

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 13, 2016, at the Pulteney Town Hall with the Pledge of Allegiance.

Present were: Supervisor Mark Illig; Councilman Mark Goodwin; Councilman Kathleen Burns; Highway Superintendent Terry Gibson; Attorney Patricio Jimenez; Bookkeeper Rebecca Kirch; and Town Clerk Erica Giambra. Absent was Councilman Richard Musso.

Supervisor Illig asked for the first meeting of the year for the present public to introduce themselves as well.

Supervisor Illig made motion seconded by Councilman Burns designating the second Wednesday of the month at 7:00 PM as the regular Town Board meeting night. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to accept The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2016. Said coverage is with the Travelers Casualty and Surety Co. of America with Sprague Insurance Company as agent for bonding of all employees \$50,000 each and additional bonding on Supervisor and Deputy Supervisor- \$50,000; Town Clerk/Tax Collector- \$150,000; Bookkeeper- \$100,000; and Town Justice- \$75,000. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin consenting to the temporary assignment of the Town of Pulteney Justice to preside in other Town/Village courts in the Seventh Judicial District as need arises during the year 2016 and approve the temporary assignment of Judges from other Town/Village courts in the Seventh Judicial District to its court as need arises during the year 2016. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to accept the following Board Appointments in which all individuals have been spoken to with the exception of Dr. Al Wahlig:

**BOARD APPOINTMENTS:**

<u>-WATER PLANT OPERATOR</u>	Chuck Dluzak
<u>-MUNICIPAL SERVICE MANAGER</u>	Lauren Welch
<u>-DOG CONTROL OFFICER</u>	John Ballam
<u>-DEPUTY DOG CONTROL OFFICER</u>	Sherri Ballam
<u>-RECORDS MANAGEMENT &amp; ACCESS OFFICER &amp; REGISTRAR OF VITAL STATISTICS</u>	Erica Giambra
<u>-DEPUTY REGISTRAR OF VITAL STATISTICS</u>	Donna Conley
<u>-CEMETERY REGISTRAR</u>	Donna Conley
<u>-HISTORIAN</u>	Ray Emery
<u>-HEALTH OFFICER</u>	Alise Irwin, RN
<u>-DEP HEALTH OFF</u>	Alexander Wahlig, MD
<u>-TOWN ATTORNEY</u>	Patricio Jimenez, Esq.
<u>-WEBMASTER</u>	Don Radigan
<u>-COMPUTER CONSULTANT</u>	Fred Schulte

All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to designate the official legal newspaper as the Corning Leader, in addition continue to use the Courier Advocate and the Southern Tier Shopper. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to designate M&T Bank, Five Star, and Lyons National as Banks that the Town will continue to use. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to accept the 2016 IRS standard \$.540 per mile to reimburse Town employees. All in favor. Carried.

Supervisor Illig reported the following is the set Town of Pulteney 2016 pay schedule:

**Bi-Weekly: Highway**

Deputy HWY Super:	Jason Tears
MEO	James Sprague
MEO	Tim Cheney

**Bi-Weekly: General**

Town Clerk	Erica Giambra
Bookkeeper	Rebecca Kirch
Highway Super	Terry Gibson
Municipal Svcs Mgr	Lauren Welch

**Bi-Weekly: Water**

Water Operator Super	Lauren Welch
Water Operator	Chuck Dluzak

**Monthly: General**

Supervisor	Mark Illig
Justice	Mary Hope Benedict
Court Clerk	Erica Giambra
Assessor	David Oliver

**Quarterly: General**

Councilman	Kathy Burns
Councilman	Mark Goodwin
Councilman	TBD
Councilman	Rich Musso
DCO	John Ballam
Historian	Ray Emery

**Annual: General**

Registrar of Vital Stats	Erica Giambra
Cemetery Registrar	Donna Conley
Health Officer	Alise Irwin (Voucher)
Board of Assessment Review	Voucher (Paid in June)

Supervisor Illig made motion seconded by Councilman Burns to authorize the petty cash fund for the Town Clerk/Tax Collector of \$100.00. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to accept the following :

**SUPERVISOR APPOINTMENTS:**

DEPUTY- Councilman Musso

BOOKKEEPER- Rebecca Kirch

KWIC/KLOC ALTERNATE- Councilman Goodwin

All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to accept Highway Superintendent Gibson's appointment for Highway Supt. Deputy Jason Tears. All in favor. Carried.

