

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York with Supervisor Mary Bean presiding and the following Board members present: Councilor Jeff Ireland, Councilor Lou Hanlon, and Councilor Dave Venezia.

The following Town Officers were present: Town Clerk Lisa Valletta, Highway Superintendent Carl Wiers, Accountant Thomas Chartrand, and Code Enforcement Officer Howard Tanner. Supervisor Bean called the meeting to order at 7:00 p.m. The Pledge of Allegiance was recited.

MINUTES

A motion to accept the minutes of the March 13, 2014 and March 22, 2014 Town Board meetings was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 35-2014

Audit of Claims

On a motion by Councilor Hanlon, seconded by Councilor Ireland the following resolution was PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia NAYS – 0

Resolved approve payment of the bills General Fund and Highway Fund bills on Abstract #4, (audited abstract totals to be included in May 2014 minutes).

ABSTRACT #3 – MARCH 13, 2014

Audited bills for Abstract #3 were as follows:

General Fund	vouchers 79 – 111	\$ 16,001.03
Highway Fund	vouchers 22 – 35	\$ 24,239.47
SOAWD	vouchers 1 – 3	\$187,549.73

HIGHWAY SUPERINTENDENT’S REPORT

The annual Cornell Local Roads Highway School is scheduled for June 2, 3, and 4. The registration fee is \$100.00. Highway Superintendent Wiers requests payment of the registration fee by the Town.

RESOLUTION 36-2014

Cornell Local Roads Highway School

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia NAYS – 0

Resolved the Town of Spafford will pay the \$100.00 registration fee for Highway Superintendent to attend the 2014 Cornell Local Roads Highway School.

HIGHWAY SUPERINTENDENT’S REPORT (cont’)

- The electrical repair work in the Highway Garage has begun. The steel work repairs should begin next week.
- The Highway crew has switched to summer hours.
- Two culverts on Bockes Road failed during the winter. Repair to the culverts as well as road sweeping are on the Highway crew work schedule for next week.
- The payloader, which is being considered for replacement is in need of new tires. The new tires will cost \$10,000.00.
- Two of the dump trucks will also need new tires before the next winter season. Each of the trucks has ten tires.

Discussion of replacement of the payloader was tabled until the Highway Advisory Committee reviews the information regarding replacement options.

RESOLUTION 37-2014

Tire Purchase

On a motion by Councilor Hanlon, seconded by Councilor Ireland the following resolution was PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia NAYS – 0

Resolved the Town Board approves the purchase of new tires for the payloader at a cost of \$10,000.00.

A motion to accept the Highway Report was made by Councilor Hanlon, seconded by Councilor Ireland. The motion PASSED. AYES – 4, NAYS – 0.

CODE ENFORCEMENT OFFICER’S REPORT

Code Enforcement Officer’s Report for March 2014 was read.

- The following documents were issued:
 - Six Building Permits
 - Three Orders to Remedy

The electrical repair work authorized in the Highway Garage will require complete renovation of the electrical system. The Board agrees with Mr. Tanner’s recommendation to proceed with the minimal repairs to make the system safe.

Mr. Tanner prepared bid specifications for demolition and removal of the structure at 66 Spafford Landing Road.

One of the Orders to Remedy issued by Mr. Tanner was for the unsafe structure at 3505 Becker Road. Mr. Tanner’s report on the structure noted several violations including a collapsed roof. It is Mr. Tanner’s recommendation to the Town Board to compel the property owner to repair the structure or pursue demolition.

RESOLUTION 38-2014

66 Spafford Landing Road

On a motion by Councilor Hanlon, seconded by Supervisor Bean the following resolution was PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia NAYS – 0

Resolved the Town of Spafford will advertise for bids for the demolition and removal of the structure located at 66 Spafford Landing Road. Said bids are to be received by the Town Clerk no later than 12:00 p.m. on Tuesday, May 6, 2014 to be opened on Thursday, May 8, 2014 at 7 p.m.

RESOLUTION 39-2014

3505 Becker Road

On a motion by Supervisor Bean, seconded by Councilor Hanlon the following resolution was PASSED AYES – 4 Bean, Ireland, Hanlon, Venezia NAYS – 0

Resolved the Town of Spafford will begin the process to compel the property owner to repair or demolish the damaged structure at 3505 Becker Road.

Councilor Venezia asked Mr. Tanner to describe the criteria used to determine if a building is unsafe. Mr. Tanner stated he notes if there is evident potential for collapse of a building and will also look at the structure to determine if it may be an attractive nuisance. An abandoned building does not automatically meet the unsafe building criteria; if it is structurally sound, an abandoned building could remain safe for years.

A motion to accept the Code Enforcement Officer’s report was made by Councilor Ireland, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

TOWN CLERK’S REPORT

Town Clerk’s Report and Statement of Receipts and Payments for March 2014 was read. A motion to accept the Report as presented was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

TOWN SUPERVISOR’S MONTHLY REPORT & STATEMENT

Town Supervisor’s Monthly Statement of Receipts and Payments for March 2014 was read by Accountant Thomas Chartrand and filed.

A motion to accept the Town Supervisor’s Monthly Statement as presented was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 40-2014

March 2014 Bank Reconciliations

On a motion by Councilor Ireland, seconded by Councilor Venezia the following resolution was PASSED
AYES – 4 Bean, Ireland, Hanlon, Venezia
NAYS – 0

Resolved to find a positive audit of the February 2014 bank statement as presented by Mr. Chartrand.

