

Town of Newfield  
January 14, 2021  
7:00 PM

**Public Hearing**

The Newfield Town Board will hold a Public Hearing for the purpose of obtaining public comment on Local Law No. 1-2021 A Local Law to Repeal the Override of the Tax Levy Limit Established in General Municipal Law 3-C.

**2021 Organizational Town Board Business Meeting**

Call to Order

Pledge of Allegiance

Agenda Approval

Privilege of the Floor

Communications

Presentations

Approval of December 10, 2020 Minutes

Approval of Abstract 13 and Abstract 1 Vouchers

Reports	Committee Reports
Highway Department	Hamlet Beautification
Water/Sewer	Van Kirk Road Park
Recreation	Climate Smart Communities
Code Enforcement	EMC
Planning Board	TCCOG
Tompkins County Legislature	
Finance & Personnel	
Supervisor Report and Communications	

Action Items

Annual Authorizations

Discussion and Action regarding Local Law No. 1-2021

Review and approval of Procurement Policy

Approval of 2021 Contract with Soil and Water  
2020 Year-End Budget Modifications  
2021-2023 CSEA Contract  
2021 Salaries and Wages

Old Business

New Business

Executive Session

Adjournment

## Annual Authorizations

### \*Resolution 2021-01 : Dates of Meetings

BE IT RESOLVED, the Regular Monthly Board meetings of the Newfield Town Board will be held on the second Thursday of each month at 7 p.m. A second monthly meeting will be held on the 4th Thursday of each month at 7 p.m. In accordance with NYS Executive Order 220.1 all meetings during the time of COVID-19 will be held virtually. Information for attending the meetings via Zoom are published on the Town web site. In the event that Executive Order 220.1 is lifted Town Board Meetings will once again be held at the Newfield Town Hall at 66 Main Street, Newfield, NY.

### \*Resolution 2021-02 : Media

BE IT RESOLVED the designated news media is advised of the foregoing schedule and meeting notices will be posted, in accordance with the Open Meetings Law, on the Town Clerk's bulletin board and the Town website.

FURTHER RESOLVED the Ithaca Journal, a newspaper regularly published and having general circulation in the Town, is hereby designated as the official newspaper of Town of Newfield and;

FURTHER RESOLVED the Town will post all public notices on the town web site at [www.newfieldny.org](http://www.newfieldny.org)

### \*Resolution 2021-03 : Minutes

BE IT RESOLVED, draft minutes of the Town Board meetings will be produced by the Town Clerk within 14 days of the date of the meeting and sent to Town Board members for approval.

FURTHER RESOLVED in accordance with the Open Meetings Law, draft meeting minutes, clearly labeled with the date and "DRAFT, not yet approved" will be available to the public through the Town Clerk's Office, but not posted on the web site until approved by the Town Board.

### \*Resolution 2021-04 : Mileage Reimbursement

BE IT RESOLVED mileage at a rate of \$0.56 cents per mile, based on the 2021 IRS standard mileage rate, shall be paid to Town Officials and employees for use of their personal vehicles for Town Business and that such mileage shall be reported on the official town form (available from the Town Clerk).

### \*Resolution 2021-05 : Financial Report

BE IT RESOLVED that an annual financial report be presented to the Town Clerk within 30 days of the end of the fiscal year as required by Town Law Section 29(10). In lieu of the financial report, the Supervisor is hereby authorized to submit to the Town Clerk, within 90 days after the close of the fiscal year, a copy of the annual update document (AUD) to the State Comptroller, and that the Town Clerk shall cause a summary thereof to be published in accordance with the law (Town Law Section 29(10-a)). If the state comptroller approves a 30- day extension of the AUD, the Supervisor's time for filing a copy of the AUD with the Town Clerk is also extended.

### \*Resolution 2021-06 : Financial Institutions

BE IT RESOLVED the Tioga Savings Bank is designated as depository, in which the Supervisor, Town Clerk, Justices, and other employees by virtue of their offices, shall deposit all monies coming into their hands and,

FURTHER RESOLVED the Town investments can be made at other banks and institutions as outlined in the Towns investment policy. The Town investment policy shall be reviewed and approved by the Town Board periodically and revised, as necessary.

\*Resolution 2021-07 : Signature Authority

BE IT RESOLVED that Town Supervisor Michael Allinger shall continue to have check signing privileges for all accounts and Deputy Supervisor Christine Laughlin shall remain as a check signer for all accounts in the absence of the Town Supervisor.

\*Resolution 2021-08 : Payroll Administration

BE IT RESOLVED that salaried employees shall be paid on a bi-weekly basis and hourly employees will be paid on a weekly basis.

