

# Pittsfield Town Board Meeting Minutes

## January 12th, 2021

**Call to order:** 6:03pm

**Pledge:** Shelby Wing-Supervisor

**Roll Call:**

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

### **Introduction of New Board**

#### **Monthly Reports:**

Justice- Bill Curto appointed Valerie Dolliver as the court clerk.

Court Clerk – vacancy

A motion was made by Jeff Galley to approve \$1416.00 for 2 months of training for the court clerk, Seconded by Aj Digsby. Carried 5-0

Shelby- Yes, Kelly- Yes, Aj-Yes, Jeff- Yes, Liam-Yes

Justice Docket/record review January 6th -January 8th by Justice Curto and Supervisor Wing 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 or docket, or cause same to be examined, and enter in the minutes of its proceedings the fact that they have been 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.

The Supervisor found issue there was a money order back in February that was never cashed. It was writing out to the Town of Pittsfield for \$688.00 that will need to be voided.

**Approval of Resolution # 10 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.**

A motion was made by Kelly York to approve resolution #10 Seconded by Aj Digsby

Carried:5-0

Roll Call: Kelly- Yes AJ- Yes Jeff- Yes Liam- Yes  
Shelby- Yes

Animal Control- Liz Fish- None

Planning Board- Jim Austin

Town Clerk- Connie Lewis- None

Transfer Station- Fuel was refilled last week for heat in his shed.

Ambulance/fire department- Kelly York- Doing a lot of training.

Assessor- Sherri Falcone-None

Highway- James Wing

284 form

- A motion was made by Jeff Galley to purchase an old gradall (\$4000.00) for parts and the money to come out of the Hwy machinery expense line, Seconded by Aj Digsby. Carried 5-0  
Shelby- Yes, Kelly-Yes, Aj- Yes, Jeff-Yes, Liam- Yes
- A motion was made by Jeff Galley to put the mower in the auction, Seconded by Aj Digsby. Carried 5-0  
Shelby- Yes, Kelly- Yes, Aj- Yes, Jeff- Yes, Liam-Yes

**Approval of Resolution # 11 to approve the 284 form.**

**Motion: Jeff Galley Seconded: Aj Digsby Carried:5-0**

**Roll Call: Kelly-Yes AJ- Yes Liam-Yes Jeff-Yes  
Shelby-Yes**

County Rep: Michelle Farwell

**Old Business**

\$500 in past judge account- William Post closed the account per NBT and provided current justice with funds.

Outdoor lighting- Waiting on NYSEG approval letter, should be here this week or next.

Teamsters- Information regarding HSA and vacation time was provided to Don Spost on 11/11/2020. 2020 and 2021 healthcare contract has not been signed yet.

2021 ambulance contract- review with new board members

- Contact still holding at 30,000.
- Village of New Berlin which was budget for 22,500 has not put into the ambulance.
- No other town as sign the contract yet.
- Shelby proposed 22,500 to pay for the ambulance, they did not come down. She also told them she did not want to sign a year contract with them.
- Kelly will find out how many EMT Pittsfield fire department has.
- Board all agrees that they rather pay for their own ambulance.
- Shelby would like to see a committee formed for the ambulance.
- Kelly proposed to offer the Village of New Berlin 18,500.00 for the year.

Covid-19 update- 11 new case since last month- total cases in Pittsfield 27. (as of 12/29)

Resignation of Court Clerk- Martha Vidler- Stayed on until 1st week of January. Board to accept resignation.

**A motion was made by: Kelly York                      Seconded: Aj Digsby                      Carried: 5-0**  
**Roll Call:      Kelly- Yes                      AJ - Yes                      Liam- Yes                      Jeff- Yes**  
**Shelby- Yes**

Records Management-

Employee records from 1955-1964 need to be disposed of.

Review of policies that are required by law: Remain in review.

Code of Ethics- General Municipal Law ~804

Deposit and Investment - General municipal Law ~ 39

Sexual Harassment Prevention- Executive Law Article 15

Procurement - General Municipal Law ~104 (b)

Fund Balance- proposed policy 20% minimum and 40% maximum recommended by board in 2020.

- Still working on the records and policys.

Transfer Station Rules and regulations were provided to clerk and transfer station attendant with extra copies to provide the public (December 12th)

Do we want to work on putting up a new sign?

- Postpone until springtime.

