

June 14, 2017

MINUTES

**REGULAR MEETING – EDEN TOWN BOARD
2795 EAST CHURCH STREET
EDEN, NEW YORK
JUNE 14, 2017
7:00 P.M.**

TOWN BOARD MEMBERS PRESENT:

| | | |
|-------------------|---|---------------|
| MELISSA HARTMAN | - | SUPERVISOR |
| RICHARD S. VENTRY | - | COUNCILPERSON |
| MARY LOU PEW | | COUNCILPERSON |
| SUSAN WILHELM | - | COUNCILPERSON |
| MICHAEL BYRNES | - | COUNCILPERSON |

DEPARTMENT HEADS PRESENT:

| | | |
|---------------------|---|-----------------------------|
| Ronald C. Maggs | - | Superintendent of Highways |
| Michael J. Felschow | - | Chief of Police |
| Joe Hart | - | Eden Fire Chief |
| Scott Hunter | - | East Eden Fire Chief |
| Robert Pietrocarlo | - | Chairman Board of Assessors |
| Amy Porter | - | Recreation Director |
| Ray Zabron | - | Dog Control Officer |

OTHERS PRESENT:

| | | |
|-------------------|---|---------------|
| William Trask | - | Town Attorney |
| Mary Jo Hultquist | - | Town Clerk |

Call to Order:

Supervisor Hartman called the Regular Meeting of the Eden Town Board to order at 7:00 P.M.

Pledge of Allegiance:

Supervisor Hartman led the assembly in the Pledge of Allegiance to the flag. A moment of silence was observed for the deceased members of the community for the month of May, 2017, David Dole, Gracia Sansom, Susan Tanner, Patricia Ilardo, June Schwaab, William Palmerton, Mary Ann Perram and Micheline Fried.

Approval of Minutes:

Supervisor Hartman asked if there were any additions or corrections to the Town Board Minutes of May 10, 2017; there were none.

MOTION was made by Councilperson Ventry to approve the Town Board Minutes of May 10, 2017 as presented; seconded by Councilperson Byrnes; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman asked if there were any additions or corrections to the Town Board Minutes of May 24, 2017; there were none.

MOTION was made by Councilperson Ventry to approve the Town Board Minutes of May 24, 2017 as presented; seconded by Councilperson Byrnes; All “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Petitions:

There were none.

Budget Transfers/Amendments:

There were none.

Audit Bills:

Supervisor Hartman asked if there were any changes or additions to the “Audit of Bills” which are on file in the Town Clerk’s office. There were none.

| DESCRIPTION | VOUCHER NUMBERS | AMOUNT |
|-------------------------|-----------------|--------------|
| General Fund | 293-372 | \$85,806.59 |
| Highway Dept. Fund | 117-150 | \$106,290.31 |
| Fire Dept. Fund | 101-125 | \$26,009.09 |
| Recreation Dept. Fund | 45-68 | \$8,382.07 |
| Refuse and Garbage Fund | 8-10 | \$42,456.13 |
| Street Lights Fund | 11-13 | \$4,434.53 |
| Water Fund | 12-13 | \$345.96 |
| Trust & Agency Fund | -- | -- |
| Capital Fund | | |
| H8320.405 | 8-9 | \$15,085.04 |
| H8302.406 | 4 | \$62,681.95 |
| Community Development | -- | -- |

MOTION was made by Councilperson Ventry to approve the Audit of Bills as presented; seconded by Councilperson Wilhelm; All “Ayes”? Opposed? – None; Abstain? – None; Motion carried.

Departmental Reports:

Department reports for the month of May 2017 were presented by Joe Hart, Eden Fire Chief; Scott Hunter, East Eden Fire Chief; Michael Felschow, Eden Police Chief; Ray Zabron, Dog Control Officer; Ronald Maggs, Superintendent of Highways; William Trask, Town Attorney; Mary Jo Hultquist, Town Clerk; Supervisor Hartman for Mark Clark, Zoning Code Enforcement Officer; Amy Porter, Recreation Director; Robert Pietrocarlo, Chairman Board of Assessors and Joe Ghosen, GIS Consultant. All reports are on file in the Town Clerk’s office.

Joe Hart, Eden Fire Chief requested the Town Board’s approval for the 2017 Itemized Fire Equipment Bids. The Eden Fire Department is requesting \$20,497.21. Copies of the bid results are available at the Town Clerk’s office.

MOTION was made by Supervisor Hartman to approve \$20,497.21 for the 2017 Itemized Fire Equipment bid for the Eden Fire Department; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

Scott Hunter, East Eden Fire Chief requested the Town Board add Clayton Armbruster to the East Eden Line Officers as the 2nd Lieutenant.

