

May 14, 2020

The May Business Meeting of the Newfield Town Board was held via the ZOOM platform due to the COVID-19 pandemic May 14, 2020, at 7:02 PM. The meeting was called to order at 7:08 PM by Supervisor Allinger and opened with the Pledge of Allegiance to the flag lead by Councilperson Laughlin.

Present were: Supervisor Michael Allinger, Councilperson Joanne James, Councilperson Christine Laughlin, Councilperson Casey Powers and Councilperson Heather McCarty. Also present were Highway Superintendent Kevin Berggren, Bookkeeper Blixey Taetzch, Planning Board Chair Leo Tidd, County Legislature Representative David McKenna, Town Clerk-Karen Miller Kenerson, Town Attorney Tom Smith, Planning Board members Jim Haustein and Brenda Lapp, Building Code Enforcement Officer Alan Teeter, Recreation Supervisor Austin Kuczek and 7 others.

Agenda Additions and Approval- Councilperson Laughlin asked to have the Health Care Consortium added to reports.

Carried

Privilege of the Floor - none

Communications - Supervisor Allinger will add correspondence with the Supervisor Report.

Presentations

Draft 2019 Audit Report: INSERSO representatives Duane Shoen & Evan Cleveland

Mr. Shoen reviewed the Management comment letter, commenting past finding concerns have been addressed with positive resolutions. Mr. Shoen and Mr. Cleveland reviewed the Draft Financial Report.

Climate Smart Communities: Terry Carroll

Mr. Carroll explained that Climate Smart Communities is part of the Cornell Cooperative Extension Clean Energy Communities, and is a holistic approach to climate change with adaptations the Town can take to mitigate severe weather activities, keeping the communities safe.

Councilperson James stated she would like the Town to adopt the Climate Smart Communities Pledge.

Councilperson Laughlin commented if the pledge were amended, she would be agreeable to supporting the pledge. Mr. Carroll commented stated the preamble could be amended to fit a community's needs, but the 10 elements are required. Mr. Carroll will send examples of amended pledges. Supervisor Allinger asked what cost there would be to the Town. Mr. Carroll stated there was not a fee, only staff time for information gathering. Councilpersons McCarty and Powers will co-coordinate the task force. Mr. Carroll stated once the Climate Smart Communities Pledge is ratified, a certified statement would be sent to the NYS DEC who would then grant the permissions to enter the portal. This item will be discussed at the May 28th work session for possible passage at the June 11th Business meeting.

Approval of the April 9 & 23, 2020 Meeting Minutes

Motion was made by Councilperson Laughlin to approve the April 9 & 23, 2020 Business and Board Meeting Minutes, seconded by Councilperson Powers.

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Vote	AYES	5	Allinger, James, Laughlin, Powers and McCarty
	NAY	0	

Carried

Approval of Payments of the May 2020 Bills.

Motion was made by Councilperson James to approve the payments, seconded by Councilperson McCarty. The Board authorized the payments of the following amounts:

General Fund	\$25,812.21
Recreation	\$108.24
Newfield Community Park	\$17,170.00
Highway Fund	\$49,046.76
Streetlight Fund	\$1,387.60
Sewer Fund	\$36,453.67
Water District 1 Fund	\$10,123.75
Water District 2 Fund	\$6,988.79
Trust & Agency	\$2,929.81

Vouchers were audited by Councilpersons Powers and McCarty

Vote	AYES	5	Allinger, James, Laughlin, Powers and McCarty
	NAY	0	

Carried

Reports

Highway Department: Highway Superintendent Berggren stated his concerns of the damage from cable installation work being done on Starks, Bull Hill, Dassance, Warris, and Sebring Roads. Superintendent Berggren stated materials are being brought in for summer work and winter replenishment. Councilperson Powers commented on illegal dumping that was happening in the Connecticut Hill State Game Lands.

Water/Sewer Department: Supervisor Berggren stated he had met with the hydrologist regarding the search for a new well.

Recreation: Recreation Director Austin Kuczek's reported he had met with the school regarding housing summer camp. The school cannot house the Summer Camp this year due to budgetary constraints relating to cleaning and the school being closed thru the summer. All adult programs are cancelled until September. The golf program will be running with guidelines at Hill N Dale Golf Course. With the Governors phase 4 plan there is the possibility of some summer programming with social distancing. Mr. Kuczek stated Newfield Old Home Day has been postponed.

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Code Enforcement: Code Officer Alan Teeter reported 5 building permits were issued in April, 1 new home and 4 for decks and sheds. Mr. Teeter commented he has been in communication with other Code Enforcement Officers regarding guidelines for compliance for the construction sites to have on site. Mr. Teeter also commented the 2020 NYS Building Codes became effective April 12th.

