members Present:

Alvin J. White, Supervisor
Beverly Morley, Councilwoman
Justin Boyette, Councilman
William Preston, Councilman
Michael Bergen, Councilman
John White, Councilman

Others:

Jane M. V. Ike, Clerk
Randy Rappleye, Highway Superintendent
Janine Bond, Bookkeeper/HR/Park
Robert Stapleton, Water Superintendent
Ralph Ward Dan Thorpe
Colin McNaull Susanne Lipari

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

RESOLUTION #54 – offered by M. Bergen, seconded by B. Morley
Resolved to approve the minutes of March 8, 2016 as presented.
Ayes 5, Nays 0, Abstain 1 (M. Bergen)

Journal Entries / Budget Amendments:

RESOLUTION #55 – offered by J. White, seconded by B. Preston
Resolved to approve the following Journal Entries and Budget Amendments as presented:
Transfer \$2800 to A1220.4 Supervisor's contractual line from A1910.4 unallocated insurance;
Transfer \$1200 to B3620.11 from B fund balance. Ayes 6, Nays 0

RESOLUTION #56 – offered by M. Bergen, seconded by J. White
Resolved to have audited and further authorize the Supervisor to pay the bills from the following funds: General Vouchers #108 thru #133 - \$5882.60; Highway Vouchers #62 thru #89 - \$29176.17; Water District Vouchers #49 thru #66 - \$11857.80 and Trust & Agency Vouchers #8 thru #9 - \$921.75. Ayes 6, Nays 0

Public Comment: 7:05pm

Deb Reid would like to know if minutes are going to be caught up on the web site. Communications Committee is reviewing options to improve the web site. Deb also asked if the Staff Resource Committee is going to be resumed. Supervisor A. White responded that the Personnel Committee will continue with this process.

Michele Greigo asked if there a time line on getting web site working properly and better. Supervisor A. White responded that it is a priority; we are working on solving issues and updating.

Colin McNaull asked if there was any hope for a reduced speed limit on State Route 414. Supervisor A. White responded that the Route 414 Corridor Committee has met with DOT and business owners and residents of 414; working with engineer from DOT; getting businesses involved; hope to see improvements.

Deb Reid asked if a business listing booklet for Town of Hector that was identified as a need by the Comprehensive Plan Committee is something that can be finished at some point. Councilwoman Morley suggested it include Smith Park and have it available at the park.

7:09pm closed

Department Reports:

Highway:

Proposed Local Law Driveway Permits: The Board was to review and bring back comments, concerns or changes prior to decision to proceed. Some needed more time to review; reschedule for next meeting.

Public Official's Training and Emergency Mgmt. Certification: Supervisor A. White, Clerk Ike, Highway Superintendent Rappleye and Councilman Preston are signed up to attend this training. After this training our Disaster Plan needs to be completely re-written and updated.

Salary & Starting Wage Changes: Discussion of need to raise some hourly rates and the starting pay for an MEO. Plan to bring 2 of them up to \$15.00 and 2 others to \$15.15 and \$15.30 effective in 2 weeks

RESOLUTION #57 - offered by B. Morley, seconded by J. Boyette

Resolved to approve the following Highway salary changes: Effective Monday, April 11, 2016 raise Chris Russell's hourly pay to \$15.30; raise Jeremy Brown's hourly rate to \$15.15; raise Kirby Durling's hourly rate to \$15.00 and raise Michael Ellinwood's hourly rate to \$15.00; and further resolved to set the MEO starting hourly rate at \$15.00. Discussion: Suggested that the starting wage be adjusted annually with budget increases. Ayes 6, Nays 0

Highway Superintendent Rappleye reported work done on shoulders, ditches, washouts in early March; crossover pipes replaced; pot holes patched; tree and limb trimming underway; roadway and driveway repairs at Smith Park; seasonal roads opened April 1; screening plant repairs and fabrication getting done; attending Cornell Local Roads training classes. Councilman Boyette and Supervisor White traveled our roads with Superintendent Rappleye on April 2nd; roads were swept and then they had to plow and sand again. Superintendent Rappleye requested monies be moved to amend the 2016 budget to cover equipment ordered.

RESOLUTION #58 - offered by J. White, seconded by M. Bergen

Resolved to appropriate \$19,406.06 from unappropriated fund balance to DA5130.2 which already had budgeted \$60,000 and further resolved to transfer \$30,000 from DA9962.4 to DA5130.2 to cover the balance of equipment ordered this year. Supervisor A. White explained why and that we need to work on a plan to fund equipment differently due to state constraints. Ayes 6, Nays 0

Superintendent Rappleye reviewed timeline for road work with expected time frames for work to be completed. Highway Committee meeting with guys to be determined.

Smith Park: Manager Bond thanked Superintendent Rappleye and Deputy Superintendent Thorpe for all their help with some of the Highway Crew in cleaning up the park and cutting and splitting firewood; fantastic help; great shared services; appreciated very much. Great having a Park Committee to discuss things with.

