

TOWN OF MINETTO
TOWN BOARD MEETING
MONDAY JUNE 11, 2018 7:30 PM

A regular meeting of the Town Board of the Town of Minetto, County of Oswego, in the State of New York was held at the Town Hall, 6 Community Drive, Minetto, New York on the 11th day of June 2018.

Supervisor Domicolo called the meeting to order at 7:35 pm, followed by the Pledge of Allegiance.

ATTENDING:

Dave Domicolo	Supervisor
John Familo	Councilman
Randy Farnsworth	Councilman
Mike Paestella	Councilman
Joe Wallace	Councilman
Doren Norfleet	Attorney
Jennifer Allen	Clerk

OPEN FORUM

Everyone who signed up to speak was given the opportunity to speak.

MINUTES

The minutes were provided to the board members June 9, 2018

By a motion from Councilman Paestella, seconded by Councilman Wallace the following resolution was

ADOPTED Ayes: Domicolo, Familo, Wallace
 Nays: none
 Abstain: Farnsworth, Paestella,
 Absent: none

Resolved, the May 14, 2018, May 29, 2018 and May 29, 2018 minutes were approved as submitted.
There was no discussion.

WARRANTS

The warrants were provided to the board members June 9, 2018

By a motion from Councilman Familo, seconded by Councilman Farnsworth the following resolution was

ADOPTED Ayes: Domicolo, Familo, Wallace, Farnsworth, Paestella,
 Nays: none
 Absent: none

Resolved, the June 8, 2018 Abstract #6, as presented by Donna Keating, Bookkeeper is approved as submitted.

There was no discussion.

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General Fund	Vouchers 111 - 142	\$17,426.35
OSC	EFT	\$1,677.00
Highway Fund	Vouchers 53 - 59	\$10,010.06
Snow Plows	Vouchers	\$0.00
Sewer District	Vouchers 40 - 47	\$12,537.60
Lighting District	Vouchers 5 = 5	\$2,729.65
Water District	Vouchers	\$0.00
Fire District	Vouchers	\$0.00
Trust & Agency	Vouchers 6 - 6	\$689.24
Pond Meadows 1	Vouchers	\$0.00
Pond Meadows 2	Vouchers	\$0.00
Total		\$45,069.90

BUDGET MODIFICATIONS

By a motion from Councilman Paestella, seconded by Councilman Farnsworth the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace
 Nays: none
 Absent: none

Resolved, the Budget Modification of the 2018 Town Budget, as presented by Donna Keating, Bookkeeper is approved as submitted.

GENERAL FUND		
TO:		
A1420.401 Attorney – Legal (Negotiations – Teamsters)	\$2,362.50	
A3820.400 Code Enforcement Contractual (Code Enforcement Conference)	\$42.00	
A5410.400 Sidewalks Contractual (Sidewalk Installation 2017)	\$1,890.95	
A8510.400 Community Beautification Contractual (Flowers & Mulch for the Park)	\$166.97	
TOTAL	\$4,462.42	
FROM:		
A1990.400 Contingency		\$4,462.42
TOTAL		\$4,462.42

Discussion: Councilman Wallace asked if the town has paid the last payment for the lawyer hired for the union contracts; and he would to see the total amount paid for contract negotiations. Supervisor Domicolo confirmed the attorney has been paid all that is due. He agreed everyone needs to see the total amount spent.

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REVENUE & EXPENDITURES

By a motion from Councilman Familo, seconded by Councilman Farnsworth the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

Resolved, Revenue & Expenditures for March 2018, as presented by Donna Keating, Bookkeeper are approved as submitted.

There was no discussion.

STATEMENT OF EXPENDITURES, ENCUMBRANCES & APPROPRIATIONS MAY 2018	
General Fund	\$27,751.98
Highway Fund	\$28,894.19
Sewer District	\$35,377.64
Snow Plows	\$0.00
Lighting District	\$2,820.13
Water District	\$0.00
Fire District	\$0.00
Pond Meadows 1	\$0.00
Pond Meadows 2	\$0.00
STATEMENT OF ACTUAL AND ESTIMATED REVENUES MAY 2018	
General Fund	\$41,915.74
Highway Fund	\$22.63
Sewer District	\$1,273.74
Snow Plows	\$0.00
Lighting District	\$2.04
Water District	\$2.60
Fire District	\$0.00
Pond Meadows 1	\$0.00
Pond Meadows 2	\$0.00

TOWN OFFICERS/COMMITTEE REPORTS

The Supervisor and Councilman gave verbal reports.

No written reports were provided.

OLD BUSINESS

By a motion from Councilman Familo, seconded by Councilman Wallace the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

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Resolved, the Town Board of the Town of Minetto does hereby re-schedule the annual public tour of the Water Pollution Treatment Plant to July 23, 2018 at 6:30 pm.

