

ORWELL TOWN BOARD
Organizational/Regular Meeting
Orwell Town Hall
1999 County Route 2, Orwell, New York
January 10, 2017
7:00 PM

Members Present:
Supervisor William Potter
Councilmen: David Lake, Jeffrey Graham, Robert Martin
Absent: Councilman Nicholas Marshall
Also Present:
Hwy Supt-Doug Henry
NOCA Rep-Robert Trainham
CEO-John Howland
Oswego County Legislator-Milferd Potter
Town Clerk-Traci LaVeck
Public Present: Ryan Jones

Supervisor Potter opened the meeting at 7:00 PM with the Pledge of Allegiance.

Organizational Meeting:

Town Board Appointments and Salaries/Pay Rates for 2017:

Position	Name	Salary/Pay Rate
Code Enforcement Officer	John Howland	\$ 8,888.00
Custodial Worker	Richard Halsey	\$ 6,800.00
Dog Control Officer	Steven Cronk	\$ 2,500.00
Town Historian	Rose Graham	\$ 1,243.00
Attorney for Town	Nelson Law Firm	\$ 125.00/hr out of court \$ 150.00/hr in court
Registrar of Vital Statistics	Town Clerk	\$ 300.00
Purchasing Agent	Supervisor	\$ 0.00
Ambulance Board Representative	Robert Trainham	\$ 0.00
Library Treasurer	Supervisor	\$ 0.00
Water Operator	Marvin Levack	\$ 7,455.00
Asst Water Operator	Eric Pappa	\$ 2,000.00
Water Acct Clerk	Traci LaVeck	\$ 1,243.00

Supervisor Appointed:

Deputy Supervisor	Nicholas Marshall	\$ 0.00
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Highway Superintendent Appointed:

Deputy Highway Superintendent	Jon Roser	\$ 3,204.00
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-Resolution #1-2017

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin to adopt a Resolution approving the aforementioned Appointments and Salaries/Pay Rates for 2017. (4 Ayes) Motion carries as follows:

Councilman David Lake	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman Robert Martin	Aye

The following officers/employees need to file an oath of office with the town clerk within 30 days:

CEO-John Howland
Deputy Highway Superintendent-Jon Roser
Deputy Supervisor-Nicholas Marshall
Dog Control Officer-Steven Cronk
Town Historian-Rose Graham
Water Operator-Marvin Levack

Designations:

A) Bank Depository	Community Bank (Checking) Community Bank (Savings)
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B) Official Town Newspaper	Salmon River News
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Policy Review:

- A) The Town Board reviewed the existing Procurement Policy, Supervisor Potter would like to discuss increasing the amounts listed on the policy at the February regular meeting.
- B) The Town Board reviewed and approved the Investment Policy for 2017 with no changes.

Authorization:

- A) Reimbursement of personal auto expenses for authorized business use at \$.53.5/mile.
- B) Petty Cash fund for the Town Clerk/Tax Collector in amount of \$215.00 and Library \$100.00.
- C) Payment of telephone, utility bill, and court system (IBP) upon receipt.
- D) Payment of postage as needed.
- E) Payment of contracted payments when due.
- F) Deputy Supervisor to sign checks in event Supervisor is unable due to illness, etc.

2017 Regular Town Board Meetings: will be held the second Tuesday of each month at 7:00 PM.

Resolution #2-2017

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to adopt a Resolution to approve the aforementioned designations, authorizations and to establish the 2017 Regular Town Board meeting dates for the second Tuesday of each month at 7:00 PM at the Orwell Town Hall. (4 Ayes) Motion carries as follows:

Councilman David Lake	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman Robert Martin	Aye

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin to adjourn to the Regular Meeting at 7:06 PM. (4 Ayes) Motion carries

REGULAR MEETING:

REPORTS:

A) CEO John Howland handed in his December report and 2016 Annual Report. The CEO's Reports are on file in the Town Clerk's Office.

B) Oswego County Legislator Potter gave his report for January, the County agenda can be found on the Oswego County Website.

C) Water Operator Levack handed in his report for December 2016:

- The latest bacteria test came back satisfactory.
- The sensors on the UV units are still in the process of calibration. Everything else is working properly.
- There continues to be a substantial amount of water in the system. When the tower is full there is still plenty of water in the wet well under the pump house.
- Usage is approximately 16,000 gallons a day.

D) Highway Superintendent Henry handed in the equipment repair cost report for December and went over the highway bills.

- They have been going through more shoes than usual on the plow trucks due to bare roads.
- The highway garage is now set up to do hydraulic hoses themselves to help save time and money.
- There is a bid of over \$1,600 dollars (through Auction International) on the 2004 Chevy pickup truck located at the hwy garage.

-A motion was made by Supervisor William Potter and seconded by Councilman Jeffrey Graham authorizing Highway Superintendent Henry to accept the bid of \$1,600 plus dollars for the 2004 Chevy pickup truck listed on Auction International. (4 Ayes) Motion carries

E) Tug Hill Representative Paul Baxter handed in his report covering upcoming meetings and the Tug Hill Local Government Conference for 2017.

F) NOCA Representative Trainham gave his report for December as well as the NOCA Annual Report for 2016.

DISCUSSION:

A) Tug Hill Local Government Conference on March 30, 2017: Supervisor Potter discussed the conference and asked any board members that may be interested in attending to let him know at next month's meeting.

