

January 8, 2013

The regular monthly meeting of the Town Board met at 7PM in the Town Hall

Present were: Supervisor: Steve Breneman  
 Councilmen: Sharon Eltz  
 Jeff Smith  
 Riley Closson  
 Nancy Elwood  
 Planning Board Chair: Kathryn Elwood  
 Highway Supervisor: Jim Smith  
 Town Clerk: April Law  
 Code Officer: Mike Andersen  
 Absent was: Dog Warden: Chip Elwood

Also present were: Accountant Debbie Fisher, Historian Beth Hummel, Marie Peri and Legislator David Fuller.

Steve began the meeting at 7Pm with the Pledge of Allegiance to the Flag.

**PUBLIC COMMENT:**

None

Prior to the meeting the Board read copies of the minutes

**MOTION: "Accept the minutes of meeting as written"**

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith  
 Riley Closson  
 Nancy Elwood **carried**

**MOTION: "Accept Accountant's report as written"**

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith  
 Riley Closson  
 Nancy Elwood **carried**

Prior to the meeting the Board reviewed, discussed and signed vouchers

**MOTION: Pay Highway Vouchers for a total of: \$13,647.03**

Made by Sharon Eltz, 2<sup>nd</sup> by Nancy Elwood

Votes cast: Jeff Smith  
 Riley Closson  
 Nancy Elwood **carried**

**MOTION: Pay General Fund Vouchers for a total of: \$12,169.71**

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith  
 Riley Closson

Nancy Elwood	<b>carried</b>
Total Funds disbursed was:	\$25,816.74

**INFORMATIONAL CORRESPONDENCE:**

Steve started by talking about the Fire protection & Emergency Medical Service Contract and says it has gone up 2% to \$36,000 and we will just sign it and send it in. Steve quickly went over all the Policies the Town holds and said anyone was welcome to look the over if they would like. Steve then had Debbie discuss the New York State Comptroller coming in last week to do a risk assessment of the Town of Taylor. They interviewed everyone individually and questioned them about policies and procedures. Debbie said they asked her if the Town has an Investment Policy, defines how you use investments, and they stated that the Town does have to put one into effect. They said they would get the Debbie the paperwork on this and she should have it by the next meeting. She said she was also asked about an Ethics Policy and David thought the Town had put one into effect some years ago but Marie didn't agree. Debbie said this was an issue that also needs to be addressed. There was some discussion as to what Policies the Town does have and who has copies. Jeff stated that we have some new Board members that have no copies of this and he wasn't sure if everyone else already had them. Steve told Jeff we would make copies for everyone on the Town Board for next meeting. Steve reported that at the risk assessment he learned that we are no longer able to use the rubber stamp on checks for Steve's signature. He was told by the Comptroller that villages can but Towns are not allowed. Sharon brought up an issue with smoking on the premises and asked the Board if we should make up rules regarding this. There was some discussion and Steve asked Mike to clarify how we would deal with that. Mike stated that it was completely up to the Individual or in our case The Board. Mike said they can choose it however they would like; you can say no smoking on premises or 100,200,300 feet from building. Steve asked about the Highway Garage and Mike said that would be Jim's call, he could make the rules there. Steve then asked if he could designate a specific area for smoking here at the Town Hall to which Mike answered yes sand Steve asked if it was okay to make the backroom a designated smoking area and Mike said yes. Mike did point out that there is to be no smoking in the assembly hall but the back storage room is fine. Steve moved onto a Sprague Insurance disability bill which states that Zurich is getting out of the disability business and the Insurance will now be through Sprague. Norm's disability is through Zurich Insurance now, but Steve is concerned that they will not automatically cover him in the switch. The Insurance bill is paid but Zurich bill will be paid out after tonight's meeting, approved voucher. Steve has suggested paying both would be an extra \$70.00 but we would be double covered and guaranteed to have no issues The Board discussed and agreed that we need to be sure we have coverage and Debbie suggested calling Zurich and explaining to them what we have been told by Sprague Insurance. Steve agreed that would be a good idea and said he would take care of it.

**MOTION:**Check with Zurich regarding coverage, at Steve's discretion pay disability Insurance

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith

Riley Closson

Nancy Elwood

**carried**

Steve presented the paperwork from Cortland County Treasurer's Office to extend the Property Tax Collection until the 1<sup>st</sup> of June 2013.

**MOTION:**Extend collection of Property Taxes until June 1<sup>st</sup>, 2013

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith

Riley Closson  
Nancy Elwood **carried**

Steve has called Time Warner for figures to present to the Board for switching telephone/internet providers. Steve was very happy with the figures and said that these numbers given are where Frontier said they would be. He was quoted \$119.00 a month +\$7-10.00 in taxes for 2 phone lines and an initial hookup fee of \$50.00. Steve said if you compare the two bills we would be saving about \$100.00 a month and asked the Board to consider switching providers. The quote given is good until February 7, 2013 and if we sign up right away they will also give us a credit of \$80.00. The Board discussed it briefly and all are in agreement that we should switch. Steve added that he was not sure what kind of early cancellation fee that Frontier may hit us with and they discussed how long our contract was for to which Steve replied 3 years. Riley asked if he had the quote that Frontier had given us to fight with them over the rise in price but Steve said he never received an official quote for them just verbal numbers. Steve said he would call Frontier to ask about the cancellation fee but didn't feel it would be more than a couple hundred dollars at the most. The Board did not feel that was an issue and Steve said they could be here in two weeks to set us up.