Reported recommendations for pay rates for new lifeguards and returning lifeguards and laborers; should be in good shape for lifeguards with all those returning.

Interviewed Don Adams who has 13 years plumbing experience; plan limited part time to get projects done and park open, then on call for plumbing issues; reviewed appointments requested.

RESOLUTION #59 - offered by B. Morley, seconded by M. Bergen

Resolved to appoint the following at Smith Park effective April 13, 2016 thru October 31, 2016: Don Adams as laborer at \$13.50 per hour; Rich Brown as laborer at \$12.40 per hour; Jason Bond as Head Lifeguard/WSI/Laborer at \$16.15 per hour; Sydney McGannon as Assistant Manager at \$14.00 per hour and Brenden McLaughlin as laborer at \$11.50 per hour. Ayes 6, Nays 0

Park Manager Bond requested to advertise for laborers, etc. if needed; will check with Civil Service first.

Park Manager Bond walked thru the park with Will Jennings, Finger Lakes Forest Management to see what needed to be done for forest management; removal of trees that could create a safety issue; he is very good at determining how long before something would need to be removed; will remediate cleared sites; remove stumps, place top soil and seed; will clear views for some areas. Made sure our procurement policy was followed; as this is a professional service we do not have to bid for this type of work which has been confirmed with Legal Counsel at Association of Towns. With approval, Will Jennings will start next week; will have chipper from Highway and one MEO to assist.

RESOLUTION #60 - offered by M. Bergen, seconded by J. Boyette

Resolved to approve the project proposal from Will Jennings at Finger Lakes Forest Management & Timber Harvesting, LLC for tree maintenance and removal at Smith Park for 2016 at a cost of \$9800. Ayes 6, Nays 0

Supervisor A. White reviewed the process for moving monies to the Park Property Upgrade line item from last years' excess revenues and remaining balance in the 2015 park property upgrade line. At some point we will need funds to replace all the water lines in the park; we are looking for grants and matching funds.

RESOLUTION #61 - offered by M. Bergen, seconded by B. Morley

Resolved to appropriate the remaining balance of \$13,691.58 from 2015 Park Property Upgrade line item A7110.23 from 2015 fund balance and amend the 2016 Budget line A7110.23; and further resolved to appropriate the 2015 excess park revenues of \$29,963.70 over the \$90,000 budgeted amount to be rolled over into A7110.23 Park Property Upgrade and amend the 2016 budget. Ayes 6, Nays 0

Park Committee: Committee met and discussed permit process for boat launch; did some research; have some commercial operations happening with a contractor using barge and a truck up and down the roadway; also a boat with riders that are picked up with a minivan for winery tours. Had Attorney Halpin review an application; he agrees the application the State uses would work for us; fees set but we need to get application approved soon to deal with contractor's anticipated use; Committee could meet this Thursday at 1pm.

RESOLUTION #62 - offered by B. Preston, seconded by M. Bergen

Resolved to approve the Park Special Use Permit pending final approval from Attorney Halpin and the Park Committee. Ayes 5, Nays 0, Abstain 1 (J. White)

Seasonal campers are mostly paid up; 4 sites not returning; will hold lottery on May 14; working on new brochures; will have brochures at the Chamber and will have ones from local businesses available at the Park this summer.

Water District: Superintendent Stapleton reported number of gallons pumped and treated; 93,193 gallons daily average; monthly DOH reports completed and sent; water sample tests completed; new billing program up and running; replacing meters; will be sending out more letters; clear to expend \$13,320 reserve funds advertised last month; scheduling seasonal water services to be turned on; Pall CHN system in good working order; Pall skid alarm system and backup generators working. Chlorine analyzer malfunctioned; internal probe replaced after unit was sent in for repair.

Chatfield Engineers was sent the annual DOH Inspection report for review; awaiting feedback. NYSEG lost key; changed all the locks because it was lost; turns out only the tag was lost; key was returned; we will be submitting a bill for \$104 to NYSEG; we now have contact numbers of people at NYSEG so this issue won't happen again. Old locks are in a box; may be able to use in the future; will check with the Highway Department to see if they might need any as there are over 50; sets of 16, 12, and 10 are keyed alike. Hobe and Josh attended Dig Safely training and will attend confined space training Friday. Hector Fire Company will have access to keys from a NOX box for fire purposes; fire control gets alarm that key has been removed; suggested keys are stamped do not duplicate; all the buildings are alarmed; so if accessed without permission, Superintendent Stapleton would be called.

Code Enforcement: No Code Officer's Report; Officer Patterson is in training class this week and last.

A complaint regarding Septic System requirements was received from Brent Dugolinsky was received and distributed to the Town Board; out of Town's control; Schuyler County Watershed and DOH control septic systems.

