

ORWELL TOWN BOARD
Organizational/Regular Meeting
Orwell Town Hall
1999 County Route 2, Orwell, New York
January 19, 2016

Members Present:
Supervisor William Potter
Councilmen: Nicholas Marshall, David Lake, Jeffrey Graham, Robert Martin
Also Present:
Water Operator-Marvin Levack, THC Rep.-Paul Baxter
Hwy Supt-Doug Henry, NOCA Rep-Robert Trainham
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 2016:

Position	Name	Salary/Pay Rate
Code Enforcement Officer	John Howland	\$ 8,888.00
Custodial Worker	Richard Halsey	\$ 6,600.00
Dog Control Officer	Steven Cronk	\$ 2,500.00
Town Historian	Rose Graham	\$ 1,218.00
Attorney for Town	Nelson Law Firm	\$ 100.00/hr
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	\$ 7,308.00
Asst Water Operator	Eric Pappa	\$ 2,000.00
Water Acct Clerk	Traci LaVeck	\$ 1,218.00

Supervisor Appointed:

Deputy Supervisor	Nicholas Marshall	\$ 0.00
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Highway Superintendent Appointed:

Deputy Highway Superintendent	Jon Roser	\$ 3,141.00
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-Resolution #1-2016

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Nicholas Marshall to adopt a Resolution approving the aforementioned Appointments and Salaries/Pay Rates for 2016. (5 Ayes) Motion carries

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

Town Supervisor-William Potter
Town Clerk/Tax Collector-Traci LaVeck
CEO-John Howland
Deputy Highway Superintendent-Jon Roser
Councilman/Deputy Supervisor-Nicholas Marshall
Councilman-David Lake
Dog Control Officer-Steven Cronk
Town Historian-Rose Graham
Water Operator-Marvin Levack
Board of Assessment Review Member-Linda Taylor
Board of Assessment Review Member-Marilyn Roser

Designations:

- | | |
|------------------------------|---|
| A)Bank Depository | Community Bank (Checking)
Community Bank (Savings) |
| B) Official Newspaper | Salmon River News |

Policy Review:

- A)The Town Board reviewed and approved the existing Procurement Policy with no changes.
B) The Town Board reviewed and approved the Investment Policy for 2016 with no changes.

Authorization:

- A) Reimbursement of personal auto expenses for authorized business use at \$.54/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.

2016 Regular Town Board Meetings: will be held the second Tuesday of each month at 7:00 PM.

Resolution #2-2016

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to adopt a Resolution to approve the aforementioned designations, authorizations and to establish the 2016 Regular Town Board meeting dates for the second Tuesday of each month at 7:00 PM at the Orwell Town Hall. (5 Ayes) Motion carries

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to adjourn to the Regular Meeting at 7:05 PM. (5 Ayes) Motion carries

**REGULAR MEETING:
REPORTS:**

A) CEO Howland turned in his December monthly report, three building permits were issued totaling \$225.00. CEO Howland also turned in his 2016 annual report, 36 permits were issued totaling \$2,759.40. There is a copy of both CEO reports on file in the Town Clerk's office.

B) Oswego County Legislator Milferd Potter was not present.

C) No DCO Report

D) No Assessor's Report

E) Water Operator Levack handed in his report for December:

- The latest bacteria test came back satisfactory
- All of the equipment is working fine
- There is still plenty of water in the system
- There is approximately 15,000 gallons of water being used daily
- The health department conducted their annual site inspection and found everything be to satisfactory

F) Highway Superintendent's Report for December:

- Hwy Supt Henry gave the equipment repair cost report for December and went over the bills for December
- Hwy Supt Henry requested that an annual \$.50/hr raise be given to the four part time highway workers, as well as, paying them time and a half for working Sundays and Holidays.
-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to approve an annual raise of \$.50/hr for the part time highway worker, as well as, getting paid time and a half for working Sundays and Holidays effective January 20, 2016. (5 Ayes) Motion carries
- Hwy Supt Henry also requested that a garage door opener be put in for the overhead door where the loader is kept, he has looked into it and the cost would be around \$2,000.00.
-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Robert Martin to approve having a garage door opener installed for the overhead door in the highway garage. (5 Ayes) Motion carries

G) Tug Hill Representative Paul Baxter was present to discuss upcoming meetings and conferences. The Local Government Conference will be held on Thursday, March 31st at JCC. Registration by March 9th is \$50.00. Tug Hill Commission will be meeting at 10:00 AM, January 25th at the Central Square village offices. Mr. Baxter passed out the 2016 Oswego County Winter/Spring Events Brochure, the brochures are available in the Town Clerk's office.