Supervisor Illig reported the Board will wait to appoint the following committee appointments until there is a full Board present:

RECREATION-

WATER-

AGRICULTURE-

DEVELOPMENT-

COMMUNITY GARDEN-

Supervisor Illig announced the Town of Pulteney Investment Policy is on file and can be reviewed at anytime for 2016.

Supervisor Illig made motion seconded by Councilman Burns to renew the 2016 dog shelter lease contract the Town has with Betty Walden, in which Supervisor Illig pointed out how accommodating Betty is being a 24hr/7day service. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to place the 2016 mowing agreement out for bid. All in favor. Carried. Supervisor Illig commented that the Town has been very happy with the work of the contractor the Town has used the past few years (in which he is unable to renew his current contract with the Town), however other people have expressed interest therefore, the Town will put the agreement out for bid by placing an add to run twice in the Shopper. This will explain how an interested individual can pick up a packet to include a bid cover sheet, formal bid sheet, non-collusive bidders certificate, and a copy of the mowing agreement that the Town has used the past several years. Bids will be opened publicly at the February 10, 2016 Board meeting at 7:30 PM.

Supervisor Illig made motion seconded by Councilman Burns to renew Gordon Lanphere's security guard contract for the Town Court/Town Hall. All in favor. Carried.

At this time, Supervisor Illig called the regular meeting of the Pulteney Town Board to order.

Councilman Burns made motion seconded by Councilman Goodwin to accept the minutes of the December 30, 2015 year end meeting. All in favor. Carried.

Supervisor Illig reported on the financial state of the General and Highway Accounts, in which are in good standing moving forward. The Water District Account is also tracking appropriately, however it is more difficult to report on simply due to the collection of money each quarter. Therefore, four times a year the Account is continually revolving.

Councilman Burns made motion seconded by Councilman Goodwin to make the following transfer: from Highway in the amount of \$9,220.00. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Burns to pay General Bills in the amount of \$32,572.94 being vouchers No. 16-01 to No. 16-19. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig pointed out that the main expensive vouchers were from Lloyd D. Sprague & Son, Inc. for our annual insurance premium and Empire State Abstract Corporation for the Library property abstract. The Town is sending Empire the full \$2000.00 balance with the Library to reimburse the Town \$1000.00 as agreed upon at the November 11, 2015 meeting.

Councilman Burns made motion seconded by Councilman Goodwin to pay Highway Bills in the amount of \$4,806.73 being vouchers No. 16-01 to No. 16-13. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Councilman Goodwin made motion seconded by Councilman Burns to pay Water District #1 Bills in the amount of \$180,643.15 being vouchers No. 16-01 to No. 16-06. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes; Carried. Supervisor Illig commented that the voucher for \$179,845.00 is calculated from each property owner on the Pulteney water system pays an EDU tax. As the Tax Collector, Clerk Giambra will in turn write a check to cover this amount to the Water District #1 Account.

Under the Supervisor report Supervisor Illig announced he will deliver his State of the Town Report for 2015 when there is a full Town Board.

Clerk Giambra reported that Town and County Property taxes are due February 1, 2016 without penalty this year. January 31st falls on a Sunday this year, so tax payers have until February 1st. Anything postmarked after the 1st will be subject to a penalty.

The Highway, Water Department, Municipal Services, and Justice reports were all available to review. Supervisor Illig made motion seconded by Councilman Burns to place those reports on file. All in favor. Carried.

