

Unadilla Town Board Meeting

Date: January 11, 2022

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, Councilman
Ronald Reed, Councilman
Alan Anderson, Councilman
Beth Westfall, Attorney

December 14th Minutes

Jessica Grow made the motion to accept the minutes as written. The motion was seconded by Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Audit of Bills

Councilman Ronald Reed made the motion to accept and pay the bills. The motion was seconded by Councilman Jessica Grow and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Audit of Bills

End of 2021

General Fund (A)	\$ 3,090.01
Highway (DA)	\$11,937.88
Highway (DB)	\$ 3,123.42
Wells Bridge Lighting (SL3)	\$ 551.15
Rockdale Lighting (SL2)	\$ 69.77
Riverside Lighting (SL1)	\$ 390.29
Riverside Sewer District	\$ 640.09

January 2022

General Fund (A)	\$23,276.79
Highway (DA)	\$ 4,785.79

New Business

Resolutions for 2022

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 Councilman Ronald Reed and unanimously carried. Roll Call; 5 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 (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 made the motion to approve the Standard Workday Resolution. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 5 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 Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

IRS Mileage: \$.58.5 per mile, to be used as the Town mileage

Supervisor George DeNys made the motion to accept the IRS Mileage rate of \$.58.5 for the Town of Unadilla. The motion was seconded by Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Hourly Rates for:

Deputy Town Clerk	(\$12.50)
Deputy Tax Collector	(\$12.50)
Assessor's Clerk	(\$12.50)
Court Clerk	(\$15.00)
Deputy Court Clerk	(\$12.50)
Town Hall Lawn Care	(\$12.50)

Supervisor George DeNys the motion to approve the above hourly rates. The motion was seconded by Councilman Ronald Reed and unanimously carried. Roll Call; 5 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

Annual Appointments Policies and Procedures Policy:

Procedures:

Town Clerk Petty Cash:	\$220.00
Town Tax Collector Petty Cash:	\$100.00
Town Justice Clerk Petty Cash:	\$210.25

Supervisor George DeNys made the motion to approve the Petty Cash Reports. The motion was seconded by Councilman Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Annual Appointments:

Deputy Supervisor – Ronald Reed
Attorney for Town – Beth Westfall
Deputy Highway Supt. – William Howland
Highway Committee – Jessica Grow, Don Cole
Building Committee – Don Cole, George DeNys
Personnel Rules Policies& Proc. Committee – George DeNys, Ronald Reed
Insurance Committee – Jessica Grow, Allen Anderson
Finance Committee – George DeNys, Don Cole
Code of Ethics Committee –George DeNys, Allen Anderson

Dog Control Officer – Amy Cross
Village Liaison – Ronald Reed
FEMA Liaison – Ronald Reed
Recreation Committee – George DeNys, Don Cole
Bookkeeper – Lynn Heim
Historian – Sheila Bell
Health Officer – Adriane Hendrick
Bailiff – Carl French
Elections Coordinator – Don Cole
Assessor – Penny Haddad
Deputy Tax Collector – Terry Yoder
Court Clerk – Anita Grays
Deputy Town Clerk – Sheri Kinsella
Registrar of V. Statistics – Terry Yoder
Deputy Registrar – Sheri Kinsella
Building Custodian – Susan Mott

Supervisor George DeNys made the motion to approve the above appointments for the year 2022. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Annual Audit by Supervisor

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

Supervisor George DeNys made the motion to approve the Annual Audit. The motion was seconded by Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Authorize Request for Housing Funds for CDBG Grant (Drawer 12)

Councilman Ronald Reed made a motion to authorize the request for Funds for Drawer 12 in the amount of \$40,500.00. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Committee Reports

Highway

Tree work and snow and ice are ongoing. Boom mowing is done for the year. Winter inspection and repairs on equipment are underway.

Ten-wheel plow truck delivery has been postponed until next week.

The Town was awarded a grant out of Joe Angelino's Office for the Lockwood Hill Road Culvert for \$50,000. Rodney has always used Mike O'Reilly out of Norwich in the past as principal design and engineer for bridges and FEMA work and would like to use him for this project.

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 \$180,000.00 shall be set aside to be expended for primary work and general repairs upon 59.38 miles of town highways. The total sum of \$180,000.00 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 11th Day of January, 2022

Supervisor, George DeNys	Aye
Board member, Ronald Reed	Aye
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 Councilman Allen Anderson and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Recreation No Report

Finance

December Financial Report was submitted with no questions

Building

Monthly Fire Extinguishers were inspected by George DeNys. Town Clerk noted that the kickstand on the back door was broken and needs repaired. Supervisor DeNys thought the Board should consider a walk up window be installed using the Covid money. Further discussion to take place at a later date once we know what we can use the funds for.

Monthly Reports

Town Clerk's report was submitted with a check totaling \$392.11
No Supervisors Report
Tax Collectors Monthly Report
Dog Control Officers Monthly Report
Assessors Monthly Report

Councilman Ronald Reed made the motion to receive and file the monthly reports. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Correspondence

Association of Towns – Annual Training Information
CDBG Grant – Nina Krupski as new CDBG Grant Administrator
THOMA- Update on Grant Status

Privilege of the Floor

Ed Frazier reported that Steve Lawton and the County's IT rep are working together with Penny to address her computer situation.
He also was reporting on the new ambulance service for the County. They have had between 115 and 140 calls so far. They are still collecting data on this new service.

The Highway Superintendent made note that Linda Jackson was a long term employee as the Deputy Town Clerk. Supervisor George DeNys ask that she been recognized and thanked for her service.

Supervisor DeNys welcomed Allen Anderson to the Town Board as a new Councilman. Allen wanted to speak about the "Divide New York" situation and would like to have a discussion about it in the future

Adjournment

Supervisor George DeNys made the motion to adjourn. The motion was seconded by Councilman Ronald Reed and unanimously carried. Roll Call; 5 Ayes, 0 Noes.

Respectfully Submitted,

Terry L. Yoder, Town Clerk
Time of Adjournment: 6:58PM