

TOWN OF MINETTO
TOWN BOARD MEETING
MONDAY APRIL 13, 2015

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, NY on the 13th day of April 2015.

PRESENT: Wm Dodds Supervisor
Dave Domicolo Councilman
John Familo Councilman
Dominick Yacco Councilman
Jennifer Allen Clerk

ABSENT: Joe Wallace, Councilman; Doren Norfleet, Town Attorney

OTHERS PRESENT: James Sharkey, Superintendent of Highways; Donna Keating, Bookkeeper; Rob Ramsey, Code Enforcement Officer; members of the public

The Supervisor called the meeting to order at 7:05 pm followed by the Pledge of Allegiance.

RESOLUTION 47-2015 MINUTES

On a motion of Councilman Familo, seconded by Supervisor Dodds the following resolution was

ADOPTED Ayes 3 Dodds, Familo, Yacco
Nays 0
Abstain 1 Domicolo

Resolved the Town Board of the Town of Minetto does hereby approve the Board and Workshop minutes from the March 9th and March 23rd meetings with one correction; John Familo is a Councilman.

RESOLUTION 48-2015 AUDIT OF CLAIMS

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
Nays 0

Resolved that the vouchers on Abstract #04 as submitted by Donna Keating have been reviewed by the Town Board and are authorized for payment

There was no discussion.

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General Fund (Voucher 7902 - 7917, 7948 - 7950)	\$	10,336.84
General Fund Pre-pay (Voucher 7899)	\$	2,044.38
General Fund Pre-pay (Voucher 7901)	\$	278.74
General Fund Pre-pay (Voucher 7895)	\$	196.00
General Fund Wire Transer to OSC	\$	1,517.00
Highway Fund (Voucher 7918 - 7841)	\$	23,758.82
Sewer District (Voucher 7942 - 7947)	\$	2,195.15
Sewer District Pre-pay (Voucher 7900)	\$	4,256.44
Lighting District Pre-pay (Voucher 7896)	\$	3,654.43
Water District (Vouchers)	\$	-
Fire District Voucher)	\$	-
TOTAL	\$	48,237.80

RESOLUTION 49-2015 REVENUE AND EXPENDITURES

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved that the revenues and expenditures be accepted as reported by Donna Keating, read by Supervisor Dodds:

	Expenditures March 2015	Revenues March 2015
General Fund	22316.59	1511.66
Highway Fund	49313.61	.78
Sewer District	14886.94	14404.95
Lighting District	3654.43	.01
Water District	0	.07
Fire District	0	0
Pond Meadows 1	0	0
Pond Meadows 2	0	0

There was no discussion.

REPORT OF TOWN OFFICIALS

- **Supervisor Dodds**
- **Councilman Familo**

John Welcomed Nancy Prairie back. He has a proposed draft of new cemetery rates that the board can discuss at the April workshop. The job synopsis for the Waste Water Treatment Plant Operator has been distributed to all board members and will be voted on this evening. John attended the second Climate Smart meeting; the town might do well from efforts of solar panel installs at town owned properties. He attended the Planning Board meeting. He will have side walk specs available at the April meeting. John discussed rescheduling the Highway tour for Monday April 27th. Superintendent Sharkey told them to be there at 4:00 pm. The board agreed. John asked Superintendent Sharkey if he were willing to sit down to discuss the purchase of new plow trucks. Superintendent Sharkey will sit down again with the board.

- **Councilman Wallace**
- **Councilman Domicolo**

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- **Councilman Yacco**

Dominick attended the Tug Hill conference. He has been meeting with the other members of the Benchmark Committee.

PRIVILEGE OF THE FLOOR/PUBLIC CONCERNS

A resident voiced his concern about the pending herbicide treatment to control the water chestnuts. We have all heard it's safe only to find out years later it isn't. This herbicide could affect fish, crustaceans, snails, etc.

Pete Reidy asked Supervisor Dodds if the board had come up with a solution to maintain town property. Supervisor Dodds replied it would be discussed under new business.

