

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 11, 2017, at the Pulteney Town Hall with the Pledge of Allegiance.

Present were: Supervisor Mark Illig; Councilman Mark Goodwin; Councilman Richard Musso; Councilman Michael Yastremski; Councilman Kathleen Burns; Highway Superintendent Terry Gibson; Attorney Jennifer Prossick; Bookkeeper Rebecca Kirch; and Town Clerk Erica Giambra.

Supervisor Illig made motion seconded by Councilman Burns designating the second Wednesday of the month at 7:00 PM as the regular Town Board meeting night. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Musso to accept The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2017. Said coverage is with the Travelers Casualty and Surety Co. of America with Sprague Insurance Company as agent for bonding of all employees \$50,000 each and additional bonding on Supervisor and Deputy Supervisor- \$50,000; Town Clerk/Tax Collector- \$150,000; Bookkeeper- \$100,000; and Town Justice- \$75,000. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin consenting to the temporary assignment of the Town of Pulteney Justice to preside in other Town/Village courts in the Seventh Judicial District as need arises during the year 2017 and approve the temporary assignment of Judges from other Town/Village courts in the Seventh Judicial District to its court as need arises during the year 2017. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Yastremski to accept the following Board Appointments:

BOARD APPOINTMENTS:

<u>-WATER PLANT OPERATOR</u>	Chuck Dluzak
<u>-MUNICIPAL SERVICE MANAGER</u>	Lauren Welch
<u>-DOG CONTROL OFFICER</u>	John Ballam
<u>-DEPUTY DOG CONTROL OFFICER</u>	Sherri Ballam
<u>-RECORDS MANAGEMENT & ACCESS OFFICER & REGISTRAR OF VITAL STATISTICS</u>	Erica Giambra
<u>-DEPUTY TOWN CLERK/ DEPUTY REGISTRAR OF VITAL STATISTICS</u>	Donna Conley
<u>-CEMETERY REGISTRAR</u>	Donna Conley
<u>-HISTORIAN</u>	Ray Emery
<u>-HEALTH OFFICER</u>	TBD
<u>-DEP HEALTH OFF</u>	Alexander Wahlig, MD
<u>-TOWN ATTORNEY</u>	Jennifer Prossick, Esq.
<u>-WEBMASTER</u>	Don Radigan
<u>-COMPUTER CONSULTANT</u>	Fred Schulte

Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Burns to designate the official legal newspaper as the Corning Leader, in addition continue to publish in the Courier Advocate and the Southern Tier Shopper. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to designate M&T Bank, Five Star, and Lyons National as Banks that the Town will continue to use. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Musso to accept the 2017 IRS standard \$.535 per mile to reimburse Town employees. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to approve the following Town of Pulteney 2017 pay schedule:

Bi-Weekly: Highway

Deputy HWY Supt.:	Jason Tears
MEO	James Sprague
MEO	Tim Cheney

Bi-Weekly: General

Town Clerk	Erica Giambra
Bookkeeper	Rebecca Kirch
Highway Supt.	Terry Gibson
Municipal Svcs Mgr	Lauren Welch

Bi-Weekly: Water

Water Operator Supt.	Lauren Welch
Water Operator	Chuck Dluzak

Monthly: General

Supervisor	Mark Illig
Justice	Mary Hope Benedict
Court Clerk	Erica Giambra
Assessor	David Oliver

Quarterly: General

Councilman	Kathy Burns
Councilman	Mark Goodwin
Councilman	Mike Yastremski
Councilman	Rich Musso
DCO	John Ballam
Historian	Ray Emery

Annual: General

Registrar of Vital Stats	Erica Giambra
Cemetery Registrar	Donna Conley
Health Officer	TBD (Voucher)
Board of Assessment Review	Voucher (Paid in June)

All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to authorize the petty cash fund for the Town Clerk/Tax Collector of \$100.00, as well as the petty cash

fund for the Town Justice/Court Clerk of \$75.00. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig made motion seconded by Councilman Burns to approve the following:

SUPERVISOR APPOINTMENTS:

DEPUTY- Councilman Musso

BOOKKEEPER- Rebecca Kirch

KWIC/KLOC ALTERNATE- Councilman Goodwin

COMMITTEE APPOINTMENTS:

RECREATION- Councilman Burns

WATER- Councilman Musso & Councilman Goodwin

AGRICULTURE- Councilman Yastremski

DEVELOPMENT- Supervisor Illig

COMMUNITY GARDEN- Councilman Burns

All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns to accept Highway Superintendent Gibson's appointment for Highway Supt. Deputy Jason Tears. All in favor. Carried.

Supervisor Illig announced the Town of Pulteney Investment Policy is on file and can be reviewed at any time for 2017.

Supervisor Illig made motion seconded by Councilman Yastremski to renew the 2017 dog shelter lease contract the Town has with Betty Walden, in which Supervisor Illig pointed out how accommodating Betty is being a 24hr/7day service, amongst other key highlights within the contract. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to renew Gordon Lanphere's security guard contract for the Town Court/Town Hall. All in favor. Carried.

At this time, Supervisor Illig called the regular meeting of the Pulteney Town Board to order.

Councilman Yastremski made motion seconded by Councilman Goodwin to accept the minutes of the December 14, 2016 regular Board meeting and the minutes of the December 28, 2016 year end meeting. All in favor. Carried.

The balance sheets and profit/loss statements for January 2017 were made available to review. Supervisor Illig asked if there were any questions or concerns in which there were none.

Councilman Musso made motion seconded by Councilman Goodwin to pay General Bills in the amount of \$53,515.44 being vouchers No. 17-01 to No. 17-20. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented the main expensive vouchers were from Lloyd D. Sprague & Son, Inc. for our 2017 annual insurance premium and to Steuben County for Workman's Compensation.

Councilman Goodwin made motion seconded by Councilman Musso to pay Highway Bills in the amount of \$23,411.67 being vouchers No. 17-01 to No. 17-18. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski,

yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Again, the main expensive voucher for Highway was to Steuben County for Workman's Compensation.

Councilman Yastremski made motion seconded by Councilman Musso to pay Water District #1 Bills in the amount of \$6,431.12 being vouchers No. 17-01 to No. 17-09. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. A voucher for Workman's Compensation was also applied to the Water District.

Regarding transfers, Supervisor Illig informed the Board at the December 28, 2016 year end meeting he would request that 2 transfers are made within the Highway and General funds. The need for the transfer of funds is based on the actual balances as follows: For the 2017 Highway budget, it was anticipated there would be a year end fund balance of \$78,733.00. In actuality, there is a balance of \$67,806.00 due to overtime pay and the paving project. For the 2017 General budget, there was a forecasted balance of \$75,000.00. The actual fund balance at year end is \$105,006.00. Based on the stated balances, Supervisor Illig made motion seconded by Councilman Yastremski to transfer \$11,000.00 from the General fund balance to the Highway fund balance. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig made motion seconded by Councilman Burns to transfer \$10,000.00 from the General fund balance to A1620.51 (General Fund Contingency). Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. This transfer is necessary due to when preparing the budget, there were not any funds allotted into contingency to be able to keep the tax rate below the cap. Now with this transfer, this will assist with unexpected funds as needed.

Supervisor Illig stated there are several budget adjustments that need to be made to close the books for 2016. The adjustments are as follows and were given ahead of time for the Board to review:

2016 Budget Adjustments

12/31/16 *To be REVIEWED & APPROVED at 1/11/17 Board Meeting*

GENERAL	FROM	Amount	TO	Amount
	A1620.45 - Heating	\$1,500.00	A1010.4 - Contractual Expenses	\$1,500.00
	A1670.44 - Computer	\$650.00	A8810.1 - Personal Services	\$650.00
	A9010.8 - State Retirement	\$1,350.00	A9030.8 - Social Security	\$1,350.00
	A9010.8 - State Retirement	\$1,000.00	A9060.8 - Union Insurance	\$1,000.00
		Total		Total
		\$4,500.00		\$4,500.00
HIGHWAY	FROM	Amount	TO	Amount
	D5130.1 - Personal Services	\$4,257.00	D5110.1 - Personal Services	\$4,257.00

