

Unadilla Town Board Meeting

Date: January 10, 2023

6:00 PM Audit of Bills

6:30 PM Open Meeting

Pledge of Allegiance

Call to Order

Supervisor George DeNys called the meeting to order.

Roll Call

George DeNys, Supervisor
Terry Yoder, Town Clerk
Rodney Renwick, Superintendent
Don Cole, Councilman
Jessica Grow, Councilwoman
Ronald Reed, Absent
Allen Anderson, Councilman
Beth Westfall, Attorney
Kirk McLaughlin, BOR

December 13th Minutes

Councilman Don Cole made the motion to accept the minutes as written. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Audit of Bills

Councilwoman Jessica Grow made the motion to accept and pay the bills. The motion was seconded by Supervisor George DeNys and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Audit of Bills

End of 2022

General Fund (A)	\$ 3,894.80
Highway (DA)	\$21,622.36
Highway (DB)	\$ 2,997.70
Wells Bridge Lighting (SL3)	\$ 146.34
Rockdale Lighting (SL2)	\$ 23.37
Riverside Lighting (SL1)	\$ 132.54
Riverside Sewer District	\$ 47.19

January 2023

General Fund (A)	\$ 7,301.74
Highway (DA)	\$ 5,195.26

Committee Reports

Highway

Superintendents Report

Snow and Ice plowed or salted 20 times

Tree work is ongoing

Slope failure on Buckhorn Lake Road

Mowing Tractor delivered

Agreement for Expenditure of Highway Money – Highway Law 284

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONIES

This agreement is between the highway superintendent and the town board of the Town of Unadilla, Otsego County, New York, and the undersigned members of the town board. Pursuant to the provisions of section 284 of the highway law, we agree that monies levied and collected in the town for repair and improvement of highways, and received from the state for state aid for repairs and improvement of highways shall be expended as follows:

1. **General Repairs.** The sum of \$194,400.00 shall be set aside to be expended for primary work and general repairs upon 59.38 miles of town highways. The total sum of \$194,400.00 shall be set aside and not exceeded unless this agreement is amended by the town board and the highway superintendent.
2. **Permanent Improvements.** (CHIPS) the following sums shall be set aside to be expended for permanent improvements on town highways. A total sum of \$122,673.00 shall be set aside and not exceeded unless this agreement is amended by the town board and the highway superintendent.

It is agreed that all guidelines and sections as set forth by the New York State Department of Transportation, the New York State Highway Law, and the New York State Town Law will be adhered to and subjected to by the undersigned. It is further agreed the town highway superintendent will complete and submit in a timely manner all state aid forms and required information to the appropriate agency.

This agreement executed the 10th Day of January, 2023

Supervisor, George DeNys	Aye
Board Member, Ronald Reed	Absent
Board Member, Don Cole	Aye
Board Member, Jessica Grow	Aye
Board Member, Allen Anderson	Aye
Highway Superintendent, Rodney Renwick	Aye

Supervisor George DeNys made the motion to enter in agreement with Highway Superintendent, Rodney Renwick for the Expenditure of Highway Monies. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Finance

December Financial Report was submitted with no questions by board.

Building

No Report

Supervisor George DeNys made the motion to accept the committee reports as is. The motion was seconded by Councilman Don Cole and unanimously carried. Roll Call; 4 Aye, 0 Noes.

Monthly Reports

- Town Clerk's report was submitted with a check totaling \$407.50
- No Supervisors Report
- Tax Collectors Monthly Report
- Dog Control Officers Monthly Report
- Assessors Monthly Report

Councilwoman Jessica Grow made the motion to accept the monthly reports. The motion was seconded by Councilman Don Cole and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

New Business

TAX Break Incentive for Fire Department Volunteers

The Unadilla Fire Department requested the Town to consider passing a local law that recently passed in New York State giving volunteer fireman and ambulance personal a tax rebate of up to 10%. They are hoping this will be an incentive to new prospected volunteers and show appreciation for the current ones.

Councilman Allen Anderson made a motion to hold a public hearing to consider passing this local law. The motion was seconded by Supervisor George DeNys and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Resolutions for 2023

Towns Official Newspaper, The Daily Star

Supervisor George DeNys made the motion to accept The Daily Star as the Town's Official Newspaper. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Standard Workday Resolution

RESOLUTION ESTABLISHING STANDARD WORKDAY FOR ELECTED AND APPOINTED OFFICIALS FOR STATE RETIREMENT

“Be it hereby resolved that the Unadilla Town Board be and hereby established the following as a standard workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees Retirement System:

All elected officials:

Five-day work week, six-hour day

Supervisor

Town Clerk

Town Councilmen/Councilwomen (4)

Tax Collector

Justices (2)

The Assessors (1)

Bookkeeper (1)

Highway Superintendent; five-day work week, eight-hour day

Five-day work week, six-hour day.

