

MINETTO TOWN BOARD MEETING
June 11, 2018 7:30 pm

- I. Call the meeting to order
- II. Pledge of Allegiance to our Flag
- III. Roll Call
- IV. Minutes
- V. Warrant

TOWN OF MINETTO ABSTRACT #06		
JUNE 8, 2018		
GENERAL FUND	Vouchers 111 - 142	\$17,426.35
	OSC	\$1,677.00
HIGHWAY FUND	Vouchers 53 - 59	\$10,010.06
SEWER DISTRICT	Vouchers 40 - 47	\$12,537.60
SNOW PLOWS	Vouchers	\$0.00
LIGHTING DISTRICT	Vouchers 5 - 5	\$2,729.65
WATER DISTRICT	Vouchers	\$0.00
FIRE DISTRICT	Vouchers	\$0.00
POND MEADOWS 1	Vouchers	\$0.00
POND MEADOWS 2	Vouchers	\$0.00
TRUST & AGENCY	Vouchers 7 - 7	\$689.24
TOTAL		\$45,069.90

VI. Budget Modifications

TOWN OF MINETTO BUDGET MODIFICATIONS JUNE 2018		
TO:		
A1420.401 Attorney Legal (Union Contract Negotiations)	\$2,362.50	
A3820.400 Code Enforcement Contractual (Code Enforcement Conference)	\$42.00	
A5410.400 Side-walks Contractual (Sidewalk Installation 2017)	\$1,890.95	
A8510.400 Community Beautification Contractual (Flowers & Mulch for Park)	\$166.97	
FROM:		
A1990.400 Contingency		\$4,462.42

VII. Revenue and Expenditures

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	\$2820.13
WATER DISTRICT	\$0.00
FIRE DISTRICT	\$0.00
POND MEADOWS 1	\$0.00
POND MEADOWS 2	\$0.00
STATEMENT OF ACTUAL & ESTIMATED REVENUES MAY 2018	
GENERAL FUND	\$1,915.74
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

VIII. Supervisor and Councilman Reports

IX. Old Business

X. New Business

- **RESOLUTION TO APPROVE JOB SYNOPSIS**

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

Motion_____ Second_____

- **RESOLUTION TO PLACE ADVERTISEMENT FOR PART-TIME BOOKKEEPER/RECEPTIONIST**

BE IT RESOLVED that the Town Board of the Town of Minetto hereby directs the Town Clerk to place an advertisement for the position of part time Bookkeeper/Receptionist as follows: * To be published in the Palladium Times * Ad to be placed no later than June 14th, 2018 at 4 p.m. *

Resumes and Letters of Interest to be sent to the attention of the Town Clerk no later than _____, 2018, and to be clearly marked "Bookkeeper/Receptionist position"

Motion_____ Second_____

- **RESOLUTION TO APPROVE CODE ENFORCEMENT TRAINING**

Resolved, the Town Board of the Town of Minetto hereby 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. The conference is fee, mileage reimbursement, and meals are paid from Line Item A3820.400 Code Enforcement Contractual. This was not included in the 2018 Budget.

- **RESOLUTION TO APPROVE ATTENDANCE TO RECORD MANAGEMENT WORKSHOPS**

Resolved, the Town Board of the Town of Minetto hereby approves the attendance Jennifer Allen and Donna Keating to the Records Management training June 27, 2018 at Volney Town Hall and Scanning of Records July 24, 2018 in Norwich, NY. There is no fee, mileage and meal reimbursement will come from line item A1410.400, and were included in the 2018 Town Budget.

- **RESOLUTION TO ACCEPT DONATION**

Resolved, the Town Board of the Town of Minetto hereby 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.

- **RESOLUTION TO APPROVE UPDATED ROSTER FOR THE MINETTO VOLUNTEER FIRE DEPARTMENT**

Resolved, the Town Board of the Town of Minetto does hereby accept 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.

XI. Executive Session if requested

XII. Adjournment –