D5110.2 - Capital Outlay	\$265.00	D5130.2 - Equipment	\$265.00
D5120.4 - Contractual Expenses	\$3,000.00	D5130.2 - Equipment	\$3,000.00
D5130.1 - Personal Services	\$7,795.00	D5130.2 - Equipment	\$7,795.00
D5130.4 - Contractual Expense	\$1,702.00	D5130.2 - Equipment	\$1,702.00
D5130.41 - Deisel Fuel	\$24,062.00	D5130.2 - Equipment	\$24,062.00
D5130.42 - Truck Repair	\$2,152.00	D5130.2 - Equipment	\$2,152.00
D5130.43 - Gasoline	\$3,079.00	D5130.2 - Equipment	\$5,015.00
D5132.4 - Contractual Expense	\$1,156.00	D5130.2 - Equipment	\$1,156.00
D5132.41 - Telephone	\$17.00	D5130.2 - Equipment	\$17.00
D5132.42 - Repairs/Maintenance	\$24.00	D5130.2 - Equipment	\$24.00
D5132.43 - Supplies	\$313.00	D5130.2 - Equipment	\$313.00
D5132.44 - Electricity	\$750.00	D5130.2 - Equipment	\$750.00
D5132.45 - Heating	\$5,604.00	D5130.2 - Equipment	\$5,604.00
D5132.46 - Water	\$346.00	D5130.2 - Equipment	\$346.00
D5140.1 - Personal Services	\$5,232.00	D5130.2 - Equipment	\$5,232.00
D5140.4 - Contractual Expense	\$200.00	D5130.2 - Equipment	\$200.00
D5142.1 - Personal Services	\$15,221.00	D5130.2 - Equipment	\$15,221.00
D5142.4 - Contractual Expense	\$6,830.00	D5130.2 - Equipment	\$6,830.00
D9010.8 - State Retirement	\$13,000.00	D5130.2 - Equipment	\$13,000.00
D9030.8 - Social Security	\$2,076.00	D5130.2 - Equipment	\$2,076.00
D9060.8 - Town Medical Insurance	\$333.00	D5130.2 - Equipment	\$333.00

Total **\$97,414.00**

Total **\$97,414.00**



WATER	FROM	Amount	TO	Amount
	SW8340.5 - PY Capital Account	\$2,363.00	SW9010.8 - State Retirement	\$2,363.00
	SW8340.6 - Cost of Water	\$11,788.00	SW9010.8 - State Retirement	\$11,788.00
	SW8389.4 - Contingency	\$4,372.00	SW9010.8 - State Retirement	\$4,372.00
	SW9030.8 - Social Security	\$729.00	SW9010.8 - State Retirement	\$729.00
	SW8310.4 - Contractual Expenses	\$124.00	SW8310.41 - Equipment	\$124.00
	SW8310.44 - Supplies	\$39.00	SW8310.41 - Equipment	\$39.00
	SW8310.45 - Postage/Printing	\$279.00	SW8310.41 - Equipment	\$279.00
	SW8310.6 - Fuel/Maintenance	\$29.00	SW8310.41 - Equipment	\$29.00
	SW8320.41 - Elec - Master	\$196.00	SW8310.41 - Equipment	\$196.00
	SW8320.42 - Elec - Roff Hill	\$531.00	SW8310.41 - Equipment	\$531.00
	SW8320.43 - Elec - Mill St	\$885.00	SW8310.41 - Equipment	\$885.00
	SW8330.4 - Contractual Expenses	\$59.00	SW8310.41 - Equipment	\$59.00
	SW8330.41 - Chlor Master	\$21.00	SW8310.41 - Equipment	\$21.00

