

Newfield Town Board Organizational Meeting
January 3, 2013

Present were: Councilperson Trask, Councilperson James, Councilperson Laughlin, Councilperson Powers, and Supervisor Driscoll.

The Annual Organizational Meeting was called to order at 6:02 PM by Supervisor Driscoll and opened with the Pledge of Allegiance.

NEW BUSINESS

Supervisor Driscoll read proposed RESOLUTON NO. 1- 2013 as follows:

RESOLUTION NO. 1- 2013

APPOINTMENTS AND REMUNERATION

1. Harry Wright is hereby officially appointed Town of Newfield Fire and Building Code Enforcement Officer at an annual salary of \$33,360.
2. Water and Sewer Billing Clerk shall be Karen Kenerson at an annual salary of \$1,507 per year.
3. Tax Collector shall be Karen Kenerson.
4. Youth Recreation Director shall be Dustin James at an annual salary of \$29,250.
5. School Crossing Guard shall be Jenny Rumsey at an hourly rate of 8.50 per hour.
6. Water/Sewer Supervisor shall be Rob Brewer at the hourly rate of \$23.75.
7. Christine Wright shall provide cleaning services for the Newfield Town Hall at an annualized rate of \$3,000 as adopted in the 2013 Town budget.
8. Justice Payne's Court Clerk shall be paid an annualized salary not to exceed \$12,240 as adopted in the 2013 Town budget.
9. Justice Dresser's Court Clerk shall be paid an annualized salary not to exceed \$12,240 as adopted in the 2013 Town budget.
10. The Deputy Town Clerk shall be paid \$13.29 per hour not to exceed \$18,396 as adopted in the 2013 Town budget.
11. The Supervisor's Bookkeeper/Assistant shall be paid \$18.40 per hour not to exceed \$28,080 per year as adopted in the 2013 Town budget.

Motion was made by Councilperson Trask to accept RESOLUTION NO. 1-2013 and seconded by Councilperson James.

Discussion: Councilperson Trask asked that Harry Wright be also listed as: Environmental Code Officer. Councilperson Laughlin asked if the pay increase included the amount paid to the past Environmental Code Officer.

Vote: Councilperson Trask: AYE, Councilperson James: AYE, Councilperson: AYE, Councilperson Laughlin: AYE, Councilperson Powers: AYE, Supervisor Driscoll: AYE. Motion Passed.

Supervisor Driscoll then read proposed RESOLUITON NO. 2-2013 as follows:

RESOLUTION NO. 2 - 2012 OTHER AUTHORIZATIONS

1. Official meeting dates for the Town Board Meetings are the second Thursday of each month at 7:00 pm corresponding to the following dates: Jan. 10, Feb. 14, March 14, April 11, May 9, June 13, July 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, and Dec. 12. Work Sessions will be held monthly and usually on the fourth Thursday at 7:00pm.
2. Town officials will be reimbursed for use of personal vehicles to conduct Town business at the rate of 56.5 cents per mile.
3. Highway Department workers, the Deputy Highway Superintendent, the Deputy Clerk and the Bookkeeper shall be paid weekly. Elected officials and all other Town employees shall be paid monthly on the first day of each month. The Town reserves the right in 2013 to change the payroll cycle from weekly and monthly to bi-weekly.
4. The Highway Department is authorized to perform in-kind services for the Newfield School District but for the fuel costs which shall be reimbursed by the District to the Town.
5. The Town shall pay monthly time sensitive recurring expenses such as utility bills, monthly employee benefit payments and the like prior to the regular monthly Board Meeting such payments to be included in the Monthly Abstract presented to the Town Board for its Audit.
6. Highway Superintendent shall purchase salt, gas, diesel fuel and tires on State or County bid basis.
7. The Bookkeeper is charged with the management of employee benefits and notice of these as required by contract and appropriate to the employees.
8. Alan Chaffee shall be the Town Historian.
9. The Supervisor is authorized to sign a contract with Harris Beach PLLC for the services of Edward Hooks, Esq. for the year 2013.

Motion was made by Councilperson Powers to accept RESOLUTION NO. 2-2013 and seconded by Councilperson Trask.