B) Resolution #3-2017

ESTABLISHING A STANDARD WORK DAY FOR ELECTED AND APPOINTED OFFICIALS OF THE TOWN OF ORWELL

WHEREAS, elected and appointed officials of the Town of Orwell who are members of the New York State and Local Retirement System must comply with Section 315.4 of the New York Codes, Rules and Regulations which requires all elected and appointed officials to establish a standard work day for each office, specifies the expiration of each term, designates the number of days to be reported for each official based on submitted logs and certifies receipt of record activities or that the employer maintains a record of actual time worked; and

WHEREAS, pursuant to the requirements of the New York State and Local Retirement System, Standard Workday and Reporting Resolutions RS 2417-A and RS 2417-B are attached hereto and made a part of the information required by the New York State Retirement System is contained therein and made a part hereof.

WHEREAS, in addition to the reporting requirements as set forth in Subpart 315.3 of the above-mentioned Regulations requires that the Resolution shall be posted on the employer's website for a minimum of thirty (30) days and a certified copy of the Resolution and Affidavit of Posting shall be filed by the Clerk of the Town of Orwell with the Office of the State Comptroller within forty-five (45) days of the adoption of the Resolution.

NOW THEREFORE, on a motion made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin

BE IT RESOLVED, that the Orwell Town Board does hereby establish, pursuant to Resolution, the standard workday for elected and appointed officials as follows;

<u>Title</u>	<u>Name</u>	<u>Standard Work Day</u>	<u>Terms</u>
Town Clerk/			
Tax Collector	Traci LaVeck	6 hrs	01/01/16-12/31/17
Sole Assessor	David Roach	6 hrs	09/01/13-08/31/19
Code Enf.	John Howland	6 hrs	01/01/17-12/31/17
Councilman	Nicholas Marshall	6 hrs	01/01/16-12/31/19
Custodial Worker	Richard Halsey	6 hrs	01/01/17-12/31/17
Assist Water Op	Eric Pappa	6 hrs	01/01/17-12/31/17
Hwy Supt.	Douglas Henry	8 hrs	01/01/16-12/31/17

Resolution is adopted as follows:

Councilman David Lake	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman Robert Martin	Aye
Councilman Nicholas Marshall	Absent

PUBLIC COMMENT: The question was asked whether the Orwell Fire Company is owned by the Town of Orwell or independent, they are independent.

CORRESPONDENCE: Supervisor Potter read the correspondence received since last month's meeting.

Approval of Minutes, Monthly Reports, Budget Adjustments, and Payment of Claims: all are on file in the Town Clerk's Office.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin to approve the December 13 Regular Meeting Minutes as written. (4 Ayes) Motion carries.

-A motion was made by Councilman Robert Martin and seconded by Supervisor William Potter to approve the December 29 Year-End Meeting Minutes as written. (4 Ayes) Motion carries

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to approve the Town Clerk's Monthly Report for December 2016. (4 Ayes) Motion carries

-A motion was made by Councilman Robert Martin and seconded by Councilman David Lake to approve the Supervisor's Monthly Report for December 2016. (4 Ayes) Motion carries.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to approve the following budget adjustments for December 2016. (4 Ayes) Motion carries

General			
Add	A1410.4	Town Clerk (CE)	\$ 48.88
Add	A1620.41	Building (CE)	\$ 361.96
Add	A5010.4	Highway Superintendent (CE)	\$ 48.00
Add	A5132.41	Garage (CE)	\$ 142.03
Add	A8010.4	Code Enforcement (CE)	\$ 19.35
Add	A9060.8	Health Insurance (CE)	\$ 100.99
Deduct	A1990.4	Contingent (CE)	\$ 721.21
General			
Add	A1620.44	Building Improvements	\$ 13,133.44
Deduct	A1990.4	Contingent (CE)	\$ 4,039.67

A1010.4	Legislative Board (CE)	\$	34.26
A1110.4	Municipal Court (CE)	\$	76.21
A1220.4	Supervisor (CE)	\$	837.62
A1355.4	Sole Assessor (CE)	\$	686.22
A1420.4	Attorney (CE)	\$	792.88
A1620.42	Building Electric (CE)	\$	186.60
A1620.43	Building Heating (CE)	\$	2,135.31
A1910.4	Unallocated Insurance (CE)	\$	3.48
A1920.4	Municipal Association Dues (CE)	\$	201.00
A3510.4	Dog Control (CE)	\$	412.96
A5132.42	Garage Electric (CE)	\$	1,020.67
A5132.43	Garage Heating (CE)	\$	2,564.69
A5182.4	Street Lighting (CE)	\$	141.87

Highway

Add	DA9030.8	SS/MED	\$	864.82
Deduct	DA9010.8	NYS Retirement	\$	864.82
Add	DA5142.1	Snow Removal (PS)	\$	13,721.38
Deduct	DA9060.8	Health Insurance	\$	6,462.14
	DA9089.8	Other Employee Benefits	\$	100.00
	DA9010.8	NYS Retirement	\$	4,124.49
	DA5142.42	Supervisor (CE)	\$	837.62
	DA1355.4	Snow Removal Diesel Fuel (CE)	\$	3,034.75

Water

Add	SW8310.4	Administration (CE)	\$	954.00
Deduct	SW8320.41	Source of Supply (CE)	\$	954.00

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to approve payment of the following claims: (4 Ayes) Motion carries

General Fund Abstract #1	Claims #01-09	Amount \$	5,079.91
Highway Fund Abstract #1	Claims #01-10B	Amount \$	13,109.69
Water District Fund Abstract #1	Claims #00-00	Amount \$	0.00

-A motion was made by Councilman Robert Martin and seconded by Councilman Jeffrey Graham to adjourn the meeting at 7:56 PM. (4 Ayes) Motion carries

Submitted
January 23, 2017

Traci S LaVeck
Orwell Town Clerk