\*Resolution 2021-09 : Payroll Certification

BE IT RESOLVED that the following employees are hereby appointed or employed in the titles and at the rates of pay as presented in the chart below:

	Hourly or Annual Salary	Employee Name	Title of Position Held	FT/PT
1	\$ 15,160.00	Allinger, Michael	Town Supervisor	PT
2	\$ 3,300.00	Berggren, Brandee	Cleaner	PT
3	\$ 94,000.00	Berggren, Kevin	Highway Superintendent/Water/Sewer	FT
4	\$25.97/hour	Brazo, Chad	Motor Equipment Operator	FT
5	\$16.00/hour	Bushey, Lana	Deputy Town Clerk	PT
6	\$25.97/hour	Carpenter, Jack	Motor Equipment Operator	FT
7	\$ 13,000.00	Greener, William	Town Justice	PT
8	\$ 1,545.00	Haustein, James	Typist	PT
9	\$ 3,050.00	James, Joanne	Town Council	PT
10	\$18.30/hour	Kuczek, Austin	Recreation Supervisor	PT
11	\$ 3,560.00	Laughlin, Christine	Town Council and Deputy Supervisor	PT
12	\$ 3,050.00	McCarty, Heather	Town Council	PT
13	\$ 41,800.00	Miller-Kenerson, Karen	Town Clerk/Water and Sewer Billing	FT
14	\$15.75/hour	Petito, John	Court Clerk	PT
15	\$ 3,050.00	Powers, Kathleen	Town Council	PT
16	\$26.47/hour	Redman, Sean	Motor Equipment Operator/Water/Sewer	FT
17	\$25.97/hour	Reed, Charles	Motor Equipment Operator	FT
18	\$12.50/hour	Rumsey, Jennifer	School Crossing Guard	PT
19	\$25.97/hour	Seamon, Kenneth	Motor Equipment Operator	FT
20	\$25.97/hour	Sidle, Mark	Motor Equipment Operator	FT
21	\$15.50/hour	Smith, Linda	Typist	PT
22	\$ 30,525.00	Taetzsch, Blixxy	Bookkeeper to the Supervisor	PT
23	\$20.15/hour	Teeter, Alan	Enforcement Officer	PT
24	\$15.00/hour	Torbitt, Lisa	Court Clerk	PT
25	\$27.25/hour	Watros, Matthew	Deputy Highway Superintendent	FT

\*Resolution 2021-10 : Payment of Expenses

BE IT RESOLVED that the Town Clerk will prepare and submit for review and approval a monthly abstract of payments to the Town Board. All time sensitive recurring expenses, such as utility bills, if payable due date is prior to the regular monthly Board Meeting, will be paid by the due date and included in the monthly abstract.

\*Resolution 2021-11 : Financial Audit

BE IT RESOLVED that the Town Board will engage an independent auditor to perform an audit of the 2019 financials of the Town, and be it FURTHER RESOLVED that the Bookkeeper to the Supervisor will perform an audit of the 2019 financials for the Town Court.

\*Resolution 2021-12 : Appointments

BE IT RESOLVED that the Town Board makes the following appointments for 2020:

- Town Historian – Alan Chaffee
- Town Planning Board – Leo Tidd, Randy Brown, James Haustein, Jacob Marnell and Brenda Lapp
- Planning Board Chair – Leo Tidd
- Clerk for the Planning Board – Jim Haustein
- Town Representative to the Greater County Municipal Health Insurance Consortium – Christine Laughlin.
- Town Representative to the Tompkins County Council of Governments Board – Joanne James
- Water and Sewer Operation and Maintenance Supervisor – Kevin Berggren
- Water and Sewer Billing – Karen Miller-Kenerson
- Tax Collector- Karen Miller-Kenerson
- Town of Newfield Representative to Tompkins County Youth Partnership- Austin Kuczek
- Voting Delegate to the Association of Towns - Michael Allinger
- Representative to Tompkins County Environmental Management Council – Michelle Henry
- Code Officer – Alan Teeter
- Stormwater Officer – Alan Teeter
- Representative to Tompkins County Stormwater Coalition – Alan Teeter
- Junk Code Enforcement – Randy Brown
- Transportation Council (ITCTC) Policy Committee – Michael Allinger
- Transportation Council (ITCTC) Planning Committee – Kevin Berggren (or should it be a Planning Board rep?)
- Fair Housing Officer – Heather McCarty

\*Resolution # 2021-13 : General Rules for Procedure and Guidelines for Public Comment

RESOLVED, in an effort to foster an orderly meeting process, the following rules and guidelines will be used and enforced at all Town Board meetings:

**GENERAL GUIDE FOR PROCEDURE**

- The Supervisor shall preside at meetings. In the Supervisor’s absence the Deputy Supervisor shall preside.
- The presiding officer may debate, move, and take other action that may be taken by other members of the Board.
- Board members are not required to rise but must be recognized by the presiding officer before making motions.
- A member, once recognized, shall not be interrupted when speaking unless it is to call him/her to order. If a member, while speaking, be called to order, according to the agreed upon purposes set forth in this resolution, they shall cease speaking until the question of order is determined by vote of the entire board. If determined to be in order, they shall be permitted to proceed.