MOTION was made by Supervisor Hartman to add Clayton Armbruster to the East Eden Line Officers as the 2nd Lieutenant; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

New and Unfinished Business:

1. Ratification of new hire – Part-time Code Enforcement Officer

MOTION was made by Supervisor Hartman to appoint Jesse Baker, Part-time Code Enforcement Officer for up to 19 hours per week at \$19.00 per hour; seconded by Councilperson Byrnes; “Ayes”? - Byrnes, Pew, Wilhelm; Opposed? - Ventry; Abstain? - Hartman; Motion carried.

2. Approval of Credit Card Policy

Supervisor Hartman read the following:

**Town of Eden
Credit Card Policy**

When employees need to make small one-time purchases, it is often more convenient for them to pay with a credit card. To ensure that credit cards are used only for approved and necessary expenses, the Town of Eden is adopting the following credit card policy and a system of internal controls.

The Town will not have more than two credit cards, which will be stored in a small combination lock box to be kept in the safe in the Supervisor's office. (only Supervisor, Deputy Supervisor and Bookkeeper will have access to this combination).

Cards must be approved by the governing board before it's issued.

Issued cards will not allow cash advances or cash back from returned purchases.

Any re-occurring payments will not be added to card without a first time prior board approval.

All purchases must have prior approval from the Supervisor or Deputy Supervisor.

If credit card must be used for a purchase off-site, the card must be signed out and returned the day it is needed, unless the Supervisor's office is closed either before or after. The Supervisor, Deputy Supervisor may grant approval for its early pick up or delayed return. The original receipt must accompany the card when it is returned.

A usage log will be maintained and reflect how purchase was made – off-site, phone, fax, or online purchase. All appropriate receipts will be kept with log to aid in reconciliation of credit card statement.

Immediately upon the receipt of credit card statement, Supervisor's secretary will reconcile to supporting documentation (including verification items were actually received) and report any suspicious purchases to the Supervisor.

This policy is subject to the Town of Eden Procurement Policy.

MOTION was made by Supervisor Hartman to approval the Town of Eden Credit Card Policy as presented; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

3. Approve issuance of Town Credit Card

MOTION was made by Supervisor Hartman to approve the Chase Ink Business Credit Card; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

***Note:** In the event this card is not approved by the credit card company, Key2Business Commercial Card will be applied for.

4. Recreation Board Appointments/changes

Supervisor Hartman read the following Appointments/Changes:

| Employee | Change | Rate | Note |
|----------------------|---------------|-------------|-------------|
| Angela Luther | Resignation | | |
| Julie Aleksandrowicz | Resignation | | |

| | | | |
|--------------------|---|-----------------|---------------------------|
| Jacob Schlegel | Resignation | | |
| Anna Winter | Resignation | | |
| Hannah Mardino | Resignation | | |
| Olivia Berne | Resignation | | |
| Samantha Logan | Resignation | | |
| Myles Kifner | Alternate | | |
| Andrew Bialy | Rec to Grounds | \$9.85 Same | |
| Jamie Miller | Head Lifeguard | \$10 to \$11 | |
| Jordan Gregoire | Alternate to Grounds then Rec | \$9.75 | |
| Jason Porter | Asst. Grounds as needed until Rec | \$9.75 Same | |
| Brad Palmerton | Grounds & Maintenance to G/M Supervisor | \$10 to \$10.50 | Retro to May 15 |
| Anne Brockman | ½ Arts and Crafts to A & C Rec | \$9.75 Same | |
| Elizabeth Benedict | Head Instructor | \$11 to \$11.25 | Increase to have increase |
| Elizabeth Karstedt | Camp Counselor to Tennis Leader | \$10 to \$10.50 | Tennis reinstated |
| Marlene Grunder | Mini Camp Director | \$10 ½ days | |
| Ivan Bitnum | Pool Supervisor | \$3800 Stipend | |
| Aubree Gross | Swim Instructor | \$9.85 | |
| Gabrielle Snyder | Mini Camp Asst. | \$9.75 | |
| Ally Agate | Lifeguard | \$9.75 | |
| Amanda Popple | Same | \$10 to \$9.85 | Incorrect rate |
| Emily Popple | Same | \$9.85 to \$10 | Incorrect rate |

MOTION was made by Councilperson Wilhelm to approve the Recreation Board appointment/changes as recommended by Jack Cuddihy, Chairman; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

5. Revisit East Eden Tavern – temporary event

Supervisor Hartman stated that no complaints have been received and that the questions/concerns that had been asked by Mark Clark, Code-enforcement Officer had been answered satisfactorily.

