

Unadilla Town Board Meeting

Date: January 9, 2024
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
- Allen Anderson, Councilman
- Beth Westfall, Attorney
- Ed Frazier, County Rep

December 13th Minutes

Councilwoman Jessica Grow 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

Councilman Allen Anderson 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.

End of 2023

General Fund (A)	\$33,096.52
Highway (DA)	\$17,943.71
Highway (DB)	\$ 1,533.40
Wells Bridge Lighting (SL3)	\$ 203.25
Rockdale Lighting (SL2)	\$ 34.62
Riverside Lighting (SL1)	\$ 196.37
Riverside Sewer District	\$ 1,176.20

January 2024

General Fund (A)	\$ 4,915.89
Highway (DA)	\$ 5,041.47
Highway (DA)	\$ 5,195.26

Committee Reports

Highway

Boom mowing is complete and right of ways are cleared of brush. Crew was out 14 times for snow and ice. The new pick-up is in service with plow and sander. The old pick-up will be going up for sale online soon so that the board can approve the bid at the February meeting.

The Town Hall’s carport was delivered to the Highway Garage.

Rodney asked that the Highway Expenditure Agreement be approved by the Board.

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 sum 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 9th Day of January, 2024

Supervisor, George DeNys	Aye
Board Member, Jessica Grow	Aye
Board Member, Allen Anderson	Aye
Board Member, Don Cole	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; 4 Ayes, 0 Noes.

Driveway Permit

Attorney Beth Westfall suggested some changes to the Driveway Permit that Rodney brought before the board at last month's meeting.

Councilman Allen Anderson made the motion to accept revised Driveway Permit. 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

Fyr-Fyter performed their annual inspection with no issues. Next week the County will be here to do their inspection.

Don is still waiting to hear back from Turner Electric regarding generator.

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 \$480.61

Supervisors Report

Tax Collectors Monthly Report

Dog Control Officers Monthly Report

Assessors Monthly Report

Court Clerk's Year End Report

Supervisor George DeNys made the motion to accept the monthly reports. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call; 4 Ayes, 0 Noes.

New Business

Resolutions for 2024

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 & Justice

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

IRS Mileage

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

Supervisor George DeNys make the motion to accept the IRS mileage rate for 2024 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 (\$15.00)

Deputy Tax Collector (\$15.00)

Court Clerk	(\$17.00)
Town Hall Lawn Care	(\$15.00)

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

Review The Investment Policy

Supervisor George DeNys made the motion to approve the Investment policy. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call, 4 Ayes, 0 Noes.

Review the Procurement Policy

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

Review Violence-in-the Workplace Prevention Policy

Supervisor George DeNys made the motion to approve the Violence in the Workplace policy. The motion was seconded by Councilman Allen Anderson and unanimously carried. Roll Call, 4 Ayes, 0 Noes.

Review Standards of Conduct for Officers and Employees.

Supervisor George DeNys made the motion to approve the Standards of Conduct for Officers and Employees policy. The motion was seconded by Councilwoman Jessica Grow and unanimously carried. Roll Call, 4 Ayes, 0 Noes.

Standards of Conduct Chairman

Councilman Allen Anderson was selected as Chair for the Standards of Conduct for Officers and Employees Committee

Supervisor George DeNys made the motion to appoint Councilman Allen Anderson as Standards of Conduct Chairman. 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

Councilman Don Cole made the motion to approve the petty cash amounts as stated. The motion was seconded by Supervisor George DeNys 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, Allen Anderson
Insurance Committee – Jessica Grow, George DeNys
Finance Committee – Don Cole, George DeNys
Code of Ethics Committee – Allen Anderson
Dog Control Officer – Amy Cross
Village Liaison – George DeNys
FEMA Liaison – Allen Anderson
Bookkeeper – Karen Kropp
Historian – Mary Manning
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
Deputy Town Clerk (2) Yvonne Cleaver
Registrar of Vital Statistics – Terry Yoder
Deputy Registrar – Sheri Kinsella
Building Custodian – Susan Mott

Supervisor George DeNys 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.

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

Old Business

Cannabis Application

Attorney Beth Westfall gave an update on the Cannabis application that was submitted to the Town in November. A letter was sent to the NY State Office of Cannabis Management Office requesting a copy of the complete application and a detailed explanation of the proposed operation along with a 30 extension to review before making an opinion about the new business. A letter was sent back stating we would need to do a FOIL request. Beth thought it would be quicker by calling the Applicant directly and speaking with her about how her business would be handled.

Correspondence

Association of Towns – Annual Training Information

Wells Bridge Fire Department-Thank you card for Emergency Vehicle

Privilege of the Floor

County Representative Ed Frazier talked about the Highway plow safety training through Otsego County.

Adjournment

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

Respectfully Submitted,

Terry L. Yoder, Town Clerk

Time of Adjournment: 7:06 PM