

TOWN BOARD MEETING

September 3, 2015

The Town Board of the Town of Spafford assembled at the Spafford Town Hall, 1984 Route 174, Skaneateles, New York.

PRESENT: Supervisor Bean, Councilor Ireland, Councilor Hanlon and Councilor Venezia.

ALSO PRESENT: Highway Superintendent Cherry Randall, Town Clerk Lisa Valletta, and Accountant Thomas Chartrand.

ABSENT: Councilor Fesko and Code Officer Howard Tanner

Supervisor Bean explained this work session was for discussion of the Highway garage floor drains. The regular Town Board business meeting will begin at 8 p.m. Supervisor Bean called the meeting to order at 7:05 p.m. The Pledge of Allegiance was recited.

DISCUSSION

Highway Superintendent Randall ("Supt Randall") reported the floor drains in the Highway garage have been sealed to comply with the Dept. of Environmental Conservation ("DEC") order. The long term plan options were discussed. Supt Randall recommends the installation of a sealed unit with an oil-water separator ("OWS") and a storage tank for residual H₂O. The cost of the tanks is \$3,040.49 and the Highway crew would handle the installation. There was a recommendation to obtain specifications from the DEC for the tanks and their installation.

Because this would be a new system for the Town, the schedule for emptying the tanks is unknown. The cost for removal of residual H₂O from the storage tank is estimated at \$300 per tank (versus \$0.80 per gallon for contaminated H₂O plus \$2.25 per gallon for sludge).

Attorney Scott Chatfield and Code Officer Howard Tanner arrived at 7:20 p.m.

ADJOURNMENT

Supervisor Bean adjourned this work session at 7:30 p.m.

TOWN BOARD MEETING RE: EAST LAKE ROAD

Supervisor Bean explained there was a scheduled meeting with residents in the area of 2437 East Lake Road to discuss erosion. All Town Board members present were interested in the attending the meeting. This session was called to order by Supervisor Bean at 7:33 p.m.

PRESENT: Supervisor Bean, Councilor Ireland, Councilor Hanlon and Councilor Venezia.

ABSENT: Councilor Fesko

ALSO PRESENT: Highway Superintendent Cherry Randall, Town Clerk Lisa Valletta, Accountant Thomas Chartrand, and Town Attorney Scott Chatfield.

Thomas Geiss and William Parfitt spoke with the Town Board regarding their concerns of erosion of the properties and the suspected cause. Following a discussion, Supervisor Bean recommended the Town of Spafford take the lead in arranging a multi-agency meeting to discuss and identify the problem and a possible remediation. Supervisor Bean will make the necessary contacts to arrange such a meeting.

At 7:55 p.m. Supervisor Bean recessed the meeting.

REGULAR TOWN BOARD MEETING

At 8 p.m. Supervisor Bean called the session back to order for the published agenda and reminded those in attendance of the posted Rules of Conduct.

PUBLIC COMMENTS

Borodino Landing

Merrill Denslow of Bockes Road voiced concern over commercial use of the Borodino Landing area. Mr. Denslow submitted photos to the Town Board of the area including metal shavings left on the shore. He also requested the Town Board confirm the boundaries of the private land prior to pursuing any action that may limit the land use of residents along the landing. Mr. Denslow referenced a 1947 survey which asserts claim to ownership of a portion of Bockes Road to his family. There was discussion of the commercial use and potential remedies.

Patricia Mannion of Bockes Road suggested the Town establish a permit procedure with fees and restrict the days/hours of access for commercial use.

MINUTES

A motion to accept the minutes of the August 13, 2015 meetings was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 73-2015

Abstract #9 – General & Highway Funds

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

Resolved payment of General Fund Abstract #9 & Highway Fund Abstract #9 is approved. (Audited abstract totals will be reflected in the October 2015 Town Board meeting minutes.)

RESOLUTION 73a-2015

Abstract #9 – SOAWD Funds

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

Resolved payment of SOAWD Abstract #9 is approved. (Audited abstract totals will be reflected in the October 2015 Town Board meeting minutes.)

ABSTRACT #8 – AUGUST 13, 2015

Audited bills for Abstract #8 were as follows:

General Fund	vouchers 240 – 277	\$ 26,886.03
Highway Fund	vouchers 80 – 92	\$ 18,971.47

HIGHWAY SUPERINTENDENT’S REPORT

Highway Superintendent Randall (“Supt Randall”) asked if there were any further questions regarding the floor drains. Supervisor Bean requested Supt Randall obtain written approval of the plan for two tanks from the DEC. Once the approval is obtained the plan can be brought to the Town Board for approval.

There was a discussion of where and how to purchase road sand for the coming season. Supervisor Bean requested Supt Randall prepare road sand specifications for the Town's needs and bring them, along with the NYS specifications, to the October 8, 2015 meeting.

- The Moon Hill Road culvert project is progressing with assistance from Towns of Otisco and Marcellus.
- Materials and equipment have been ordered for Church Road wing walls project.
- Winter material supplies and preparation for winter is underway.
- Town of Scott snow removal contract is ready for Town Board review. Supt Randall kept the prior year's contract fee of \$12,500 for the coming season.
- Millings from State and County road work projects have been requested to create a base for salt storage.

