

TB Mtg Dec 13, 2012
TOWN BOARD MEETING
COLDEN TOWN HALL – December 13, 2012

MEETING CALLED TO ORDER AT 7:00 PM

SUPERVISOR HOFFMAN OPENED THE MEETING WITH THE PLEDGE OF ALLEGIANCE AND A MOMENT OF SILENCE IN HONOR OF MATILDA BELZ, JAMES WALTER AND JOSEPH KULBACKI.

ROLL CALL

PRESENT: Councilman David Arcara – yes
Councilman Gerry Pietraszek – yes
Councilman Patricia Zurbrick – yes
Councilman Patrick Murphy – absent (on a EMS call)
Supervisor Annie Hoffman – yes

ALSO PRESENT: Town Justice William Montgomery
Highway Superintendent Paul Clarkson
Bldg. Insp/Code Enf. Officer John Kotlarsz
Asst. Bldg. Insp/Code Enf. Officer Gregory Adams
Town Clerk Christina Kerlin
Approximately 18 residents

MINUTES

MOTION made by Supervisor Hoffman, seconded by Councilman Pietraszek and unanimously approved to accept the minutes of the November 8, 2012, Town Board Meeting and November 29, 2012 Town Board Workshop minutes as presented.

AMEND NOVEMBER ABSTRACT

Supervisor Hoffman said that she would like to amend the November abstract voucher #437 to Modern Portable Toilets Inc. in the amount of \$250.71 the bill was paid by mistake it should have been sent to the Sunkist Hills Festival Committee for payment not the Town of Colden.

Councilman Arcara and Councilman Zurbrick said that the Town has paid for the portable toilets in the past for the Towns' Festivals.

Supervisor Hoffman said she did not recall the Town paying for them in the past and remembered having portable toilets donated for the Colden Bicentennial Celebration.

Town Board agreed to hold off on amending this voucher and checking on what had been past practice.

BUILDING COMMITTEE REPORT

Councilman Arcara reported that –

-New drainage at the Highway garage is complete Highway Superintendent Paul Clarkson will give a report.

-A toilet in the men's upstairs bathroom at the Senior Center was noticed missing last week by the Asst. Rec. Director and the cleaning person noticed the toilet missing for about a month and half. Councilman Arcara suggested that a log be started on who has keys for the Senior Center, Supervisor Hoffman said the locksmith is coming out to change the locks at the Senior Center.

-Supervisor Hoffman said the ceiling in the back of the building was destroyed from water and repairs have been done. Fire Inspector John Mary will contact Sahlems Roofing for a quote and Councilman Arcara will contact Action Roofing for quote on the repair of the flashing around the chimney at the Senior Center.

INSURANCE COMMITTEE REPORT

Councilman Arcara reported receiving pamphlets on the HOME program which guides landlords and tenants on fair housing laws.

CABLE REPORT

Councilman Arcara reported that –

-A letter has been sent to Time Warner Cable on a request for a study on the cost for cable service for Irish Road residents and to also include the area on Center Street between Holland-Glenwood Road and Crump Road down to Partridge Road for cable service as well.

HIGHWAY & PARKS REPORT

Highway Superintendent, Paul Clarkson reported that –

-He is presenting the “Agreement to Spend” form for 2013 which the Town Board approved and signed. This form is on file in the Town Clerk's Office.

-Drainage around the Highway building is complete the only problem was a foundation from an old building that they were not aware of worked around the foundation and drainage is working well.

-Highway Superintendent requested the approval to purchase a computer he received 3 quotes the best price was from Best Buy at \$569.98 which included computer, monitor, key pad, mouse, Windows and Norton programs.

Highway Superintendent Computer

MOTION made by Supervisor Hoffman and seconded by Councilman Zurbrick and unanimously approved the spending of \$569.98 to purchase a computer for the Highway Superintendent.

YOUTH & ADULT RECREATION

Councilman Zurbrick requested approval for youth employees Kalei Brautlacht and Andrew Lavanture to work floor hockey nights at Colden Elementary starting January 11, 2012 at \$15.00/night.

Hire youth for Floor Hockey -

MOTION made by Councilman Zurbrick and seconded by Supervisor Hoffman and unanimously approved the hiring of Kalie Brautlacht and Andrew Lavanture for floor hockey at a rate of \$15.00 a night.

