

January 09, 2020

The 2020 Organizational Business Meeting of the Newfield Town Board was held at the Town Hall Board Room January 9, 2020 at 7:03 PM. The meeting was called to order by Supervisor Michael Allinger and opened with the Pledge of Allegiance to the flag.

Present were: Supervisor Michael Allinger, Councilperson Joanne James, Councilperson Christine Laughlin and Councilperson Casey Powers. Councilperson McCarty was absent, due to Association of Town's Elected Officials Training classes. Also present were Highway Superintendent Kevin Berggren, Bookkeeper Blixxy Taetzch, Town Clerk- Karen Miller Kenerson; Town Attorney Tom Smith and 2 other attendees.

### *Agenda Approval*

#### *Privilege of the Floor*

Robert Kellogg: commented the Town website was not updated.

Brenda Lapp: commented she hoped the animal and noise laws would be worked on again soon.

#### *Communications*

Supervisor Allinger stated he had received inspection reports from the NYS Division of Agriculture and Markets regarding the Tompkins County SPCA and the Dog Control Officers.

#### *Approval of the December 12, 2019 Business Meeting Minutes*

Motion was made by Councilperson Laughlin to approve the December 12, 2019 Business Meeting Minutes, seconded by Councilperson Powers.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

#### **Approval of the Payment of the Abstract 13 - 2019 and January 2020 Bills.**

Motion was made by Councilperson Laughlin to approve the payments, seconded by Councilperson Powers.

The Board authorized the payments of the following amounts:

Abstract 1	
General Fund	\$76,732.92
Highway Fund	\$89,600.16
Street light Fund	\$899.37
Water District 1 Fund	\$503.50
Water District 2 Fund	\$503.50
Trust & Agency	\$1,117.90

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Abstract 13

General Fund	\$6,609.46
Recreation Fund	\$2,187.91
Highway Fund	\$14,870.47
Sewer Fund	\$2,757.18
Water District 1 Fund	\$2,282.77
Water District 2 Fund	\$1,823.09
Lighting District	\$156.26
Trust & Agency Fund	\$483.52

Vouchers were audited by Councilpersons Laughlin and Powers

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

Reports

*Highway Department:* Highway Superintendent Berggren reported the Department had been busy plowing, hauling in materials and ditch work on Blovsky Hill Road. More salt has been ordered. The Army Corp of Engineers had inspected Jackson Hollow, Bower and Fish Roads, all are in compliance. Superintendent Berggren reported 2 trucks were having mechanical issues, but the government issue trucks were holding up well! Superintendent Berggren also reported the department purchased a hydro seeder from the government surplus program. Superintendent Berggren then asked for Board approval to order a Ford F350 pickup truck. The Department has been short a truck for general use.

Motion was made by Councilperson James to approve the Highway Department to purchase a Ford F350 truck through government bid not to exceed \$36,000, seconded by Councilperson Powers.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

It was further discussed with a pickup fleet of three trucks would rotate for sale every 2-4 years.

*Water/Sewer Department:* Supervisor Berggren reported there were technical issues with the meter reading equipment. The meter reading program will need to be updated; a company representative will be meeting with the Town in January. Supervisor Berggren reported maintenance is being done in the pump houses. No report on the sewer study, and the Bank Street Sewer pump continues to have alarm issues.

*Recreation:* Recreation Director Austin Kuczek's report was read by Supervisor Allinger: Summer camp is in the early stages of planning. Adult basketball rules have been changed in order for it to run smoothly, youth

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basketball updates, actively planning fundraising events and the Ski and Ride club is underway with the leadership of Craig Rowbotham and Ed Sawester.

*Code Enforcement:* Code Officer Alan Teeter was absent

*Planning Board:* Planning Board Chair Leo Tidd provided the following report to the Board Members along with a draft of the Subdivision Control Regulations for review.

