

Minutes of the Smithville Town Board
November 19, 2018

OPENING of Town Board meeting by Supervisor Heisler 6:30PM

ROLL CALL/PLEDGE:

LATE ADDITIONS/DELETIONS/REMARKS:

ATTENDANCE in addition to Supervisor Heisler:

Councilman Mike Evans

Councilman Bob Whitmore

Councilman John Cammarata

Councilman Karl Ludwig

ALSO:

Alison Owens, Town Clerk

Jeff Lowe, Assessor

Tracy Oliver, Hwy. Sup't.

CORRESPONDENCE 6:40PM

C1) none

NEW BUSINESS 6:40PM

NB1) consider Resolution adopting **MU-1 Retention and Disposition Schedule (2003)** [for continued practice of Records Management]. Supervisor Heisler commented on the Records Management and LGMRIF process. The seminars attended by himself and Town Clerk Owens were to secure help with furnishing a room for Records storage. The Grant can be used for that purpose but the greater need is to determine how much space is needed. Since the Grant application requirements are quite extensive it was decided to wait a year to pursue the LGMRIG grant and instead focus on eliminating unneeded records and constructing an addition onto the current Town Clerk's office where the new storage room would be located.

Additionally the U-1 Retention and Disposition Schedule (2003) used by New York State will need to be adopted by the Town Board as the controlling schedule to be used in deleting records. This was alluded to in 2008 in a Town Clerk's Report to the Town Board but the Resolution was never adopted. Records since that time have been disposed of using the MU-1 schedule. The following Resolution was brought forth:

RESOLUTION # 46 (2018): ADOPT NYS'S MU-1 SCHEDULE (OF 2003) FOR MANAGING AND DISPOSING OF TOWN RECORDS

On a motion by Councilman Ludwig, 2ND by Councilman Whitmore, the following Resolution was ADOPTED.

AYES Ludwig, Cammarata, Evans, Whitmore, Heisler

NAYES 0

RESOLVED to adopt the MU-1 Schedule of the New York State Records and Archives for the Town to manage and dispose of unneeded records.

NB2) Consider Resolution to approve the updated Sexual Harassment policy. The updated policy provided by Town Att'y Dave Burger was reviewed by Town Board members. Chenango County has a very similar policy. This would replace the policy done in 2014. This was brought to Resolution.

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RESOLUTION # 47 (2018): ADOPT NEW SEXUAL HARASSMENT POLICY

On a motion by Councilman Evans, 2ND by Councilman Ludwig, the following Resolution was ADOPTED.

AYES Ludwig, Cammarata, Evans, Whitmore, Heisler

NAYES 0

RESOLVED to adopt the new Sexual Harassment policy as advised by Counsel Dave Berger, Att’y for the Town.

This will replace the current 2014 version. All employees will be given a copy of the new policy which includes a complaint form.

OLD BUSINESS (UPDATES IF ANY)

7:00PM

OB1) **update on security camera:** Sentry Alarms was at the Clerk’s Office today to finish repairing the non-functioning security camera located on the corner of the Community Center. The cameras are now all working and the firmware for the system has been updated.

OB2) **update on back-up generator, heaters in Community Center:** Central Plumbing and Heating has repaired the upstairs heaters and has ordered parts for the unit in the Judges office. Councilman Cammarata said there were 2 old heaters upstairs in the attic reserved for the purpose of “parts”. The propane line for the generator was also installed by Central Plumbing and Heating; the generator is hooked up and running.

OB3) **update on electronic signpost** for Community Center: the work for the “housing” for the sign was completed by All Around Construction and the sign installed. Hwy Sup’t Oliver set up the initial message. Patty Heisler and Mindy Eldred have agreed to work with the instructions to maintain/change the messages.

OB4) update on **outdoor restrooms:** these were winterized by Central Plumbing and Heating per contract.

OB5) Supervisor Heisler repaired **the outside front doors of the Community Center** so the gaps at the bottom of the doors do not let in as much cold air during the winter.

OB6) Also discussed was a purpose for the **vacant land owned by the Town between the Post Office and the Fire Station**. Councilman Cammarata suggested a Senior Citizens home for 55+ could be placed there. Planning Board Chair Shane Butler suggested a Community Development Block grant might fit that category. Councilman Cammarata will continue to look for information.

OB7) The **Playground** has been disassembled and the new one will be delivered Nov. 20th. For the winter it will be stored in the Pavilion with installation in the Spring of 2019. Supervisor Heisler said it would cost approx \$1300 for an **insulated door for the back of the Pavilion** + prevailing wage installation. Board members suggested waiting until the playground has been delivered to and placed in the Pavilion or perhaps next spring before committing to a new overhead door.

REPORTS

7:15PM

R1.) Highway: report submitted

- The F-350 transmission pan was replaced as were the ball joints and brakes
- '02 International had shackle pin and backing plates
- '02 Volvo is back. Filters did not hold, but is running right now
- Delineators have been put up
- Plows are on and snow is being plowed
- Using the Doosan to cut brush
- Councilman Whitmore asked if the roof leak had been looked at but Hwy Sup’t Oliver said no.