Supervisor George DeNys made the motion to approve the Standard Workday Resolution. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Designated Depository (s)

NBT Bank – Town Supervisor

Community Bank --Town Clerk & Tax Collector

Supervisor George DeNys made the motion to accept Community and NBT Banks as the Towns designated depositories. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

IRS Mileage

.65.5 Cents per mile, to be used as the Towns mileage rate.

Supervisor George DeNys make the motion to accept the IRS mileage rate for 2023 as the Town’s rate. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Hourly Rates for:

Deputy Town Clerk	(\$14.20)
Deputy Tax Collector	(\$14.20)
Court Clerk	(\$16.00)

Town Hall Lawn Care(\$14.20)

Supervisor George DeNys made the motion to approve the hourly rates as stated. The motion was seconded by Councilman Don Cole and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Review The Investment Policy

Review the Procurement Policy

Review Violence-in-the Workplace Prevention Policy

Review Standards of Conduct for Officers and Employees

Attorney Beth Westfall asked for time to review the Standards of Conduct for Officers and Employees until the February 14th board meeting.

Supervisor George DeNys made the motion to approve the Investment, Procurement and Violence in the Workplace policies. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call, 4 Ayes, 0 Noes.

Annual Appointments Policies and Procedures Policy:

Town Clerk Petty Cash	\$220.00
Town Tax Collector Petty Cash:	\$200.00
Court Clerk Petty Cash:	\$210.25

Supervisor George DeNys made the motion to approve the petty cash amounts as stated. The motion was seconded by Councilman Don Cole and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Annual Appointments:

Deputy Supervisor – Jessica Grow
Attorney for Town – Beth Westfall
Deputy Highway Supt. – William Howland
Highway Committee –Don Cole, Jessica Grow
Building Committee – Don Cole, George DeNys
Personnel Rules Policies & Proc. Committee – George DeNys, Ronald Reed
Insurance Committee – Jessica Grow, Allen Anderson
Finance Committee – Don Cole, George DeNys
Code of Ethics Committee – George DeNys, Allen Anderson
Dog Control Officer – Amy Cross
Village Liaison – George DeNys
FEMA Liaison – Ronald Reed
Bookkeeper – Karen Kropp
Historian – Sheila Bell
Health Officer – Adrienne Hendrick
Assessor – Penny Haddad
Bailiff – Jeremy Hilton

Court Clerk - Anita Grays
Elections Coordinator – Don Cole
Deputy Tax Collector – Terry Yoder
Deputy Town Clerk – Sheri Kinsella
Registrar of Vital Statistics – Terry Yoder
Deputy Registrar – Sheri Kinsella
Building Custodian – Susan Mott

Councilwoman Jessica Grow made the motion to approve the Annual Appointments. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call 4 Ayes, 0 Noes.

Annual Audit by Supervisor

Town Clerk submitted annual report
Town Tax Collector submitted annual report
Justice Clerk submitted annual report

An annual audit was conducted by Town Supervisor, George DeNys for the Town Clerk, Tax Collector and the Justice Clerk's Office.

Councilwoman Jessica Grow made the motion to accept the Annual audit reports. The motion was seconded by Supervisor George Denys and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Delaware Valley Humane Society Contract

The annual contract with DVHS was drawn up with no new changes from last year. Annual payment will be \$1,800.00.

Supervisor George DeNys made the motion to sign the new contract with Delaware Valley Humane Society. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Resignation of Kirk McLaughlin, Chairman of BOR

Supervisor George DeNys read the letter of resignation for Board of Review Chairman, Kirk McLaughlin dated January 6th.

Supervisor George DeNys made the motion with deep regrets to accept Kirk's resignation. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Appoint Yvonne Cleaver as Deputy Town Clerk 2

Supervisor George DeNys made the motion to appoint Yvonne Cleaver as Deputy Town Clerk 2. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Old Business

Gradall Bids

The Notice for a used Gradall will be placed in this month's paper. Bids will be opened at the February 14th meeting.

ARPA Funds

Supervisor George DeNys provided recommendations from the ARPA Fund Committee to use some of the remaining funds. To date, approximately \$191,440.72 has been spent from the initial \$313,229.82. Suggestions include an AWD Town Car, a walk-up window to be used for payments, and an informational sign along with benches and/or tables for outside of the building. The committee will get quotes for each suggestion to present to the Board at the next meeting.

Correspondence

Association of Towns – Annual Training Information

Privilege of the Floor

Kirk McLaughlin had questions regarding the new local law that the board will be passing and how the fire department volunteers would qualify for the tax incentive.

Adjournment

Supervisor George DeNys made the motion to adjourn. The motion was seconded by Councilman Don Cole and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

Respectfully Submitted,

Terry L. Yoder, Town Clerk

Time of Adjournment: 7:44 PM