Supervisor:

RESOLUTION #63 - offered by J. White, seconded by M. Bergen
Resolved to authorize Alvin White and William Preston to attend the Finance School in Buffalo May 4-6, 2016. Ayes 6, Nays 0

Committee Reports:

Route 414 Corridor meeting was good; will work together to figure out options; only thing off the table is speed limit; they will not reduce the speed limit.

Building Committee: First priority is to get salt storage covered; can get 16 hours of time from SCOPED for grant research and applications; second option to try to find grants to replace water lines at Smith Park. Supervisor A. White explained the need to sign a Memo of Understanding with SCOPED for grant research and assistance.

RESOLUTION #64 - offered by M. Bergen, seconded by B. Morley
Resolved to approve and authorize the Supervisor to sign the Memorandum of Understanding with Schuyler County Partnership for Economic Development (SCOPED) for the purpose of finding and applying for grants for a covered salt storage facility and to repair/replace water lines in Smith Memorial Park. Ayes 6, Nays 0

Dumpster Day: June 4, 2016

React should have funding for CRT electronics; hope they will have an answer next week.

Town Clerk/Tax Collector:

Tax collection ended; waiting for the Treasurer to balance with county; taxes are now delinquent and must be paid at the County. Town Clerk's March 2016 monthly report submitted.

Copier Maintenance Contract:

RESOLUTION #65 - offered by B. Preston, seconded by M. Bergen

Resolved to approve and authorize the Supervisor to sign the Copier Rental and Maintenance Contract with CMS Imaging effective April 2, 2016 thru April 1, 2017 at a cost of \$508.00.

Ayes 6, Nays 0

Web Site: Communications Committee met; County uses CivicPlus; we will check with them and with Virtual Towns to get into something more professional; have fund balance available; Councilman Boyette reported that part of process would be training for all that would need to be able to post; starting from zero and totaling rebuilding is a better option at this point.

RESOLUTION #66 - offered by A. White, seconded by J. White

Resolved to authorize the Clerk to purchase the Adobe Pro program at a cost of approximately \$450 to assist with creating documents in PDF for posting on the web site. Ayes 6, Nays 0

Mecklenburg Ambulance: Public Safety Committee met and discussed further the creation of an Ambulance District within the Mecklenburg Fire District; logistics for Schuyler Ambulance to reach the scene is much longer than what Trumansburg can do; anticipate setting up the same as our district within Trumansburg Fire District. Want to move along through resolutions; public hearing and possible referendum; could start contract in 2017 if this process goes thru. Discussion of process, legal notices, permissive referendum, etc.

RESOLUTION #67 - offered by A. White, seconded by M. Bergen

WHEREAS, the Town of Hector (the “Town”) deems it necessary and desirable to form an ambulance district to provide emergency medical services and/or general ambulance services in the portion of the Town described on Exhibit A attached hereto (the “Service Area”); and

WHEREAS, the Service Area is not included within the boundaries of any incorporated village, city or existing ambulance district;

NOW, THEREFORE, IT IS HEREBY RESOLVED, by the Town Board of the Town of Hector that the Town proceed with such steps as are necessary to form an ambulance district pursuant to the applicable provisions to the New York State Town Law, such district to include the Service Area in Exhibit A; and

AND IT IS HEREBY FURTHER RESOLVED, that the Town Supervisor shall have all requisite authority to act on behalf of the Town with respect to the formation of such district;

AND IT IS HEREBY FURTHER RESOLVED, that the sum of \$3100.00 is hereby appropriated to pay the cost of preparing a general map, plan and report for providing emergency medical services and/or general ambulance services in the above-described district, the foregoing resolution being subject to permissive referendum pursuant to section 209-b of the Town Law.

Roll call vote: Councilman Preston – Aye; Councilman Boyette – Aye; Councilwoman Morley – Aye; Councilman J. White – Aye; Councilman Bergen – Aye; Supervisor A. White – Aye.
Ayes 6, Nays 0

Trumansburg Ambulance Transport Rates: Proposed changes to the ambulance rates discussed. Public Safety Committee will review; decision to be made in May; discussion of coverage by Medicare, etc.

Miscellaneous/Correspondence:

Black Oak Wind Farm: Notice received that a Draft Supplemental Environmental Impact Statement has been prepared with Town of Enfield Town Board acting as Lead Agency.

NYSEG Rate Increases: The Public Service Commission is sponsoring public statement hearings regarding proposed increases to delivery rates; seeking approval for rate increases to be effective May 1, 2016.

Cayuga Lake Watershed Network: Annual Spring Conference will be held April 16, 2016. On the agenda will be discussion of Seneca Lake Issues with Implications for Cayuga Lake.

December 2015 Supervisor's report: H accounts used for reserves will be modified back into each fund per the State Comptroller's Office; would like to finish the financial audit at a special meeting in May.

Adjourned at 8:46pm on a motion by J. White, seconded by B. Morley.

Respectfully submitted,

Jane M. V. Ike, Clerk