

Scottsville, New York
January 2, 2020

Regular Town Board Meeting held January 2, 2020 at 6:00 P.M. at the Wheatland Municipal Building, Scottsville, New York.

Present: Supervisor Linda Dobson
Councilman Howard Hazelton
Councilman Edward Shero
Councilwoman Lisa Wasson

Absent: Councilman Carl Schoenthal

Recording Secretary: Laurie Czapranski, Town Clerk

Also Attending: Mike Bonanza, Assessor
Josh Davis, Highway Superintendent
Ray DiRaddo, Attorney
Greg Duane, Budget Officer
Shanna Fraser, Recreation Coordinator

Supervisor Dobson presiding.

Pledge of Allegiance to the Flag.

Oath of Office.

Roll Call. All Town Board Members present, except Councilman Schoenthal.

Approval of Minutes:

On a motion of Councilwoman Wasson, seconded by Councilman Shero and unanimously carried, the Minutes of December 5, 2019 were approved.

On a motion of Councilman Shero, seconded by Councilwoman Wasson and unanimously carried, the Minutes of December 19, 2019 were approved.

New Business:

Upon a motion of Councilman Hazelton, seconded by Councilwoman Wasson, and unanimously carried, Resolution 1-3 were approved.

Upon a motion of Councilwoman Wasson, seconded by Councilman Hazelton, and unanimously carried, Resolution 4 was approved.

Upon a motion of Councilman Shero, seconded by Councilwoman Wasson, and unanimously carried, Resolution 5 was approved.

Upon a motion of Councilman Hazelton, seconded by Councilwoman Wasson, and unanimously carried, Resolution 6-9 were approved.

Upon a motion of Councilwoman Wasson, seconded by Councilman Hazelton, and unanimously carried, Resolution 10-11 were approved.

Upon a motion of Councilman Shero, seconded by Councilwoman Wasson, and unanimously carried, Resolution 12 was approved.

Upon a motion of Councilwoman Wasson, seconded by Councilman Hazelton, and unanimously carried, Resolution 13-16 were approved.

ORGANIZATION OF THE TOWN BOARD:

RESOLUTIONS:

No. 1. Official Meeting Dates, Banks, and Publications:

Sec. 1. That: Regular meetings of the Town Board shall be held on the first and third Thursdays of each month. During the months of July and August, there shall be one meeting held on the third Thursday to begin promptly at 6:00 P.M. Meetings on the first Thursday will begin promptly at 6:00 P.M. Meetings on the third Thursday will begin promptly at 5:00 P.M. unless otherwise noted. (See meeting schedule for correct time and place.)

Sec. 2. That: Pursuant to Section 64-1 of the Town Law, the Town Board designates Canandaigua National Bank, Chili Branch, as the depository for all Town Funds of all its officers, departments, and Special Districts. Additional banks will be used in accordance with the Town's Finance Policy.

Sec. 3. That: Pursuant to Section 64-11 of the Town Law, the Town Board hereby designates the Sentinel and the Gannett Newspaper of Rochester as the official newspapers for the Town of Wheatland.

No. 2. Appointments:

Sec. 1. That: The following persons be appointed/reappointed to their respective offices and positions for the year beginning January 1, 2020 and ending December 31, 2020.

Raymond DiRaddo Attorney for the Town

Greg Duane Part-time Bookkeeper & Budget Officer

Roger Briggs Jr. Accountant

No. 3. Appointments:

Sec. 1. Deputy Supervisor

That: Pursuant to Section 42 of the Town Law, the Town Board hereby establishes the office of Deputy Supervisor, and pursuant to said Law, he/she shall be vested with the powers and may perform all the duties of the Supervisor under this Chapter or any other law, subject to the limitations described herein. Subject to the Deputy Supervisor assuming his/her office, he/she must take an official undertaking in the manner described in Section 25 of this Chapter. The Town Board shall fix the compensation which the Deputy Supervisor shall receive. Such compensation may be in addition to any other compensation he/she may receive as a Town Officer, Town Official, or Town Employee.

Sec. 2. That: The Supervisor hereby appoints Councilwoman Wasson as Deputy Supervisor.

