

TOWN OF OAKFIELD

BOARD MEETING

JULY 13, 2010

The meeting was called to order at 7:00 pm, by Supervisor Dodd, followed by the Pledge to the Flag.

PRESENT: Supervisor Dodd, Councilpersons Glor, Kabel, Cianfrini and Veazey, Town Clerk Haacke, Superintendent of Highways Dennis, Tom Carpenter and Brent Rosiek of Clark Patterson Lee and Attorney Kevin Earl, Tom Smith

The following Resolution was presented to the Board:

**RESOLUTION TO DECLARE LEAD AGENCY STATUS AND
AUTHORIZE TOWN AND COUNTY PLANNING BOARD REFERRAL**

WHEREAS, on June 8, 2010, the Town of Oakfield Board passed a Resolution including authority to seek Lead Agency status pursuant to the State Environmental Quality Review Act (hereinafter "SEQR"), and

WHEREAS, the Town Clerk was served by mail a "Notice of Intent to Establish Lead Agency" to all of the required six (6) involved or interested Agencies, and

WHEREAS, five (5) of these six (6) Agencies, namely, The Town of Oakfield Planning Board, The Genesee County Planning Board, The Genesee County Health Department, The New York State Department of Environmental Conservation and The New York State Department of Agricultural Markets, have returned a document advising that each Agency has no objection to the Town of Oakfield Board assuming Lead Agency status for this project, and

WHEREAS, the United States Army Corp. of Engineers has not responded within the required thirty-day (30) period,

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Oakfield, New York, that it does hereby establish itself as the Lead Agency for the SEQR review

regarding the Application for a Special Use Permit, dated March 2, 2009, submitted by Michael Dilcher to establish up to 280 campsites on Fox Road in the Town of Oakfield, and

BE IT FURTHER RESOLVED that the Oakfield Town Clerk is hereby authorized and directed to immediately refer this Application and all supporting documents to both the Town of Oakfield Planning Board and the Genesee County Planning Board.

Dated: July 13, 2010

MOVED BY: Councilman Veazey

SECONDED BY: Councilwoman Glor

Approved on Roll Call as follows:

Supervisor Kenneth A. Dodd	Yes
Councilman Michael Cianfrini	Abstain
Councilwoman Carol Glor	Yes
Councilman Timothy Kabel	Yes
Councilman James Veazey	Yes

Passed (4-0-1)

With the above Resolution being approved, Tom Carpenter and Brent Rosiek briefly touched on Parts II & III of the SEQR Recommendations.

Attorney Kevin Earl recommended that the Town Board meeting be changed for August so that the Board can review Genesee County Planning Board recommendations. It was decided that a Special Meeting would be held on August 17, 2010 to review the SEQR and County Recommendations. A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous to have a special meeting on August 17, 2010 at 7 pm, should there be a scheduling conflict with the date, the meeting will be held on August 18, 2010.

Attorney Kevin Earl reviewed the SEQR for Local Law No. 1, stating that there was no significant impact on the environment. The following Resolution was presented to the Board:

RESOLUTION TO ADOPT A NEGATIVE DECLARATION

WHEREAS, in accordance with the State Environmental Quality Review Act (SEQR), the proposed Local Law #1 of 2010 to provide text changes to certain portions of the Zoning Ordinance of the Town of Oakfield, N.Y., is an Unlisted Action; and

WHEREAS, the Oakfield Town Board acting as Lead Agency has reviewed the SEQR Short Environmental Assessment Form; and

WHEREAS, it has been determined that the proposed amendments will not have an adverse impact on the environment.

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Oakfield, New York hereby directs the Supervisor to prepare the Negative Declaration Notice of Determination of Non-Significance with regard to Local Law #1 of 2010 that makes revisions to portions of the Zoning Ordinance of the Town of Oakfield, N.Y.

