

Pittsfield Town Board

Meeting Minutes

February 14th, 2022

Call to order: 6:30 Pledge: Shelby

Roll Call:

Shelby Wing- Supervisor Present Kelly York- Councilman Present

AJ Digsby- Councilman Present Jeff Galley - Councilman Present

Liam Keys - Councilman Present

Others Present: Justin and Kaylee Weidman, Dale Ives, Jim Austin,

Highway - James Wing Superintendent

284 form review - Following roads will need to be double stoned" Rose, Card, Hall, Burdick, 42nd and Broad, Silver Lake and part of Schermerhorn. Need approval for greater patch – 18K one time purchase should be all we need as we spent 10-15k in greater patch last year.

Resolution #12-2022

Approval of 284 form

Motion made by: Jeff Galley **Seconded by:** AJ Digsby **Carried:** All

Wing: Aye **York:** Aye **Keys:** Aye **Galley:** Aye **Digsby:** Aye

FEMA

Resolution #13-2022 Approving allocation of funds received from FEMA to complete the "small projects" that have funds were provided for

Dunham Rd \$89,159.33 Cobb Rd \$53,747.90 Parker Rd \$91,917.30

Motion made by: AJ Digsby **Seconded by:** Liam Keyes **Carried:** All

Wing: Aye **York:** Aye **Keys:** Aye **Galley:** Aye **Digsby:** Aye

Large FEMA projects - update on progress – 4 large projects. Funding is underway, FEMA granted 1.5 Million – working with attorneys for bonding. Mike O'Reilly will be here next month. 2.2 Million Bond anticipated to cover all project, the town will be responsible for 12.5%.

Union Negotiations-review of union counteroffer – Items to be discussed Union requests pushing membership up to 30 days town board would like to leave it at 90, discussion of \$1 increase on 1st of year versus anniversary date. Adjustments need to be made regarding sick time to be NYS compliant.

Employee handbook/benefits – Supervisor Wing to speak with Bruce

JD- Janus law- Request for Dunham submitted

Transfer Station - Jeff Galley

Annual report update, Burt Adams- compactor update – All garbage was frozen so it would not compact. Asked Bert Adams to advise Highway Department when they would be there so they could clean up the mess. Bert Adams was estimating they would be there Thursday February 17th.

Assessor - Sheri Falcone

Quote on reval pricing is in process

Planning Board - Jim Austin

Board is responsible for appointing the positions, we need a board member to head the search. Board suggested a flyer be made out to be handed out in the town hall as well as the transfer station expressing a need for volunteers to be on the board and a description of what that would entail. Kaylee Weidman said she would be interested in serving on the board.

Supervisor Wing suggested a motion be made to appoint Kaylee Weidman to the Planning Board.

Motion made by: AJ Digsby **Seconded by:** Kelly York **Carried:** All

Wing: Aye **York:** Aye **Keyes:** Aye **Galley:** Aye **Digsby:** Aye

There is a request for a subdivision on Hawks Road

There is also a need for Board of Assessment Review to avoid paying the county \$ 500.00.

Historical Society - \$200 annual contribution was paid last month, Quilt hung in town hall that was put together by the historical society, squares in quilt date back to 1911.

County Rep: Jerry Madsen -no contact has been made

Justice - Bill Curto

RESOLUTION #14-2022 – AUDIT OF THE JUSTICE DOCKET/RECORD

WHEREAS, on February 1st, 2022, the Town Supervisor Shelby Wing, and the Town Justice William Curto.

Pursuant to Uniform Justice Court Act §2019-a, it is the duty of every justice to present his/her records and docket, at least once a year, to the auditing board of the village or town, which shall examine said records and docket, or cause the same to be examined, and entering the minutes of its proceedings the facts they have duly examined.

Board's resolution is required noting that the records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Town as required by law

BE IT HEREBY RESOLVED: That the justice records have been duly examined, and that the fines therein collected have been turned over to the proper officials of the Town as required by law.

Motion made by: AJ Digsby **Seconded by:** Kelly York **Carried:** All

Wing: Aye **York:** Aye **Keyes:** Aye **Galley:** Aye **Digsby:** Aye

Animal Control - Liz Fish –

Town Clerk - Terron Muller

Update on tax collections – Tax Collections going well, we have collected enough to pay the Pittsfield Fire Department for the year as well as cover the General and Highway funds. Remaining collections will be sent to the County.