No. 4. Salary Pay Schedule:

2020 WAGE RATES

Supervisor	\$30,600
Deputy Supervisor	1,291
Town Council (each)	7,586
Town Justice (each)	18,024
Town Clerk/Tax Collector	56,913
Bookkeeper/Budget Officer	25,500
Jr. Accountant	3,121
Highway Superintendent	78,017
Assessor	22,950
Director of Recreation-PT	24,611
Dog Control Officer	12,735
Attorney for the Town	\$175/Hour
Historian	3,854
Nutrition Center Co-Ordinator	22,440
Nutrition Center Aide	
Step 4	15.27
Step 3	14.90
Step 2	14.55
Step 1	13.85
Information Specialist	
Step 4	24.28
Step 3	23.69
Step 2	23.10
Step 1	22.00
Building Inspector/Fire Marshal	
Step 4	39.87
Step 3	38.90
Step 2	37.95
Step 1	36.14
Asst. Fire Marshal PT	
Step 4	24.28
Step 3	23.69
Step 2	23.06
Step 1	22.00

Deputy Clerk, Full Time	
Step 4	17.58
Step 3	17.15
Step 2	16.73
Step 1	15.93
Clerk/Typist	
Step 4	16.79
Step 3	16.39
Step 2	15.98
Step 1	15.22
Clerk to Town Justice	
Step 4	16.79
Step 3	16.39
Step 2	15.98
Step 1	15.22
Court Attendant, Credentialed/Formal Training	20.00/Hour
Court Attendant, Non-Credentialed	12.50/Hour
Foreman	
Step 2	29.09
Step 1	27.69
HEO & Mechanic (Class A)	
Step 4	25.23
Step 3	24.61
Step 2	24.01
Step 1	22.87
MEO (CDL)	
Step 4	21.78
Step 3	21.24
Step 2	20.73
Step 1	19.74
Laborer PT	
Step 2	13.09
Step 1	12.47
Equipment Operator-PT	
Step 3	16.49
Step 2	15.08
Step 1	13.71
Water Safety Instructor-PT	15.30
Recreation Assistant for Large Program	14.78
Recreation Assistant for Small Program	
Step 3	12.40
Step 2	12.10
Step 1	11.80
Jr. Water Safety Instructor-PT	
Step 2	12.10
Step 1	11.80
Recreation Assistant	11.80

Sec. 1. That: The salaries for various positions are hereby established effective January 1, 2020 Through December 31, 2020.

Sec. 2. That: Salary pay schedule for 2020 follows:

A. Twenty-seven (27) bi-weekly pay periods for all Town employees.

Sec. 3. That: The Supervisor is authorized to deposit all idle funds in an interest bearing account in accordance with the Town's Finance Policy.

No. 5. Appointments:

The following are hereby appointed for 2020:

Chair. of the Economic Development Committee-Councilman Schoenthal

Rep. to the Planning, Zoning Boards and Building Dept.-Councilman Shero

Chair. Of the Community Life Enhancement Committee-Councilwoman Wasson

Chair. of the Facilities Development Committee-Councilman Hazelton

Representative to the Fire Departments/EMS/Highway-Supervisor Dobson

No. 6. Town Insurance Agent:

Sec. 1. That: Tompkins Insurance Agencies, Inc., 90 Main Street, Batavia, NY, hereby is named as the Town's Insurance Agent, with all policies to be handled with their advice.

No. 7. Education of Town Employees:

Sec. 1. That: Town Officers or employees in order to further their knowledge of Town Government in the performance of their duties may attend meetings with consent of the Town Board, including the Annual Association of Towns Meeting, and be compensated for the ordinary expenses of travel, meals, and lodging. Vouchers must be submitted for all out of pocket expenses including meals. Cost to be approved by the Town Board and paid out of their respective budgets.

No. 8. Special Districts:

Sec. 1. That: The Town Board, as Commissioners of the Town's Special Districts, pursuant to Section 29-16 of the Town Law, does hereby designate the Supervisor to perform the duties of administration and supervision for all Special Districts on behalf of said Board.

No. 9. Special Funds:

Sec. 1. That: Pursuant to Town Law Section 64(a), the Town Board establishes and approves the following Petty Cash Funds, not to exceed:
\$150.00, to be maintained and disbursed by the Town Clerk;
\$200.00, to be maintained and disbursed by the Tax Collector;
\$75.00, to be maintained and disbursed by the Court Clerk;
\$20.00, to be maintained and disbursed by the Historian;
\$50.00, to be maintained and disbursed by the Nutrition Center;
\$100.00, to be maintained and disbursed by the Recreation Commission.

No. 10. Superintendent of Public Works:

Sec. 1. That: Pursuant to Chapter 77 of the Town of Wheatland Code, the Town Board hereby appoints Josh Davis as Superintendent of Public Works, as defined in said Chapter, to oversee the Northeast Sanitary Sewer District.

Sec. 2. That: The Wheatland Town Board hereby appoints Josh Davis as Director of Parks for the Town of Wheatland.

No. 11. Small Tool Purchases:

Sec. 1. That: Pursuant to Section 142-1a of the Highway Law, the Highway Superintendent is authorized to purchase tools and equipment without prior approval of the Town Board in amounts not to exceed \$2,000.00, and not to exceed the budget.