Discussion: Councilperson Trask asked that a friendly amendment be added that:

The Town Clerk open and time stamp incoming mail.

The Supervisor and Code Enforcement Officer to provide weekly time sheets.

All meetings and work sessions to be recorded and have minutes taken by the Town Clerk.

Supervisor Driscoll feels that there are protocols that need to be honored and discussed. Mail that comes in that is labeled confidential, and that is a protocol that needs to be determined and discussed. It was agreed to discuss this topic at the work session and then entertain this topic at the next regular Board Meeting. Councilperson Powers agreed that all mail should be date stamped.

Supervisor Driscoll added that if the Code Enforcement Officer and Supervisor needed to keep a time sheet, then all elected official should keep time sheets. Councilperson Trask said he was fine with that. Supervisor Driscoll added that New York State law says there are no stated hours for work to be performed by elected officials, it is fine to ask an employee who is hired by the Town Board to do if requested by the Board. Councilperson Trask stated that currently there was not any documentation to support time worked.

Councilperson Powers stated that at the last Board Meeting there was discussion concerning hours worked for health care benefits. She thinks that there should be a policy and procedure for all employees not belonging to the collective bargaining unit. That way everyone would be accountable, that would be a part of that ongoing resolution. Supervisor Driscoll thinks that the idea of elected officials having a vetted resolution, keeping track of their hours would be contrary to the spirit or the language that exists in the law. He thinks that there could be a way that it is incorporated into personnel policies. He feels it is incompatible with a resolution by the Board to do that. He is not arguing against, but the placement has to be appropriate.

Councilperson James felt that Councilperson Trask has a good point, and she feels there needs to be consistency. Councilperson Trask does not want to see this drag out for another year. Councilperson Powers agreed.

Supervisor Driscoll stated that he had spoken to Councilperson Powers and she would be the lead for this resolution, and that it would be a topic for discussion at the January 30th. work session. Councilperson Powers said that she would have information ready for the February work session, and vote on it at the March Board Meeting. Supervisor Driscoll asked if the Town Clerk was in agreement to take the minutes of all meetings and work sessions. She agreed. Councilperson James asked to amend RESOLUTION NO. 2-2013 to include having the Town Clerk record the minutes to all meetings, including the work sessions. Motion was made by Councilperson Trask and seconded by Councilperson Powers to accept the friendly amendment. Vote: Councilperson Trask: AYE, Councilperson James: AYE, Councilperson Laughlin: AYE, Councilperson Powers: AYE, Supervisor Driscoll: AYE. Motion passed.

Supervisor Driscoll added as a discussion point, in terms of duties and responsibilities, traditionally the reason the records of work sessions are not taken are that are no action items and it is not a voting meeting. This is why the clerk has not been there. The Town Clerk records the actions of the Town Board at a regular Board Meetings, for the purpose of recording actions items .Vote to amend proposed Resolution NO.2-2013: Councilperson Trask: AYE, Councilperson James: AYE, Councilperson Laughlin: AYE, Councilperson Powers: AYE, Supervisor Driscoll: AYE. Motion passed.

Resolution NO.2-2013 amended to read as follows:

RESOLUTION NO. 2 - 2012 OTHER AUTHORIZATIONS

1. Official meeting dates for the Town Board Meetings are the second Thursday of each month at 7:00 pm corresponding to the following dates: Jan. 10, Feb. 14, March 14, April 11, May 9, June 13, July 11, Aug. 8, Sept. 12, Oct. 10, Nov. 14, and Dec. 12. Work Sessions will be held monthly and usually on the fourth Thursday at 7:00pm.
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4. The Highway Department is authorized to perform in-kind services for the Newfield School District but for the fuel costs which shall be reimbursed by the District to the Town.