There was no discussion.

NEW BUSINESS

JOB SYNOPSIS

By a motion from Councilman Familo, seconded by Councilman Wallace the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

Resolved, the Town Board of the Town of Minetto approves the job synopsis for the newly created position of Part-time Bookkeeper/Receptionist.

There was no discussion.

ADVERTISEMENT OF JOB

By a motion from Councilman Familo, seconded by Councilman Wallace the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

Be it Resolved, the Town Board of the Town of Minetto hereby directs the Town Clerk to place an advertisement for the position of the part-time Bookkeeper/Receptionist as follows: *To be published in the Palladium Times *Ad to be placed no later than June 14, 2018 at 4:00 pm *Resumes and Letters of Interest to be clearly marked "Bookkeeper/Receptionist position"

Discussion: "Resumes and Letters of Interest to be sent to the attention of the Town Clerk no later than _____, 2018" was removed from the resolution. Councilman Familo said the board members had previously agreed there would be no deadline, they will interview until the position is filled.

CODE ENFORCEMENT TRAINING

By a motion from Councilman Familo, seconded by Councilman Paestella the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

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Resolved, the Town Board of the Town of Minetto approves the attendance of Robert Ramsey, Code Enforcement Officer at the NYS Fire Marshal & Inspectors Conference September 11, 2018 to September 13, 2018 to be held at the Hampton Inn & Suites, Cazenovia, NY. Code Enforcement Officers are required to complete continuing education annually. The conference fee, mileage reimbursement, and meals are paid from line item A3820.400 Code Enforcement Contractual. This was not included in the 2018 budget.

Discussion: Councilman Familo said the board members always encourage training.

TOWN CLERK/BOOKKEEPER TRAINING

By a motion from Councilman Paestella, seconded by Councilman Wallace the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

Resolved, the Town Board of the Town of Minetto approves the attendance of Jennifer Allen, Town Clerk and Donna Keating, Bookkeeper to the Records Management Training June 27, 2018 at the Volney Town Hall, and Scanning of Records July 24, 2018 in Norwich, NY. There is no attendance fee, mileage and meal reimbursement will be paid from line item A1410.400 Town Clerk Contractual, this was included in the 2018 Town Budget.

By a motion from Councilman Wallace, seconded by Councilman Farnsworth the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

Absent: none

DONATION

Resolved, the Town Board of the Town of Minetto accepts the donation of one wooden picnic table for the River View Park, from Minetto resident Joseph Grant. The Highway Department Superintendent has said his department will move it to the park.

Discussion: Councilman Familo offered to create a thank you letter for the board members to send to Mr. Grant.

ACCEPTANCE OF NEW MEMBER TO THE MINETTO VOLUNTEER FIRE DEPT.

By a motion from Councilman Familo, seconded by Councilman Paestella the following resolution was

ADOPTED Ayes: Domicolo, Familo, Farnsworth, Paestella, Wallace

Nays: none

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Absent: none

Resolved, the Town Board of the Town of Minetto hereby accepts the addition of one new member to the Minetto Volunteer Fire Department as indicated on the updated roster submitted by the Minetto Volunteer Fire Department.

There was no discussion.

EXECUTIVE SESSION

Motion was made by Councilman Familo, second by Councilman Wallace to enter into executive session at 8:06 pm for the purpose of discussing employment opportunities.

The board members resumed the board meeting at 8:28 pm.

SIDEWALK REPAIR/REHABILITATION

By a motion from Councilman Familo, seconded by Councilman Paestella the following resolution was

ADOPTED Ayes: Domicolo, Farnsworth, Paestella, Wallace

Nays: none

Abstain: Familo

Absent: none

Resolved, the Town Board of the Town of Minetto authorizes for the advertisement to seek bids for sidewalk repair/rehabilitation for sidewalks along County Route 24 (addresses 63 through 55). There are nine flags, five feet each marked for repair.

Discussion: Information was provided to board members only prior to the meeting. Councilman Wallace asked if the sidewalks that cross a driveway are the town's responsibility; they are according to Councilman Familo. The Clerk asked when bids were due, where should be bid requests be advertised, and from which line item in the 2018 budget will this be paid from. Councilman Familo requests thirty business days before bids are due, advertisement as usual, and line item 3620 is where the project will be paid from. The Clerk asked Attorney Norfleet if she could suggest how to request the billing be done in the same year as project is completed (note 2017 invoice for 2017 sidewalk repair/rehabilitation was received in May 2018). Attorney Norfleet said this should be added to the Specs. Councilman Familo will provide specs and all required information to the Clerk.

ADJOURNMENT

With no further business before the board, the meeting was adjourned at 8:34 pm.

Respectively Submitted
Jennifer Allen, Town Clerk