No. 12. Mileage Reimbursement:

Sec. 1. That: Pursuant to 102-1 of the Town Law, mileage allowance of 0.58 cents per mile is to be paid to Town officers and employees for use of private autos while on official Town business. All claims shall be itemized on an approved town form and audited. Claims will be approved, or paid, within 30 days of the end of the fiscal year.

No. 13. Policies and Benefits of Wheatland Employees:

Sec. 1. That: The Town Board of the Town of Wheatland approves all rules, regulations and benefits set forth in the document entitled "TOWN OF WHEATLAND EMPLOYEE HANDBOOK" adopted by Resolution of the Wheatland Town Board on November 16, 2017, including any adopted changes since that date.

No. 14. Fee Schedule for the Town of Wheatland:

Sec. 1. That: The Wheatland Town Board adopts the fee schedule currently held in the Building Department and Town Clerk's Office. Town Board will make changes by Resolution when appropriate.

No. 15. Town Engineers:

Sec. 1. That: The Town of Wheatland will retain engineers when projects require these services.

No. 16. Policy for Appointive Board Stipends:

Sec. 1. That: Stipends will be paid annually at the end of the fiscal year to each appointive board member according to the following schedule and eligibility criteria:

Assessment Review Board:

Chair-	\$80.00 annually for serving on board
Member-	\$50.00 annually for serving on board

Planning Board:

Chair-	\$80.00 per meeting for serving on board
Member-	\$50.00 per meeting for serving on board

Zoning Board:

Chair-	\$80.00 per meeting for serving on board
Member-	\$50.00 per meeting for serving on board

Sec. 2. Criteria for Planning and Zoning Boards:

1. Attend 80% of scheduled meetings.
2. Board Members will only be paid for one board per night.
3. All first-year members are required to attend County/State training programs relating to board membership. Training program to be approved prior to attendance by Town Board.
4. All board members are required to participate annually in an approved in-service training course relating to board membership.
5. Internet instructional material relating to board membership may be used to fulfill the in-service training requirement. All internet material must be approved by both the chair and the Town Board prior to the end of March of the current year. Board member must submit written summary of the material upon completion.
6. All requirements need to be completed by the 15th of December of the current year. Vouchers must be submitted in time for the second abstract of December. Vouchers not submitted for the second abstract will not be paid, and money forfeited.

Supervisor's Report

Supervisor Dobson and Councilwoman Wasson met with the Scottsville Fire Department and will be meeting again to discuss debt load and resources.

Public Before the Board:

Tina Stevens had questions regarding information she read on the ny.gov website "Broadband for All" program. She also inquired as to the possibility of a town wide refuse district in the future.

Maureen Leupold questioned whether the Oatka Creek Watershed Committee link could be added to the town website. She also inquired about alternatives to the current paper used for legal notices and whether there is another publication that would have widespread distribution throughout the town or be made available within town.

Cassandra Balonek has concerns regarding the traffic in the area of her home and asked Supervisor Dobson if she could discuss these issues with the Monroe County Sheriff's office.

Town Board Committee and Liaison Reports:

Councilman Shero reported that the Planning Board is next week.

Department and Board Reports (Submitted previously or herewith):

1. Town Clerk report, December.
2. Highway, December.
3. Recreation Meeting, December.
4. Building Inspector, December.
5. Fire Marshal report, December.
6. Budget Officer report, December.
7. Dog Control report, December.
8. Senior Center report, December
9. Town Attorney, December

Department and Board Reports (submitted previously or herewith):

Departments in attendance reported closing out files for 2019 and preparing for 2020.

Correspondence:

1. Lauren Kelly, Dir. Government Affairs-Finger Lakes Charter Communications, to Supervisor Dobson, re: Changes to programming.
2. Stephan Bowman, to Supervisor Dobson, re: Thank you for the selection to the Town of Wheatland Hall of Fame.
3. Patricia Famiglietti, Animal Health Inspector, to Supervisor Dobson, re: Municipal Shelter Inspection Report.
4. Patricia Famiglietti, Animal Health Inspector, to Supervisor Dobson, re: Dog Control Officer Inspection Report.
5. Supervisor Dobson, to Joseph Burns, re: reappointment to Zoning Board of Appeals as an alternate.
6. Supervisor Dobson, to Robert Hatch, re: reappointment to Zoning Board of Appeals as an alternate.
7. Supervisor Dobson, to Michael Grasso, re: reappointment to the Planning Board.
8. Supervisor Dobson, to Edward Kuhn, re: reappointment to the Recreation Commission.
9. Mary Ellen Devaney, Rev. Process Supervisor, DES Business Services, to Laurie Czapranski, Town Clerk, re: 2020 rate schedule for Monroe County Department of Pure Waters.
10. Chanh Quach, Community Development Manager. to Supervisor Dobson, re: Public Hearing and Steering Committee Meeting-January 9, 2020.
11. Supervisor Dobson, to Maureen Leupold, re: Town legal notices.

