

# Pittsfield Town Board Meeting Minutes

## February 9th, 2021

Meeting was called to order at 5:58 by Supervisor Shelby Wing

Town Clerk not present- Minutes were taken by supervisor Shelby Wing

Pledge of allegiance took place

### Roll Call:

	Present	Not Present
Shelby Wing- Supervisor	X	
Kelly York- Councilman	X	
Jeff Galley- Councilman	X	
AJ Digsby- Councilman	X	
Liam Keys- Councilman	X	

Others present at meeting: Cooper Keys, James Wing- highway superintendent

### Monthly Reports:

#### **Justice- Bill Curto-**

- Court Clerk - Valarie Doliver did not take the position, new clerk has been hired and has started training.
- Missing money order of \$688 from court fund was voided by bank, new one was issues and received from the justice 1/22/2021. Resolution was provided to town supervisor on 2/9/2021 but needs to be corrected as it was dated incorrectly. The documentation is due to the unified court system by March 1st, 2021
- Audit of 2020 payments indicated that not all payments were made to the comptroller office. See report- \$1937.00 due to pay up 2020, voucher is in this month to resolve past due payments.

**Animal Control- Liz Fish-** payment of \$50 received from SPCA for dog.

## **Planning Board- Jim Austin**

**Jim Austin was not present; information was presented by councilman Liam Keys-**

Regarding raising the rates for subdivisions-

- The Planning Board noted that according to the subdivision regulations, *Section 7.1, Amendments*, the subdivision document may only be amended after a public hearing and subsequent approval by the Planning Board as well as final approval by the Town Board.

Since the 1988 \$10 subdivision fee is embedded in the document, the Planning Board felt that the Board of Trustees may have to review and consider an amendment. It was suggested that when rewritten, the new language might describe a fee addendum instead of a new embedded fee. An addendum could then be easily modified in the future as necessary without having to address the law

It was agreed that the January 12th public hearing covered the need to hold a public hearing regarding fee increase, with town board and 2 planning board members attending.

The town board agreed that this document should be reviewed and updated by the planning board and presented at next month's meeting for approval.

- Mailbox- Supervisor Shelby Wing brought up the concern that the planning board does not have a mailbox at the town office. It was agreed that the wall mailboxes for each board member is not necessary. One box will be marked "councilman" with 4 file folders, one for each board member. And a mailbox would be marked for the planning board, members of the community can drop off correspondence and town clerk will place incoming mail for the planning board in this box.

## **Town Clerk- Connie Lewis**

- New safe is in place. Spare key will be held by the deputy supervisor, has not been provided to the deputy yet, as it is locked in the safe, the town clerk must be present to open the safe and was not available at the time of the meeting. Clerk is the only person who has knowledge of the combination.
- Lock has been installed on the vital record cabinet- Clerk and Deputy supervisor to hold keys, Deputy was provided with a spare key at the time of this meeting.
- Clerk requested that the board review the possibility of a new cabinet to hold vital records. A quote for a cabinet from office max in the amount of \$499.99 was presented to the board. The board unanimously agreed that the lock that has been installed on the old cabinet provides adequate security and storage for records that are required to be under lock and key.
- Records Management-

- minutes for meetings are to be kept permanently- working on an organization system for these.
- LGS-1 for insurance policies reviewed. Must be kept for 6 years - 2015 and prior may be disposed of.
- Resolutions: Need to be written for January, Judicial audit resolution to be provided to supervisor to file with the judicial system, was written but returned to the clerk for corrections.

### **Transfer Station**

Annual report due by - March 1st- all info has been collected-and was provided to Jeff Galley who will file the report.

Bidding out services- we do not currently hold a contract for the current hauler, Casella's has inquired when we would be bidding out the service. Board agreed to table this matter until a further time as there are no current complaints with the current hauler.

New sign to be discussed in the Spring

Transfer station attendant has requested a weekend off in July, AJ Digsby agreed to cover this time off if he is available.

### **Ambulance/fire department- Kelly York**

- Kelly York reported that the fire department would appreciate support to obtain an ambulance however they do not feel that they have adequate staff, especially during daytime hours to manage adequate services at this time.
- Kelly reported that the fire district has applied for grant funding for a new pumper truck

2021 ambulance contract- emailed board proposal on 1/12 to Terry Potter, He requested that the amount of \$27,500 for a yearly contract be discussed with the board. Town supervisors of townships that utilize the ambulance service to meet Tuesday Feb 16th

All board members in agreement that we would like to financially support the ambulance service. AJ, Kelly, and Shelby made statements regarding the cost of the service to the town of Pittsfield vs the non-payment from the other towns that the ambulance serves.

### **Motion to vote on proposed Ambulance contract of an annual amount of \$27,500**

**Motion: Shelby                      Seconded: Jeff              Motion denied 4/1**

**Roll Call: Kelly- nay    AJ-nay    Liam- nay    Jeff- aye    Shelby- nay**

**Assessor- Sherri Falcone- no report given**

## Highway- James Wing

- Insurance claim made for rollover accident of 2007 Volvo- will report back to the board at next month's meeting on the findings from the insurance company. James Wing Discussed options it Volvo is beyond repair. A mid-size truck at the cost of \$79,000- \$82,000 was proposed as a viable option.
- Disciplinary measures for the individual involved in the accident was discussed. Board questioned if there was written documentation which James confirmed there was. And that the union rep was involved and in agreement with the disciplinary actions taken.
- 350 pickup trucks now in use
- Teamsters- Information regarding HSA and vacation time was provided to Don Spost on 11/11/2020, email confirmation that he was in agreement on January 13th. The healthcare contract has not been signed yet as there has not been any updated contracts provided.
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- The board discussed paying off the grader this month vs waiting until the payment was due. The payoff amount was budgeted in for 2021 budget. Pay off quote to pay now \$36,768.22, (good through 2/12), this year's payment not due until July, Pay off this month would save >\$120 a month in finance charges.