Subdivision Law- Following up on our 11/6/2019 meeting where subdivision review concepts were discussed in general, we have fleshed out a Draft law for review and consideration by the Town Board (attached). The draft law includes a proposed applicability threshold of subdivisions of five lots or greater, indicating the intention of the law to apply to larger subdivisions and minimize administrative burden and the number of subdivisions actually requiring review. We would be happy to have a follow-up meeting to go over comments on this at an appropriate time. We do recommend some legal review/involvement in checking and refining the language.

Huge kudos to Jim on spearheading this effort.

Newfield Hamlet Revitalization Plan- We are working through the details of the NY Main St. Program Technical Assistance Grant and the specific supporting data needed for the application. We are also in coordination with grant consultants that can potentially help us with the materials and are requesting quotes from a couple of them. We also applied for help from Tompkins County Planning, but have not yet heard back if our project idea was accepted. In the meantime, there is a ton of work we can do to get ready that is independent of any outside assistance.

A specific work focus area we want to make a decision on at our next meeting is defining the “target area” for the revitalization plan at a parcel by parcel level (focusing on properties exhibiting distress/maintenance issues).

Planning Board Vacancy- Jim got some press coverage of this opening, but so far we have not received any applications. We will invite the Newfield News to our next meeting specifically to see if we can get a planning board-related story that would help generate interest. Flyers will be available at Town Hall.

Karen- have you been able to do an official posting of the opening and application form to the Newfield Facebook group?

Site Plan reviews- none currently

*Supervisors Report:* Supervisor Allinger reported he had met with Seth Marks from Tompkins County Recycling, regarding the recycling shed placement on the edge of the upper parking lot. The AIM payment has been received of \$26,107.00. NYSDOT responded regarding the signage pertaining to the roundabout, and feels the signage is adequate. Supervisor Allinger reported Highway Superintendent is a member of the Tompkins County Council of Transportation and that he is a member of the Policy Committee for the Transportation Council and that he will be attending it’s meeting on January 21<sup>st</sup>. Supervisor Allinger also reported Tompkins County Youth Services is looking for Representation from the Town of Newfield. Supervisor Allinger stated the Town would be migrating to Office 365 on February 3, 2020. Supervisor Allinger closed that he had reported streetlight outages on Main Street.

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## **ACTION ITEMS**

### **Annual Authorizations**

#### **\*Resolution 2020- 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. at the Newfield Town Hall at 66 Main Street, Newfield, NY. A second monthly meeting will be held on the 4th Thursday of each month at 7 p.m.

#### **\*Resolution 2020-02 : 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;  
RESOLVED the Town will post all public notices on the town web site at [www.newfieldny.org](http://www.newfieldny.org)

#### **\*Resolution 2020-03 : 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 2020-04 : Mileage Reimbursement**

BE IT RESOLVED mileage at a rate of \$0.575 cents per mile, based on the 2020 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 2020-05 : 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 60 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 60-day extension of the AUD, the Supervisor's time for filing a copy of the AUD with the Town Clerk is also extended.