Planning Board: Leo Tidd reported the Planning Board has not heard the results of the Cornell Connect grant but would continue to work on the Hamlet Revitalization Plan. The Planning Board will be speaking to the owners of the Covered Bridge Market regarding their plans.

Tompkins County Legislature: Representative David McKenna reported the Legislature had passed the SEQR for the airport fuel farm relocation as well as awarding the bid with a BAN to finance.

Personnel & Finance: Bookkeeper Blixty Taetzch reported she had provided the Board with the financial report and hopes to have a draft of the Employee Manual at the June meeting. Ms. Taetzch also reported the Town accepted the low bid for the BAN from the Tioga State Bank. Closing date should be June 2nd.

Committee Reports

Van Kirk Road Park: Highway Superintendent Berggren reported the fence has been installed at the Van Kirk Road and Mill Parks.

TCCOG: Councilperson James reported she had zoom meeting connection issues, no report.

Health Insurance Consortium: Councilperson Laughlin reported Excellus & BCBS will be cost sharing for COVID testing until May 31, 2020. She suggested the Highway Department get tested even if they are not showing symptoms. Councilperson Laughlin reported she had picked up 4 gallons of hand sanitizer and 1000 face masks for distribution to residents.

Supervisors Report: Supervisor Allinger reported attending virtual meetings regarding the municipal and County ROOP plans for phase 1- 50% levels until June 7th. Tompkins County is in the Southern Tier Region for Phase 1 reopening. Supervisor Allinger also reported he attends Congressman Reed's weekly zoom update meetings. The Town is also waiting for passage of Phase 4 funding that can be available to municipalities. Supervisor Allinger sales tax revenue is down 20% and tax increases for 2021. Supervisor Allinger reported he received correspondence from NYSEG regarding the replacement of streetlights with LED lighting, possible annual savings of 9,057.00: Supervisor Allinger will look into this. The Main Street Culvert project secured a financing BOND from Tioga State Bank. Supervisor Allinger read the Water Study progress report from Hunt Engineers. Hunt Engineers will share the progress report on the Infiltration and Inflow study in June.

ACTION ITEMS

Approval of May 2020 Budget Modifications

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Ms. Taetzsch explained the modifications are related to reclassifying salaries to a category for emergency closing due to the COVID 19.

RESOLUTION NO. 36-2020 – Approval of May 2020 Budget Modifications

WHEREAS, it is necessary to modify the 2020 budget based on updated estimates of revenues and expenses in 2020, and

WHEREAS, a detailed listing of each budget adjustment by Fund has been provided below, be it therefore

RESOLVED, that the Newfield Town Board approves the budget modifications as outlined below.

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
GENERAL FUND EXPENSES				
A1110.112	Town Justice - Court Clerks	\$ 32,880.00	\$ (1,920.00)	\$ 30,960.00
A1110.19	Town Justice - Emergency Closing	\$ 400.00	\$ 1,920.00	\$ 2,320.00
A1410.11	Town Clerk - Deputy Clerk	\$ 19,685.00	\$ (1,390.00)	\$ 18,295.00
A1410.19	Town Clerk - Emergency Closing	\$ 135.00	\$ 1,390.00	\$ 1,525.00
A3310.1	Traffic Control - Personal Services	\$ 4,320.00	\$ (360.00)	\$ 3,960.00
A3310.19	Traffic Control - Emergency Closing	\$ 120.00	\$ 360.00	\$ 480.00
A3620.1	Safety Inspection - Personal Services	\$ 15,000.00	\$ (400.00)	\$ 14,600.00
A3260.19	Safety Inspection - Emergency Closing	\$ -	\$ 400.00	\$ 400.00
A5010.11	Superintendent of Highways - Clerk	\$ 11,553.00	\$ (520.00)	\$ 11,033.00
A5010.19	Superintendent of Highways - Emergency Close	\$ 160.00	\$ 520.00	\$ 680.00
Total Expenditure Adjustments			\$ -	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
HIGHWAY FUND EXPENSES				
DA5110.1	General Repairs - Personal Service	\$ 200,000.00	\$ (15,000.00)	\$ 185,000.00
DA5110.19	General Repairs - Emergency Closing	\$ 5,000.00	\$ 15,000.00	\$ 20,000.00
Total Expenditure Adjustments			\$ -	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
RECREATION FUND EXPENSES				
CR7020.1	Recreation Admin -Personal Services	\$ 25,000.00	\$ (1,000.00)	\$ 24,000.00
CR7020.19	Recreation Admin - Emergency Closing	\$ -	\$ 1,000.00	\$ 1,000.00
Total Expenditure Adjustments			\$ -	

Motion was made by Councilperson Powers approving the May 2020 budget modifications as presented.
 Motion seconded by Councilperson James.