Fire Department payment mailed on 1/21

General Fund paid on 1/22,

Highway paid on 2 /5,

Ambulance/fire department- Kelly York

Update from Dale Ives, Pittsfield Fire Department was able to purchase a truck from Pennsylvania on in February. They have upcoming training session on the truck. The district has made arrangements to have the new truck picked up it is a 2010 KME 4 Wheel Drive, with a 1750 GPM Pump, 1000-gallon water, 1500 watt generator phone system. It can hold 5 people in its interior plus the operator, it has 10,600 miles with a fully enclosed cab and A/C for a recovery area.

Comprehensive Plan - Review of 2013 proposed plan. Need to review and reorganize

Financials

Books were not reconciled in 2021, Supervisor now has live QuickBooks files instead of the bookkeeper, January has been reconciled. Supervisor will be updating QuickBooks and printing checks going forward with double checks going through the town clerk

2021 - extra payment was made to board members due to a bookkeeping error- resolution?

A motion was made to recoup the overpayment made to the board members by holding the first quarter check of 2022.

Motion made by: AJ Digsby **Seconded by:** Jeff Galley **Carried:** All

Wing: Aye **York:** Aye **Keys:** Aye **Galley:** Aye **Digsby:** Aye

Payroll in 2021 from June-December all came from the general fund, highway and transfer station did not come out of those funds. New payroll system has rectified this issue, so it does not reoccur in 2022.

All payroll and payroll liabilities are transfers from the appropriate funds to the trust funds on a biweekly basis now.

This error led to extra funds in transfer station account and highway account. Less than expected fund balance in General account.

In the 2022 budget it was planned to transfer \$40,000 in excess fund balance from general to highway to may an additional truck payment. This may affect that plan as those funds would be in the highway checking already, the payment can still be made but the transfer would not have to take place. This transaction can wait until the end of the year as it is an extra payment that was planned.

Bookkeeper- Comptroller office had questions regarding 2020 AUD, these need to be cleared before 2021 can be filed. Current bookkeeper is working on clearing up 2020 AUD, Supervisor will complete 2021 AUD, most likely will require an extension.

Transfers made per 2022 budget

General fund Checking to General fund MM (fund balance holding) \$7804 to achieve maximum amount of 40% in fund balance holding

Total 2022 budget = \$236,731- 40% = \$94,692

Transfer Station- \$3352.19 was left in account from 2021- \$37,000 transferred from General fund. (Will be under budget by \$2,879 if transfer station stays under budget this year)

From General Fund to Highway Money Market (fund balance holding) - \$14,000

From Highway Checking to Highway MM (fund balance holding- \$30060)

Highway Fund balance has the minimum of 20% in holding

Total 2022 Budget \$754,853- 20%= \$150,970

From Highway Checking to equipment saving account \$10,000 as planned to reserve for digging equipment for next year

NY-45 were filed on time for the 4th quarter, all New York state withholding taxes are caught up and filed for 2021. Fees are in review. New payroll company will be doing all the further filings.

IRS- Supervisor spoke with them today (Ms. Vernon ID#1004010093) we received a notice but looks like we are ok. She said notices went out due to the IRS being so far behind schedule in processing 941 forms

Approval of vouchers

February 2022

General Fund in the amount of: \$ 15,827.00

Highway department in the amount of: \$ 63,026.24

Transfer station in the amount of: \$ 2,249.40

Approval of Vouchers for Month of February

Motion: Kelly York **Seconded:** AJ Digsby **Carried:** All

Approval board meeting minutes from 12/14/2021.

Motion: Liam Keyes **Seconded:** AJ Digsby **Carried:** All

Approval board meeting minutes and organizational meetings from 1/11/2022

Motion: Jeff Galley **Seconded:** AJ Digsby **Carried:** All

Board member concerns/ statements - Update on new truck from AJ Digsby – still need to get box undercoated will be another month or two. Sand pile is in good shape.

Cleaning the town hall? Kaylee Weidman will clean the town hall under the Deputy Clerk expense keeping track of time spent for cleaning separate.

Community member statements – None currently.

Schedule next meeting: March 14, 2022

Adjourn Meeting: (time) 8:13 PM

Motion: AJ Digsby **Seconded:** Jeff Galley **Carried:** All

Minutes of February 14, 2022, Board Meeting were taken and typed by Town Clerk, Terron Muller