

TOWN OF OAKFIELD

BOARD MEETING

JUNE 11, 2013

Supervisor Cianfrini called the meeting to order at 7:24 pm

Minutes: The minutes of the May 14, 2013 meeting were approved; a **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to approve the minutes of the May meeting as submitted.

JUSTICE: a jury trial is scheduled for June 26th.

CODE & ZONING OFFICER: Mr. Mikolajczyk's report is available for review.

The following has been reported:

- Two complaints regarding garbage have been resolved
- Inspection of a setback for zoning
- Complaint in the trailer park that there are no carbon monoxide detectors in a trailer and the hot water tank needs repair—taken care of
- Issued Zoning/Building permits:
 - Shed
 - Fence
 - Water Tower
 - Solar Panels
- Inspected the concrete at water tower site
- Inspected the concrete at a garage on Lewiston Road
- Issued a zoning and building permit for a deck and pole barn
- Electric inspection for remodel job at Town Building
- Issued building and zoning permit for a pavilion
- Inspected insulation on solar panels
- Complaint regarding a fence on the property line
- Issued a building and zoning permit for a handicap ramp
- Certificate of Compliance for handicap ramp
- Inspected holes on Fisher Road to enclose an upper deck
- Reissued a residential building permit for an addition
- Issued a building and zoning permit for a residential addition
- Complaint on East Shelby Road regarding debris; has until weeks end to correct
- Certificate of Compliance on Maple
- Issued building and zoning permit for a pool
- Certificate of Compliance for solar panels
- Inspected holes for a deck
- Issued a pyrotechnic permit to the Betterment Committee for fireworks
- Certificate of Occupancy issued to Smith's for completion of basement
- Issued building and zoning permit for front porch deck

ASSESSOR

- The final tax roll is done
- Grievance Day had no one in attendance

SUPERINTENDENT OF HIGHWAYS

Roadwork—mowing road sides; they are growing faster than we can mow
Planning summer shoulder work
Planning school road work from Maltby Road after June 18th

Cemeteries—very busy mowing and trying to keep up with rain; will put extra men on the job if needed
Headstone foundations done
Active with burials

Parks—busy with mowing again; will put extra men on the job if needed
Same vandalism of signs on the ball field fences

Equipment Update—new truck will be finished Friday or Monday. A photo shoot will be scheduled once we have a firm date. All town employees will be in the picture with Viking and Beam Mack
New roller is in the country waiting for firm date for delivery

Public Works Update—see Tom Carpenter's report

Library—roof repairs will be done this week; as soon as the rain stops

Miscellaneous—two quotes from Direct Security came in; one to upgrade the security system at the Town Building the other to add a security system to the Town Park. The upgrade to the Town Building will cost \$2,599.00. The additional security for the Town Park will cost \$2,699.00.

A **motion** was made by Councilperson Glor, seconded by Councilman Martin and carried by unanimous vote to approve the upgrade to the Town Building and add the security to the Town Park at a total cost not to exceed \$5,298.00. The \$2,699.00 for the Park will come from General Fund A7140.2 Playground Equipment.

TOM CARPENTER, ENGINEER AT CLARK PATTERSON LEE

Mr. Carpenter thanked the Board for inviting himself and Jeremy to the meeting. He stated that with the Board's pending approval of Water District 4 at this meeting Clark Patterson will move forward with the design of the project.

Water District 3—grant money is still unavailable
The Town can choose to reach out to Washington for funds but that will take some time
At this time, WD3 is subject to the 2000 census; if the town waits for Rural Development's 2014 fiscal year this District will use the 2010 which puts the rates at poverty level.

