

January 13, 2020

Minutes of an Annual Organizational Meeting / Regular Monthly Meeting and Annual Auditing Meeting of the Town of Otisco held on January 13, 2020 at 7:00 PM at the Otisco Town Hall, 1924 Barker Street, and Town of Otisco with the following members present:

PRESENT: Supervisor Glenn R. Hall
Councilman H. Stanley Edinger
Councilman Peter J. Murphy
Councilman Steven J. Loetterle
Councilman Roger Volles

ABSENT:

OTHERS PRESENT: Deputy Town Clerk Georgette T. Waldau, Financial Advisor Thomas Chartrand, Highway Superintendent Scott Eipp, Craig Billinson, Attorney for the Town, Town Historian Kate Fitzpatrick, Ron Fitzpatrick, Julian Hall, Alice Hall, Cynthia Walberger, and Code Enforcement and Building Inspector Robert Hayes

ANNUAL ORGANIZATIONAL MEETING

The Annual Organizational meeting was called to order at 7:00 PM by Supervisor Glenn R. Hall and the pledge to the flag was given.

RESOLUTION # 1

Motion was made by Councilman Peter Murphy and seconded by Councilman H. Stanley Edinger to designate the official depository for the town monies to be NBT Bank.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 2

Motion was made by Councilman Peter Murphy and seconded by Councilman H. Stanley Edinger that the official newspaper for the year 2020 be The Post-Standard, published by Advanced Media New York.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 3

Motion was made by Councilman Peter Murphy and seconded by Councilman H. Stanley Edinger that the regular monthly meetings be held on the second Monday of every calendar month at 7:30 PM at the Otisco Town Hall, 1924 Barker Street, town of Otisco, unless otherwise published.

(Hall, Edinger, Murphy Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #4

Motion was made by Councilman Roger Volles and seconded by Councilman Steven Loetterle that the appointments for the year 2020 are as follows:

Deputy Supervisors (1):	H. Stanley Edinger
First Deputy Town Clerk:	Georgette T. Waldau
Second Deputy Town Clerk:	Tammy M. Ayers
Historian:	Catherine Fitzpatrick
Constable:	vacant
Financial Advisor:	Thomas Chartrand
Attorney for the Town:	Craig J. Billinson
Dog Control Officer:	Laura Holt
Deputy Dog Control Officer:	Thomas Lester
Records Management Officer:	
Bookkeeper to the Assessors:	Cheryl Brunet
Court Clerk:	Georgette T. Waldau

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

It shall also be noted that stated all of the above town appointments are subject to proper performance by the individual and that any appointments could be rescinded by the town board at any time.

RESOLUTION # 5

Motion was made by Councilman Peter and seconded by Councilman Roger Volles that the elected and appointed official's salaries be paid as follows:

Monthly: Town Clerk, Court Clerk, Town Justice, Tax Collector, Bookkeeper to Assessors and Dog Control Office First Deputy Clerk, and Second Deputy Clerk.

Quarterly: Councilman (4), Supervisor, and Assessors (3) and Town Historian

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 6

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles that the reimbursement for mileage while on town business be \$.57.5 per mile.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #7

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Peter Murphy that reimbursement for long distance phone calls involving town business shall be made after proper auditing and submission.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 8

Motion was made by Councilman Roger Volles and seconded by Councilman Steven Loetterle that reimbursement for meals while on town business shall be made in accordance with the federal IRS standard per diem rates.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 9

Motion was made by Councilman Peter Murphy and seconded by Councilman Roger Volles that the Procurement Policies and Procedures for the year 2020 be the same as for the year 2019.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 10

Motion was made by Councilman Peter Murphy and seconded by Councilman Roger Volles authorizing the Supervisor to sign the contract with Thomas Chartrand Accounting in the amount of \$15,700.00 for the year 2020.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 11

Motion was made by Councilman Peter Murphy and seconded by Councilman H. Stanley Edinger designating Town Justice Terrence F. Fischer as the voting delegate to attend the 2020 Annual Meeting of the Association of Towns to be held in New York City on February 16-19, 2020. The alternate being Court Clerk Georgette T. Waldau. Necessary expenses incurred shall be reimbursed when proper vouchers are submitted.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 12

