

January 14, 2021

The 2021 Organizational Business Meeting of the Newfield Town Board was held via the Zoom Platform due to the COVID pandemic January 14, 2021 at 7:01 PM. The meeting was called to order by Supervisor Michael Allinger and opened with the Pledge of Allegiance to the flag, led by Councilperson Christine Laughlin.

Present were: Supervisor Michael Allinger, Councilperson Joanne James, Councilperson Christine Laughlin, Councilperson Heather McCarty and Councilperson Casey Powers. Also present were Highway Superintendent Kevin Berggren, Bookkeeper Blix Taetzch, Town Clerk- Karen Miller Kenerson; Town Attorney Tom Smith and 5 other attendees.

Agenda Approval: no additions

Privilege of the Floor: none

Communications: none

Approval of the December 10, 2020 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, Laughlin, McCarty and Powers
	NAY	0	
	ASTAIN	1	James

Carried

Approval of the Payment of the Abstract 13 - 2020 and January 2021 Bills.

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

The Board authorized the payments of the following amounts:

Abstract 1

General Fund	\$93,895.46
Highway Fund	\$83,783.99
Sewer Fund	\$167.73
Water District 1 Fund	\$1,342.45
Water District 2 Fund	\$355.45
Trust & Agency	\$3,204.06

Abstract 13

General Fund	\$10,067.02
Recreation Fund	\$147.85
Highway Fund	\$25,046.41
Sewer Fund	\$2,857.34

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Water District 1 Fund	\$2,899.97
Water District 2 Fund	\$2,511.54
Lighting District	\$1,420.09
Trust & Agency Fund	\$244.60

Vouchers were audited by Councilpersons McCarty and Powers

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

Carried

Reports

Highway Department: Highway Superintendent Berggren reported the Department had been busy bringing in materials, brooming intersections and repairing trucks.

Water/Sewer Department: Supervisor Berggren reported Hunt Engineering has filed documents with the Tompkins County Health Department regarding getting the new Pine Circle well online. Hunt Engineering is still working on the infiltration study. Supervisor Berggren stated a resident would like the water district 2 service extended, Attorney Smith will send a letter of explanation regarding expenses to the home owner. Supervisor Allinger read a letter of thanks from a local resident regarding an illegal dumping that had occurred on his property that Highway Superintendent Berggren and Deputy Superintendent Watros quickly picked up. Superintendent Berggren commented his concerns of continued illegal dumping on Carter Creek and Lloyd Starks Roads was also discussed.

Recreation: No report

Code Enforcement: No report

Planning Board: Planning Board Secretary James Haustein reported the Planning Board was waiting to hear from Cornell Design Connect. Mr. Haustein reported the Planning Board had completed the Site Plan Review for the Verizon Tarpon Cell Tower application and now was referring it to the Town Board for special permit approval. Mr. Haustein also stated 3 Planning Board member seats would be expiring in the coming months and there would be a need to look for a new member.

Tompkins County Legislature: Representative David McKenna reported the Legislature will be holding a special election to fill the seat of Representative Anna Kelles who is now our Assembly representative.

Finance and Personnel: Bookkeeper Blix Taetzsch reported on the December 2020 Financials, end of year budget modifications, the Town's annual audit will begin January 25, 2021 and that there is a tentative agreement for the CSEA contract.

Climate Smart: Councilperson McCarty reported the committee would be gathering the Town's greenhouse gas and fleet inventory, and adding information to the Town and Library websites. Councilperson McCarty also commented the committee would be meeting every two weeks.

EMC: Michelle Henry reported the EMC had held its organizational meeting.

TCCOG: Councilperson James reported she had attended a Zoom Community Choice Aggregation meeting.

Supervisors Report: Supervisor Allinger reported he has been in contact with the Tompkins County Highway Department regarding the concern of the graffiti on the Covered Bridge abutments. Supervisor Allinger reported

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the Town is seeking to improve the phone system in Town Hall and the Highway Department. SCT and Spectrum will be submitting quotes for system upgrades. Clarity Connect is looking to possibly expand fiber optics up Millard and Fishkill Roads. Supervisor Allinger stated possible projects for 2021 included: Community Choice Aggregation, phone upgrade, Climate Smart, Hazard Mitigation, internet/cable expansion, Junk Code, LED Streetlights. Verizon Tarpon Tower, Old Growth Forest, TJA Solar Project, Town Hall heating, Animal and Noise Ordinance and the Short Lane Storm Water retention pond. Projects that were completed in 2020 were: the Burdge Hill Solar array, the Employee hand book, Title 6 Civil Rights Compliance, the Water Study, the Van Kirk Road Park opened for use and the Main Street Culvert was completed.

