

January 11, 2021

Minutes of an Annual Organizational Meeting / Regular Monthly Meeting and Annual Auditing Meeting of the Town of Otisco held on January 11, 2021 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

OTHERS PRESENT: Town Clerk Georgette T. Waldau, Financial Advisor Thomas Chartrand, Highway Superintendent Scott Eipp, Craig Billinson, Attorney for the Town, Town Historian Kate Fitzpatrick, 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 Roger Volles and seconded by Councilman H. Stanley Edinger to designate the official depository for the town monies to be NBT Bank and NYCLASS Inter-municipal investment Plan.

All in favor, motion carried

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

RESOLUTION # 2

Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger that the official newspaper for the year 2021 be The Post-Standard, published by Advanced Media New York.

All in favor, motion carried

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

RESOLUTION # 3

Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger that the regular monthly meetings be held on the second Monday of every calendar month at 7:00 PM at the Otisco Town Hall, 1924 Barker Street, Town of Otisco, unless otherwise published.

All in favor, motion carried)

(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 Supervisor	H. Stanley Edinger
Deputy Town Clerk:	Cheryl Brunet
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:	Georgette T. Waldau
Bookkeeper to the Assessors:	Cheryl Brunet
Court Clerk:	Georgette T. Waldau

All in favor, motion carried

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

It shall also be noted that stated all of the 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 H. Stanley Edinger 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 Officer
Quarterly: Councilman (4), Supervisor, and Assessors (3) and Town Historian

All in favor, motion carried

(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 \$.56 per mile.

All in favor, motion carried

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

RESOLUTION # 7

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

All in favor, motion carried

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

RESOLUTION # 8

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles that the Procurement Policies and Procedures for the year 2021 be the same as for the year 2020.

All in favor, motion carried

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

RESOLUTION # 9

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles authorizing the Supervisor to sign the contract with Thomas Chartrand Accounting in the amount of \$15,900.00 for the year 2021.

All in favor, motion carried

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

RESOLUTION # 10

Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger designating Town Justice Terrence F. Fischer as the voting delegate to attend the 2021 Annual Meeting of the Association of Towns to be held in New York City on February 14-17, 2021. The alternate being Court Clerk Georgette T. Waldau. Necessary expenses incurred shall be reimbursed when proper vouchers are submitted.

All in favor, motion carried

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

RESOLUTION # 11

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

All in favor, motion carried

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

RESOLUTION # 12

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles 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.

All in favor, motion carried

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

RESOLUTION # 13

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles 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.

All in favor, motion carried

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

RESOLUTION # 14

Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger to set the wages consistent with the approved 2021 Town Budget filed in the Town Clerk's Office and the hourly wage rate for any part-time highway employees to be set at \$18.42.

All in favor, motion carried

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

RESOLUTION # 15

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Peter Roger Volles 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.

All in favor, motion carried

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

RESOLUTION # 16

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.

All in favor, motion carried

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

RESOLUTION # 17

Motion was made by Councilman H. Stanley Edinger and seconded by Councilman Roger Volles setting the pay scale for jurors in the town of Otisco at \$22.00 per day.

All in favor, motion carried

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

RESOLUTION # 18

Motion was made Councilman Roger Volles and seconded by Councilman to leave the fines set in the Anti-Dumping Ordinance for the Year 2021 the same as for the year 2020.

All in favor, motion carried

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

RESOLUTION # 19

Motion was made by Councilman H. Stanley Edinger 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.

All in favor, motion carried

(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 7:15 pm.

REGULAR MONTHLY TOWN BOARD MEETING

The minutes of the December 14, 2020 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 Peter Murphy to accept the December 14, 2020 minutes.

All in favor, motion carried

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

HIGHWAY SUPERINTENDENT'S REPORT

The Highway Superintendent, Scott Eipp, gave the following report:

- The new drive through for the Tax Collector and Town Clerk is very successful.
- Purchased the new lawnmower
- Ed Sancomb will be installing the new portable generator for the Highway Garage.
- Specked out the new 10 Wheelers, no prices yet.