Dated: May 10, 2010

MOVED BY: Councilman Cianfrini

SECONDED BY: Councilwoman Glor

Approved on Roll Call as follows:

Supervisor Kenneth A. Dodd	Yes
Councilman Michael Cianfrini	Yes
Councilwoman Carol Glor	Yes
Councilman Timothy Kabel	Yes
Councilman James Veazey	Yes

Passed (5-0)

At this time Supervisor Dodd requested input on the Adoption of Local Law No. 1; asking if it should be tabled at this time. After a short discussion it was decided that the Adoption of Local Law No. 1 of 2010 be tabled, a **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to table the Adoption.

A roll call vote went as follows:

Supervisor Dodd Aye

Councilman Veazey Aye

Councilwoman Glor Aye

Councilman Kabel Aye

Councilman Cianfrini Aye

Passed (5-0)

It was also decided that Kevin Veazey and members of the Town Planning Board be at the next Town Board Meeting to discuss this issue.

BID FOR WATER DISTRICT NO. 2

Tom Carpenter and Brent Rosiek went over the bids for Water District No. 2; they stated that the low bid was by Blue Heron for \$537,617 using Ductile Iron. Ductile Iron piping is recommended and should the Town or Village ever decide to turn the system over to Monroe Water Authority, Monroe will only take the system with ductile iron.

Mr. Carpenter stated that this bid is well within the budget for the established project; and includes approximately \$110,000 in contingency.

Once all paperwork is complete and Pre Construction meetings are held, ground should break by the end of August. The project is expected to take 90 days.

Supervisor Dodd stated that he has spoken with Municipal solutions regarding the bonding of the project, it was recommended that the Town borrow an additional \$50,000 as a cushion because grant money is slow to come from the Federal Government.

A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to have Municipal Solutions bid out the Bond plus \$50,000.

A roll call vote went as follows:

Supervisor Dodd Aye

Councilman Veazey Aye

Councilwoman Glor Aye

Councilman Kabel Aye

Councilman Cianfrini Aye

Passed (5-0)

The following Resolution was presented to the Board:

Accepting the Base Bid A DIP Water Main bid received from Blue Heron Construction, for a total amount of \$537,617, and awarding the Contract to them contingent upon concurrence of award by USDA Rural Development. A **motion** was made by Councilwoman Glor, seconded by Councilman Cianfrini and carried by a roll call vote as follows:

Supervisor Dodd	Aye
Councilman Veazey	Abstain
Councilwoman Glor	Aye
Councilman Kabel	Aye
Councilman Cianfrini	Aye

Passed (4-0-1)

WATER DISTRICT 3

Supervisor Dodd recently spoke with Dawn Kuras at Rural Development, Ms. Kuras recommends that the Town continue with what we can for Water District 3 even though there are no funds currently.

FIVE CORNERS LAND ACQUISITION

Tom Carpenter stated that the land the Town is trying to obtain from the US Gypsum Company at Five Corners is going on to a Geo Technical Engineer. This land purchase is contingent on the land itself being able to accommodate the new tank.

ZONING AND CODE OFFICER

Code Officer Smith stated that Attorney Kevin Earl has made some recommendations to change the procedure on how a resident in violation is brought to court. Attorney Earl would like to draft the summons and information for the court.

The Board would like Town Clerk Haacke to look into how much it would cost having Attorney Kevin Earl write the summons; Mr. Smith states it does not happen often.

The situation in East Oakfield is still going on, recently the resident and his attorney failed to show up in Town Court.

HIGHWAY SUPERINTENDENT

Roadside—second round of mowing is complete as well as bridges

Hutton Road—will be closed to through traffic the week of August 9th
Broadway—the dead end section will be spiked up and possible paved.

Buildings and Grounds—Judge needs new lights in his office

Cemeteries—weed eating around the head stones

Park—a young man who is working to become an Eagle Scout will start a project in the park this weekend. He is planning to build 6 benches, 8 birdhouses, weed eat and mulch.

Equipment—all up to date

New pickup truck has been ordered.

Public Works—all easements regarding the Water District 2 have been put in place, one last signature needs to be obtained.

Library—windows are done.

