

February 13, 2012

The monthly meeting was held at 7PM in the Town Hall

Present were: Deputy Supervisor/Councilman:	Sharon Eltz
Councilmen:	Riley Closson
	Jeff Smith
	Nancy Elwood
Clerk:	April Law
Highway Superintendent:	Jim Smith
Absent: Supervisor	Steve Breneman
Planning Board Chair:	Kathryn Elwood

Also present: Justice Rollan Elwood, Hal Hopkins, Denise Hopkins, Accountant Debbie Fisher, Town Historian Beth Hummel, and Marie Peri.

Sharon opened meeting at 7PM with Pledge of Allegiance to the Flag.

**PUBLIC COMMENT:** Hal Hopkins asked if the Town of Taylor had a new CEO Officer. Sharon stated that we would be getting to an appointment of one later in the meeting. Hal then asked if the job was advertised. Sharon stated no & Denise Hopkins said that at the last meeting she thought it was addressed. Sharon then stated at the last meeting the Planning Board had asked to meet him as well & he was the only one to be interviewed. Denise wanted to know how many applications had been received. Jeff answered stating it is not an application deal, it is an appointment. Denise then asked if there was only one application & interview. Sharon stated that Steve did have other names. Denise then asked if it was wise to broaden the search alerting the public & taking applications. Jeff again stated it is not that type of position & said we can move on. Sharon asked if there was anything else. Denise stated that they are displeased with this & want it noted in the minutes. Marie then added that Steve did call other town clerk's to get names of recommended CEO's. Sharon added he did not get good results from Cincinnatus & he also spoke with John Rice to see if he was interested which he is not. Sharon then asked Beth Hummel if she was at the last meeting. She stated Yes, but was not alerted to the meeting of Planning Board, Town Board & New CEO appointee. She really wanted to be & wanted to know how she would have found out. She went to the last Planning Board meeting to find out it had already taken place. She was displeased with not being alerted to the meeting & suggested being sent an Email. She stated that no one from the outside was allowed in making it look like in inside job. Denise added it was definitely an inside thing. Jeff again stated it is an appointment & he is very qualified on his regulations.

Prior to the meeting, The Board members read copies of the minutes.

**MOTION:** "Accept Minutes of meeting as written"

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Riley Closson	Aye	
	Jeff Smith	Aye	
	Nancy Elwood	Aye	<b>carried</b>

**MOTION: “Accept Accountant’s Report as presented”**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

Prior to the meeting the Councilmen reviewed, discussed and signed Vouchers.

**MOTION: Pay Highway Vouchers for a Total of: \$15,032.95**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

**MOTION: Pay General Fund Vouchers for a Total of: \$3,294.46**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

**MOTION: Pay Fire District Voucher for a Total of: \$35,435.00**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

Total funds disbursed was:	\$53,762.41
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**INFORMATIONAL CORRESPONDENCE:**

First thing on agenda is to Appoint Mike Andersen the new CEO Officer for the Town of Taylor

**MOTION: Appoint Mike Andersen as CEO**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

Country Acres Contract is about the same this year, only difference is an increase of \$5.01 hour only. There was then a short discussion about what they mean by “an hour”. Sharon read some of the contract allowed to clear up any confusion. They are our backup & we assume this means that’s what they would charge to come take care of an animal. Sharon then read our contract with Country Acres that gives the timeline for animals that are picked up. Marie then pointed out that we should change it from saying New York State Agriculture Markets to Town of Taylor seeing as all towns now have their own tags. Sharon made a note on the contract changing it so it fits us as a Town better.

**MOTION: Accept Country Acres contract with change**Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye
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Riley Closson	Aye	
Nancy Elwood	Aye	<b>carried</b>

We have to extend and hold the deadline for Tax Collecting from April 1 to June 1

**MOTION:** Extend and hold Tax roll to June 1<sup>st</sup>

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

NYSEG sent us a letter stating that they will monitor our credit. No action needs to be taken, just wanted it mentioned.

Gutchess Lumber Road agreement was explained by Jim Smith. They want a contract so that if they are logging in our township they will know what is expected. They will stay off landings when soft and clean up any mud dragged onto the roads. It is just a written agreement to make everyone feel secure. Jim said they have always been good at cleaning up after themselves. The contract has all trucks permits that are in operation.