Motion was made by Councilman Roger Volles and seconded by Councilman Steven Loetterle agreeing to the signing of Agreement to Spend Town Highway Funds.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 13

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Peter Murphy that the standard workday for elected and appointed officials is to be six (6) hours for the purpose of determining days worked reportable to the New York State Local Employees Retirement System.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 14

Motion was made by Councilman Loetterle and seconded by Councilman Murphy authorizing the payment of utilities by Supervisor Glenn R. Hall as they come in as not to incur a late charge on billing. It shall also be noted that the supervisor is authorized to approve vouchers for postage stamps.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 15

Motion was made by Councilman Roger Volles and seconded by Councilman Peter Murphy to set the wages consistent with the approved 2020 Town Budget filed in the Town Clerk's Office and the hourly wage rate for any part-time highway employees to be set at \$19.42.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 16

Motion was made by Councilman Steven Loetterle and seconded by Councilman Peter Murphy designating the following polling place to be used for General Elections and Primaries for the town of Otisco: District #1 & # 2 the Otisco fire station, 1933 Route 80, Hamlet of Otisco.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 17

Motion was made by Councilman Peter Murphy and seconded by Councilman Roger Volles appointing Bruce Graham, Mary L. Tarala and Deborah Grousset as members of the Board of Assessment Review.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 18

Motion was made by Councilman Peter Murphy and seconded by Councilman Steven Loetterle setting the pay scale for jurors in the town of Otisco at \$22.00 per day.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION # 19

Motion was made Councilman Roger Volles and seconded by Councilman Peter Murphy to leave the fines set in the Anti-Dumping Ordinance for the Year 2020 the same as for the year 2019.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #20

Motion was made by Councilman Peter Murphy and seconded by Councilman Roger Volles regarding health insurance provided to Highway Superintendent, Scott Eipp, a full-time employee. The town of Otisco pays 80% of premium for health and dental insurance coverage and the employee pays 20% of premium for health and dental insurance coverage and the employee is also responsible for paying their own vision in full through the OCEBA plan X. For retired employees and for the Highway superintendent the town of Otisco pays 100% of health insurance for single coverage through the OCEBA plan X.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #21

Motion was made by Councilman Peter Murphy and seconded by Councilman Steven Loetterle to authorize Supervisor Hall to review the 2020 Insurance Proposal from Eastern Shores Associates that is due to be received at this time and if the coverage that the policy offers meets with his approval, to authorize payment of the invoice.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

Supervisor Glenn R. Hall ended the Organization Meeting and called the Regular Monthly Meeting to order at 7:30 pm.

REGULAR MONTHLY TOWN BOARD MEETING

The minutes of the December 10, 2018 Regular Monthly Town Board Meeting had been distributed via email to all members of the town board by the clerk prior to the meeting.

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles to accept the minutes after the changes are made by Attorney Craig J. Billison.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

HIGHWAY SUPERINTENDENT'S REPORT

The Highway Superintendent, Scott Eipp, gave the following report: The electric for the new Highway Garage has been awarded to Sancomb Electric Co. and the HVAC has been awarded to Precision Heating and Air Conditioning. The Town Board has given the OK for Tony and Jo Construction to start on the new building as soon as the post bid requirements are completed.

RESOLUTION #22

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Steven Loetterle to accept the electrical bid of \$28,000.00 from Sancomb Electrical Service for the new equipment and storage building for the Otisco Highway Department.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #23

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Steven Loetterle to accept the HVAC bid of \$24,000.00 from Precision Heating and Air Conditioning for the new equipment and storage building for the Otisco Highway Department.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

SUPERVISOR'S REPORT: Thomas Chartrand gave his monthly statement of receipts and disbursements for December 2019.