TOWN CLERK

Minutes: the minutes of the June 8, 2010 meeting were approved with the following changes: The lawn mower bid came in lower because Messinger’s did not give the government rate; the actual cost of the new mower is \$2879. Also, the claim for damage to a vehicle for Lawall’s Collision actually came in at \$620.50. A **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote to approve the minutes with the above changes.

Bills: The following bills were submitted for approval:

General Fund	187-223	\$21,064.43
Part Town B	10-12	1,068.23
DA	65-72	1,888.91
DB	19-22	6,216.83
	TOTAL	\$30,238.40

A **motion** was made by Councilman Cianfrini, seconded by Councilman Kabel and carried by unanimous vote to pay the bills as submitted.

Town Clerk Haacke received a call from the Village Clerk Joyce Grazioplene regarding a joint meeting between Town and Village. It was decided that the clerk will get a couple dates together to see what works best for everyone.

The Town Clerk’s office will close at 1:00 pm on Friday, July 23, 2010 for the Genesee County Clerk’s Picnic.

Clerk Haacke has hired Linda Baxter to clean the Town Offices at a rate of \$9.60 per hour.

SCRAP METAL AUDIT

The following policy was presented to the Board in response to the Scrap Metal Audit. The Corrective Action Plan was to put a written policy into place.

SCRAP METAL POLICY FOR THE TOWN OF OAKFIELD, NY

PURPOSE:

To establish policies and procedure for the disposal of scrap metal generated by the Town of Oakfield Recycling Operations or declared surplus or abandoned on the Towns property.

AUTHORITY:

1. The Town of Oakfield Town Board

POLICY:

1. Scrap metal is an asset to the Town of Oakfield, and its disposal is subject to the same business practices that govern the disposal of all other Town surplus assets.
2. It is the policy of the Town of Oakfield of Genesee County that scrap metal will be collected and recycled to the maximum practical extent. Whenever possible, revenue will be generated from the disposal of scrap metal and credited to the appropriate fund.

DEFINITION

Scrap Metal-Any metal no longer necessary to Town of Oakfield operations, including, but not limited to; iron, steel, aluminum, brass, copper, insulated wire and printed circuit boards. Scrap Metal also received from Town residents, and once deposited into collection containers, become property of the Town of Oakfield. (Example: sign posts, plow blades, culvert pipes, road signs, etc.) Excess equipment declared scrap by the Town Board is covered by Highway Law 142-5. (Example: items on Highway equipment list) Payment for said items follows the same procedure as outlined in G-3.

GUIDELINES

1. The Town of Oakfield Superintendent of Highways is responsible for the receipt of scrap metal, Town recycle center and employees of recycling center. The Town Board is responsible for coordinating the sale and general Town operations.
2. The Town Board contracts with scrap metal dealers for removal, disposal and payment of scrap metal.
3. Payment of market value scrap metal will be made from a scrap metal dealer to the Town of Oakfield by a check made out to the Town of Oakfield. **PAYMENT IS BY CHECK ONLY.**

SUB-SECTION 4—OPERATION OF RECYCLING CENTER

- a. Supervision of the Recycling Center is under the direction of the Superintendent of Highways. Supervision of Highway Employees is under the direction of the Superintendent of Highways.
- b. The Recycling Center Facility is locked and secured other than during hours of operation. During hours of operation it is directly supervised by Recycling Attendants.
- c. Access to the facility is by Town Employees and Recycling Attendants and is recorded and tracked by time and attendance sheets.
 1. Access to keys is by employees only
- d. Removal of container is by Scrap Metal dealer to their facility then weighed. The empty container is then returned and put in place.
- e. Payment to the Town is determined by market value less monthly container rental fee. Market value is paid on Net Ton.
- f. The check is deposited by the Town Clerk to Appropriate Fund.
 1. The Net or Tare tonnage is recorded on a spread sheet for the Regional Quarterly Recycling and Solid Waste Report.
- g. At the end of the month, a spread sheet of all checks paid to the Town through the Town Clerk is sent to our Accounting firm to be matched against banking statements.

After reviewing the written policy, a **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to accept this new written policy.