ACTION ITEMS

Discussion and Action Local Law no. 1 of 2021

Motion to adopt Local Law No. 1 of 2021- A Local Law to repeal Local Law No. 3 of 2020 and to repeal the override of the tax levy limit established in General Municipal Law 3-C was offered by Councilperson Laughlin, seconded by Councilperson Powers

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

Carried

Review and Approval of Procurement Policy

Motion to adopt the current procurement policy was offered by Councilperson Laughlin, seconded by Councilperson James.

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

Carried

284 Agreement Approval

Highway Superintendent submitted the permanent improving request for Burdge Hill Road, not to exceed \$300,000.00.

Motion was offered by Councilperson James approving the Highway 284 Agreement seconded by Councilperson McCarty.

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

Carried

Approval of the 2021 Contract with Tompkins County Soil and Water

Motion was offered by Councilperson Laughlin approving Supervisor Allinger to sign the contract with Tompkins County Soil and Water, seconded by Councilperson McCarty.

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

Carried

Resolution No. 27 -2021 Year End Budget Modifications

RESOLUTION NO. 27-2020 – Approval of Final 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				
A1110.19	Town Justice - Emergency Closing	\$ 4,670.00	\$ 500.00	\$ 5,170.00
A1110.112	Town Justice - Court Clerks	\$ 28,610.00	\$ (500.00)	\$ 28,110.00
A1220.1	Town Supervisor - Personal Services	\$ 14,900.00	\$ 0.10	\$ 14,900.10
A1220.11	Town Supervisor - Bookkeeper	\$ 30,000.00	\$ 0.10	\$ 30,000.10
A1220.4	Town Supervisor - Contractual	\$ 2,000.00	\$ (0.20)	\$ 1,999.80
A1410.1	Town Clerk - Personal Services	\$ 39,295.00	\$ 300.10	\$ 39,595.10
A1410.11	Town Clerk - Deputy Town Clerk	\$ 12,095.00	\$ (300.10)	\$ 11,794.90
A1610.1	Buildings - Personal Services	\$ 3,246.00	\$ 0.10	\$ 3,246.10
A1610.2	Central Services - Equipment	\$ 4,000.00	\$ 750.00	\$ 4,750.00
A1610.416	Central Services - Software and Maint	\$ 5,000.00	\$ 200.00	\$ 5,200.00
A1610.499	Central Services - Other Contractual	\$ 1,950.00	\$ 370.00	\$ 2,320.00
A1620.415	Buildings - Water/Sewer	\$ 500.00	\$ 12.00	\$ 512.00
A1620.41	Buildings - Electricity	\$ 4,600.00	\$ (600.00)	\$ 4,000.00
A1620.412	Buildings - Maintenance	\$ 5,000.00	\$ (732.10)	\$ 4,267.90
A5132.415	Garage - Phone/Water/Sewer	\$ 4,000.00	\$ 50.00	\$ 4,050.00
A5132.415	Garage - Electricity	\$ 7,000.00	\$ (50.00)	\$ 6,950.00
Total Expenditure Adjustments			\$ (0.00)	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
RECREATION FUND EXPENSES				
CR7020.19	Recreation Admin - Emergency Closing	\$ 2,700.00	\$ 900.00	\$ 3,600.00
CR7020.1	Recreation Admin - Personal Services	\$ 22,300.00	\$ (900.00)	\$ 21,400.00
CR9050.8	Unemployment	\$ 3,000.00	\$ 400.00	\$ 3,400.00
CR9010.8	State Retirement	\$ 2,860.00	\$ (400.00)	\$ 2,460.00
Total Expenditure Adjustments			\$ -	

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Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
HIGHWAY FUND EXPENSES				
DA5110.1	General Repairs - Personnel	\$ 182,900.00	\$ 7,520.00	\$ 190,420.00
DA5112.1	Permanent Improvements - Personnel	\$ 112,750.00	\$ (14,520.00)	\$ 98,230.00
DA5140.1	Brush and Weeds - Personnel	\$ 20,625.00	\$ 800.00	\$ 21,425.00
DA5112.4	Permanent Improvements - Contractual	\$ 381,500.00	\$ 6,200.00	\$ 387,700.00
DA5130.46	Machinery - Parts	\$ 27,000.00	\$ 4,100.00	\$ 31,100.00
DA5130.463	Machinery - Repairs	\$ 73,000.00	\$ 7,650.00	\$ 80,650.00
DA5130.499	Machinery - Other Contractual	\$ 5,000.00	\$ 800.00	\$ 5,800.00
DA5130.2	Machinery - Equipment	\$ 206,690.00	\$ (12,550.00)	\$ 194,140.00
DA5142.453	Snow Removal - Sand	\$ 40,000.00	\$ 6,400.00	\$ 46,400.00
DA5142.454	Snow Removal - Salt	\$ 50,000.00	\$ (6,400.00)	\$ 43,600.00
DA9730.7	BAN Interest	\$ -	\$ 6,400.00	\$ 6,400.00
DA9040.8	Workers Compensation	\$ 69,500.00	\$ (6,400.00)	\$ 63,100.00
Total Expenditure Adjustments			\$ -	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
SEWER FUND EXPENSES				
SS1-8110.101	Administration - Billing Clerk	\$ 356.00	\$ 0.20	\$ 356.20
SS1-8110.101	Administration - Personal Services	\$ 18,450.00	\$ (0.20)	\$ 18,449.80
SS1-8120.4	Sanitary Sewers - Contractual	\$ 12,000.00	\$ 2,500.00	\$ 14,500.00
SS1-8130.4	Sewage Treatment/Disposal - Contractual	\$ 52,500.00	\$ (2,500.00)	\$ 50,000.00
Total Expenditure Adjustments			\$ -	