**MOTION:**Accept Gutchess Lumber Road agreement

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

After voting Denise asked if the Town's Attorney would review the agreement. Jeff said no, it's a basic agreement. He then stated that he being a logger also does the same. When working in a town he contacts whomever necessary to let them know he will be logging and will clean up when done.

**TAYLOR HISTORICAL SOCIETY REQUEST:**

In January's meeting there was a request submitted by David Fuller. They wanted to store records here in Town Hall. There was a short discussion about climate controls that we have here in the Hall. The humidifier was brought over for our new records room. They suggested using the old room at the garage which is not available. He also mentioned that back room here which is also being used for storage for Highway property. Options are the little room where the Planning Board has their stuff or use the Lawyer's room. Sharon spoke with Pat and she stated that everything is in file cabinets. Beth said she thought they were on shelves, but she is not sure. Beth was told we have some file cabinets here if needed. Rollan stated that the room built for the lawyer's was a joke & suggested they use it since it has a lock. As of now it is just being used for storage. Sharon said that was fine if Rollan was willing to give up the room he had to have, then it was there's to use.

**MOTION:**Allow Taylor Historical Society use the Lawyer's room for storage of records

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

He also requested the Town dump their ditch diggings behind the school house to be leveled out later. This is to help build the school house up due to the pond encroaching on it. Jim said they would once the weather improved and they were able to get to the ditches. Sharon then brought up the question of what type of Resolution needs to be made to support the Historical Society. Jeff then asked what it means by "Supply & Support". Sharon then stated she did not know what they meant by that either. Beth then added she believes it pertains to them asking for things, ex: soil for the pond, which will help to rebuild the ground so it can be mowed. All agreed that it would be nice to see it built back up out of the water, but will be a lot of work. Nancy added that the Historical Society will be doing all the work & have already begun by clearing brush & debris.

#### **RISK MANAGEMENT COMMITTEE:**

Debbie Fisher has suggested we put together a committee that will assess the risk of Records management kept electronically. Debbie stated that originally it was going to be Steve, Sharon & herself. She has suggested April Law be added due to becoming the new Town Clerk. We will work together & bring ideas in front of the board. We will strive to back up records that are kept on & off site, which will avert disaster if computers or hard drives are damaged. We will also work on getting all passwords to town related systems in sealed envelopes to be kept in safe for emergency purposes. We recently went through an incident with the DEC where we could not sell a fishing license because the username & password that were not passed along to the new Town Clerk. Rollan then stated that he would not be giving up his judicial passwords. They are to be kept secret & have to be changed every 90 days. He then said in case of emergency call up Elizabeth Burns & she will have another judge over here immediately until the board appointed a new one & have him go to school. Debbie said that was okay, but it would have to be a part of the resolution. We would want him to put that information in an envelope. Sharon brought up that she had emailed Rollan about this matter because Steve & April have put there passwords in sealed envelopes in the safe, but the board can understand Rollan's situation. Sharon then asked if it was okay for April & Debbie to be on this committee for Risk Management. Debbie then added that it will not get up & running until after tax season.

#### **DEC SALES:**

Sharon then asked the Town Clerk to explain what the situation is with the DEC. April stated that as of right now we cannot sell hunting licenses. When Marie left office they had to negate our account & have a new application filled out by me. I was unaware of this until gentleman came in this month to buy a fishing license & I could not sell it to him because I did not know the password or username for the DEC program. I have to fill out the application and send it along with a letter from Marie Peri stating that I was trained by her & she was trained by DEC. I received that letter tonight before the meeting & will be mailing it out as soon as it is notarized by Rollan. Marie called the DEC and this is what was told to her. Sharon asked if we had a date as to when this would be taken care of, I replied I did not have a date. Marie said she wrote in the letter that she would like to have it up & going by March for fishing season. Rollan then stated we should have had this taken care of with the turnover time. Marie said she should have taken care of it by the end of the year, but because she wasn't around it didn't get done. I then assured Sharon it is in the works & hopefully by March.