A roll call vote went as follows:

Supervisor Dodd	Aye
Councilman Veazey	Aye
Councilwoman Glor	Aye
Councilman Kabel	Aye
Councilman Cianfrini	Aye

Passed (5-0)

The following transfers were submitted for approval from Baldwin Business Services:

PLEASE MAKE THE FOLLOWING TRANSFERS AT YOUR 7/13/10 MEETING:

GENERAL FUND-TOWN WIDE

		UNANTICIPATED REVENUE	
<i>Transfer</i>	A3089	Justice Grant	\$ 2,469.00
<i>From:</i>	A9010.8	State Retirement	\$ 4,018.00
			TOTAL: \$ 6,487.00

<i>Transfer To:</i>	A1110.4a	Justice Grant	\$ 2,469.00
	A1220.4	Supervisor Contr.	\$ 500.00
	A1450.4	Election Contr.	\$ 100.00
	A1910.4	Unallocated Insurance	\$ 611.00
	A1920.2	Dues	\$ 69.00
	A1989.4	Advertising	\$ 200.00
	A7110.4	Parks Contr	\$ 2,538.00
			TOTAL: \$ 6,487.00

A **motion** was made by Councilman Veazey, seconded by Councilwoman Glor and carried by unanimous vote to approve the transfers as submitted by Baldwin Business Services.

Town Clerk Haacke also stated that she has contacted Albany regarding the Deferred Compensation Retirement Program. Information will be sent to the Town for review and should we be interested, a representative of the program will give a presentation to the Town.

DOGS

Since New York State Ag & Markets will remove themselves from the dog licensing business effective January 1, 2011, Clerk Haacke and Deputy Clerk Denny have been working on revisions to the licensing policy for the Town. A copy of the Town of Oakfield Dog Law from 1990 was given to the Board so they could review what is currently in place.

The Clerk and her Deputy are proposing that the licensing fees should be increased \$3.00 for all dogs; therefore spayed/neutered will go from \$5 to \$8 and unchanged animals will increase from \$13 to \$16.

Also being proposed would be to have all dog licenses be due in June. This would be more efficient to the clerk's office because, all reminders would go out in May, the dog owner would have the month of June to renew the license, in July delinquent letters are mailed and if the license of the delinquent dogs are not paid by July the owner will receive a Summons form the Sheriff's department by August.

Town Clerk Haacke also asked the Board for approval to conduct a dog enumeration, since the Village was not completed during the last enumeration. A notice will be placed in the Daily News stating all Town and Village of Oakfield residents have 30 days to license their dogs, those who are still not licensed once the enumerator visits the home will be charged an additional \$5. The enumerator will be able to license dogs on the spot during the enumeration. A **motion** was made by Councilman Veazey, seconded by Councilwoman Glor and carried by unanimous vote to approve the enumeration for the year 2010.

As a footnote, during the enumeration, the collection of email addresses for renewal reminders will be collected to save on the cost of postage.

SUPERVISOR

The Supervisor's report is available for review.

LIBRARY LIAISON

The Buildings and Grounds committee will do a walk about with the Library Board on Wednesday, July 14, 2010 at 6:00 pm. This committee includes Councilmen Veazey and Kabel as well as Buildings and Grounds Director Alan Dennis.

GAM

Councilwoman Glor was not in attendance at the last GAM meeting; however she did read the minutes and mentioned that Genesee County will be increasing the Self Insurance, which will impact the Town's budget.

There are no GAM meetings scheduled for July or August.

COMMITTEE MEETINGS

Buildings & Grounds

Councilmen Kabel and Veazey met with Buildings and Grounds Director Dennis to revisit the plans to expand the Town Building on Drake Street. At this time, the Town cannot look at anything less than what is proposed in this preliminary drawing. A copy of the drawing was distributed to the Councilpersons for review. The sketch will be sent on to the Town Engineers, and then onto the State for approval of grants for the courts facility.

With no further business to come before the Board, a **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to adjourn the meeting at 8:45 pm.

Respectfully submitted,

Melissa M. Haacke
Town Clerk