Batavia North Project—Mr. Carpenter has had conversations with Steve Mountain of the Town of Batavia and they have been crunching numbers

This is a very large project (120,000 feet)

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Batavia North continued---the unit cost is approximately \$1,200.00

The Town of Batavia is working with the farmers in this area and working with them to bring down their EDU's by having the farms making a contribution to the project. This could bring down the price to \$1,000.00 per unit

This project is going forward without a grant

The Town of Batavia is looking to schedule a work session within a month; then follow with a Public Information Meeting

LGE Grant Application (Building Expansion)—there is no word yet on this application; would not expect to hear anything before September

STAMP—the state has funding for the next round

TOWN CLERK

Bills—the following bills were presented for payment:

General Fund	180-219	\$21,856.79	
Highway DA	74-87	\$ 9,163.89	
Highway DB	23-27	\$16,461.47	
Special Districts	10-13	\$65,142.45	
	TOTAL		\$112,624.60

Line Item Transfers:

The following transfers were presented by the Board:

GENERAL FUND-TOWN WIDE

Transfer From: A1990.4	Contingency	\$ 7,516.00	
	TOTAL	\$ 7,516.00	
Transfer To: A1440.4a	Professional Services	\$ 4,875.00	
A1680.4a	Deferred Comp.	\$ 72.00	
A7410.1	Library Services	\$ 314.00	
A8160.2	Refuse/Garbage Equipment	\$ 1,998.00	
A9055.8	Disability Insurance	\$ 257.00	
	TOTAL	\$ 7,516.00	

GENERAL FUND—OUTSIDE VILLAGE

Transfer From: B1170	Franchise Fee	\$ 232.00	
	TOTAL	\$ 232.00	
Transfer To: B3620.4	Code Enforcement Contr.	\$ 232.00	
	TOTAL	\$ 232.00	

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A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to approve the line transfers as submitted.

The following Resolutions were presented to the Town Board:

CLOSING OF STREETS

RESOLUTION APPROVING THE CLOSING OF STREETS WITHIN THE TOWN OF OAKFIELD FOR THE "LABOR DAYS IN THE PARK" CELEBRATION PARADE ON SEPTEMBER 2, 2013.

WHEREAS, the Oakfield Betterment Committee as part of the "Labor Days in the Park" Celebration, has scheduled a parade to take place on Monday, September 2, 2013, from 10:00 am until 11:30 am.

WHEREAS, the proposed parade routes includes a portion of New York State Route 63 located within the Town of Oakfield from the school to the Village line, then proceeding within the Village of Oakfield between its North boundary and Drake Street, and then proceeding East on Drake Street (New York Route 262) to the Elroy D. Parkins Park,

WHEREAS, the Town Board of the Town of Oakfield has determined that it is necessary to close New York State Route 63 within the Town of Oakfield, New York as described herein in order to adequately protect the health, safety and welfare of the participants in the parade and spectators along said parade route,

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Town Board of the Town of Oakfield, New York that a portion of New York State 63 shall be closed within the Town of Oakfield, New York on Monday, September 2, 2013 at approximately 10:00 am in order to permit the passage of a parade along said routes, and

BE IT FURTHER RESOLVED AND ORDERED, that said road shall be reopened to the passage of vehicular traffic as soon as practicable after the conclusion of said parade, and

BE IT FURTHER RESOLVED AND ORDERED that during the aforementioned periods of time when the New York State Route 63 shall be closed, the following detour shall be established:

1. Southbound traffic on New York State Route 63 shall proceed East on Maltby Road to the intersection of Fisher Road, bearing right on Fisher Road traveling South across New York State Route 262, back to New York State Route 63.
2. Northbound traffic on New York State Route 63 shall turn right on Fisher Road traveling North across New York State Route 262, to the intersection of Maltby Road, bearing left on Maltby Road, traveling West back to New York State Route 63.
3. Westbound traffic on New York State Route 262 shall bear left at the intersection of Fisher Road to travel South on New York State Route 63, or otherwise bear right at the intersection of Fisher Road to travel North on New York State Route 63

BE IT FURTHER RESOLVED AND ORDERED, that all traffic control devices to be erected shall be approved by the New York State Department of Transportation as required by law.

