

TOWN BOARD MEETING

April 13, 2017

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

PRESENT: Supervisor Christopher Kozub, Councilor Christine Fesko, Councilor Luke DeWitt, Councilor Cherry Randall.

ALSO PRESENT: Highway Superintendent Eric Fordock, Town Clerk Lisa Valletta, Accountant Thomas Chartrand and Town Attorney James Gascon.

ABSENT: Councilor Dave Venezia

Supervisor Kozub 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 28, 2017 Town Board meetings as submitted was made by Councilor Fesko, seconded by Councilor Randall. The motion PASSED: AYES- 4, NAYS- 0.

A motion to accept the minutes of the March 9, 2017 Town Board meetings as submitted was made by Councilor Fesko, seconded by Councilor DeWitt. The motion PASSED: AYES- 4, NAYS- 0.

TOWN SUPERVISOR’S REPORT & STATEMENT

The Town Supervisor’s Report & Statement for March 2017 was read by Accountant Thomas Chartrand and filed.

RESOLUTION 31-2017

Budget Transfer

On a motion by Councilor Randall, seconded by Supervisor Kozub the following resolution was PASSED.

AYES – 4 Kozub, Fesko, Dewitt, Randall
NAYS – 0
Absent – 1 Venezia

Resolved to transfer funds in the General Fund as follows:

FROM:	A599	Surplus, J-Cap	\$ 5,600.00
	A8810.1	Cemeteries, Personal Services	...1,000.00
			<u>\$ 6,600.00</u>

TO:	A110.4	Justices, Equipment	\$ 5,600.00
	A8810.1	Cemeteries, Contractual	...1,000.00
			<u>\$ 6,600.00</u>

Resolved to transfer funds in the Highway Fund as follows:

FROM:	DA9950.9	Transfer to Capital Reserve, Inter Fund Transfer	\$12,500.00
			<u>\$12,500.00</u>
TO:	DA5142.4	Snow Removal, Contractual	\$12,500.00
			<u>\$12,500.00</u>

A motion to accept the Town Supervisor’s Report for March 2017 was made by Councilor DeWitt, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 32-2017

March 2017 Bank Reconciliation

On a motion by Councilor DeWitt, seconded by Councilor Fesko the following resolution was PASSED.

AYES – 4 Kozub, Fesko, Dewitt, Randall
NAYS – 0
Absent – 1 Venezia

Resolved to find a positive audit of the March 2017 bank statement as presented before the Town Board.

HIGHWAY REPORT

Supt Fordock reported the 2017 Dodge heavy pickup truck has been ordered under the County contract. The cost is \$63,000. He added the Town is eligible to purchase through the Office of Government Services, which historically matches/is lower than County contract prices and should consider this for future purchases.

Willow Hill Road Paving Project

Supt Fordock commented the \$20,000 anticipated cost of prep work is likely to be less – the road is in better condition than expected and this cost is likely to be less than \$5,000. There was discussion of the benefits of using the ground millings, cold or hot mix asphalt. The discussion included weighing the option of repaving the entire road or just a portion of the road.

RESOLUTION 33-2017

Willow Hill Road Paving Project

On a motion by Councilor Fesko, seconded by Councilor DeWitt the following resolution was PASSED.

AYES – 4 Kozub, Fesko, DeWitt, Randall
NAYS – 0
Absent – 1 Councilor Venezia

Resolved Highway Superintendent Fordock is authorized to repave the entire length of Willow Hill Road using cold asphalt mix.

REVISED AGREEMENT FOR THE EXPENDITURE OF HIGHWAY FUNDS

Supt Fordock submitted a revised Agreement for the Expenditure of Highway Funds to accommodate the Willow Hill Road project and it was approved by the Board.