Old Business:

None

New Business:

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Shero and unanimously carried,

Resolution No. 17:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland appoints the following Chairpersons to various town boards/commission:

- a. Planning Board-Jay Coates
- b. Zoning Board-Michael Grasso

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Hazelton and unanimously carried,

Resolution No. 18:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval for the Wheatland Senior Citizen's Club to use the Senior Center on the following Tuesday's in 2020: January 14, March 10, May 12, September 8, and November 10.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilman Shero seconded by Councilwoman Wasson and unanimously carried,

Resolution No. 19:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland grants approval of a Freeman Park permit for the Wheatland Senior Citizen's Club to have a picnic on July 14, 2020, fee to be waived.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Review of vouchers for abstract in 2020: January -Councilman Hazelton, February-Councilman Schoenthal, March-Councilman Shero, April-Councilwoman Wasson, May-Councilman Hazelton, June-Councilman Schoenthal, July-Councilman Shero, August-Councilwoman Wasson, September-Councilman Hazelton, October-Councilman Schoenthal, November-Councilman Shero, December-Councilwoman Wasson

The audits of the 2019 department records will be held on Monday, January 13, 2020.

Whereas, it was moved by Councilman Shero seconded by Councilwoman Wasson and unanimously carried,

Resolution No. 20:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2020 contract with Brighton Landscape for lawn care at the Municipal Building.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Agenda item No. 7 is tabled for further information.

Whereas, it was moved by Councilman Hazelton seconded by Councilwoman Wasson and unanimously carried,

Resolution No. 21:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2020 Agreement with Raymond DiRaddo, Attorney for the Town.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilman Hazelton seconded by Councilwoman Wasson and unanimously carried,

Resolution No. 22:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2020 Agreement with Dynamic Kleaning for cleaning services in the Wheatland Municipal Building.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Shero and unanimously carried,

Resolution No. 23:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2020 Agreement with the Scottsville Free Library and Mumford Branch in the amount of \$132,819.00.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Hazelton and unanimously carried,

Resolution No. 24:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the Agreement with the Village of Scottsville for one assigned parking space for the cardboard recycling dumpster. Agreement will be in effect January 1, 2020 through December 31, 2020.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilman Hazelton seconded by Councilwoman Wasson and unanimously carried,

Resolution No. 25:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign the 2020 contract with Cynthia Scott for cleaning services at the Donnelly House in Mumford.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Agenda Item No. 13 and 14 are tabled for further information.

Additional Agenda Item:

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Shero and unanimously carried,

Resolution No. 26:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign an Agreement with CHS with a contract amount of \$38,862.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Whereas, it was moved by Councilwoman Wasson seconded by Councilman Hazelton and unanimously carried,
Resolution No. 27:

THEREFORE BE IT RESOLVED, That the Town Board of the Town of Wheatland authorizes the Supervisor to sign contracts for recreation programs with the following individuals: Tina Stevens, Cheryl Belcher, Helen Bilak, Lourdes Roa and Kathy Merritt.

Adopted: Supervisor Dobson – aye
Councilman Hazelton-aye
Councilman Schoenthal – absent
Councilman Shero- aye
Councilwoman Wasson-aye

Abstract:

Upon a motion of Councilman Hazelton, seconded by Councilwoman Wasson and unanimously carried, the Abstract dated December 30, 2019 with voucher numbers 20190998 through 20191080 in the amount of \$50,201.76 was approved provided that all bills are paid out of their respective funds after proper audit.

<u>Fund</u>	<u>Description</u>	<u>Amount</u>
A	GENERAL FUND A	\$13,829.14
B	GENERAL FUND PART TOWN B	965.24
DA	HIGHWAY DA	24,416.99
DB	HIGHWAY DB	5,286.89
	MUMFORD REFUSE	3,915.00
	ROLLING ACRES REFUSE	1,020.00
	FAIRVIEW REFUSE	300.00
	NORTHEAST SEWER	318.50
TA	TRUST & AGENCY	150.00
<u>Grand Total:</u>		<u>\$50,201.76</u>

Upon a motion of Councilwoman Wasson, seconded by Councilman Shero, and unanimously carried, the meeting was adjourned at 6:57 P.M.

Laurie B. Czapranski
Wheatland Town Clerk