I) NOCA Representative Robert Trainham gave his report for December.

DISCUSSION:

A) CEO Howland had Orwell fill out paperwork for the Unified Solar Permit Application Program offered by NYSERDA. Supervisor Potter has since received more paperwork to fill out and send in. Orwell will then receive \$2,500.00 from NYSERDA for participating.

B) Supervisor Potter has been getting the books together so that he can meet with Mark See to get the annual report completed for 2015.

C) There was a verbal offer of \$20,415.00 made on the 37 acre parcel located on Hog Back Road which was turned down. The person chose not to make a higher offer. The parcel is listed for \$39,000.00.

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

PUBLIC COMMENT: Public present asked about the status of the playground and sidewalk improvements issues. He suggested that there are Grant opportunities out there to cover improvements. He also wanted to know who is responsible for the upkeep on the sidewalks in town, as the sidewalk in front of his house is in rough shape and doesn't want to be liable if someone should get injured. Councilman Graham believes that the responsibility falls on the homeowners shoulders and that if Mr. Jones wants to remove the sidewalk then that is up to him. Supervisor Potter said that he will look into the possibility of finding a Grant to help with improvements regarding the playground.

Councilman Martin thanked the Board for their part in his father in law's funeral.

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to approve the December 8 Regular Meeting Minutes as written. (5 Ayes) Motion carries

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Robert Martin to approve the December 29 Year End Meeting Minutes as written. (5 Ayes) Motion carries

-A motion was made by Councilman Robert Martin and seconded by Councilman Jeffrey Graham to approve the Town Clerk's Monthly Report for December and the Town Clerk's Annual Report for 2015. (5 Ayes) Motion carries

-A motion was made by Councilman Robert Martin and seconded by Councilman Jeffrey Graham to approve the Supervisor's Monthly Report for December 2015. (5 Ayes) Motion Carries

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Robert Martin to approve the following Budget Adjustments for December 2015. (5 Ayes) Motion carries

General Fund

Add	A1010.4	Legislative Board (CE)	\$	21.06
Deduct	A1990.4	Contingent (CE)	\$	21.06
Add	A1220.4	Supervisor (CE)	\$	482.34
Deduct	A1990.4	Contingent (CE)	\$	482.34
Add	A1410.2	Town Clerk (EQ)	\$	349.99
Deduct	A1990.4	Contingent (CE)	\$	349.99
Add	A5010.4	Hwy Superintendent (CE)	\$	94.92
Deduct	A1990.4	Contingent (CE)	\$	94.92
Add	A9030.8	SS/MED	\$.05
Deduct	A1990.4	Contingent (CE)	\$.05

Highway

Add	DA5142.10	Snow Removal (PS)	\$	3,687.53
Deduct	DA9010.8	NYS Retirement	\$	1,065.00
Deduct	DA9060.8	Health Insurance	\$	2,622.53
Add	DA9030.8	SS/MED	\$	210.94
Deduct	DA9060.8	Health Insurance	\$	134.23
Deduct	DA9089.8	Other Employee Benefits	\$	76.71

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman David Lake to approve payment of the following claims: (5 Ayes) Motion carries

General Fund Abstract #1	Claims #01-11C	Amount \$4,702.32
Highway Fund Abstract #1	Claims #01-07C	Amount \$5,942.01
Water District Fund Abstract #1	Claims #01-01	Amount \$3,447.35

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to adjourn the meeting at 8:28 PM. (5 Ayes) Motion carries

Submitted
January 27, 2016

Traci S LaVeck
Orwell Town Clerk