## Approval of Resolution # 15

**To pay off the grader in the amount of \$36,493.22 (plus any additional finance charges is applicable)**

**Motion: AJ Seconded: Kelly Carried: All in favor**

County Rep: Michelle Farwell- not present

## Old Business

Lighting Project - NYSEG approval letters are all set - Down payment \$2885.62 paid this month, \$5771.24 was transferred from General Fund Savings "building savings" per board approval. Will show up as income on the budget at appropriate fund balance.

Web Page- Liam Keys reported

2 quotes were obtained for web page building and upkeep

North Shore Solutions, Civicengage, E-Govlink

Board members reviewed services and cost of 3 quotes.

Liam Keys will continue to oversee this project

**Approval of Resolution # 16**

**To contract with North Shore Solutions for web page building and hosting \$150 set up fee with \$520/year annual fee.**

**Motion: AJ Secoded: Kelly Carried:All in favor**

Comprehensive plan- Information on what needs to go into a comprehensive plane has been obtained,

Long Term Planning-

Jim getting estimates of equipment prices for long term planning/potential for setting up reserve funds.

Other possible long term capital projects discussed- Paving the yard around the town building, bailer system that has been faulty- possible replacement with a "green" system.

Covid-19 update- No updated have been provided by the county this month

Fund Balance Policy- Board to review proposed policy. 20% minimum 40% maximum for each fund.

- Propose to hold 40% of annual General Fund in the money market account and name the account "General - fund balance" = \$86,850 - this will be the maximum that the new policy will allow to be held. (5078.61 in MM + \$29,000 in savings (currently \$34600.55 takes into account \$ for lighting) + \$52,771.39 transfer out of checking)
- Propose to hold 20% of annual Highway Budget in money market account and name the account "highway - fund balance" = \$106,850- this will be the minimum the new policy will allow to be held. (\$69,508.48 in MM + \$6,772.64 in savings + \$30,568.88 transfer from checking)

**Approval of Resolution # 17 approval of fund balance policies**

**Motion: Jeff Secoded: AJ Carried: All in Favor**

**Approval of Resolution # 18 approval of transfer of funds to fund balance money market accounts to achieve 40% maximum for general fund and 20% minimum for highway fund**

**Motion: Kelly Secoded: Jeff Carried: all in favor**

Annual Financial report due to the comptroller by the end of February - Deb Grainger is working on this.

**New Business:**

Budget-

- Tax collection- \$424,090.24 have been deposited into checking account
- \$119,827- fulfilling general fund obligation, \$110,650- will fulfill fire district obligation, remaining \$193,613.24 transferred to highway fund, \$219,058.76 more tax deposits required to fulfill Highway fund tax \$.

Pandemic Operation policy and procedure must be in place by April 1st. Law S8617B/A10832 went into legislation September 2020. Was reviewed by the union and Attorney and both were ok with it.

**Approval of Resolution # 19 Approving Public Health Emergency Plan**

**Motion: Kelly Seconded: AJ Carried: All in favor**

Plan will be provided to the highway personnel

Unemployment Claim from an employee who worked <2 weeks in April 2019 is being protested. As he was let go due to not passing employment physical.

Lay out of the meeting room

- Judge requested that the assessor computer be removed from the court clerks' desk, recommendation for a rolling cart to hold the computer. Or have a table by the windows.

minutes from 1/13/2021 organizational meeting and monthly meeting were not provided by the clerk for review.

Budget Review: budget information was not provided by the bookkeeper for review. Bank account information was provided by town supervisor to the councilman.

Flag disposal- board approved old flag to be given to the American legion for proper disposal.

**Approval of vouchers**

**General Fund in the amount of \$5845.95**

**Highway department in the amount of \$47,778.73**

**Transfer station in the amount of \$165.39**

**Motion: AJ Seconded: Kelly Carried: all in favor**

### **Board member concerns/ statements**

Jeff- extended warranty on new town truck - different options were presented to the board and to highway superintendent. All in agreement with extending the warranty on the electrical system but did not feel that other extensions were necessary. James Wing will contact the company to proceed with this.

Vaccination clinic- AJ would like to see if we can get a vaccination clinic in the town of Pittsfield to be held in the town barn. SPCA to be contacted to see if this is possible.

2021 elections: several positions are on the ballot this year. It was questioned if we can advertise to the community to the positions that are on the ballot so that if there is anyone interested, they can have the opportunity to get on the ballot. This matter will be investigated as to if it is ok for a legal standpoint.

### **Public Comments:**

Concern brought up regarding tax payments - 3 community members have brought up a concern that their checks have not been cashed in a timely manner.

Copper Keys commented that she likes the way that things are going.

### **Schedule next board meeting: March 9th 6PM**

### **Adjourn Meeting: 7:57pm**

**Motion: Jeff**

**Seconded: Kelly**

**Carried: all in favor**