- The board commits to adhere to Resolution #2017-50, Town of Newfield Chooses Civility Resolution, in all discussions to achieve the purpose of fairness and reasonable discourse.
- For purposes of process, organization, and legal requirements, parliamentary procedure will guide the Town Board in its work.
- There is no limit to the number of times a member may speak on a question.
- Motions to close or limit debate may be entertained but shall require a two-thirds vote.

#### **GUIDELINES FOR PUBLIC COMMENT**

The public shall be allowed to speak only during the Public Comment / Privilege of the Floor period of the meeting or at such other time as a majority of the Board shall allow.

- Speakers may stand at their seats if they are able.
- Speakers must give their name, address and organization, if any.
- Speakers must be recognized by the presiding officer.
- Speakers must limit their remarks to 3 minutes on a given topic.
- Speakers may not yield any remaining time they may have to another speaker.
- Board members may, with the permission of the Supervisor, interrupt a speaker during their remarks, but only for the purpose of clarification or information.
- All remarks shall be addressed to the Board as a body and not to any member thereof.
- Speakers shall observe the commonly accepted rules of courtesy, decorum, dignity and good taste. Interested parties or their representatives may address the Board by written communication at any time.

#### \*Resolution # 2021-14 : Department Hours

RESOLVED, the Town Board hereby establishes the work hours of the:

- Highway Department Summer Hours to be from 6:00 AM to 4:00 PM, Monday through Thursday and October through Memorial Day- Monday through Friday 7:00 AM to 3:30 PM.
- Town Clerk to be January 2021: Monday through Friday 8:00 a.m. to 4:00 p.m. and Saturday 9:00 a.m. to 12 noon. Remaining 2021 hours: Monday through Thursday: 8:00 AM to 4:00 PM. and Friday 8:00 AM to 1:00 PM.
- Code Enforcement Office to be from 2:00- 4:00 PM Monday and Wednesday, Friday 10:00 AM to 12:00 PM.
- Town Court to commence Wednesdays at 5:30 PM- Pre-trials first and third Wednesday of every month at 5:30 PM, unless it is a holiday. Court Clerk Hours are Monday through Thursday: 10:00AM to 4:00 PM. Note: these hours are subject to limitations imposed by COVID-19.

#### \*Resolution #2021-15 : Town E-Mail Accounts

RESOLVED, the Town Board has official e-mail accounts for all Town employees and elected officials for use in their official capacities. These e-mail accounts will be connected to our official website domain, newfieldny.org. Ownership of and access to these communications will be with the Town of Newfield. All employees and elected officials will set up accounts with Michael Allinger, Town Supervisor, and use their account for Town business after it is set up for as long as they work for or serve the Town of Newfield.

\*Resolution #2021-16 : Management of Town Website, Emails, and Hosting

WHEREAS the Town of Newfield utilizes the town website for most communications and information presentation to the public, and;

WHEREAS the Town of Newfield utilizes designated town email addresses for communication with the public and within the offices of the Town, and;

WHEREAS the Town of Newfield purchases and manages a hosting service for website and email management and hosting, and;

RESOLVED, these tasks will be managed and delegated under the office of Town Supervisor.

\*Resolution 2021-17 : Shared Services

BE IT RESOLVED that the Town Highway Department is authorized to perform in-kind services for the Newfield School District, fuel costs shall be reimbursed by the District to the Town.

\*Resolution 2021-18 : Procurement Policy

BE IT RESOLVED that the Town Procurement policy as adopted in 2018 is the ruling document for purchases. The Highway Superintendent shall purchase salt, gas, diesel fuel, and tires on State or County bid.