**MOTION:**Accept Time Warner Cable as our Telephone/Internet provider

Made by Jeff Smith, 2<sup>nd</sup> by Sharon Eltz

Votes cast: Jeff Smith  
Riley Closson  
Nancy Elwood **carried**

We have received the Country Acres agreement and it is the same as last year, but Steve did want to talk about a couple of issues. Country Acres recently had to pick up a dog and sent the Town a bill for \$75.00 when asked about it they said they did not pass the fee along to the dog owner because there was also a \$200.00 vet bill attached due to the dog being covered in porcupine quills. The owners claimed the dog and paid the vet bill along with a \$10.00 pickup fee. Country Acres has sent us a check for the \$10.00 pickup fee and Steve was told that we may want to reconsider that charge. New York State at one point said the fee could be no higher than \$25.00 and now the State is saying it should not be lower than \$25.00 and Steve asked The Board to consider revising that fee. After some discussion The Board said they would pay the \$75.00 bill at next month's meeting.

**MOTION:**Accept Country Acres Dog Contract, same as last year

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith  
Riley Closson  
Nancy Elwood **carried**

Steve said he received an email from the State Audit and everything was good. We are at a 2% Tax cap which is within the limit for 2013. Sharon then moved onto a webpage that John Walsh has begun to work on for the Town of Taylor. John has purchased the domain name for Taylor for one year if we would like to use it. John would like to set it up so that page 1 contains pictures and hours for the Clerk, page 2 would be a list of all personnel, page 3 would display a Town calendar for board meetings and such, page 4 would hold minutes and Town laws/Policies for the public to view and page 5 would contain links to other sites that contain pertinent information. John has embedded a calendar already so that we could update it with all Board meeting dates as well as any other events that are coming up; amnesty day, planning board meetings, etc. The Board discussed it and felt it was a great idea because

people can get online and look up a lot of information. Sharon said she thought that John had to pay \$3 or \$4 a month to purchase the domain name and has done so for a year at: [www.taylorony.org](http://www.taylorony.org).

**MOTION:**Accept web page John Walsh has set up & work with April to learn system

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast: Jeff Smith  
Riley Closson  
Nancy Elwood

**carried**

**HIGHWAY REPORT:**

Jim said everything was running smoothly until yesterday when the new truck, Sterling, broke down. It is down being fixed and has the back end yanked out of it. Jim said he thought it was the Transmission but the mechanic said the Transmission was perfect and went to the other end and that is not so perfect. Jim was not sure exactly what was wrong with it but it is getting taken care of. Jim said he has asked Jim Aiken to come in and give him a quote for a 6 unit panel to hook a generator up to in case of a power outage. The big doors need power to open and they can't be over there trying to open the doors on ladders trying to get the trucks out the door. Jim has stopped in and looked at it and Jim is still waiting on the quote. Jim said he thought he had a generator that was big enough to run the necessities over at the garage if ever necessary. Jim said he is still happy with the Insulation and it is very nice and warm over in the garage.

**YEARLY APPOINTMENTS AND DESIGNATIONS:**

**MOTION:**

Appoint Steve Breneman Budget Officer per Steve Breneman

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Sharon Eltz Deputy Supervisor per Steve Breneman

Made by Steve Breneman, 2<sup>nd</sup> by Jeff Smith

Appoint Jaime Breneman Deputy Clerk & Registrar per April Law

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Elroy Eltz Deputy Highway Supervisor per Jim Smith

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Steve Breneman Voting Delegate for the Assoc. of Towns

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Retain Alliance Bank NA as the Town's Financial Institute

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Michael Andersen Official Code Enforcement Officer

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Confirm the following members of the Planning Board: James Smith-12/17, Grant Preston-12/18, Linda Crowley-12/12, Wayne Elwood-12/16, Judy Wesser-12/15, Kathryn Elwood-12/16, and Mike Allen. Whitney Meeker will be Sectary but have no vote.

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Elizabeth Hummel as Town Historian

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Wayne Elwood Official Animal Control Officer

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Retain Ronald T. Walsh as the Town's Attorney

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Confirm the following as the Town's Assessment Review Board:  
Sharon Eltz, Marjorie Parks and Wendy Blanchard