#### **\*Resolution 2020-06 : 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.

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**\*Resolution 2020-07 : 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 2020-08 : 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 2020-09 : 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	\$ 14,900.00	Allinger, Michael	Town Supervisor	PT
2	\$ 3,246.00	Berggren, Brandee	Cleaner	PT
3	\$ 92,435.00	Berggren, Kevin	Highway Superintendent/Water/Sewer	FT
4	\$25.52/hour	Brazo, Chad	Motor Equipment Operator	FT
5	\$15.76/hour	Bushey, Lana	Deputy Town Clerk	PT
6	\$14.61/hour	Duncan, Paul	Court Clerk	PT
7	\$25.52/hour	Gatch, Paul	Motor Equipment Operator	FT
8	\$ 10,763.00	Greener, William	Town Justice	PT
9	\$ 2,500.00	Haustein, James	Typist	PT
10	\$ 3,000.00	James, Joanne	Town Council	PT
11	\$18/hour	Kuczek, Austin	Recreation Assistant	PT
12	\$ 3,500.00	Laughlin, Christine	Town Council and Deputy Supervisor	PT
13	\$ 3,000.00	McCarty, Heather	Town Council	PT
14	\$ 41,075.00	Miller-Kenerson, Karen	Town Clerk/Water and Sewer Billing	FT
15	\$15.5/hour	Petito, John	Court Clerk	PT
16	\$ 3,000.00	Powers, Kathleen	Town Council	PT
17	\$26.1/hour	Redman, Sean	Motor Equipment Operator/Water/Sewer	FT
18	\$25.52/hour	Reed, Charles	Motor Equipment Operator	FT
19	\$11.80/hour	Rumsey, Jennifer	School Crossing Guard	PT
20	\$25.52/hour	Seamon, Kenneth	Motor Equipment Operator	FT
21	\$25.52/hour	Sidle, Mark	Motor Equipment Operator	FT
22	\$15.23/hour	Smith, Linda	Highway Clerk	PT
23	\$ 30,000.00	Taetzsch, Blixxy	Bookkeeper to the Supervisor	PT
24	\$19.81/hour	Teeter, Alan	Code Enforcement Officer	PT
25	\$14.6/hour	Torbitt, Lisa	Court Clerk	PT
26	\$26.8/hour	Watros, Matthew	Deputy Highway Superintendent	FT
27	\$25.52/hour	Williams, Rodney	Motor Equipment Operator	FT

**\*Resolution 2020-10 : Payment of Expenses**

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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 2020-11 : 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 2020-12 : 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 one vacancy
- 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 Town- G. Michael Allinger

\*Resolution # 2020-13 : 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.

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### **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 # 2020-14 : Department Hours

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

- Highway Department Summer Hours to be from 6:00 AM to 4:40 PM, Monday through Thursday and October through Memorial Day- Monday through Friday 7:00 AM to 3:30 PM.
- Town Clerk to be- January 2020: Monday through Friday 8:00 a.m. to 4:00 p.m. and Saturday 9:00 a.m. to 12 noon. Remaining 2020 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.

#### \*Resolution #2020:15 : 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 #2020-16 : 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

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and hosting, and;

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

\*Resolution 2020-17 : 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 2020-18 : Procurement Policy

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

Motion was made by Councilperson Powers to approve Resolutions 1- 18, seconded by Councilperson James.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

*Discussion and Action regarding RFP for Water Study*

Supervisor Allinger stated the Town has received two grants to cover the cost of a water study needed for the potential site for a new well. Supervisor Allinger read the submissions from 4 engineering firms. Councilperson Powers suggested Supervisor Allinger check references for Hunt Engineering.

Motion was made by Councilperson Laughlin authorizing Supervisor Allinger engage Hunt Engineering pending positive reference checks and conversations with principals- committing to the Town with the timeline listed in the proposal, seconded by Councilperson Powers.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

*Discussion and Action regarding Investment Policy*

Motion was made by Councilperson Laughlin to accept and adopt the recommended Investment Policy seconded by Councilperson James.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried



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*Discussion and Action regarding Office 365 Migration*

Motion was made by Councilperson James to adopt the migration to Office 365 seconded by Councilperson Laughlin.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

*Discussion and Action regarding Local Law No. 1 of 2020- A Local Law to Repeal the Override of the Tax Levy Limit Established by General Municipal Law 3-C.*

Motion was made by Councilperson Powers to adopt Local Law No. 1 of 2020 seconded by Councilperson Laughlin.

Vote	AYES	4	Allinger, James, Laughlin and Powers
	NAY	0	
	ABSENT	1	McCarty

Carried

*2019 Year End Budget Modifications- Resolution No XX-2020*

*Motion to table until the January 23, 2020 meeting.*

**Old Business**

**New Business**

At 8:58 PM a motion was made to move into an Executive Session to discuss Personnel issues.

At 9:15, the Meeting was called back to the Regular Meeting of the Newfield Town Board. Councilperson Laughlin offered a motion to move to adjournment at 9:15 PM seconded by Councilperson Powers.

Respectfully Submitted,

February 23, 2019

Karen Miller Kenerson  
Newfield Town Clerk