BE IT FURTHER RESOLVED AND ORDERED, that the Town Clerk of the Town of Oakfield, New York shall post a copy of this resolution and order on the signboard maintained at her office on or before August 1, 2013, and that this Resolution and Order shall remain posted thereat until Tuesday, September 3, 2013.

**BY ORDER OF THE TOWN BOARD
TOWN OF OAKFIELD**

Melissa M Haacke
Town Clerk

Motion:

RESOLVED: That the Town Board of the Town of Oakfield does hereby adopt this resolution in support of closing streets within the Town of Oakfield for the 2013 “Labor Days in the Park” Parade, this 11th day of June, 2013.

Motion by: Councilman Veazey

Second: Councilman Kabel

CARRIED by unanimous vote.

CC Genesee County Sheriff, Gary T. Maha
Community Celebration Committee Chairperson, Melissa M. Haacke
Oakfield Fire Chief, Sean Downing
Superintendent of Highways, Town of Oakfield, Alan Dennis
NYS DOT
NYS Police Department
Village of Oakfield DPW Supervisor, Dave Laney

State of New York)
County of Genesee)
Town of Oakfield) ss.

I, Melissa M. Haacke, Town Clerk of the Town of Oakfield in the County of Genesee, State of New York, hereby certify that the foregoing Resolution was duly adopted at a meeting of the Town Board of the Town of Oakfield held on the 11th day of June, 2013, by the required necessary vote of the members to approve this Resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the Town of Oakfield, Genesee County, New York this 11th day of June, 2013.

EXTENDING THE HOURS OF THE ELROY D. PARKINS PARK

RESOLUTION APPROVING EXTENDING THE HOURS OF THE ELROY D. PARKINS PARK FOR TWO MOVIE NIGHTS AND THE "LABOR DAYS IN THE PARK" FIREWORKS DISPLAY.

WHEREAS, the Oakfield Betterment Committee as part of its Community Celebrations, has scheduled two movies to be shown in the Elroy D. Parkins Park on Saturday, June 29, 2013 and Friday, August 2, 2013 beginning at 7:00 pm each evening,

WHEREAS, the Oakfield Betterment Committee has also scheduled a Fireworks Display to take place on Sunday, September 1, 2013 (rain date of Monday, September 2, 2013) at approximately 9:45 pm,

WHEREAS, the Town Board of the Town of Oakfield has set the park hours to close one half hour after dusk,

NOW, THEREFORE, IT IS HEREBY RESOLVED AND ORDERED by the Town Board of the Town of Oakfield, New York that the Elroy D. Parkins Park remains open on June 29, 2013, August 2, 2013 and September 1, 2013 until midnight or specified rain date.

**BY ORDER OF THE TOWN BOARD
TOWN OF OAKFIELD**

**Melissa M. Haacke
Town Clerk**

MOTION: Councilman Veazey

RESOLVED: That the Town Board of the Town of Oakfield does hereby adopt this resolution in support of extending the hours of the Elroy D. Parkins Park within the Village of Oakfield for the dates of June 29, 2013, August 2, 2013 and September 1, 2013, this 11th day of June, 2013.

SECONDED: Councilperson Glor

The Time Warner Franchise agreement cannot be signed by the Town until a Public Hearing is held; a **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote to hold a Public Hearing on July 9, 2013 at 6:30 pm.

The Town Clerk's office is currently collecting dog license renewals. Two letters have gone out to residents regarding unlicensed dogs. One has responded by licensing the dogs, the other has not been heard from as yet.