CODE OFFICER’S REPORT

Mr. Tanner’s reported on the following activity for March/April 2017:

- Permits Issued
 - 984 Bacon Hill Road – porch repair
 - 2437 State Route 174 – kitchen addition
 - Shamrock Road 41 – new residence (*tax ID #004-01-018*)
 - 1739 Borodino Bluffs – shed
 - 1681 Borodino Bluffs – interior demolition
 - Smith Road – deck (*tax ID #020-01-10*)
 - 2437 State Route 174 – deck

RESOLUTION 34-2017

Abstract #4 – General & Highway Funds

On a motion by Councilor DeWitt, seconded by Councilor Fesko the following resolution was PASSED.

AYES – 4 Kozub, Fesko, DeWitt, Randall

NAYS – 0
Absent – 1 Venezia

General Fund Abstract #4 and Highway Fund Abstract #4 are approved. (Audited abstract totals will be reflected in the May 2017 Town Board meeting minutes.)

ABSTRACT #3 – MARCH 9, 2017

Audited bills for Abstract #3 were as follows:

General Fund	vouchers 68 – 67	\$ 17,082.73
Highway Fund	vouchers 20 – 30	\$ 14,972.86
SOAWD Fund	vouchers 1 – 3	\$194,043.23

TOWN CLERK’S REPORT

A motion to accept the Town Clerk’s Cash Report for March 2017 was made by Councilor DeWitt, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

EXCAVATING VEHICLE PROPOSALS

The following three proposals were submitted for the purchase of an excavating vehicle:

- Vantage Equipment
 - 2001 Gradall XL3100 Grader/4x2/6 cylinder diesel/hours nor delivery specified = \$65,000
- Sheehan Equipment Corporation
 - 2001 Gradall XL3100 Grader/6 cylinder diesel/5,397 hours/delivered = \$45,000
 - 2002 Gradall XL3100 Grader/6 cylinder diesel/5,888 hours/delivered = \$45,000
- Yacano’s Gradall Sales
 - 2003 Gradall XL3100/6 cylinder diesel/5,922 hours/delivered = \$78,000
 - 2001 Gradall XL3100/6 cylinder diesel/4,234 hours/delivered = \$68,000

There was a discussion of the various vehicles offered.

RESOLUTION 35-2017

Excavating Vehicle Purchase

WHEREAS, the age, condition and price of the vehicles offered have been considered; and
WHEREAS, in accordance with the Town of Spafford Procurement Policy 7, payment for goods or services is made upon receipt;

NOW, therefore, on a motion by Councilor Fesko, seconded by Supervisor Kozub, be it
RESOLVED, the Sheehan Equipment Corporation proposal of \$45,000 for the 2002 Gradall XL3100, serial number 0315330 is accepted; and be it further

RESOLVED, payment will be made upon delivery

AYES – 4 Kozub, Fesko, DeWitt, Randall
NAYS – 0
Absent – 1 Venezia

RESOLUTION 36-2017

Payment to Sheehan Equipment Corporation

WHEREAS, in accordance with the Town of Spafford Procurement Policy 7, payment for goods or services is made upon receipt; and

WHEREAS, the Town Board of the Town of Spafford has authorized the purchase from Sheehan Equipment Corporation in the amount of \$45,000 for a 2002 Gradall XL3100, serial number 0315330;
NOW, therefore, on a motion by Councilor Randall, seconded by Councilor Fesko, be it

RESOLVED, Town Supervisor Kozub is authorized to issue a check to Sheehan Equipment Corporation in the amount of \$45,000 for the 2002 Gradall XL3100, serial number 0315330 upon delivery of said vehicle.

AYES – 4 Kozub, Fesko, DeWitt, Randall
NAYS – 0
Absent – 1 Venezia

BLOOD BORNE PATHOGEN & RIGHT TO KNOW POLICIES

There was review and discussion of the sample policies provided.

RIGHT TO KNOW POLICY
A Globally Harmonized System of
Classification and Labeling of Chemicals

- Step 1: Determine who is responsible for implementing this policy
- Step 2: Make a list of all chemicals (materials) in the workplace
- Step 3: Obtain current SDS for all chemicals (materials) in the workplace
- Step 4: Determine which chemicals are hazardous
- Step 5: Insure all containers are properly labelled, tagged, marked
- Step 6: Train employees regarding the hazardous chemicals with which they may be working or to which they may be exposed in a foreseeable emergency

A motion was made by Supervisor Kozub, seconded by Councilor DeWitt to adopt the above Right to Know Policy. The motion PASSED. AYES – 4, NAYS – 0. This policy is to be posted in all Town of Spafford municipal buildings.