A notice of violation was received from the DEC regarding the new salt pile. Supt Randall explained she ordered the balance of the 2014-2015 salt supply, saving \$500. Additional salt will need to be ordered for the coming season. There was a discussion of the DEC notice as well as short- and long-term solutions for salt storage. Doug Miller, Miller Engineers, agrees an asphalt base created of compacted millings is sufficient to create an impermeable base; the addition of concrete would not be necessary.

To comply with the DEC's 30-day requirement for correction, Supt Randall plans to add a berm around the edge of the base and cover the salt pile with a tarp. Supt Randall requests the Board allow an 80'x60' or 100'x60' base of millings. Supervisor Bean asked how long it would take to create the base. Supt Randall explained it is dependent on the supply of millings.

- An emergency culvert replacement on Spafford Landing Road was completed with assistance from the Town of Scott who had a culvert pipe in supply. The Town of Spafford received the pipe in exchange for blocks at a future date.
- The Highway crew has been ditching, cleaning and filling potholes as needed.

Transfer Station

Supt Randall asked if there was a policy for sale of raffle tickets at the Transfer Station; the Spafford Fire Dept. Ladies Auxiliary has requested permission to sell tickets there. Supervisor Bean explained there is no written policy, but past practice was to restrict sales to outside the gates with no obstruction to the flow of traffic into and out of the Transfer Station. Supervisor Bean will send a letter to the Auxiliary.

Supervisor Bean is concerned with the large quantity of trash being brought on Large Item/Clean Up Day. There was a brief discussion of the schedule of Large Item Days and the additional hours required of the attendant for after business clean up.

PRIVILEGE OF THE FLOOR

A motion was made by Supervisor Bean, seconded by Councilor Ireland to grant the privilege of the floor to Suanne Hopkins. The motion PASSED. AYES – 4, NAYS – 0. Ms. Hopkins asked when the Moon Hill Road culverts project would be complete. Supt Randall responded she was not sure.

A motion to accept the Highway Superintendent's report was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

TOWN CLERK'S REPORT

A motion to accept the Town Clerk's Cash Report for August 2015 was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

TOWN SUPERVISOR’S REPORT

The Town Supervisor’s Monthly Report for August 2015 was read by Accountant Thomas Chartrand and filed.

A motion to accept the Town Supervisor’s Report for August 2015 was made by Councilor Ireland, seconded by Councilor Venezia. The motion PASSED. AYES – 4, NAYS – 0.

BUDGET TRANSFER

Mr. Chartrand recommended the Board consider budget transfers to cover the cost of the wetland investigation and the cost of recent burials in the cemeteries.

RESOLUTION 74-2015

Budget Transfer

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

Resolved the following General Fund Budget Transfer is authorized:

GENERAL FUND

FROM:	A1620.2	Buildings, Equipment	\$5,000.00
	A1990.4	Contingent, Contractual	\$3,000.00
			<u>\$8,000.00</u>
TO:	A1620.4	Buildings, Contractual	\$5,000.00
	A8810.4	Cemeteries, Contractual	\$3,000.00
			<u>\$8,000.00</u>

RESOLUTION 75-2015

August 2015 Bank Reconciliation

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

Resolved to find a positive audit of the August 2015 bank statement as presented by Mr. Chartrand.

PERMISSIVE REFERENDUM

The Notice of Permissive Referendum was duly published in the Town’s official newspaper on July 29, 2015. No comments, petitions or objections have been received.

The Zoning Board of Appeals (“ZBA”) made no formal report.

PLANNING BOARD

Planning Board Chair Chad Marsh reported a 4-0 vote to grant a lot boundary line adjustment for a Wavelength Road property.

ZONING CODE REVISIONS

Mr. Chatfield reported receipt of the revised Zoning Code, but no accompanying document to indicate what changes were made.

Privilege Of The Floor

A motion was made by Supervisor Bean, seconded by Councilor Hanlon to grant the privilege of the floor to ZBA Chair Kathy Adams. The motion PASSED. AYES – 4, NAYS – 0. Mrs. Adams explained the packet sent to Mr. Chatfield included a separate document and a flash-drive listing the changes to the Zoning Code.

Supervisor Bean requested the documents be forwarded to the Town Board as soon as possible following Mr. Chatfield’s review to allow for inclusion on the October 8, 2015 agenda.

Privilege Of The Floor

A motion was made by Councilor Venezia, seconded by Councilor Ireland to grant the privilege of the floor to Planning Board Chair Chad Marsh. The motion PASSED. AYES – 4, NAYS – 0. Mr. Marsh commented the review should not take long, if the packet is complete.

ZBA APPOINTMENT

A motion was made by Councilor Ireland, seconded by Councilor Hanlon to appoint Mr. Geoffrey Barron to fill the unexpired term on the ZBA, said term to commence immediately and to expire on January 15, 2017. The motion PASSED. AYES – 4, NAYS – 0.