Highway Superintendent Gibson commented in his report they have been busy plowing and sanding, as well as, working on the water truck getting it prepared for spring. The Department will be changing clothing service on February 1st from Cintas/Coyne to Aramark Uniform Service. Aramark is offering half the cost of the current rate. They changed the manifold bolts and gaskets on the grade. Highway Supt. Gibson looked into the new truck that is ordered and the company has just begun building it. Fortunately, there was very little clean up from the recent wind storms.

Under old business, Supervisor Illig reported the Gravel Pit sale was final December 30, 2015. Paul Schnipelsky asked if the Town insurance will go down due to the sale of the gravel pit. Supervisor Illig stated this indeed was an excellent question and he will look into and report back at the February meeting. He agreed it certainly would seem as if the insurance rate would decrease.

Under new business, Supervisor Illig announced there currently is a Town Board vacancy. He called the Board of Elections to ensure proper procedures are being followed. Clerk Giambra faxed the Board of Elections Supervisor Illig's resignation as Town Councilman along with the Board approval from the December 9, 2015 meeting. It

is now up to the Town Board to appoint a Councilman for the remainder of this year. Therefore, that individual will be appointed for a year but then needs to run in the November 2016 election to finish the term until December 31, 2017. Supervisor Illig proposes that the Town Board publish a notice in the Shopper, Town website, and around the Town Hall of the vacancy and for any interested individual to contact Supervisor Illig for further information. Any interested individuals will need to be present at the February 10, 2016 Board meeting and once an appointment is made at that meeting, that individual will sit on the Board officially at the March 9, 2016 meeting. Supervisor Illig made motion seconded by Councilman Burns to draft a notice regarding the Board vacancy and have Clerk Giambra publish in the above said areas. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig suggested that the Town Hall present a more professional view and receive some "sprucing up". Clerk Giambra and Bookkeeper Kirch will begin looking into estimates for replacements of Board member chairs, tables, painting, brochure racks, etc. over the next few months and bring to the Town Board for approval.

Supervisor Illig announced he would like to come up with a newsletter to publish 3-4 times a year to stay connected and proactively communicate with the general public of who the Town Board is and what we do. Councilman Burns suggested that as for a Town newsletter we stay together as one and get together with the current quarterly published Grapevine Community newsletter. There is potential to expand the Grapevine to add more pages and Town information. Councilman Burns and Supervisor Illig will coordinate their ideas and work with the publishers of the Grapevine to establish a cohesive informative newsletter.

Supervisor Illig reported once there is a full Town Board he would like to establish a capital plan for replacement of major Town equipment. The Town Board would appoint a committee to look into inventory and estimate replacement rates for budget purposes. At the March meeting the Town Board will appoint this committee.

Supervisor Illig commented that he met with the Pulteney Free Library committee. They discussed their future building plans and ideas. Supervisor Illig reported he was pleased with their plans and the Town Board will provide their complete support in moving forward.

Under public comments and concerns, Nancy Cole made aware of other Town Hall suggestions for improvement: the Veteran War monument outside the Town Hall needs cleaned as well as the surrounding area picked up, new office equipment in the Clerk/Bookkeeper office including new lighting should be looked into, as well as continue to investigate solar power.

Clerk Giambra asked the Town Board how a local business owner can have their name erected on an existing or new Pulteney Town sign that are spread throughout Town. Jane Russell explained the previous process used was that each sign could hold up to 3 businesses and the total for one sign was \$600.00. Therefore, as long as 3 businesses were interested each could pay \$200.00. Clerk Giambra will check if all current signs are full and pass along the information to current interested business owners.

Jane Russell also commented how thankful she is to the Town Board and how the Town atmosphere is much improved compared to 4 years ago. She commended the Town Board for doing a great job.

Municipal Services Manager Lauren Welch commented that there is a need for a new handicap accessible toilet in the Assessor/Municipal Services/Ambulance building. Supervisor Illig made motion seconded by Councilman Goodwin to authorize Manager Welch to spend not more than \$300.00 to buy and install a new toilet. Roll call vote: Councilman Goodwin, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to adjourn the meeting. All in favor. Carried.

Meeting adjourned at 8:25 PM.

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Town Clerk