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Appoint Debbie Fisher as Town's Accountant	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Continue monthly meetings on the 2 <sup>nd</sup> Tuesday of each Month at 7PM	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Allow pre-approved payments of utilities & Health Ins. To meet due dates	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve Highway Superintendent Salary at budgeted amount of \$ 35,850.00 for compensation of an expected minimum of 40 hrs. per week performing Town Highway Business, to be prorated for 26 payments.	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve Highway wages as budgeted	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve payroll on Thursday, bi-weekly starting on 1/1/13	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve payment of \$1500.00 (after deductions) into IRA account for full time employees who have worked at least one complete year. To be paid annually with the last scheduled payroll of the year.	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve Salaries of Appointed and employed persons at the budgeted rates	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve payment for Tax Collector on or before 6/30/2013	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve Elected Officials Salaries at the budgeted amount to be paid with the first payroll of December 2013	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Approve Fire Contract as presented	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Harassment Policy as presented	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Procurement Policy as presented	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Personnel Policies, Rules & regulations	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Drug-Free Workplace Policy	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Excessive Force Resolution Policy	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith
Adopt Fair Housing Policy	Made by Sharon Eltz, 2 <sup>nd</sup> by Jeff Smith

**All of the above motions were each voted on separately, with all Ayes.**

#### **PLANNING REPORT:**

Kathryn gave a copy of her report to Steve and told the Board that the Planning Board had 1 meeting last year to finalize the sale of land for the Communication Tower with the Pudney's. There was not enough business to warrant anymore meetings. Kathryn stated that several members of the Planning Board had attended some other meetings on drilling and such throughout the year.

#### **CODE ENFORCEMENT:**

Mike stated that he has closed out the Building Permits for the Yale and Bell properties and they are done. He has received a call from Marjorie Parks about replacing a garage that burnt down. Mike said they are up in the air right now as to whether it is Agricultural or not. Mike explained that once you put a tractor in it, it becomes a garage not a barn. He will see Marj on Friday and sit down to talk with her about this issue. He then said he had called the Fire Chief in Cincinnati because there have been 2 fires in the Town of Taylor and he has never been notified. He pointed out that there was a fire at Kathryn's

awhile back and now Parks', and he is supposed to be notified within 24 hours that these structures have burned. Kathryn told Mike she was unaware she needed to call him and Mike said no it was not her responsibility it was the Fire Departments. Sharon mentioned that Schuyler's have also had a fire recently and Mike said he was unaware of that one. He is hoping that they will start to call him from this point on. Mike moved onto the Wilkin's case and he is due in Town Court on January 16, 2012. Mr. Wilkin's was told that a fine of \$100.00 a day would go into effect on November 15, 2012 and the property has not been taken care of. Steve asked Mike what happens if he doesn't show up and Mike said then we issue a bench warrant for his arrest. Mike then explained that the bench warrant would only be enforced if they picked up during a traffic infraction, they will not just go get him at his home or work. Mike said we also had the option of jail time according to our Local Laws and felt this has gone on way too long. He said the only other option we would be left with is to have the Highway Garage guys clean it & close it up then put all costs on his Tax Bill then if not paid within 3 years the County will auction off the property. There was a small discussion as to who would put it on the Tax bill and David Fuller said that the information should be sent to Cortland and then the County will levy it on his Taxes. Steve then asked about the signs that have been posted and how much we are charging for them. Mike said in a letter to Mr. Wilkin's we stated that we would charge \$20.00 per sign that needs to be posted on the building, but wasn't sure if we ever gave a price to the Cheese factory owners. Mike said that Groton charges \$25.00 per sign and feels that \$20.00 is a good fee. Mike said that he feels some buildings on these back roads should have signs to alert firefighters. He doesn't want to post every property that has a falling down structure just the ones that may look like someone could live there. Mike said State Law says that if you are not in the property for 6 months it needs to be closed up, if you are not in the property for 1 year all combustibles must come out as well. Some of the properties on the back roads are questionable and Mike thinks it should be considered posting them.

**MOTION:** Charge \$20.00 per sign Mike has to post on vacant properties

Made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith

Votes cast:     Jeff Smith  
                   Riley Closson  
                   Nancy Elwood

**DOG WARDEN REPORT:**

Chip was absent but gave Steve a report stating that he had 3 dog calls last year and those were taken care of efficiently. Steve said he is happy with Chip and thinks he has done a good job.

**TOWN CLERK REPORT:**

April reported that she sold \$765.00 in Hunting Licenses for the month. On or about January 14, 2013 DEC will automatically deduct \$756.58 from our checking account leaving \$8.42 in commission for the Town. We licensed no new dogs on the Town of Taylor last month but did supply 7 certified copies of death certificates for a total of \$70.00. The check was written to Steve for \$78.42 and a copy is on the back of her report, total funds disbursed this month were 835.00.

Steve took a moment to say Thank You to everyone for another great year and Thanked all the new members/ employees on a job well done. Jeff wanted to rake a minute and ask David Fuller what was going on with the Tower on North Tower Road and why they built a new Tower right next to the old one. David Fuller answered that the Tower that was there was abandoned because it is a mess. No one thought it would be worth fixing and they put up a new one. Jeff and David discussed the desire for Fracking and windmills and David said no one wants them here to which Jeff got upset saying one woman put in solar panels and she is against the windmills and David said she is against the windmills

not solar power. Steve interrupted chuckling and said we were not going to go there tonight. Debbie wanted to add before the meeting was adjourned that anyone submitting vouchers or invoices must have them in by the Thursday before the Board meeting.

**MOTION:**Adjourn the meeting was made by Sharon Eltz, 2<sup>nd</sup> by Jeff Smith....carried

Respectfully Submitted,

April Law