AUDIT OF 2013 TOWN CLERK’S CASH RECORDS

Mr. Chartrand submitted his review of the Town Clerk’s 2013 Cash Records to the Town Board. The following questions were provided by the Office of the State Comptroller. Supervisor Bean asked and the Town Clerk **responded**:

- Is the cash journal up to date? **Yes.**
- Is the cash receipts journal maintained in a manner that identifies the date received, payer, purpose, and the amount either individually or totals referenced to subsidiary receipts records?
Yes.
- Are un-deposited cash receipts safeguarded? **Yes.**
- Are duplicate deposit slips kept? **Yes.**
- Do deposit amounts agree with cash receipt amounts? **Yes.**
- Are deposits made timely and recorded up-to-date? **Yes.**
- Is the cash receipts journal totaled and summarized monthly? **Yes.**
- Is the cash disbursements journal up-to-date? **Yes.**
- Is the cash disbursements journal maintained in a manner to identify amounts disbursed either individually or totals referenced to abstracts or payrolls? **Yes.**
- Are pre-numbered checks used for all disbursements made by check? **Yes.**
- Are all checks signed by the Town Clerk? **Yes.**
- Are canceled checks or check images returned with bank statements and maintained on file?
Yes.

- Are all unused checks properly controlled? **Yes.**
- Are checks recorded up to date? **Yes.**
- Are bank accounts reconciled? **Yes.**
 - By whom? **Town Clerk**
 - How often? **Monthly**
 - Who reviews/verifies them? **Deputy Town Clerk**
- Is the bank reconciliation performed timely after the bank statement is received? **Yes.**
- Are reconciliations documented and available for review? **Yes.**
- Does the reconciled bank balance agree with the cash balance recorded in the accounting records? **Yes.**
- Has the bank pledged adequate, eligible securities to protect Town Clerk deposits that exceed FDIC insurance, if applicable? **Yes.**
- Is accountability (what the Town Clerk owes) determined at the end of each month? **Yes.**
- Does the accountability amount agree with the bank reconciliation and supporting records? **Yes.**
- Are unissued licenses and permits (e.g. dog licenses) safeguarded? **Yes.**
- Are revenues from Town Clerk fees comparable with those of previous years? **Yes.**
- Are monthly reports and payments made timely to the Supervisor? **Yes.**
- Are monthly reports and payments made timely to other agencies? **Yes.**
- Do reported amounts on monthly reports agree with cash receipts and disbursements books? **Yes.**

RESOLUTION 41-2014

2013 Town Clerk Cash Books

On a motion by Councilor Venezia, seconded by Supervisor Bean the following resolution was PASSED

AYES – 4	Bean, Ireland, Hanlon, Venezia
NAYS – 0	

Resolved the Town Board finds the audit of the Town Clerk’s 2013 cash books to be a positive audit.

MISCELLANEOUS ITEMS

Councilor Venezia commented the educational expenses for Town Officials is much higher than it has been in previous years. Supervisor Bean responded there are several new officials attending training sessions.

ZBA Chair Kathy Adams reported the work on revisions to the Zoning Ordinance continues. The Town Attorney has advised that any changes made to the Zoning Ordinance need to be done in concert with the Planning Board and the Town Board.

GRAVE OPENING FEES

The current contractor for grave openings is seeking an increase in payment from \$350.00 to \$575.00. If approved, the increase will be included in the burial costs. Councilor Ireland will obtain a quote for service from a second contractor for comparison.

RESOLUTION 42-2014

Grave Opening Fees

On a motion by Supervisor Bean, seconded by Councilor Venezia the following resolution was PASSED

AYES – 4	Bean, Ireland, Hanlon, Venezia
NAYS – 0	

Resolved the Town Board authorizes a temporary grave opening fee increase to \$575.00 until May 8, 2014.

TOWN CONSTABLE

Mr. Thomas Adessa, Constable for the Town of Spafford, has recommended the Town Board consider enacting a restriction on a list of potential weapons that could be brought into the building. Discussion is tabled until the May Town Board meeting to allow the Board to review the list.

SOUTHERN ONONDAGA AREA WATER DISTRICT (SOAWD)

The property at 2433 Route 174 recently was sold and the new owner is seeking to connect to the SOAWD line. A connection was not installed when the line was created, it is a vacant parcel. The new owners are seeking to build a residence on the property. Onondaga County Water Authority will install the curb valve to the main line and the cost for that connection will be billed to SOAWD. Installation of necessary plumbing beyond the curb valve is the responsibility of the property owner.

RESOLUTION 43-2014

2433 Route 174 Curb Valve Installation

On a motion by Supervisor Bean, seconded by Councilor Ireland the following resolution was PASSED
AYES – 4 Bean, Ireland, Hanlon, Venezia
NAYS – 0

Resolved payment by SOAWD for installation of a curb valve connection to the SOAWD water line at 2433 Route 174 is approved.

Town Attorney Scott Chatfield arrived.

TRANSFER STATION

The contract for service at the Transfer Station expires June 30, 2014. Supervisor Bean proposed three separate service specifications: the standard service; service for a household hazardous waste collection day; and service for construction and demolition debris days. The Board discussed the proposal. A motion to authorize the Town Clerk to advertise for bids for the standard service contract only was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

TIME-WARNER FRANCHISE AGREEMENT

The Board determined to table renewal of the Time-Warner Franchise Agreement pending receipt of further information.

HIGHWAY ADVISORY COMMITTEE

The Highway Advisory Committee submitted a preliminary report of observations. The report recommends replacement of the exit doors on the north side and south side of the Highway Garage. Mr. Tanner recommended the Board obtain quotes for the work. Committee member Luke Dewitt presented renderings incorporating the committee’s recommendations for an expanded Highway Garage. Committee member Mark Delaney recommended the Board obtain a second opinion on the condition of the building.

JUSTICE COURT ASSIST PROGRAM (JCAP) GRANT