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R2) Assessor: report submitted late. There are many incorrectly calculated ag exemptions over the years which has resulted in 73 properties being given more exemption status than was legal. These involve woodland exemptions on properties leased to farmers and those having low value on homestead/ineligible acreage. The corrections will take place by July 1, 2019 in time for the new final assessment roll. Increases in taxes for those properties are expected.

R3.) Enforcement Officer: no report submitted County: report not submitted. The Enforcement Officer will not be serving in the Town of Smithville next year. Supervisor Heisler will contact the Town of Greene to see if their Enforcement Officer would be interested in the interim. The Town of Smithville processes approximately 6-10 septic applications per year.

R4.) Planning Board: minutes submitted. Subdivision not needed for 1 party at November Planning Board meeting. There were a few Road Use agreement issues. An article is being prepared for the Chenango American to inform property owners of the Local Law. The Town website was also updated with more info on the front page and a link to the Road Use Agreement Local Law and application.

R5.) DCO: no report submitted.

R6.) Attorney: no report submitted, except invoice

R7.) vacant

R8.) Custodian: no report submitted

R9.) Playground Committee/Eagle Scout project: no report. The playground will be delivered Nov. 20th to the Community Center and stored for the winter in the Pavilion.

R10) Town Clerk: report submitted

- EDRS: Early Death Registration System will go into effect December 19th
- Positions vacant for 2019. There was some discussion on upcoming vacant positions

R11) vacant

R12) Supervisor's Report: report submitted

- Bank transfers will be taken care of shortly for the end of the year interfunds
- NYS Retirement will be paid early in December

UNION NEGOTIATIONS

Board members and a Negotiator met with the Union and the Highway employees on November 13th. A tentative agreement was reached and signed by 4 Board members present, the Teamsters representative and all 4 Town of Smithville Highway employees. Of the 27 requests made by the Teamsters Union, 3 items will change in the Union contract for 2019-2022: (1) a \$.50 per hour increase for the years 2019, 2020 and 2021; (2) \$300. as a lump sum to allow highway employees to pay for additional insurance costs; (3) implement the NYS tax deferred compensation program effective 1/1/2019. Board members discussed the \$300. Amount under #2 and felt it should be changed to \$325. to reflect any required taxes that might be deducted from that amount. This was put to Resolution.

RESOLUTION # 48 (2018): MAKE CHANGE TO # 5 UNDER THE TENTATIVE AGREEMENT, CHANGING AMOUNT FROM \$300. TO \$325.

On a motion by Supervisor Heisler, 2ND by Councilman Whitmore, the following Resolution was ADOPTED.

AYES Ludwig, Cammarata, Evans, Whitmore, Heisler
NAYES 0

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RESOLVED to make a change to the Tentative agreement between the Town of Smithville and the Teamsters Union to allow for (under # 5) the amount of the annual stipend to be changed from \$300. to \$325. to offset any required taxes that might be deducted from that amount.

RESOLUTION # 49 (2018): RATIFY THE TEAMSTERS UNION AGREEMENT FOR 2019, 2020, 2021.

On a motion by Councilman Cammarata, 2ND by Councilman Ludwig, the following Resolution was ADOPTED.

AYES Ludwig, Cammarata, Evans, Whitmore, Heisler
NAYES 0

RESOLVED to ratify the Teamsters Union agreement for 2019, 2020, 2021 with the changes previously made.

A motion was made by Councilman Whitmore, 2nd by Councilman Ludwig to accept the Supervisor's report. All five Board members: Ludwig, Cammarata, Evans, Whitmore and Heisler were in favor, motion carried.

MINUTES APPROVAL

7:55PM

The minutes of the October 15th and 25th meetings were reviewed by the Board. It was noted by Town Clerk Owens that there were 2 Resolution # 41's and that it had been corrected prior to the meeting. A motion to accept both sets of minutes as corrected was made by Councilman Whitmore, 2nd by Councilman Evans. All five Board members: Ludwig, Cammarata, Evans, Whitmore and Heisler were in favor, motion carried. The minutes of the November 8th meeting will be available for December's meeting.

WARRANTS

8:00PM

General Warrant # 11, Vouchers # 143-156, in the amount of \$4,944.66 were reviewed for payment. A motion to pay these claims was made by Councilman Evans, 2nd by Councilman Cammarata. All five Board members: Ludwig, Cammarata, Evans, Whitmore and Heisler were in favor, motion carried.

Highway Warrant # 11, Vouchers # 131-144, in the amount of \$55,025.51 were reviewed for payment. A motion to pay these claims was made by Councilman Whitmore, 2nd by Councilman Cammarata. All five Board members: Ludwig, Cammarata, Evans, Whitmore and Heisler were in favor, motion carried.

There was no other business to come before the Board. The next meeting will be December 17th.

CLOSE by Supervisor Heisler

8:06PM

Alison B. Owens

Smithville Town Clerk

Addendum 12/4/2108:

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An application for a Fireworks permit for Tim Wakefield, Co Rd.3, Oxford was received by Town Clerk Owens on 12/3/18. Protocol for these permits is approval by the Town Board. Town Board members were contacted by email and by phone for their input. The vote to approve the fireworks permit was polled at 3-1-1, with a clause to begin and end as stated on the application. Town Clerk Owens contacted the fireworks company with the approval. Voting for the fireworks permit was as follows:

AYES	Cammarata, Ludwig, Whitmore
NAYES	Heisler
ABSTAIN	Evans