SW8330.43 Test Bact	\$135.00	SW8310.41 - Equipment	\$135.00
SW8330.44 - Test TTHN/HAA5	\$40.00	SW8310.41 - Equipment	\$40.00
SW8340.2 - Equipment	\$50.00	SW8310.41 - Equipment	\$50.00
SW8340.4 - Contractual Expenses	\$124.00	SW8310.41 - Equipment	\$124.00
SW8340.41 - Generator Maintenance	\$162.00	SW8310.41 - Equipment	\$162.00
SW8340.7 Jerusalem Transfer	\$74.00	SW8310.41 - Equipment	\$74.00
SW9030.8 - Social Security	\$285.00	SW8310.41 - Equipment	\$285.00
	Total \$22,285.00		Total \$22,285.00

Supervisor Illig asked the Board if there were any questions or concerns regarding the proposed adjustments in which there were none. Supervisor Illig made motion seconded by Councilman Goodwin to approve the above 2016 budget adjustments as stated. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Councilman Musso requested that at the February Board meeting a closed copy of the 2016 budget be made available. Supervisor Illig stated the Board will indeed receive copies of such.

Supervisor Illig reported there are also 2016 budget amendments that need to occur within the Highway and Water Accounts. These were also made available for the Board to review prior to tonight's meeting.

2016 Budget Amendments

12/31/16 *To be REVIEWED & APPROVED at 1/11/17 Board Meeting*

GENERAL No Amendments

HIGHWAY *Amend Operating Expenses in Highway Budget to \$153,500.00*

We made the following transfers to the Highway Account in 2016, which increased our Revenue.

--\$100,000.00 Transfer from General from proceeds of Gravel Pit Sale

--\$ 65,893.13 Transfers from HWY CAP RES account for equipment purchases

This amendment ensures there are no shortages in any expense accounts at year-end.

Supervisor Illig made motion seconded by Councilman Musso to approve the Highway 2016 budget amendment. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

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WATER *Amend Operating Expenses in Water Budget to
\$40,000.00*

\$40,000.00 Surplus in Water District #1 Operating Account.
To pay for new truck and computer software upgrade by
Aqualogics.

This amendment ensures there are no shortages in any expense accounts at year-end.

Supervisor Illig made motion seconded by Councilman Yastremski to approve the Water 2016 budget amendment. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Supervisor Illig reiterated that by doing these adjustments and amendments we can officially close the books and zero out for 2016.

The Highway, Water Department, Municipal Services, DCO, Historian and Justice reports were all available to review.

Municipal Services Manager Welch mentioned his report and comments were typical for this time of year in January and he is working on catching up the clerical portion of the KWIC program.

Aside from his report, Water Operator Dluzak commented the Water Department truck for sale went on the auction site yesterday, January 10th, and will be on for 2 weeks. He stated the Town has total and final say in everything, that if not happy with the offer the Town does not have to take and the buyer pays for everything, no fees involved. There is already, after 1 day, a bid for \$5,000.00 so it's off to a great start. Since the auction will be closed prior to the next Board meeting, Supervisor Illig made motion seconded by Councilman Musso to authorize Municipal Services Manager Welch and Water Operator Dluzak to monitor and execute the highest bid at the end of the 2-week auction period. All in favor. Carried.

Highway Superintendent Gibson commented in his report they have been busy plowing and sanding, including hauling in sand. The Dep't has been working on equipment (new front hubs on 98 Volvo and new bearings on the wood chipper). The new truck is in Angelica and is being fit with the plow and wing. The only hold up now is in waiting for the body, which should be here in 2 weeks.

In talking with Assessor Dave Oliver, Supervisor Illig reported 2017 will be a reassessment period. More information to come.

The new website is up and running. Supervisor Illig reported we are in hopes of attaching more recent photos of the community. Once the necessary update is completed on Clerk Giambra's computer she will meet again with the webmaster to finalize the

process and procedure of posting items. Councilman Musso requested the 2017-2019 Highway union contract also be posted on the website.