Stan Spilman attended the Tug Hill Conference Ethics Training; he thanked the board for allowing him the opportunity to attend. He also attended the Harassment & Discrimination training offered at the town hall. Distracted driving was addressed as well.

OLD BUSINESS

None was discussed.

NEW BUSINESS

Supervisor Dodds said a letter from the board had been given to Superintendent Sharkey. The letter outlines what duties the board wants the highway employees to continue doing that are not under "highway duties" of roads, ditches and bridges.

Supervisor Dodds and the board discussed requesting bids for lawn mowing services. The board asked the clerk to provide a written request for lawn mowing bid to be available Tuesday, April 14th by 6:00 pm.

Mike Falise asked why the board was going to vote to receive bids for mowing services when Attorney Norfleet had outlined the process to take to have the Superintendent of Highways continue these duties. Giving a letter to Sharkey being only the first step; the other steps have been forgotten. This is a disservice to residents of the town.

Addressing Superintendent Sharkey, Joanne Reidy spoke of when Jamie was running for office and said let him know if they needed anything. She is disappointed. How can it take four full-time employees to care for 11 miles of roads?

Superintendent Sharkey responded he is not doing it! He has other work to do; more than this village. The roads have not been ditched in twenty years. The highway work has been neglected. If the garbage was not picked up, he never heard the end of it. He does not have to take on non-highway work if it interferes with highway duties. By the time he is done, the highway employees will never do non-

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highway work again. He has spoken to the Union Business Manager and told him he will go to arbitration. They are holding the town hostage.

Supervisor Dodds added that he and Donna sat down with the Comptroller's auditor and were told it is a "misappropriation of funds" using highway funds to pay for lawn care, park maintenance, etc. He added it is written up in the auditor's report. Councilman Yacco suggested it not a "miss-appropriation" but an allocation error.

Supervisor Dodds and Superintendent Sharkey say the best thing is for the Town of Minetto to be dissolved and become part of Oswego Town. Supervisor Dodds went on to say a lot of people who don't live in the village care less about the parks. They ask why our tax dollars are spent on parks no one in the town uses. According to Dodds, half the town wants the parks, the other half doesn't.

Mike Falise said he has read the auditor's report and did not see any mention of miss-appropriation of funds within the town's budget. He asked for a full accounting of the highway employee's hours. Donna Keating is able to provide this information as the board and highway implemented this change a few years ago.

Citing section 4-11 of the Association of Towns handbook of laws, Supervisor Dodds doesn't want the public speaking unless it is during open forum. He has been asked by the board to keep the meeting times at a minimum.

RESOLUTION 50-2015 DEPARTMENT HEAD REPORTS

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED	Ayes	4	Dodds, Domicolo, Familo, Yacco
	Nays	0	

Resolved, the Town Board of the Town of Minetto does hereby accept the reports provided by department heads.

RESOLUTION 51-2015 BOND ANTICIPATION NOTE

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED	Ayes	4	Dodds, Domicolo, Familo, Yacco
	Nays	0	

SERIAL BOND RESOLUTION

TOWN OF MINETTO

WHEREAS, the Town Board of the Town of Minetto, New York, by Resolution duly adopted on the 13th day of April, 2015, authorized the Town Superintendent of Highways to refinance the cost of the construction of a Town Garage at a cost of \$120,000.00, provided that \$120,000.00 of such costs was to be paid from the proceeds and obligations to be issued pursuant to the Local Finance Law; and

WHEREAS, a Serial Bond Resolution was duly passed by the Town Board of the Town of Minetto, in the amount of \$120,000.00 to refinance said construction, the renewal of said Bond being due April 16, 2016; and

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WHEREAS, The Town Board of the Town of Minetto now wishes to pay the interest and principal due to date and to refinance the remaining principal with a subsequent Bond Anticipation Note;

NOW, THEREFORE, BE IT RESOLVED:

1. That the specific objects or purposed for which obligations are to be issued pursuant to this Resolution is to refinance the construction cost of \$120,000.00 and the plan of financing such cost is as follows:

The cost to be provided by the issuance of serial bonds totaling \$120,000.00 pursuant to this Resolution, and subject to the provisions of the Local Finance Law, the power to authorize the issuance and to sell bond anticipation notes, in anticipation of the issuance and sale of the serial bonds authorized herein, including renewals of such notes is hereby delegated to the Town Supervisor, the chief fiscal officer. Such notes shall be in terms, form and content and shall be sold in such manner as may be prescribed by said Town Supervisor consistent with the provisions of the Local Finance Law.