-On December 1st about 40 children took part in making Christmas ornaments and on December 8th the ornaments were hung at a tree lighting ceremony and caroling at the Town Hall. Thank you to Jamie and Tina for spearheading the activities and Donna Benstead for leading the caroling.

Councilman Zurbrick asked what the policy is for donating used fitness equipment to the Senior Center and if there should be any type of paper work to go along with the donation.

Supervisor Hoffman said she could see no reason not to except a donation but will check with the Town Attorney.

Councilman Murphy entered Town Board meeting at 7:20pm he was on an EMS call.

PLANNING COMMITTEE REPORT

Councilman Pietraszek reported that the Planning Board meeting was cancelled for the month of December.

Planning Board Chairman Roy Bergman reported

-8 meetings this year

-Planning board gave 4 recommendations to the Town Board 2 were taken into consideration

-Planning Board fulfilled the required training for the year 2012.

ENVIRONMENTAL COMMITTEE REPORT

No report

COMMUNITY DEVELOPMENT REPORT

No Report

PERSONNEL COMMITTEE REPORT

Councilman Zurbrick recommended to the Town Board to hold off on approval of the Personnel policy tonight and discuss at the next Town Board Workshop on clarifying the proper wording for the provision of Health Insurance Coverage for Town employees and elected officials.

SOLID WASTE COMMITTEE REPORT

No report

NEST REPORT

No Report

LIBRARY COMMITTEE REPORT

Supervisor Hoffman said the Library Committee donated a fresh Christmas Wreath for the Senior Center the wreath is hanging on the garage door.

Library appointed their board members for the next 2 year term:

President – Gloria Potzler

Vice-President – Annie Hoffman

Secretary – Joanie Long

Co – Treasurer – John Sacco and Reita Littlefield

Directors at Large – Glen Weeks, Shirley Loveless and Rose Wolf

STREET LIGHTING REPORT

Councilman Zurbrick reported that –

There were 19 streetlights reported out for the month of November 2012.

One historical light was run over in front of 8825 State Road by an unmanned dump truck. Insurance check has been received waiting on the delivery of the light post.

The timer on the Historical lighting may be off some lights are reported out then came on at various times through out the night.

DOG CONTROL REPORT

Councilman Arcara reported that –

-There were four (4) DCO calls for the month of November.

-Checking into a signed Lease Agreement the Town has with the Dog Control Officer.

-Talking with the Highway Superintendent on housing dog kennels at the Highway garage.

-Town official should be present for inspection of dog kennels if the Dog Control Officer is unavailable.

Supervisor Hoffman said the inspector should call the DCO first before going on private property and doing a last minute inspection.

CODE ENFORCEMENT OFFICER REPORT

Report for the month of November, 2012 – Bldg. Insp/Code Enf. Officer, John Kotlarsz reported that there were:

2 Building Permits Issued

1 Certificate of Occupancy

10 Certificates of Compliance

2 Court Appearance

Councilman Arcara asked if a location goes through a fire inspection do they receive paperwork stating what needs to be done to bring the building into compliance. CEO, John Kotlarsz said absolutely we give a copy of the changes to be made before we come back for a final inspection.

FIRE INSPECTOR REPORT

No report

WATER COMMITTEE REPORT

Councilman Pietraszek reported that –

- Contacted Stephan Consulting to schedule a complete system leak survey at a cost of \$795 per day since the system in Colden is small it should take 1 to 2 days to complete.
- Completed spreadsheet for tracked accountable/unaccountable water for the fiscal year 2012 on file in the water dept.
- There is \$2,833.98 outstanding in water bills and \$286.16 in penalties for a total of \$3,120.14.
- Chlorine residuals daily tests have been within normal range.
- RPZ annual inspections: 14 parcels in Colden have RPZ's inspected annually test results have come back from all but 2 locations.
- Service request forms have been developed for use in the water department the forms are available in the Town Clerk's office.
- Water clerk office hours have been changed to Friday's only starting at 9:30am.

CENSUS REPORT

- Councilman Murphy received some paperwork on Town boundaries there are no changes.
- A representative will be out from General Code to give a presentation on E-Code and the benefit of providing the Town of Colden Code on the website.