\* Resolution 2021-19 : Town Board Member Liaisons

BE IT RESOLVED that the Town Board makes the following liaison appointments and requests that each appointee report to the Town Board at least annually:

- A. Highway Department – Michael Allinger
- B. Personnel – Blix Taetzsch
- C. Planning Board – Michael Allinger
- D. Fire Department – Michael Allinger
- E. Town Court – Blix Taetzsch
- F. Agricultural Committee – Christine Laughlin?
- G. Town Hall Maintenance – unknown
- H. Climate Smart Communities – Heather McCarty and Casey Powers
- I. Records Advisory Board – Blix Taetzsch and Michael Allinger?
- J. Safety Committee – C. Laughlin ?
- K. Union negotiations – n/a in 2021

\* Resolution 2021-20 : Gatekeeper

WHEREAS the Town Board is the Executive body charged with speaking and acting on behalf of the Town, unless such powers are specifically delegated by resolution to the Supervisor or to another individual,

BE IT RESOLVED that effective immediately it is required policy in the Town of Newfield that any application (full or partial, new or revised) for grant funding or financing, or request for evaluation of funding potential, or any request for review or approval of any project proposed by the Town of Newfield to any government agency or other entity external Newfield Town government be approved by the Town Board before it is submitted to the appropriate agency. It is also hereby the policy of the Town

of Newfield that a copy of this resolution will be provided to any engineering or other consulting firm engaged by the Town, at the time a contract is signed. This resolution hereby supersedes all previous Town Board resolutions which may be interpreted as giving the Supervisor, any other member of the Town Board, Highway Superintendent, or professional contracted with by the Town of Newfield the authority to make applications (full or partial) for grants, loans, or any other type of project financing, make contractual commitments (verbal or written) on behalf of the Town, or otherwise act in any legal or official capacity on behalf of the Town of Newfield. All Town Board members including the Supervisor shall identify whether they are speaking by authority of the Board or as an individual when talking to third parties.

THE TOWN BOARD FURTHER RESOLVES that the organizational meeting of the Town Board each January, all resolutions passed from this date forward authorizing the Supervisor, individual Town Board members, or any other agents or consultants of the Town to act on behalf will be reviewed. The Supervisor shall provide copies of all such resolutions in effect to seated and incoming Town Board members at least two weeks prior to such meeting.

\* Resolution 2021-21 : Policies

BE IT RESOLVED that the Town of Newfield has adopted policies for a Code of Ethics, Personnel and Benefits, Procurement, Claims, Meeting Rules and Procedures, Investment, Alcohol and Controlled Substance Testing, Planning Board Attendance and Sexual Harassment Training. The Town Clerk shall provide to each newly elected official and to any other elected or appointed official or employee these policies, and any other planning documents or local laws upon request and these documents shall be also be maintained on the internal part of the town website. Each employee and elected or appointed official shall sign the Code of Ethics form within a month of taking office to document that they have reviewed and understand the policy.

\* Resolution 2021-22 : Gifts

BE IT RESOLVED that in accordance with the New York State Constitutional prohibition against gifts by municipalities as described in Article III, Section 1, the Town of Newfield will not give donations, or other gifts of recognition for service (retirement, annual appreciation, or otherwise) to any organizations, volunteers, or other individuals in the employment of the Town or otherwise providing service to the Town or the community. The Town may, however, hold recognition events and provide refreshments.

\* Resolution 2021-23 : Mandatory Justice Schooling

RESOLVED, that the Justices be authorized to attend training schools during the year and will be reimbursed for approved expenses provided the funding is available.

\* Resolution 2021-24 : Vehicle Benefit

RESOLVED, that because the Highway Superintendent and Water District Operator are on call 24 hours a day, seven days a week, the Newfield Town Board authorizes the use of town vehicles for travel to and from work, provided they are not used for more than incidental personal use. Mileage should be recorded and submitted to the Town Clerk annually.



\* Resolution 2021-25 : Attendance at Newly Elected Town Officials Training

WHEREAS the Town of Newfield values training opportunities for Town officials, and;

WHEREAS new Town Board members will benefit from the Office of State Comptroller Newly Elected Town Official training, therefore be it

RESOLVED that the Newfield Town Board authorizes attendance and funding for Councilperson [name] to attend the OSC training for Newly Elected Town Officials.

\* Resolution 2021-26 Appointment of Delegates to NYS Association of Towns (AOT) Annual Meeting and Approval of Funding for Attendance

WHEREAS, the Town of Newfield is a member of the Association of Towns of the State of New York, and;

WHEREAS, the Annual Business Session is being held virtually on February 17, 2021, and; WHEREAS, G. Michael Allinger will attend the Association of Towns Annual Meeting, now therefore be it;

RESOLVED that G. Michael Allinger be duly designated as the Town of Newfield delegate and Heather McCarty as alternate in the absence of G. Michael Allinger, to the NYS Association of Towns Annual Meeting on February 19, 2020 and to cast the vote for the Town of Newfield, pursuant to Section 6 of Article III of the Constitution and Bylaws of said Association, and;

RESOLVED, the Newfield Town Board authorizes attendance and funding for G. Michael Allinger and Heather McCarty to attend the AOT Annual Meeting.