

MINETTO TOWN BOARD MEETING
February 8, 2016 7:30 pm

- I. Call to Order
- II. Pledge of Allegiance to our Flag
- III. Roll Call
- IV. Open Forum
- V. Minutes of Previous Meeting(s): **January 11 and January 25**
- VI. Warrants Approval **February 8, 2016**
- VII. Expenditures and Revenue Approval **January**
- VIII. Town Officer/Committee Reports
 - Board Members Joe Wallace, Mike Paestella, John Familo
 - Supervisor Dave Domicolo
 - Superintendent of Highways Dominick Yacco
 - Town Clerk Jennifer Allen
 - Water Pollution Control Manager Dennis Lewis
 - Code Enforcement Officer Rob Ramsey
 - Sole Assessor Marty Webster
 - Animal Control Officer Dave Whalen
 - Judicial Judge Auyer
 - Historian Cathy Mulcahey
 - Beautification Nancy Prairie
 - Riverview Park Judy Bradt
 - Zoning Board Ed Collins
 - Planning Board Chuck Harrington
 - Minetto Fire Department
 - Other

IX. Old Business

- Dave would like to see a more standardized report format; he will discuss this with department heads.
- Councilman Familo completed the draft copy of the Constable's job synopsis for the fellow board members to review.
- The five year plan will be reviewed at the workshop
- Attorney Norfleet replied protocols are being discussed for implementation at February's meeting.
- Stan Spilman asked if the Highway Superintendent had taken over snow watch duties. The Superintendent has to research the contract before changes are made.
- Stan asked if the open council position will be filled. Supervisor Domicolo said he would like to get the current group of people working together first and then fill the position
- Dave would like to work with the council members to interview others who did apply for appointed positions. He wants letters sent to everyone acknowledging their application.
- Mr. Whalen has not been informed of the six month appointment based on training requirements.
- Joe Wallace to review the Bookkeeper's records
- John Familo to review the Justice's records;

X. New Business

- Accept Officer reports
- Accept Donation to Highway Dept
- Update Fire Dept members list
- Approve annual software maintenance agreement & charge for Code Enforcement
- Approve audit of the Clerk/Tax Collector's Financial Records
- Approve audit of the Bookkeeper's Financial Records

- Approve audit of Justice Auyer’s financial records
- Approve additional duties of the Highway Superintendent
- Approve Dick Drosse to apply for matching grant with the Erie Canal
- Approve Jennifer Allen to apply for \$1000 Arbor Day Community Grant
- Accept road formerly known as CR 24A.
- Approve attendance to the Tug Hill Commission Conference
- Approve Justice Auyer to attend annual training
- Transfer Fax machine from office to Highway

XI. Executive Session

XII. Adjournment

Resolutions February 8, 2016

RESOLUTION ADDITIONAL DUTIES OF THE HIGHWAY SUPERINTENDENT

WHEREAS the Town Law of the State of New York provides that the Town Board may require the Superintendent of Highways to perform duties not inconsistent with those required by law;

NOW, THEREFORE, be it RESOLVED that the Town Board of the Town of Minetto does here direct the Highway Superintendent of the Town of Minetto to perform the following additional duties:

- *Cut grass and maintain all town properties, including, but not limited to Sunken Garden, Tiny Tot Park, Riverfront Park, and Meadows Drive, Pond View Drive and Town Hall;
- *Install, uninstall and maintain all docks at the Riverfront Park;
- *Pickup trash at all town properties and on roadside;
- *Support the "Beautification Committee" by putting up and taking down banners, flags and seasonal decorations;
- *Provide maintenance and support for any and all town hall projects and events, as requested'
- *Pick up Christmas trees;
- *Participate in new work order and purchase order system;
- *Repair, replace and install sidewalks throughout the Town, as required;
- *Plow town sidewalks;
- *Plow Minetto Fire Department lot and Minetto United Methodist Church lot per agreements;
- * Mow grass at Minetto Fire Department per agreement.

RESOLUTION BUILDING & CODES ENFORCEMENT SOFTWARE

Whereas, the Town Board of Minetto approved the purchase of the Building & Code Enforcement software from Williamson Law Book Company in January 2015; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby approve the annual software maintenance contract renewal in the amount of \$720.00.

RESOLUTION TO ACCEPT THE OFFICER REPORTS

Resolved, the Town Board of the Town of Minetto does here accept the reports received; Minetto Fire Dept (January and December), Dennis Lewis (December and January), Dave Whalen (December) There were no calls or actions in January), Code Enforcement (December and January).

RESOLUTION TO ACCEPT DONATION TO HIGHWAY DEPT

Whereas, Jeff Tonkin offered the Highway Superintendent ten 3' x 3' cement blocks from the former Sallaeyandres property for use at the Highway Department; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby accept the donation of ten 3' x 3' cement blocks from Jeff Tonkin.

RESOLUTION TO APPLY FOR ERIE CANAL GRANT

Resolved, the Town Board of the Town of Minetto does hereby approve for Richard Drosse to apply for a matching grant through the Erie Canal Funding. The \$500 grant is a match funds grant to be used towards expenses from the Magic in Minetto event.