2. The following determinations are hereby made:

- (a). The period of probable usefulness of such refinance cost is fifteen (15) years.
- (b). The subdivision of Paragraph A of Section 11.00 of the Local Finance Law which is applicable in the circumstance is subdivision 11.
- (c). The proposed maturity of the obligations authorized by this Resolution will not be in excess of one (1) year.

3. That the Town of Minetto issue its Bond Anticipation Note in the amount of \$120,000.00 to finance such cost in accordance with the financial place set forth above. Such Bond Anticipation Note to be issued for a period of one year at an interest rate not to exceed 2.0% at PathFinder Bank.

4. That the full faith and credit of said Town of Minetto, Oswego County, New York, are hereby irrevocable pledged to the payment of the principal of and interest on such bonds as the same respectively come due and payable.

Discussion: A \$160,000 payment is due next week to pay the Bond Anticipation Note for the Highway garage held by Chase Bank. Chase gave notice last April they would not renew the BAN. The board allocated \$40,000 for an interest payment; they are borrowing the \$160,000 balance for one year at 2% interest from Pathfinder Bank. Chase's interest was 1.97%.

RESOLUTION 52-2015 ANIMAL CONTROL TRAINING

On a motion of Councilman Familo, seconded by Councilman Domicolo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto approves for Dave Whalen, Animal Control Officer to attend **Animal Control Problem Solving through Education and Professionalism 2015** seminar in East Aurora NY April 30 through May 1st. The cost is \$70.00 plus \$119 per night hotel fee, meals, plus mileage reimbursement at the 2015 IRS rate. Payment will come out of A0 3510.400 Animal Control Contractual Expense.

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RESOLUTION 53-2015 ACCEPT THE \$500 MATCHING FUNDS GRANT FROM THE ERIE CANAL

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto accepts the \$500 matching grant from Erie Canal Heritage Fund, Inc. The money is to be used for Magic in Minetto.

Discussion: Dick Drosse added the matching funds can include volunteer hours, not employee hours.

RESOLUTION 54-2015 ADVERTISING

On a motion of Councilman Domicolo, seconded by Councilman Yacco the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve for advertising of the 2015 Town Wide Yard Sales to be held June 6th. The advertisement will be placed in the Oswego Shopper. Payment will be withdrawn from A0 6410.400 Publicity Contractual Expense.

RESOLUTION 55-2015 USE OF TOWN HALL

On a motion of Councilman Familo, seconded by Councilman Domicolo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve for AARP to host a Safe Drivers Training May 7th and 8th at the Town Hall with no additional cost to the town.

RESOLUTION 56-2015 BOOKKEEPER TO ATTEND CONFERENCE

On a motion of Councilman Domicolo, seconded by Supervisor Dodds the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve Donna Keating to attend the NYS Association of Towns Bookkeepers conference May 14th and 15th in Rochester NY. The conference fee is \$200; room fee is \$129 per night, mileage at the 2015 IRS rate and meals. Payment will be withdrawn from A0 1220.400 Contractual Expense.

Discussion: Councilman Familo thanked Donna for offering to attend the conference and giving her time. He knows she will be busy upon her return as her desk will be covered with work to be done.

RESOLUTION 57-2015 JUSTICE GRANT

On a motion of Councilman Yacco, seconded by Councilman Domicolo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby Justice Auyer to apply for the 2015-2016 Justice grant funds

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Discussion: Councilman Yacco had discussed the grant with Justice Auyer. His intention is to apply for the maximum amount for the intention of adding an extension to the town hall. It would be a pre-fabricated room attached to the town hall.

REQUEST FOR PRICING

On a motion of Councilman Yacco, seconded by Councilman Domicolo the following resolution was

TABLED Ayes 0
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve for a Request for Pricing on a 4 wheel drive truck and plow for the Sewer Treatment Plant to be sent out per the Procurement Policy.