BOARD OF ASSESSMENT REVIEW APPOINTMENT

A motion was made by Supervisor Bean, seconded by Councilor Ireland to appoint Mr. David Schoeneck to a new term on the Board of Assessment Review, said term to commence October 1, 2015 and to expire on September 30, 2020. The motion PASSED. AYES – 4, NAYS – 0.

WORKPLACE VIOLENCE POLICY

The proposed Workplace Violence Policy has been reviewed by Mr. Chatfield who suggests no more than two Town Board members serve on the investigative committee described within the policy. Mr. Chatfield further offered the Town Board could approve the policy with a future date for the naming of the committee members. Discussion of the proposed policy was tabled until the October 8, 2015 meeting.

CEMETERY SUPERINTENDENT APPOINTMENT

Two letters of interest were received for the post of Cemetery Superintendent, one from Leann Brown and one from James Clark. The published annual salary for the position is \$6,600. Mr. Clark’s letter offered to perform the work described for an annual salary of \$6,000.

A motion was made by Supervisor Bean, seconded by Councilor Hanlon to appoint Mr. James Clark as Cemetery Superintendent for the Town of Spafford through December 31, 2015 based on the job description as published, with removal of oversight of the mowing contract, at \$6,000 per year which is to be prorated for the remainder of 2015. The motion PASSED. AYES – 4, NAYS – 0.

CEMETERY FEES

Supervisor Bean recommended seeking quotes for grave opening/closing services. There was a brief discussion of the recommendation.

Supervisor Bean called a five minute recess at 9:25 p.m. The meeting was called back into session at 9:30 p.m. by Supervisor Bean.

The discussion of Supervisor Bean's recommendation continued. Councilor Ireland voiced his concern over consistency of work and made a motion to continue with LakeCountry Construction and Contour for grave opening and closing services.

There was further discussion. Supervisor Bean explained her desire to determine if there is a lower priced provider available.

Councilor Venezia called for a vote on the motion. The motion PASSED. AYES – 4, NAYS – 0.

COMPALLIANCE SURVEY

The survey conducted by CompAlliance (NYS Municipal Workers' Compensation Alliance) resulted in five recommendations. Supervisor Bean reported the following progress for each recommendation:

- Security – quotes for installation of a kitchen door have been sought.
- General Safety – the recommended courses are not available until the end of September.
- Policies and Procedures/Written safety policies for the Highway Dept. – CompAlliance offered to provide a disk of updated policies and procedures. It has not yet been received.
- Life Safety – installation of an emergency shower and eyewash station to meet the 20 minute minimum run time noted in the recommendations awaits the pending improved water system.
- Policies and Procedures/Workplace Violence Policy – the proposed new policy is scheduled for the October 8, 2015 meeting.

Supervisor Bean will submit a letter to CompAlliance citing the above progress.

TRAFFIC CONTROL REQUEST

Supervisor Bean reported receipt of a request for support for signage at the Borodino four corners. The request referenced many accidents at the intersection due to drivers on State Route 174 expecting a four-way stop. A motion to submit a letter of support to NYS DOT for signage at the intersection was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0. Supervisor Bean will prepare and submit the letter.

PROSTAR ENERGY SERVICES

Supervisor Bean recommended the Town Board consider changing the electricity supplier for the Town's electrical accounts to ProStar Energy Services under the Municipal Energy Program based on the recommendation from the Association of Towns of the State of New York. Potential savings to the Town are \$432 per year.

A motion to change the Town's electrical accounts to ProStar Energy Services under the Municipal Energy Program was made by Supervisor Bean, seconded by Councilor Hanlon. The motion PASSED. AYES – 4, NAYS – 0.

PROPANE LINE – NEW CONNECTION

Supervisor Bean received confirmation from Empire Mechanical, Inc. that the work would be completed by them for \$400. The Highway crew will dig the ditch for the line.

TOWN OF SCOTT SNOW REMOVAL AGREEMENT

A motion was made by Supervisor Bean, seconded by Councilor Venezia to submit the 2015-2016 snow removal contract to the Town of Scott with \$12,500 as the reimbursement for snow and ice removal services on Spafford Landing Road, Ripley Hill Road, and Vincent Hill Road. The motion PASSED. AYES – 4, NAYS – 0.

TOWN HALL RENOVATION GRANT APPLICATION

Councilor Ireland reported a conversation with Empire Mechanical, Inc. revealed a recommendation against installation of an on-demand hot water heater in the Town Hall. The water use does not conform to best performance of such a water heating system.

Supervisor Bean reported the grant application continues its progress through various committees for approval.

BORODINO HALL GRANTS

The Community Development grant for the lift at the Borodino Hall is in progress. The Spafford Area Historical Society will be contracting for the construction of the lift's framework.

Work on the drainage project under the grant from the County DOT grant through the County Legislature will begin at by the end of September.

Both of these grants will be received through a reimbursement process.

ADJOURNMENT

A motion to adjourn the meeting at 9:45 p.m. was made by Supervisor Bean, seconded by Councilor Ireland. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held
Tuesday, September 8, 2015 @ 7 p.m.
@ Spafford Town Hall
This will be a pre-budget work session.

Lisa M. Valletta
Town Clerk
Town of Spafford