MOTION was made by Supervisor Hartman to approve the temporary event for the East Eden Tavern through August 31, 2017, to operate as previously approved; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

6. Award bid for Brush Chipper

Ron Maggs, Highway Superintendent presented the results of the bid opening for the Brush Chipper as follows:

| Bidders | Amount |
|--------------------------|---------------|
| Baschmann Services, Inc. | \$36,862.00 |

Mr. Maggs explained to the Town Board that \$35,000 had been transferred, by permissive referendum, from the Equipment Reserve Account D878.2 to purchase the

Brush Chipper. He suggested that the \$1,862.00 be transferred to that account, through a budget transfer.

MOTION was made by Supervisor Hartman to approve the purchase of the 12” Brush Chipper to Baschmann Services, Inc. at \$36,862.00, with \$35,000 from the Equipment Reserve Account D878.2 and the remainder \$1,862.00 as a budget transfer; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

7. Approve Off-Road Drainage projects

Ron Maggs, Highway Superintendent, as Chairman of the Off-Road Drainage Committee, recommending the following projects:

1. Project 2017-01: To clear miscellaneous blockages throughout the town at a cost not to exceed \$2,000.00

MOTION was made by Councilperson Wilhelm to approve Project 2017-01 as presented; seconded by Supervisor Hartman; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

2. Project 2017-02: Mary Drive. To repair existing exit of drain pipe at 4363 Mary Drive at a cost not to exceed \$500.00.

MOTION was made by Councilperson Wilhelm to approve Project 2017-02 as presented; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? -None; Motion carried.

3. Project 2017:03: Miscellaneous Town-wide mowing and hand clearing at a cost not to exceed \$2,000.00.

MOTION was made by Supervisor Hartman to approve Project 2017-03 as presented; seconded by Councilperson Pew; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

8. New Wave Energy Corporation Proposal

Supervisor Hartman shared information received from New Wave Energy Corporation to be reviewed and discussed at a future town board meeting.

9. Resignations

Supervisor Hartman read the following resignations to be acknowledged and accepted as read:

- Mark Clark, Part-time Code Enforcement Officer, effective June 13, 2017.
- James G. Pierce, Part-time Police Officer, effective June 3, 2017.
- Nathan Miller, Part-time Police Officer, effective June 11, 2017
- Rick Johnson, Part-time Public Safety Dispatcher, effective March 20, 2017.

10. Public Dispatcher Appointment

MOTION was made by Councilperson Ventry to appoint Mark Baltes as a part-time Public Safety Dispatcher for up to 19 hours per week at a rate of \$13.53 per hour, as recommended by Mike Felschow, Chief of Police; seconded by Councilperson Byrnes; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

11. Appoint Historic Review Board/Local History Committee

Supervisor Hartman read the following appointments to the Historic Review Board/Local History Committee, as recommended by Ed Krycia, Acting Chairman:

- Terms to Expire 12/31/17: Gary Nobbs, Carl Modica, Gary Nobbs, Jr.

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Terms to Expire 12/31/18: Gary Eye, R. Colin Campbell, Edward Krycia, Jr.
Ryan Duffy
Ex-Officio Members: Susan Minekime, R. Ferris Randall

MOTION was made by Supervisor Hartman to make the appointments to the Historic Review Board/Local History Committee as presented; seconded by Councilperson Wilhelm; All “Ayes”; Opposed? - None; Abstain? - None; Motion carried.

Supervisor’s Report:

- Blue Star Memorial Dedication held on Saturday, June 10, 2017, thanks to Michelle Wilson and the Eden Garden Club
- Peter Putnam passed away June 5th, 35 years on the Emergency Squad
- Comprehensive Plan – another public meeting to be announced
- Andrew Henry, Troupe 506, received his Eagle Scout and was named Eagle Scout of the Year

Hearing of Visitors:

There were none.

Adjournment:

MOTION was made by Councilperson Ventry to adjourn the Regular Meeting of the Eden Town Board; seconded by Councilperson Byrnes; All – “Ayes”; Opposed? – None; Abstain? – None; Motion carried.

Supervisor Hartman adjourned the Regular Meeting of the Eden Town Board at 8:05 P.M.

Executive Session:

Supervisor Hartman adjourned the Executive Session of the Eden Town Board Meeting at 9:30 P.M.

Respectfully submitted by,

Mary Jo Hultquist
Town Clerk