Discussion: Councilman Wallace had drawn up specs for a used truck and plow. Superintendent Sharkey told the board to purchase a new truck and plow on State bid. The previous truck and plow lasted 15 years. The Kubota tractor at the Waste Water Treatment Plant is not feasible for snow removal at the plant entrance.

The board asked the Clerk to provide them with the latest New York State Procurement price for a ¾ ton pick-up with a straight plow.

RESOLUTION 58-2015 JOB SYNOPSIS WASTE WATER TREATMENT PLANT OPERATOR

On a motion of Supervisor Dodds, seconded by Councilman Familo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby adopt the job synopsis for Waste Water Treatment Plant Operator drawn up by Councilman Familo.

*Class Title: Water Pollution Control Operations Manager
Department: Minetto Sewer District #1*

Date: 03/03/15

GENERAL PURPOSE

Performs a variety of skilled, technical, supervisory and administrative work in the operation, maintenance of a municipal wastewater collection network and a water pollution control plant.

SUPERVISION RECEIVED

Works under the general supervision of the Town Supervisor and the Town Board.

SUPERVISION EXERCISED

Exercises close supervision over any assigned personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Operates and maintains the wastewater collection network, treatment plant and associated facilities to control the flow and processing of wastewater, sludge and effluent in order to meet New York State DEC and other local, state or federal regulations.

Plans, schedules and implements maintenance and operational activities designed to provide quality wastewater collection and treatment service for the sewer district; oversees any contractual construction and maintenance work to determine acceptability and conformance to standards.

Performs the analysis of wastewater, sludge and effluent samples to provide data for the efficient operation of wastewater collection and treatment facilities.

Maintains control and use of, and assumes responsibility for all materials, supplies and equipment used in the maintenance, construction and repair of the wastewater collection and treatment systems and other facilities that fall under the responsibility of the sewer district.

Insures that all necessary materials, supplies, tools and equipment are available by maintaining an inventory. Said inventory is updated regularly, with the master inventory reviewed annually.

Inspects and performs, or supervises the repair of water quality equipment, collection systems, meters, and treatment plant systems at frequent intervals to insure that all aspects of the systems are functioning properly.

Performs daily cleaning of treatment process systems and equipment to minimize the buildup of grease, dirt, etc.

Routinely performs housekeeping functions at the treatment facility to ensure that floors, ceilings, walls, etc are neat and clean at all times.

Routinely scrapes and paints surfaces to ensure proper maintenance and appearance.

Performs preventative maintenance to the exterior of the buildings and grounds.

Mows the lawns and maintains lawns including trimming. Additionally, performs necessary work to maintain the integrity of the fencing securing the treatment facility, including a perimeter of approximately 50' free from trees beyond the fence line.

Performs necessary snow removal at the treatment facility.

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Actively seeks revenue sources. When empowered by the Town Board negotiates fee schedules with various companies and secures Town Board approval of same. Ensures compliance with said agreements

Performs annual visual inspection of the entire sewer network by making a visual inspection of each manhole from grade surface and submits a thorough report of findings including but not limited to deterioration, root infiltration, damming, etc. to the Town Supervisor.

(Sewer District employees are expressly prohibited from entering any manhole unless all confined space standards are met.)

Requisitions needed supplies for the department and maintains a variety of records relating to personnel, equipment, supplies, treatment testing, water consumption, sludge disposal, etc.

Advises the Town Supervisor, Attorney and other town officials in matters relating to department activities and wastewater collection and treatment problems.

Supervises, instructs, evaluates and assists employees in wastewater collection and treatment activities.

Responds to complaints regarding wastewater issues; evaluates the situation, determines if responsibility/liability lies with the sewer district and notifies Town Supervisor of findings.

Insures the proper maintenance of equipment and tools by cleaning and checking equipment and tools after use.

Oversees the safety of assigned employees by instructing workers in proper safety procedures and monitoring work in progress.

Assists in motivating and evaluating personnel by acting as a liaison between workers and the Town Supervisor and Town Board.