## **New Business:**

Town Law § 29 (10) Powers and duties of supervisor

10. Shall prepare and file with the town clerk within thirty days after the expiration of each fiscal year, an annual financial report accounting for all moneys received and disbursed by him, together with the certificate, or certificates, of the bank or trust company where town moneys are deposited, showing the amount of such moneys on deposit with said bank or trust company, and cause a certified copy of such report to be published in the official newspaper, and in such other newspapers, if any, as the town board may require. In addition, thereto, if and whenever required, such supervisor shall submit to the other members of the town board at the time of filing such report all vouchers, cancelled checks or check images as authorized by section ninety-nine-b of the general municipal law, check stubs, ledgers, cash books, journals, and financial and accounting records of every sort required to substantiate the accuracy and completeness of such report.

10-a. In lieu of preparing the report required by subdivision ten of this section, the town board may determine, by resolution, that the supervisor shall submit to the town clerk, within the time period prescribed in section thirty of the general municipal law, a copy of the report to the state comptroller required by section thirty of the general municipal law, providing, however, that if the time for the filing of the annual report has been extended by the state comptroller as provided in the said statute, then the time for submitting a copy of the report to the town clerk similarly shall be extended. The town clerk shall cause either a summary of such report to be published within ten days after receipt thereof in a form approved by the state comptroller or a notice that a copy of such report is on file in the town clerk's office and is available for public inspection and copying, in the official newspaper and in such other newspapers as the town board may direct.

Resolution # 12 -2021

It is resolved that the town supervisor shall submit a copy of the report to the state comptroller as required by section 30 of the municipal law in lieu of the reported requirements in §29 (10)

A motion was made by Jeff Galley to approved resolution #12 Seconded by Aj Digsby carried 5-0

Shelby- Yes, Kelly- Yes, Aj- Yes, Jeff-Yes, Liam-Yes

Money order in the amount of \$688 provided from the Pittsfield court February 2020 was not cashed, not deposited into general fund as it should have been. NBT confirmed this on 1/11/2021. Supervisor at the time was contacted.

Budget-

2020 budget to be closed out after this meeting and outstanding 2020 bills are paid.

Annual Financial report to be completed and filed with the controller within 60 days of the start of the new year. Bookkeeper and Supervisor will work on this.

- The bookkeeper is working on cleaning up the books.
- Shelby is debated getting someone to audit the books.
- Jeff thinks Shelby should continue working on them before doing an audit.

## 2021 Outlook and goals

Delegation of duties to the board members?

Board input?

Supervisor suggestions

Transfer station- Jeff is going to take over.

Emergency services ambulance/fire

- Kelly is going to talk to the fire dept.

long term planning

comprehensive plan

Technologies- Web page, Virtual meetings, computerized records management (first step would be to have current records managed before they can be scanned)

Internal

- William Keyes thinks we need a website. He suggested North Shore Solution. For each year it will be 1,420.00, there is a one-time fee 900.00 and then every year a hosting fee of 520.00. William thinks the board should keep looking to the comprehensive plan.

### Approval board meeting minutes from 12/8/2020:

Motion: Aj      Seconded: Shelby      Carried:3-2

### Approval board meeting minutes from 12/30/2020:

Motion: Aj      Seconded: Shelby      Carried:3-2

### Approval of vouchers

General Fund in the amount of \_\_\_\$25,451.23\_\_\_\_\_

Highway department in the amount of \$6,447.99\_\_\_\_\_

Transfer station in the amount of \_\$2,485.09\_\_\_\_\_

A motion was made by Aj Digsby to approve the vouchers, seconded Kelly      York Carried:  
5-0. Shelby- Yes, Aj- Yes, Kelly-Yes, Liam- Yes

A motion as made by Kelly York to approve Resolution #13 to transfer funds from the general fund to the transfer station fund of the amount of \$31,809., seconded by Aj Digsby, Carried 5-0  
Shelby- Yes, Aj-Yes, Kelly-Yes, Jeff- Yes, Liam-Yes

**Board member concerns/ statements**

Kelly            AJ            Liam

Jeff – Payloader was there ever a replacement plan put in place? He also thinks that should be put at the top of this list. Shelby wants to build the reserve fund for that type of replacements. He also wanted to know if the vacation time was taken care of for the Hwy employees, and it has been taken care of.

**Public Comments: No comments**

**Schedule next board meeting: February 9,2021 @ 6:00pm**

**Adjourn Meeting: 8:57pm**

**Motion: Kelly York**

**Seconded: Shelby Wing**

**Carried: 5-0**