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Discussion: Councilperson Laughlin asked clarification of the reclassification. Ms. Taetzsch explained it was for possible government funding.

Roll Call Vote AYES 5 Allinger, James, Laughlin, McCarty and Powers
 NAYS 0

Carried

Approval for Hiring Youth Laborers (June 1- August 28)

Ms. Taetzsch explained 4 seasonal youth laborers and 1 supervisor would be hired for summer Hamlet Beautification Program funded by the Brown family. Mr. Brown would like the hires to work June 1- August. Ms. Taetzsch asked for Board approval for the hire as the program is not considered essential workers, and the need for a reopening plan for the program. Approval will be contingent on funding and ROOP safety plan. Councilperson Laughlin suggested voting at the June meeting pending funding and a plan.

Old Business- none

New Business- Mid Year Budget Review

WHEREAS, it is necessary to modify the 2020 budget based on updated estimates of revenues and expenses in 2020, and

WHEREAS, a detailed listing of each budget adjustment by Fund has been provided below, be it therefore

RESOLVED, that the Newfield Town Board approves the budget modifications as outlined below.

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Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
GENERAL FUND REVENUE				
A3021	State Aid - Court	\$ -	\$ 750.00	\$ 750.00
Total Revenue Adjustments			\$ 750.00	
GENERAL FUND EXPENSES				
A1110.112	Town Justice - Court Clerks	\$ 33,280.00	\$ (400.00)	\$ 32,880.00
A1110.19	Town Justice - Emergency Closing	\$ -	\$ 400.00	\$ 400.00
A1110.401	Town Justice - Grant Expenditures	\$ -	\$ 750.00	\$ 750.00
A1410.11	Town Clerk - Deputy Clerk	\$ 20,000.00	\$ (135.00)	\$ 19,865.00
A1410.19	Town Clerk - Emergency Closing	\$ -	\$ 135.00	\$ 135.00
A3310.1	Traffic Control - Personal Services	\$ 4,440.00	\$ (120.00)	\$ 4,320.00
A3310.19	Traffic Control - Emergency Closing	\$ -	\$ 120.00	\$ 120.00
A5010.11	Superintendent of Highways - Clerk	\$ 11,713.00	\$ (160.00)	\$ 11,553.00
A5010.19	Superintendent of Highways - Emergency Close	\$ -	\$ 160.00	\$ 160.00
A5132.2	Garage - Equipment	\$ 8,000.00	\$ 750.00	\$ 8,750.00
A5010.4	Superintendent of Highways - Contractual	\$ 1,000.00	\$ (750.00)	\$ 250.00
A9055.8	Disability Insurance	\$ 835.00	\$ 2,665.00	\$ 3,500.00
A9060.8	Health Insurance	\$ 78,250.00	\$ (2,665.00)	\$ 75,585.00
Total Expenditure Adjustments			\$ 750.00	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
HIGHWAY FUND EXPENSES				
DA5110.1	General Repairs - Personal Service	\$ 205,000.00	\$ (5,000.00)	\$ 200,000.00
DA5110.19	General Repairs - Emergency Closing	\$ -	\$ 5,000.00	\$ 5,000.00
Total Expenditure Adjustments			\$ -	

Motion was made by Councilperson James accepting the April 2020 budget modifications as presented. Motion seconded by Councilperson Powers.

Roll Call Vote AYES 5 Allinger, James, Laughlin, McCarty and Powers
 NAYS 0

Carried

Recreation Summer Camp Program

Councilperson Powers felt it was important to make a decision regarding whether summer camp would be offered so families could make plans. Supervisor Allinger stated most other municipalities are not hosting camps. After much discussion the Board decided not to offer the summer camp program due the school not having the resources to host the camp at the school. Applicants deposits will be returned.

Junk Code

Councilperson James asked that the Junk Code Officer Brown address the issues on Main Street across from the school on Main Street. Ms. Taetzsch stated logistical steps need to taken care of first.

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New Business

Mid-Year Budget Review

Ms. Taetzsch provided a report that included a summary of revenues, past and projected lowering spending for each department. She suggested a detailed conversation at the May 28th meeting.

At 9:45 PM Councilperson McCarty moved to Executive Session regarding personnel issues, seconded by Councilperson Powers.

At 10:03 PM a motion was made by Councilperson Laughlin to adjourn, seconded by Councilperson McCarty.

Respectfully Submitted,

May 31, 2020

Karen Miller Kenerson
Newfield Town Clerk