Analyzes annual operating costs and projections; makes recommendations for department budget.

Provides recommendations regarding major system components purchases and requisitions all supplies and materials needed for effective department operation.

Participates in short and long-term planning of capital improvement projects.

Assists in the design and installation of new wastewater collection or treatment lines, systems and facilities.

Monitors pretreatment users to assure compliance with discharge requirements.

Enforces rules, regulations, policies and procedures relating to the operation of the wastewater system.

Inspects new tie ins to the sewer system to insure proper installation in accordance with Sewer District specifications.

PERIPHERAL DUTIES

Maintains the drawings and schematics of electrical and other systems in the treatment plant as well as the sewage system, including any extensions that are made.

Operates a variety of power construction and maintenance equipment used in the department.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- (A) Graduation for a two or four year college or university and;*
- (B) Five (5) years experience relating to the construction, repair and maintenance of wastewater collection or treatment systems including the operation of related maintenance equipment, or*
- (C) Any equivalent combination of education and experience.*

Necessary knowledge, skills, abilities:

- (A) Thorough knowledge of equipment, facilities, materials, methods and procedures used in wastewater collection and treatment systems; considerable knowledge of sewer pipe installation, connection and repair; considerable knowledge of wastewater treatment plant operation and maintenance.*
- (B) Skill in operation of the listed tools and equipment.*
- (C) Ability to interpret specific chemical and biological analyses; ability to guide, direct motivate employees, ability to organize and supervise activities, ability to communicate effectively, verbally and in writing; ability to establish and maintain*

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effective working relationships with employees, other departments and the public; ability to negotiate contracts in good faith.

SPECIAL REQUIREMENTS:

Possession of a valid NYS driver's license.

Additional education that must be completed in a timely manner:

- 1. Sacramento Correspondence Course volumes I & II (of equivalent) and;*
- 2. A Basic Operators course and;*
- 3. An Activated Sludge course and;*
- 4. A Laboratory course*

Additionally, the employee must have taken and passed, or agree to take the examination given by the Association of Boards of Certification, every five (5) years.

TOOLS AND EQUIPMENT USED:

Detection devices, mobile radio, telephone, personal computer including word processing and other software, copy and fax machine.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.

The employee must frequently lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

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While performing the duties of this job, the employee occasionally works in outside weather conditions, the employee occasionally works near moving mechanical parts and is occasionally exposed to wet and/or humid conditions and vibration. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock.

The noise level in the work environment is usually loud in treatment process settings, and moderately quiet in office settings.

The work environment frequently requires tolerance of foul odors.

The decontamination of clothing, tools is frequently required.

Discussion: The job synopsis was very nicely written. No copies were available for the Clerk or the public

RESOLUTION 58-2015 TOWN EMERGENCY PLAN

On a motion of Councilman Yacco, seconded by Councilman Familo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve the updates to the Town Emergency Plan done by Councilman Familo.

Discussion: The highway inventory of available equipment was not revised. Using the Methodist Church parking lot in an emergency was not added. No copies were available for the Clerk or the public.

RESOLUTION 59-2015 APPOINTMENT

On a motion of Councilman Familo, seconded by Councilman Yacco the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby appoint Jeff Tonkin to the Planning Board.

RESOLUTION 60-2015 ADVERTISE BOARD OF ASSESSMENT REVIEW POSITION

On a motion of Councilman Familo, seconded by Councilman Domicolo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby approve advertising the open position for the Board of Assessment Review in the Palladium Times newspaper.

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RESOLUTION 61-2015 RECESS

On a motion of Councilman Domicolo, seconded by Councilman Familo the following resolution was

ADOPTED Ayes 4 Dodds, Domicolo, Familo, Yacco
 Nays 0

Resolved, the Town Board of the Town of Minetto does hereby recess the April 13, 2015 regular meeting to Tuesday April 14, 2015 at 6:00 pm to discuss and vote on a lawn mowing request for bid.

With no further business, the meeting was closed at 8:20 pm.

Respectfully Submitted

Jennifer Allen, Clerk

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