BLOODBORNE PATHOGENS POLICY

Purpose

This policy pertains to spills of blood or other body fluids. It is not a first aid/emergency response procedure. This policy is specific to *clean-up* of such fluids.

Procedure

- 1) In the event of a serious injury resulting in release of blood or other body fluids which could contain pathogens (e.g., HIV or HBV), the first step is to treat the injured party. Personnel should familiarize themselves with the Town of Spafford’s Policy for this purpose.
- 2) Spilled body fluids should **not** be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case where spilled body fluids need clean-up, this procedure **must be followed** by all personnel:
 - I. Advise the supervisor on duty and/or responsible party (“Supervisor”). He/she should be aware of the individual(s) doing the actual clean-up and the purpose of the cleanup.
 - II. Clean up the spilled fluids as follows:
 - a. Put on protective gloves.
 - b. Spread the absorbent material on the spilled body fluids, (e.g., paper towels) or use the first aid kit located in the medical supply cabinet.
 - c. **Neutralize** the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the first aid kit. Cover the spill for 15 minutes.
 - d. Use paper towels to pick up material as best possible. Place all potentially contaminated materials in a *leak-proof* plastic bag.
 - e. Sweep/mop-up any additional neutralized/absorbed fluids and place in the *leak-proof* bag.
 - f. Clean sweep/mop materials with hot, soapy water. Lastly, remove gloves from inside-out and place in the bag.
 - g. Secure the bag and discard it as other trash.
 - h. Wash hands thoroughly in hot, soapy water.

- 3) After all activity is completed and checked by the Supervisor; the Supervisor should complete an accident/near miss investigation form or incident report, whichever is appropriate.

A motion was made by Supervisor Kozub, seconded by Councilor DeWitt to adopt the above Blood Borne Pathogen Policy. The motion PASSED. AYES – 4, NAYS – 0. This policy is to be posted in all Town of Spafford municipal buildings.

PLANNING BOARD & ZONING BOARD OF APPEALS

There was discussion of the considered action to combine the Planning Board and Zoning Board of Appeals into a merged board. The action was under discussion as a means to cope with a lack of applicants. A merged board would consist of a total of eight members, two of which would serve on both boards. At this time, the Town Board will not pursue a merged board.

TRANSFER STATION SERVICE CONTRACT SPECIFICATIONS

The current Transfer Station service contract expires June 30, 2017. The specifications for the contract were reviewed and amended. A motion was made by Councilor Randall, seconded by Councilor DeWitt to amend the Transfer Station service specifications to include the presence of two 30 yard containers from the last Saturday in May through the first Saturday of September for disposal of metal and large items. The motion PASSED. AYES – 4, NAYS – 0.

RESOLUTION 37-2017

Transfer Station Service Contract Specifications

On a motion by Councilor Fesko, seconded by Supervisor Kozub the following resolution was PASSED.

AYES – 4	Kozub, Fesko, DeWitt, Randall
NAYS – 0	
Absent – 1	Councilor Venezia

Resolved to approve the following specifications for the Transfer Station Service Contract:

**TOWN OF SPAFFORD
TRANSFER STATION SERVICE
2017 SPECIFICATIONS**

Sealed bids for a contract to provide:

- one compactor for solid waste
- one enclosed container for any overflow
- one compactor for commingled recyclables (plastic, glass, cans), cardboard, and newspapers
- one 30 yard open top container when needed for Clean Up Days and Metal Days
- one additional 30 yard open top container to be on site from the last Saturday of May through the first Saturday of September for the collection of Metal items
- one additional 30 yard open top container to be on site from the last Saturday of May through the first Saturday of September for the collection of Large Items

The work under this contract shall commence on July 1, 2017 and shall expire on June 30, 2020. The contractor is to bid this as one complete service for the length of the contract.