Account #	Account Name	Original Budget	Increase/ (Decrease)	Modified Budget
WATER 2 EXPENDITURES				
SW2-8320.4	Source of Supply - Contractual	\$ 5,750.00	\$ 550.00	\$ 6,300.00
SW2-8330.4	Purification - Contractual	\$ 9,200.00	\$ (550.00)	\$ 8,650.00
Total Expenditure Adjustments			\$ -	

Motion was made by Councilperson James approving the Final 2020 budget modifications as presented. Motion seconded by Councilperson Laughlin.

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

Carried

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Old Business

Discussion and Approval to move forward with LED Streetlighting through NYPA

Supervisor Allinger explained the difference between the proposals from NYPA and NYSEG.

Motion was offered by Councilperson James to move forward and approve Supervisor Allinger to sign the design document agreement, seconded by Councilperson McCarty.

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

Carried

LED Smart Cities- this program utilized modes of monitoring using utility poles. There is grant funds available for a study. It was decided this was not a project for the Town at this time.

Motion to move to an Executive Session to discuss the Collective Bargaining contract and salaries and wages at 8:11 pm was offered by Councilperson James, seconded by Councilperson Powers.

At 9:06 pm the Board exited Executive Session and resumed it's Business Meeting.

New Business

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 PM. A second monthly meeting will be held on the 4th Thursday of each month at 7 PM. 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 166 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

***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.

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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:

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	Hourly or Annual Salary	Employee Name	Title of Position Held	FT/PT
1	\$ 14,900.00	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	\$25.52/hour	Brazo, Chad	Motor Equipment Operator	FT
5	\$16.00/hour	Bushey, Lana	Deputy Town Clerk	PT
6	\$25.52/hour	Carpenter, Jack	Motor Equipment Operator	FT
7	\$ 13,000.00	Greener, William	Town Justice	PT
8	\$ 2,545.00	Haustein, James	Typist	PT
9	\$ 3,000.00	James, Joanne	Town Council	PT
10	\$18.30/hour	Kuczek, Austin	Recreation Supervisor	PT
11	\$ 3,500.00	Laughlin, Christine	Town Council and Deputy Supervisor	PT
12	\$ 3,000.00	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	\$ 3,000.00	Powers, Kathleen	Town Council	PT
16	\$26.10/hour	Redman, Sean	Motor Equipment Operator/Water/Sewer	FT
17	\$25.52/hour	Reed, Charles	Motor Equipment Operator	FT
18	\$12.50/hour	Rumsey, Jennifer	School Crossing Guard	PT
19	\$25.52/hour	Seamon, Kenneth	Motor Equipment Operator	FT
20	\$25.52/hour	Sidle, Mark	Motor Equipment Operator	FT
21	\$15.50/hour	Smith, Linda	Typist	PT
22	\$ 30,525.00	Taetzsch, Blixty	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 2021:

- Town Historian – Alan Chaffee
- Town Planning Board – Leo Tidd, Randy Brown, James Haustein, Jacob Marnell and Brenda Lapp

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- 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 (may be delegated to Planning Board representative depending on agenda topics)
- 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.
- 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.

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- 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.

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*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 – Blixxy Taetzsch
- C. Planning Board – Michael Allinger
- D. Fire Department – Michael Allinger
- E. Town Court – Blixxy Taetzsch
- F. Agricultural Committee – Christine Laughlin
- G. Town Hall Maintenance – unknown
- H. Climate Smart Communities – Heather McCarty and Casey Powers
- I. Records Advisory Board – Blixxy 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

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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.

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* 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 14, 2021 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.

Motion to approve the Annual Authorizations of Resolutions 1- 26 was offered by Councilperson Laughlin, seconded by Councilperson Powers.

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

Carried

2021 CSEA Contract –

Councilperson Laughlin moved to table CSEA Contract approval until the contract had been ratified by the collective bargaining unit, seconded by Councilperson McCarty.

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

Carried

Public Hearing for Public Comment regarding the Verizon Tarpon Cell Tower will be January 28, 2021 at 7:00 pm via Zoom.

At 9:09 pm, motion was made by Supervisor Allinger to adjourn.

Respectfully Submitted,

February 1, 2021

Karen Miller Kenerson
Newfield Town Clerk