Sharon had Town Clerk hand out the new Town Law Manuals that were ordered for the board. Marie asked if April also handed out the Amendment for last month's meetings, which was done. Steve also wanted it in the minutes the names of those that have been given keys to this building

Steve Breneman:	All doors
Jim Smith:	Back door & pass door
April Law:	Clerk's door & her office door

Rollan Elwood: Judge's door & his office door

Rollan asked if April had the other key to his office, there were 2 sets. Sharon answered that Steve has it. Rollan said it was probably better if April had it to put with the other keys in the drawer. Sharon said the keys are all here on the premises.

Kathryn Elwood: Clerk's door

Pat Johnston: Clerk's door

As far as we know that is all the keys that have been given out. Jeff asked who had the key for the Records room & Sharon replied April does.

### **ACCOUNTANT'S REPORT:**

Debbie brought a copy of the transfer sheet for everyone & asked if they reviewed it. This is a recommendation of transfers to bring the budget back online, anything that says negative is over budget. We have to pull from one line to the other to make the lines balance. Jeff then questioned a specific line & Debbie told him that was the building. When we put in the heat & insulation, it is different than the actual purchase of the building. The other line, \$20,570.00 would be the purchase of the loader as well as a large equipment repair of almost \$11,000.00. There was a small discussion & it was said to be the Highway's truck that was being repaired. At the bottom of the page you see \$69,000.00 coming out to pay for the loader & the \$91,000.00 was to purchase the building. Debbie pointed out that \$14,000.00 to come out of the reserve account to bring everything even. Debbie then explained that we agreed to pull out the \$69,000.00 in January's meeting to pay for the loader. Then there was question as to when the Motion was made to pull money to pay for the building, it is believed to be in January or February's minutes of 2011. April said she would look it up for the next meeting. Debbie pointed out the \$14,000.00 was never made into a Motion to transfer. She looked through old minutes & never found where it was. There was a short discussion that we should make it tonight

### **MOTION:** Transfer money out of the building reserve fund to pay for the building

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

### **MOTION:** Transfer \$14,749.55 out of reserve fund to pay for building improvements

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

### **MOTION:** Allocate funds between budget lines to balance

Made by Jeff Smith, 2<sup>nd</sup> by Riley Closson

Votes Cast:	Jeff Smith	Aye	
	Riley Closson	Aye	
	Nancy Elwood	Aye	<b>carried</b>

### **JUSTICE REPORT:**

Rollan started off by explaining his abbreviations to the board from his end of the year report. PL-Penal Law, VT-Vehicle/Traffic, CIV-Small claims, DEC-Conservation, AM-Ag markets/Dogs. Rollan then brought up the situation with the Upton's & suggested we send them the bill asking them to pay it in 30 days or

serve them & bring them in for a small claims. They are responsible for it & it should not fall to the town. He suggested we send one copy regular mail & one copy Certified mail with no return address. Jeff agreed that is probably the best way to deal with it, but also said we should ask the lawyer. Finally Rollan asked how the board wanted his quarterly report. Sharon answered pretty much the same thing as he hands in for year end, we just want them quarterly. Sharon asked Rollan if we add up all his figures in his end of the year report, does that give us an accurate count of what he did last year. Rollan said basically & pointed out how numbers had dropped. He added that all the courts have seen their numbers drop unless they are right along the highway. Riley then said "when is the last time we saw a cop around here?" Sharon added she saw one about a week ago which was thought to be because of Eltz's alarm system going off. Beth said she had cops up by her place chasing someone who fled from police.

#### **ANIMAL CONTROL REPORT:**

Steve was supposed to let Dean know we are waiting on his report. We still have not received anything from him. We know he never did the dog enumeration or issued summons to overdue dog licenses. Sharon asked if we still have unlicensed dogs to which the Clerk answered yes. We sent him a list of overdue dogs. The Clerk then asked Rollan if he had seen anyone in front of him in court he replied no.