Supervisor Illig stated there were no Planning or Zoning Board meetings in January. Also, Municipal Services Manager Welch is in the process of working on a solar ordinance for the Planning Board, and ultimately the Town Board, to review.

Under old business, Councilman Burns stated Steuben Senior Services have been busy wrapping up year-end tasks, therefore she does not have a donation check in hand for the Community Garden honoring Barb Welles. Councilman Burns made motion seconded by Councilman Musso to once available, accept a donation of \$1800.00 from Steuben County Senior Services, in honor of Barb Welles, to add to our restricted community garden line to build a possible gazebo, bench, etc. All in favor. Carried.

Continuing with old business, Supervisor Illig stated there is a Town Health Officer vacancy. He will make a recommendation at the February meeting for the Board to consider, along with any other suggested individuals.

Regarding the Glen View survey, there has been a delay on the surveyor's part due to an increase in workload. Supervisor Illig spoke with the surveyor and there was a question on defining the boundary in reference to the area by the gully, however Supervisor Illig does not anticipate any further problems or questions and the survey should be completed and to the Town by the end of January.

Under new business, Supervisor Illig commented a year ago, at the January Board meeting he wanted to increase the communication within the Town. Councilman Burns stated the Grapevine, a community newsletter already in publication, would be a good venue to use. The Town now in fact publishes in each edition discussing current Town news. The Grapevine is an excellent collaborative effort. The newsletter is sent based on the property tax roll using a bulk mailing permit. This year, Councilman Burns stated they are asking the Town to contribute towards postage. In the past, they have received donations from different sources, including Steuben Senior Services. The Grapevine is published quarterly and the total cost for postage for 2016 is \$250.63. Councilman Burns made motion seconded by Councilman Musso to approve the Town to donate the funds for 2016. Roll call vote: Councilman Goodwin, yes; Councilman Musso, yes; Councilman Yastremski, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

With the increasing interest in solar power, Supervisor Illig stated he requested Attorney Prossick begin researching the procedures for taxation of solar installation. Solar systems in general are subject to regular assessment and taxation, however New York State offers an option to "opt out of" and have solar installation become tax exempt as an incentive. If the Town decided they did want to tax solar installation, the Town of Urbana is in the process of enacting a Local Law in which we could use as a reference. Supervisor Illig suggests the Board get a full understanding of the taxation procedures before they can determine what direction the Town wants to go in. The topic will be placed on the February agenda, in which to discuss if the Town will be tax exempt for solar or not. Supervisor Illig reiterated solar taxation is completely separate from previous conversations, including a solar ordinance and does not involve the Planning nor Zoning Boards. All factors to consider include how will the Assessor determine the values/assessment of installation? How much value would it add to the property? Incentive to install solar vs. additional taxable Town income? Solar installation has

become a 2016 statewide hot topic and one that the Town needs to address, especially with the first solar installation being approved at the end of last year.

Regarding the new Town website, Supervisor Illig stated he received a call from a constituent asking why the Town Board did not list phone numbers on the website. To ensure more accessibility of the Town Board, the Town Board members contact numbers will be listed when Clerk Giambra meets with the webmaster next.

Regarding the 2017 mowing contract/agreement, Supervisor Illig recommends to renew the existing contract rather than place out for bid. The current contractor did a good job last year with reasonable rates. With no objection, Supervisor Illig will contact the current contractor and renew the current contract for 2017 under the Supervision of himself and Highway Supt. Gibson. All in favor. Carried.

Under public comments, Councilman Musso wanted to thank the Board for their contribution to the new Ambulance Building floor. It looks great and was much needed. Also, he received an email regarding upcoming grant writing seminars that he will be attending. Anyone interested is more than welcome join.

Supervisor Illig made motion seconded by Councilman Musso to adjourn the meeting. All in favor. Carried.

Meeting adjourned at 8:27 PM.

Town Clerk