RESOLUTION TO APPLY FOR \$1000 ARBOR DAY TREE PLANTING GRANT

Resolved, the Town Board of the Town of Minetto does hereby approve for Jennifer Allen to apply for a \$1000 Arbor Day Grant to plant trees in Minetto.

RESOLUTIONS FIRE DEPARTMENT

Whereas, The Volunteer Firefighter Benefit Law (VFBL) requires that the municipality in which the fire department is contracted ratify the list of active members since 2003; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby ratify and accept the Minetto Volunteer Fire Department's list of active members since 2003 dated January 31, 2016.

NAME	DATE JOINED	NAME	DATE JOINED
ALLEN, JOHN	10/08/2008	PEREZ, TYLER	8/29/2012
BEACH, RICHARD	1/22/2014	SHAVER, MIKE	8/11/1980
BENNETT, ALEISHA	2/23/2011	SMEGELSKY, TIMOTHY	7/24/2002
BUSKE, DAN	9/1/2010	STACKS, CLARK	1/25/2006
COOK, JOSEPH	8/29/2012	SUYDAM, PAT	4/22/2009
GANOUNG, JOSEPH	1/27/2010	VOSELLER, JOHN	11/30/1988
GENTILE, CHRIS	5/24/2006	VOSELLER, TYLER	7/27/2011
GENTILE, MARK	5/24/2006	WILSON, ED	2/25/2009
GOULD, ZACH	7/26/2006	WROLSEN, MARC	5/25/2011
HARTFORD, KYLE	1/27/2010	WROLSEN, MATT	5/25/2011
HARTFORD, TRAVIS	10/26/2011	ABARE, EVERETT	9/03/2014
HEATH, ERIK	1/22/98 & 11/16/11	SLOBE JR., KARL	8/27/2014
HEATH, R AL	11/25/1981	MILLS, ZAK	
HOLLIDAY, KEVIN	5/24/2006	BRIAN EASTON	
JACKSON, TED	11/25/2009		
MATEER, ROBERT	5/28/2014		

RESOLUTION ATTEND TUG HILL CONFERENCE

Whereas, the NYS Tug Hill Commission is hosting the 27th Annual Local Gov't Conference on March 31, 2016 at the Jefferson Community College; and

Whereas, the conference is open to all gov't officials; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby approve for members of the Town Board, Zoning Board, Planning Board, Clerk, Assessor, Highway Superintendent, Code Enforcement Officer and Ethics Board members to attend the conference; furthermore

Be it Resolved, the town pays the cost of attendance which was budgeted for in the 2016 budget. Also, mileage to and from the conference is reimbursed at the 2016 IRS rate.

RESOLUTION ACCEPTING DEDICATION OF ROAD KNOWN AS "COUNTY ROUTE 24A"

WHEREAS, a certain parcel of land (part of Tax Map No. 183.02-02-4.02) perpendicular to New York State Route 48 and owned by the County of Oswego Industrial Development Agency has been offered for dedication to the Town of Minetto for highway purposes by the County of Oswego Industrial Development Agency, the owner of said land as shown on the subdivision plat prepared by Russell Getman, LLS dated June 22, 2015; and

WHEREAS, James Sharkey, former Highway Superintendent of the Town of Minetto had recommended acceptance of said parcel for dedication for highway purposes; and

WHEREAS, the Planning Board for the Town of Minetto on June 23, 2015 approved the subdivision of property which included the roadway measuring 50' x 450' as depicted in the aforesaid subdivision plat, and said roadway was not precluded as part of the subdivision of land in accordance with NYS Town Law §279 (4)(a); and

WHEREAS, any requirements for a performance bond is hereby waived inasmuch as the road has been constructed to Town specifications and has been used and otherwise maintained by the Town of Minetto for a period in excess of ten (10) years;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Minetto in regular session duly convened that upon notification from the Town Attorney that title to the proposed road is owned by the County of Oswego Industrial Development Agency, the Town Board agrees to accept the dedication of said road in accordance with NYS Town Law §279 (4)(a).

RESOLUTION TRANSFER FAX MACHINE FROM OFFICE TO HIGHWAY

Whereas, the Brother Intellifax 2800 fax machine (inventory number 1809) is considered surplus equipment since the purchase of the RICOH All-in-One; and

Whereas, the fax machine at the Highway Garage is broken and not cost effective to repair; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby approve the transfer of asset 1809 from the Office inventory to the Highway Garage.

RESOLUTION JUSTICE TO ATTEND ANNUAL TRAINING

Whereas, the annual required training for justices has been scheduled for April 2016 in Albany, NY; therefore

Be it Resolved, the Town Board of the Town of Minetto does hereby approve for Justice Auyer to attend the training; furthermore

Be it Resolved, the town will reimburse mileage (2016 IRS rate) to and from training, conference admission fee, hotel costs and meals as outlined by the NYS Comptroller as acceptable and customary costs.

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