Solid waste

The contractor will provide a stationary, self-contained 30 yd compactor for the removal of municipal solid waste, garbage, and trash from the Town of Spafford. The contractor is responsible for all costs associated with self-contained compactor, including installation, maintenance, and any other cost incurred during the length of the

contract. The compactor will be leak proof. This compactor will be serviced twice each week, each service to follow a collection day, from the beginning of May through the end of September and weekly from the beginning of October through the end of April. The compactor is to be brought to O.C.R.R.A. on Rock Cut Road in Syracuse, New York.

The days and hours of collection in the Town of Spafford are Saturdays 8:00 a.m. – 4:00 p.m. year round, and pending annual Town Board approval, Wednesdays 4:00 p.m. – 8 p.m. from the beginning of May through the end of September.

The tipping fees for disposal are separate and apart from this bid. These tipping fees will be billed directly to the successful bidder by the Onondaga County Solid Waste Authority. The successful bidder will then bill the Town of Spafford for the actual tipping fees. Billing of these fees should be clear and comprehensible.

In case of an equipment breakdown on any collection day, the successful bidder shall furnish a container or packer at no additional cost to remove the garbage from the collection site on Stanton Road. Under no condition is the garbage to be left uncontained until the following Monday. The contractor must furnish the Town of Spafford with telephone numbers where they can be reached on weekends in case of breakdown in the equipment. During the snow season, the contractor will provide sufficient notice to the Town of Spafford of the day the contractor will empty and collect the refuse to allow for snow removal prior to the service.

In the summer months it may become necessary to add an additional open-top container to the system. This price should include the cost of the pull only. The tipping fee to follow the specifications of the bid.

If the Saturday collection day should fall on a major holiday, the successful bidder and the Town of Spafford may work out an alternative collection day.

Recyclable Materials

The contractor will provide a stationary, self-contained 30 yd. compactor for the removal of municipal recyclable materials from the Town of Spafford. The contractor is responsible for all costs associated with self-contained compactor, including installation, maintenance, and any other cost incurred during the length of the contract. The compactor will be leak proof. This compactor will be serviced weekly.

The contractor shall deposit only the refuse collected at the Spafford Transfer Station at the disposal site and shall not commingle any other collections with the collections under this contract.

Any and all rebates or monies received for recyclable materials shall be directly paid to the Town of Spafford or credited in detail on the monthly invoice.

Insurance

The contractor shall procure and keep in force, at their own cost and expense the following items:

- a. Compensation Insurance in accordance with Chapter 41 of the Laws of 1914 as amended.
- b. Liability and Property Damage Insurance on each vehicle used by the contractor. The contractor shall cause the Town of Spafford and the Town Board of said Town to be included in said policy or policies, and said insurance shall have the following minimum coverage:
 - (1) Bodily injury in the amount of \$100,000.00 for each person and \$300,000.00 for each accident.
 - (2) Property damage for each accident in the sum of \$50,000.00 and an aggregated total of \$100,000.00.

The contractor shall furnish the Town Board of Spafford with certified copies of the original policies no later than June 10 of each year of the contract.

The contractor, upon submitting his proposal, shall deposit with the Town Clerk of Spafford a certified check as a bid bond in the amount of five percent (5%) of the amount of his bid which shall be returned upon award of said contract and signing thereof.

This contract may not be assigned by the contractor without the written consent of the Town Board of Spafford. All bids will be opened at the Spafford Town Hall, 1984 State Route 174, @ 7:00 p.m. on Thursday, May 11, 2017 or as soon thereafter as the meeting agenda allows. The Town Board reserves the right to reject any and all bids. Any bid presented by a corporation must be accompanied by a Corporate Resolution authorizing a named individual to submit the bid and act on the corporation's behalf in this regard.