APPROVAL OF PAYMENT OF THE INVOICES

The General and Highway bills were audited. Motion was made by Councilman Steven Loetterle and seconded by Councilman H. Stanley Edinger to pay these bills out of the proper funds. They are General Abstract #1 in the amount of \$ and Highway Abstract #1 in the amount of \$.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

NEW BUSINESS

RESOLUTION #24

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Peter Murphy authorizing Deputy Town Clerk Georgette T, Waldau to assume the duties of Town Clerk, as Linda Perry Hitcings has taken a medical leave of absence for an undetermined amount of time.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

RESOLUTION #25

Motion was made by Councilman Peter Murphy and seconded by Councilman H. Stanley Edinger to participate in NYCLASS (NY Cooperative Liquid Assests Securities System) a local investment pool that allows municipal corporations to pool funds together collectively earn interest on investments.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

TOWN HISTORIAN

Town Historian Kate Fitzpatrick presented the town board with her year-end Historian Report. She is currently working with the Onondaga County Library preservationist on prioritizing the digital archival work. She has met with state Regents historians regarding grants for 2020. Three different company representatives reviewed and gave proposals for the storage room project. Presented town board members with the 3 quotes for approval of choice of shelving system before future decision is made.

ANNUAL AUDITING MEETING

The Annual Auditing meeting began at 8:50 pm. All town board members were present.

The Justice Court Audit for 2019 :

Cases:

Statute	Count
Penal Law	<u>29</u>
VTL	<u>48</u>
Civil	<u>06</u>
DEC	<u>4</u>

Fines Collected \$5691.00
 Bail 1010.00

Georgette T. Waldau, Court Clerk

The Town Clerk Audit for 2019

Interest on Checking Account		0.07
Junk Yard Licenses	2	50.00
Marriage Licenses	0	-0-
Miscellaneous Fees (refund)	1	110.00
Miscellaneous Fees FOIL	50	12.50
Building Permits	30	8,925.00
Conservation	26	81.97
Cert. Marriage Transcripts	8	80.00
Donations	9	247.86
Dog Licensing	153	1073.00
Trash Hauler Permits	3	225.00
Trash Hauler Vehicles	11	275.0
Total Local Shares Remitted		11,080.40
Amount paid to NYS Ags & Market		225.00
Amount paid to NYS Environmental Conservation		1324.03
Amount paid to NYS Health Dept Marriage Licenses		-0-
Total Local Shares Remitted:		1549.03
Total State, County & Local Revenues:		\$12,629.43

Linda Perry Hitchings, Town Clerk

The Tax Collectors Audit for 2019:

\$1,730,683.65	Due Town Supervisor for Warrant Dated 12/27/2018 for 2019 Real Property Taxes
-365.00	Tax Roll Corrections – Warrant Adjustments
+ 3,267.35	Penalties and Fees Collected including 2 nd notices
+ 364.00	2 nd notice fees on Uncollected Taxes turned over to the County
+ 44.81	Interest on Checking Account& Misc.Adj (\$3.31)
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\$1,734,014.94	Adjusted Supervisor’s Total
\$1,730,683.65	Already Paid to Supervisor
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\$3,331.29	Final Payment – Check #906
\$100.00	Petty Cash – Check #907

Cheryl Brunet, Tax Collector

RESOLUTION #27

The Town Board has audited the records of the Court, Town Clerk and Tax Collector for the year 2019. Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger to accept these reports.

(Hall, Edinger, Murphy, Loetterle and Volles) Ayes 5 Noes 0

EXECUTIVE SESSION

At 9:15 pm Supervisor Glenn Hall informed those present the town board would be entering into Executive Session to discuss personnel matters and these discussions should take place in Executive Session with the board meeting in private since issues relating to town personnel matter were to be addressed, and that disclosure of these discussions at this time could impact the town board’s ability to address these matters in the interests of the town and the public.

Motion was made by H. Stanley Edinger and seconded by Councilman Peter Murphy to adjourn the monthly town board meeting and enter into executive session.

(Hall, Edinger, Murphy, Loetterle, and Volles) Ayes 5 Noes 0

REGULAR TOWN BOARD MEETING REDONVENED AT 9:25PM

ADJOURNMENT

Motion was made by Councilman Steven Loetterle and seconded by Councilman Roger Volles adjourn the Annual Auditing Meeting and the Regular Town Board Meeting at 9:36 PM.

(Hall, Edinger, Murphy, Loettele and Volles) Ayes 5 Noes 0

Respectfully submitted,

Georgette T. Waldau
Deputy Town Clerk