DIRECTOR OF VETERANS AFFAIRS

Kenneth Heiler is looking into discount cards that are available through the VFW.

- A new list of names will be started for updating on the Veterans Memorial Wall and 17 bricks have been completed to add to the Memorial walkway.

EMERGENCY MANAGER REPORT

Jody Feidt asked to have the Disabled Survey in the next newsletter that goes out.

- Elected Town Officials need to take the Incident Command System (ICS) Training course.
- A link will be supplied to the Town officials to complete the ICS Training.
- FEMA approved the Town of Colden for a Tornado drill on January 20 it will be a virtual reality drill and the IT person will set up communications with FEMA.

- Updated FEMA forms need to be completed with the Highway Superintendent and Supervisor.
- Training for Blood Borne Pathogens, Violence in the Workplace, and Harassment Policy need to be put in place for all employees for 2013 along with a CPR Training Course.

OLD BUSINESS

None

NEW BUSINESS

Generator for the Highway Garage

The generator that was at the Colden Fire Hall on Gutekunst Road was donated to the Town of Colden Highway Garage with the understanding if it was no longer needed it would be donated to another Municipality or Fire Company.

Motion made by Supervisor Hoffman and seconded by Councilman Arcara and unanimously approved the donation of the generator for the Town of Colden Highway Garage with the stipulation if the generator is no longer needed it will be donated to another Municipality or Fire Company.

New Form Letters

- Annual Statement of Financial Disclosure
- Colden Water District #1 Request for Service

MOTION made by Supervisor Hoffman and seconded by Councilman Zurbrick and unanimously approved the Annual Statement of Financial Disclosure and Colden Water District #1 Request for Service forms.

Waste Management Refuse Renewal

An acknowledgement letter was received from Waste Management on the extension of agreement between the Town of Colden and Waste Management of New York LLC for collection and disposal of municipal solid waste and recycling the adopted contract for 2012 – 2014 letter was signed by Supervisor Hoffman and returned December 12, 2012.

BUDGET TRANSFERS

General Budget Transfers

MOTION made by Supervisor Hoffman, seconded by Councilman Murphy and unanimously approved to transfer funds as follows:

FROM	A1620.2	Capital Outlay	\$10,519.80	
INTO	A1220.2	Supervisor – Equip	959.24	2 new computers
	A1420.4	Attorney – Contr.	4,329.15	Law Suits
	A1650.4	Computer Website – Contr.	239.00	Install 2 computers
	A1660.4	Cntrl Storeroom – Contr	384.00	Supplies

A3120.4	Police Contr.	58.87	Utilities
A7310.4	Youth – Supplies	1,808.08	T-shirts/ Trophies
A7620.4	Sr Citizens – Contr.	1,318.75	Trips
A8090.4	Environmental – Contr.	1,422.71	Recycle Days

Highway Budget Transfer

MOTION made by Supervisor Hoffman, seconded by Councilman Arcara and unanimously approved to transfer funds as follows:

FROM	DA5142.4	Snow Contractual	\$145.00
INTO	DA 5130.4	Machinery Equipment	\$145.00

TOWN CLERK’S REPORT

No report

SUPERVISOR’S REPORT

2013 Organizational Meeting - Supervisor Hoffman set the date for the 2013 Organizational Meeting and Town Board Meeting for Thursday, January 3, 2013 at 7:00pm.

Town Board Workshop will take place January 3, 2012 at 5:00pm.

Sheriff Liaison

Sheriff Howard has assigned a new sheriff liaison for the Town of Colden. Supervisor Hoffman will forward the information to the Town Clerk.

Assistant Disaster Coordinator

Joseph Murray will be resigning as Assistant Disaster Coordinator starting January 1, 2013.

Historical Society Checking Account

Dave Freeman informed Supervisor Hoffman that the Historical Society has a checking account set up now.

Supervisor Hoffman asked the Board about donating a \$1,000.00 dollars to the Historical Society and have the check drawn up next week.

Councilman Pietraszek asked how the Historical Society would use the donation and should also show some accountability.

Supervisor Hoffman said for letterhead, envelopes, gift certificates for people to join the Historical Society and to get people involved and they do have a treasurer.