#### **HIGHWAY REPORT:**

Jim is still very happy with the furnace & insulation. He has figured that in the first 3 months we have used 4 ton of Coal which is less than \$1000.00. He understands it has been an easy winter, but we would have spent \$3-4,000.00 a month last year. He is excited & can't wait to get the other ceiling done too. Where the sun hits & melts the snow it is leaking in, the new insulation has kept the other side dry. It has made it a lot more comfortable in the garage. We need to get another 100 ton of salt & hopefully that will get us through this winter. He said we have used a lot of salt this year due to the freezing rain. Some of the roads are quite sloppy due to the weather. Jim also said that up above Hopkin's place he had to back out because he sank right in. Cincinnatus has rented a tractor from Steven's Equipment @ \$75.00 an hour with a boom mower. They rent by the week or month & Cincinnatus got them to rent by the hour. Cincinnatus has the mower until the 1<sup>st</sup> of April & it is doing a beautiful job getting over the ditches. Jim was wondering if when they are done with it if the town could rent it for 8-10 hours to get some brush cleaned up & mow down ditches. Jim will notify the guy & ask if we can use it. It is a good size Challenger, four wheel drive & it is set up nice. It has nice heavy weights on the tires, much better than the County's equipment. Cuyler & Lapeer just bought a new tractor with a boom on it. Jeff thought that would be a good idea & something to look into. Jim said when they are not plowing they have been cleaning & hauling out over to the garage.

#### **PLANNING BOARD REPORT:**

Jim reported that the subdivision with the County & Pudney's is done. Kathryn does have copies of the minutes from last meeting, but didn't get them down here due to sickness. Jeff asked what was done about the driveway & Jim told him that they bought a 30 foot right away. Nancy asked if it was supposed to have a driveway in the deal. Jim replied he always thought it was illegal to sell land locked land anyways. Jim has a meeting at 9AM this weekend for training on the new radio system. He thinks it is going to be quite complicated to use. They are valued at \$2500-\$2700 apiece. They come & put them on each piece of equipment & if it needs to be changed the County must do it. If you take it out & change it they will know. Everyone that has a scanner now will now have to pay \$500.00 to be able to scan this frequency. Jim likes how it is setup with a few towns working together. It will prevent a lot of confusion all on one channel. Jim explained how the different towns will be on their own channels to prevent confusion. The County will have their own channel, it is a nice & handy system.

**CLERK'S REPORT:**

During the month we did no marriage, hunting or dog licenses. As Tax Collector I have taken in \$365,968.94. A check was written to Steve Breneman in the amount of \$276,844.00 which pays off the Supervisor Revenues for the year. Marie stated that was the first time ever that we were able to do it in January. She attributed it to the new payment plan in force this year. A check was also written to Cortland County Treasurer's office for \$50,000.00 to begin payment on 2012 tax year. Total amounts disbursed were \$326,844.00. Sharon asked if we had a lot of people participate in the payment plan I answered my guess would be 20%. I have also appointed Marie Peri as Deputy Town Clerk to help with Taxes. I am still coming across Tax questions that I need help with & legally Marie can't help unless she is made a Deputy. Jeff commented that she was a good person to help seeing as she did it for so long.

Sharon then added we forgot to mention that Rollan did get his extension in writing and he had until March 15, 2012. Nancy asked if the board knew of anyone to lower the Judge's bench. Jeff joked he had a chainsaw. Rollan then discussed how he needed it jacked up and cut down at least three inches and change the writing desk to a proper height. He also mentioned he would like to have a railing built that would work as a Jury box. Debbie then reminded him he has until March 15 and wondered if this could all get done. Rollan answered yes, then asked if anyone knew the amount left from the grant. There was some discussion about the cost of the bench. Sharon answered the bench was \$1300.00. Rollan then did some figuring and came up with the figure of \$1500.00 being left to work with. Sharon then told him Debbie could look it up and asked again if this will be done by March 15. Rollan then said anything left over could be used to pay for improvements done to his office and this building. Jeff said all those should be covered in our fund. Rollan said as far as all the small stuff he has all he wanted unless we wanted to get 5 more chairs which would give us the 20 we wanted. Sharon said we can't do that now because it wasn't done in the first 180 days. Rollan then suggested we go back and change the dates on the bill. There was some laughter and Jeff commented that's the Judge saying that.

**MOTION:**To adjourn meeting was made by Nancy Elwood, 2<sup>nd</sup> by Jeff Smith...carried  
Respectfully Submitted,

April D. Law  
Town Clerk