SUPERVISOR'S REPORT:

Thomas Chartrand, Financial Advisor gave monthly statement of receipts and disbursements for December 2020. Motion was made Councilman H. Stanley Edinger and seconded Councilman Roger Volles to accept the Supervisors Report.

All in favor, motion carried

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

The General and Highway bills were audited. Motion was made by Councilman Peter Murphy and seconded by Councilman Roger Volles to pay these bills out of the proper funds. They are General Abstract #1 in the amount of \$165,366.21 and Highway Abstract # 1 in the amount of \$53,404.16

All in favor, motion carried

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

CODE ENFORCEMENT OFFICER

Robert Hayes gave the following report:

- 37 Building permits issued.
- Requesting a computer program for Building Codes
The Town Clerk will call surrounding towns to see what programs the other towns are currently using.

TOWN HISTORIAN

Town Historian Katherine Fitzpatrick gave the following report:

- 47 Total requests. 31 requests from town residents, 12 requests from out of town, 4 requests from overseas.
- Awarded 2 Pomeroy markers, West Cemetery and Causeway.
- Currently working on 4 more blue signs from Pomeroy Foundation.

ANNUAL AUDIT

The Annual Auditing Meeting. All town board members were present.

The Justice Court Audit for 2020 :

Cases:

Penal Law	12
VTL	58
AUO's	0
DWI's	6
Speeding	15
CIVIL	6
DEC	10
PHL	1

Total number of cases

Total deposits	\$3294.00
Total checks	-970.00
Total of all accounts	2324.00
Bail Poundage	30.00
Credit card payments	1308.00
Total reportable money	\$3294.00

Georgette T. Waldau, Court Clerk

The Town Clerk Audit for 2020

Marriage Licenses	3	52.50
Cable TV Commissions	3	11,125.53
Redemption Fees	3	70.00
Building Permits	33	11,046.42
Foil	1	25.00
Cert. Marriage Transcripts	2	20.00
Donations	1	30.00
Dog Licensing	109	767.00
Total Local Shares Remitted		\$23,136.45
Amount paid to NYS Ags & Market		158.00
Amount paid to NYS Health Dept Marriage Licenses		67.50
Total Local Shares Remitted:		1549.03
Total State, County & Local Revenues:		\$23,361.45

Georgette T. Waldau, Town Clerk

The Tax Collectors Audit for 2020:

\$1,772,068.78	Due Town Supervisor for Warrant Dated 12/27/2019 for 2020 Real Property Taxes
-136.29	Tax Roll Corrections – Warrant Adjustments
+ 3,098.64	Penalties and Fees Collected including 2 nd notices
+ 414.00	2 nd notice fees on Uncollected Taxes turned over to the County
+ 16.69	Interest on Checking Account
+ .35	Misc. over/short
<u>\$1,775,462.17</u>	Adjusted Supervisor's Total
\$1,772,068.78	Already Paid to Supervisor
<u>\$3,393.39</u>	Final Payment – Check #906
\$100.00	Petty Cash – was used to purchase a 4 drawer lateral filing cabinet for Assessor Office.

Cheryl Brunet, Tax Collector

RESOLUTION #20

The Town Board has audited the records of the Court, Town Clerk and Tax Collector for the year 2020. Motion was made by Councilman Roger Volles and seconded by Councilman H. Stanley Edinger to accept these reports.

All in favor, motion carried

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

EXECUTIVE SESSION

At 8:15 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 Steven Loetterle and seconded by Councilman Peter Murphy to adjourn the monthly town board meeting and enter into executive session.

All in favor, motion carried

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

REGULAR TOWN BOARD MEETING RECONVENED AT 9:30 PM

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.

All in favor, motion carried

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

Respectfully submitted,

Georgette T. Waldau, Town Clerk