The following are to bid as a price per pull for each container:

Example: 30 yd. open-top container \$100 (price per pull)

Clean Up Days:

The contractor will provide two 30-yard open top containers for LARGE ITEMS, (price per pull to be entered on Bid Sheet), such as couches, chairs, rugs, mattresses, or any items that could go in the packer, but cannot fit through the loading door. These containers shall be delivered to the Town of Spafford Transfer Station site to permit collection on the following schedule:

- first weekend of January
- first weekend of June
- last weekend of August
- first weekend of October

The contractor will haul the 30 yard containers and dispose of the materials at the O.C.R.R.A. Ley Creek facility in Syracuse, New York. The Town of Spafford will reimburse the contractor for the tipping fees.

Metal Days

The contractor will provide one 30 yard open top container for METAL PRODUCTS, (price per pull to be entered on Bid Sheet). These containers shall be delivered to the Town of Spafford Transfer Station site prior to the third Saturday of each month, beginning in April and continuing through October. The contractor will be responsible for reimbursement to the Town of Spafford for the scrap value of the material collected. The weigh ticket and proof of the price paid for the scrap metal are required.

RESOLUTION 38-2017

Advertise for Transfer Station Service Contract Bids

On a motion by Councilor DeWitt, seconded by Supervisor Kozub the following resolution was PASSED.

AYES – 4 Kozub, Fesko, DeWitt, Randall

NAYS – 0

Absent – 1 Councilor Venezia

Resolved the Town Clerk is authorized to place an advertisement for Transfer Station Service Contract bids in the Skaneateles Press and The Shopper.

TOWN JUSTICE TRAINING

Town Justice Jeff Prego submitted a request for reimbursement of costs associated with a required Town Justice training session on April 28, 2017.

RESOLUTION 39-2017

Town Justice Training

On a motion by Supervisor Kozub, seconded by Councilor DeWitt the following resolution was PASSED.

AYES – 4 Kozub, Fesko, DeWitt, Randall

NAYS – 0

Absent – 1 Councilor Venezia

Resolved the reimbursement of Town Justice Prego’s costs associated with attendance of the Town Justice training on April 28, 2017 is approved.

EARTH DAY

Earth Day 2017 is being observed on April 21 and April 22. The Board discussed accommodations for residents seeking to clean roadsides and lakeshores on those days.

RESOLUTION 40-2017

Earth Day

On a motion by Councilor DeWitt, seconded by Councilor Randall the following resolution was PASSED.

AYES – 4 Kozub, Fesko, DeWitt, Randall

NAYS – 0

Absent – 1 Councilor Venezia

Resolved the Transfer Station will be open on Friday, April 21, 2017 for residents to drop off collected trash.

PLANNING BOARD CHAIR

A motion was made by Supervisor Kozub, seconded by Councilor DeWitt to appoint Dennis Spina as Chair of the Planning Board with a term to expire January 15, 2018.

MISCELLANEOUS

- Memorial Weekend Parade and Observance – an appeal was made for any veterans interested in assisting with the organization and implementation of the event.
- Town Hall Maintenance – there are no maintenance personnel nor is there a plan. The Town Clerk requested the Board consider a remedy to the situation.
- DASNY grant paperwork has been received and will be completed and returned in pursuit of the Town Hall and Highway Garage renovation plans.

TOWN BOARD MEMBER RESIGNATION

Supervisor Kozub read aloud Councilor Venezia’s letter of resignation. A motion to accept Councilor Venezia’s resignation effective immediately was made by Councilor Randall, seconded by Councilor Fesko. The motion PASSED. AYES – 4, NAYS – 0.

ADVERTISE VACANT TOWN BOARD SEAT

A motion was made by Supervisor Kozub, seconded by Councilor DeWitt for the Town Clerk to advertise for applicants to the vacant Town Board seat in the Skaneateles Press and The Shopper. The motion PASSED. AYES – 4, NAYS – 0.

ADJOURNMENT

A motion to adjourn the meeting at 8:15 p.m. was made by Councilor DeWitt, seconded by Councilor Venezia. The motion was carried unanimously.

Respectfully submitted by,

Next meeting to be held
Thursday, May 11, 2017 @ 7 p.m.
@ Spafford Town Hall

Lisa M. Valletta
Town Clerk
Town of Spafford