MOTION made by Supervisor Hoffman and seconded by Councilman Pietraszek to have a special check drawn for the Historical Society in the amount of \$1,000.00 dollars with records being kept on how the money will be spent.

On the Vote: Councilman Arcara – yes
Councilman Pietraszek – yes
Councilman Zurbrick – abstained (Historical Society Secretary/ Treasurer)
Councilman Murphy – yes
Supervisor Hoffman – yes

PAY BILLS

MOTION made by Supervisor Hoffman, seconded by Councilman Murphy and unanimously approved to pay the following bills.

On the question Councilman Zurbrick said she is not pointing fingers at anyone and please do not take offense but there where two vouchers for reimbursement and at the organizational meeting it was stated that all employees reimbursements requests be submitted within 60 days of said expenditures to be eligible for payment with in the budgetary year we should probably make sure all employees are aware and stay within the 60 days.

Supervisor Hoffman said that sometimes you may go over maybe the Town Board should look into changing reimbursement to 90 days.

Refuse District Voucher #2012-37	\$15,736.50
Water District Voucher #2012-50 to #2012-55	\$ 6,332.02
Lighting District Voucher #2012-20 to #2012-21	\$ 2,129.06
General Fund Warrant #2012-457 to #2012-508	\$52,763.56
Highway Fund Abstract #2012-125 to #2012-138	\$48,028.69

PRIVILEGE OF THE FLOOR

Marilynn Calhoun-Allen asked what line the \$1,000.00 for the Historical Society donation would be coming out of and what line the budget transfers where coming out of. Supervisor Hoffman said the money was put in the budget last year and it was coming out of the Historian line and a copy of the budget transfers was submitted to the Town Clerk and she can supply you with a copy.

Surplus Oshkosh Truck

Highway Superintendent Paul Clarkson mentioned that the Oshkosh truck that was put up for auction was sold for \$3,700.00 so that money will go back into the Highway fund balance.

Dog Census

Greg Culver asked how the dog census was coming along.
Councilman Arcara said he did not get a report for this month but last month they had quite a few.

Town Justice William Montgomery asked if the Town Board was aware that his Court Clerk requested to be on the agenda for tonight and he did not see her on. Court Clerk Carolyn Beuler entered into the room at that time and requested from the Town Board for a temporary leave of absence from her position as court clerk. Councilman Zurbick asked if they should go into executive session. Supervisor Hoffman said she did not think so. Councilman Murphy said that it was just a request. Town Justice Montgomery said he is aware that Carolyn's month is up next week and the position would need to be filled and he has found a replacement for her and he would like to discuss who he has chosen. Supervisor Hoffman said that it is your decision on who you want to fill the position the Town Board has no control. Carolyn Beuler asked if the court clerk chosen could start on Monday at the same rate of pay that Carolyn is at. Carolyn would also be here Monday and Wednesday because of DA and Prosecutor nights and would need to stay on till the end of the month to close things out. The new court clerk has experience and Carolyn would be mentoring her on where files and supplies are kept in their court. Supervisor Hoffman said as far as salary that would be something that would need to be discussed and as far as the girl starting early she had no problem. Councilman Pietraszek said that it sounded as though the girl did not need training as much as she would need to familiarize herself with this court.

EXECUTIVE SESSION:

Town Board entered executive session at 8:10pm

MOTION made by Supervisor Hoffman and seconded by Councilman Zurbrick and unanimously entered into executive session to discuss the rate of pay to start the temporary court clerk for Town Justice William Montgomery.

Meeting reconvened at 8:40pm

Town Justice William Montgomery said Carolyn Beuler is taking a temporary leave of absence as his Court Clerk and he has Cheryl Post to take her place as a temporary Court Clerk and would like to see the pay rate stay the same.

Councilman Pietraszek said there was a lot of discussion on pay equities within the town and Cheryl Post would be coming in on a temporary time limit.

Temporary Court Clerk

MOTION made by Councilman Pietraszek and seconded by Councilman Murphy and unanimously approved hiring Cheryl Post temporarily at a rate of \$11.25 per hour and her mileage with a review in 90 days to see where the situation stands with Carolyn Beuler.

ADJOURN

MOTION made by Supervisor Hoffman to adjourn the meeting at 8:45pm.

Respectfully submitted,

Christina M. Kerlin
Town Clerk