5. The Town shall pay monthly time sensitive recurring expenses such as utility bills, monthly employee benefit payments and the like prior to the regular monthly Board Meeting such payments to be included in the Monthly Abstract presented to the Town Board for its Audit.
 6. Highway Superintendent shall purchase salt, gas, diesel fuel and tires on State or County bid basis.
 7. The Bookkeeper is charged with the management of employee benefits and notice of these as required by contract and appropriate to the employees.
 8. Alan Chaffee shall be the Town Historian.
 9. The Supervisor is authorized to sign a contract with Harris Beach PLLC for the services of Edward Hooks, Esq. for the year 2013.
 10. The Town Clerk shall record and keep minutes to all Board Meetings and Work sessions.
- Vote to accept Resolution NO. 2-2013: Councilperson Trask: AYE, Councilperson James: AYE, Councilperson Laughlin: AYE, Councilperson Powers: AYE, Supervisor Driscoll: AYE. Motion passed.

Supervisor Driscoll read proposed **Resolution NO. 3-2013** as follows:

RESOLUTION NO. 3 - 2013

RESOLVED, that Tioga State Bank, a New York bank (the "Bank"), be and hereby is designated a depository of the Town of Newfield (the "Depositor"); and be it further

RESOLVED, that, acting alone, either of the following persons (individually an "Authorized Party"):

	Name	Title
1.	Richard G. Driscoll	Supervisor
2.	Joanne James	Deputy Supervisor

be and is hereby authorized, directed and empowered, in the name and on behalf of the Depositor to represent and act in the legal financial interests of the Depositor as outlined by the Bank in the Deposit Account Certificate of Authorization.

Motion was made by Councilperson Trask to accept Resolution NO. 3-2013, and seconded by Councilperson Powers. Vote: Councilperson Trask: AYE, Councilperson James: AYE, Councilperson Laughlin: AYE, Councilperson Powers: AYE, Supervisor Driscoll: AYE. Motion passed.

Councilperson Messages:

Councilperson James: spoke of wishes for a cooperative and beneficial working relationship. She thinks that can be accomplished and looks forward to working her fellow Town Council Members. She also is very grateful for the public for coming out to the meetings.

Councilperson Trask: agreed with Councilperson James. He also looks forward to working together to solve issues. He also said that regardless of what others may think of him, he comes to the Town Board

meetings with the thought in mind that it is business. He came here to do a job, look out for the best interest of the Town, to try to save it money. He also came to do the right thing in the process. It is a big balancing act. He takes his coat, hat and friendships off at the door. As brutal as some of the conversations get at times, it is not personal but business. He hopes in the end when they are done with the meeting that he and others can pick up their hats and coats and walk out the door and still be friendly with each other. But he came here with a job to represent the taxpayers and general public. He will do that to the best of his ability right, wrong or indifferent. There may be disagreements of ideals along the way; he feels that is healthy for democracy. He looks forward to a year with open government and input from the community. He thanked the community members present for coming.

Councilperson Powers: also thanked the residents for coming to the meetings and the input given the Board for their concerns for the past year. There is a lot of work to be done in 2013 and will do her best to work as hard as she can for the community.

Councilperson Laughlin: feels that the Board does work well together. She did not feel it was a bad thing that some of the discussions get a little heated. The Board Members all have a common interest: to protect the Town. Newfield is very important to her. She has lived here her entire life, it is her home town and that is why she is sitting on the Town Board.

Supervisor Driscoll: agreed with everyone. He said the real skill is to be able to work well on difficult issues. He said that skill constantly needs to be developed and paid attention to. He thinks that listening is a more difficult part of his job. He hopes to talk less and listen more. That means, to him, having an audience that is available to talk. There are going to be many things that need to be accomplished this year. Last year the Board passed a moratorium, which will expires on July 31, 2013. The Board has seven months to put together road preservation law, adopt a comprehensive plan, and adopt an industrial noise ordinance and examine and adopt by resolution a critical environmental area consideration. As well as adopt a Town personal policy. It will continue to be a busy year and the Board will continue to need the assistance of the Town in order to do that work. He thanked the community members that were in attendance.

Supervisor Driscoll then told the audience that there would be a short break and then move onto a work session. The topics would be: Transfer Station, Water rates, Badger meters, authorization for the mail. Motion to adjourn the January 3, 2013 Organizational meeting was made by Councilperson Laughlin and seconded by Councilperson James at 6:33PM.

Respectfully submitted:

Karen Miller Kenerson
Town Clerk

January 14, 2013