The Town Clerk's report is available for review

SUPERVISOR

The Supervisor's report is available for review

The following resolution was presented to the Board:

**RESOLUTION AND ORDER FOR ESTABLISHMENT OF
WATER DISTRICT NO. 4 FOR A PORTION OF THE TOWN OF OAKFIELD**

WHEREAS, the Town Board of the Town of Oakfield duly adopted a Resolution directing Michael T. Cianfrini, the Town Supervisor of the Town of Oakfield to file a map, plan and report as prepared by the Town's engineer for providing the facilities, improvements or services in a portion of the Town of Oakfield, wherein a water district was proposed to be established, as hereinafter described, and

WHEREAS, after the said Town Supervisor duly filed said map, plan and report in the office of the Town Clerk of the Town of Oakfield on April 8, 2013, and the said Town Board did on May 14, 2013, duly adopt an Order reciting a description of the boundaries of the proposed district, the maximum amount proposed to be expended for the improvement, the proposed method of financing to be employed, the fact that a plan, map and report describing the same are on file in the Town Clerk's Office for public inspection and specifying that said Town Board shall meet at the Town Hall on the 11th day of June, 2013, for the purpose of conducting a public hearing on such proposal to establish the water district with the specified improvements and to hear all persons interested in the subject thereof concerning the same, and

WHEREAS, a "Petition to Request Water District " was filed in the Oakfield Town Clerk's Office on May 10, 2013, which was signed by a number of owners within said district, which was greater than the percentage required by law, and

WHEREAS, the improvements proposed are as follows: a project to provide a safe and reliable potable water supply and fire protection to certain residences in the proposed Water

District No. 4. The overall project will consist of the construction and installation of approximately 42,600 linear feet of eight (8) inch water main along portions of Albion Road, Fisher Road, Maltby Road, and Lockport Road; together with all related right-of-way costs, site work and other ancillary work, including hydrants, valves, apparatus, and other improvements and costs incidental thereto (referred to herein as “water improvement”), and

WHEREAS, copies of the aforesaid said Order for a Public Hearing were duly published and posted according to law, and said Town Board did, at the time and place specified in said Order, duly meet and consider such proposal and heard all persons interested in the subject thereof, who appeared at such time and place, concerning the same, and

WHEREAS, the evidence offered at such hearing requires that the Town Board make the determinations hereinafter made;

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Oakfield, in the County of Genesee, that it be and hereby is determined as follows:

(1) The aforesaid “Petition to Request Water District” was signed, and acknowledged or proved or authenticated, as required by law and is otherwise sufficient.

(2) The Notice of Hearing was published and posted as required by law and is otherwise sufficient.

(3) That all the property and property owners within the proposed water district are benefited thereby.

(4) That all of the property and property owners benefited are included within the proposed water district.

(5) It is in the public interest to establish the proposed water district as hereinafter described; and be it

FURTHER RESOLVED, that the Town Board does hereby approve the establishment of a Water District as hereinafter described to be known as the Town of Oakfield Water District No. 4. Said Water District being described on **EXHIBIT A**, attached hereto and made a part hereof; and be it

FURTHER RESOLVED that the maximum amount proposed to be expended for such water improvement is \$2,423,000.00, which is planned to be financed by a conventional bank loan at a 3% interest rate for a 30 year term with no grant, not to exceed \$2,423,000.00, and be it

FURTHER RESOLVED that the proposed annual debt service (assuming 144 units) is

estimated to be approximately \$859.00 per typical property user in the proposed district, which is a single family home, and be it

FURTHER RESOLVED that a typical household uses 60,000 gallons of water per year and the estimated cost of the water to be purchased by the water district's users is a total of \$4.25 per 1,000 gallons used, to be purchased from the Village of Oakfield, together with a \$20.00 per quarter flat fee; thereby the average household can expect to additionally pay approximately \$335.00 per year for water purchase above and beyond the debt service, and be it

FURTHER RESOLVED that based upon the foregoing estimates, the total annual cost of the typical property in the proposed district is estimated to be \$1,194.00 per year, and be it

FURTHER RESOLVED that payment of the debt service will be made by levy and collection of special assessments from the several lots and parcels of lands within the water district, which the Town Board shall determine and specify to be specially benefited thereby, so much upon and from each as shall be in just proportion of the amount of benefit conferred upon the same, to pay the principal of and interest on said bonds, as the same shall become due and payable, and be it

FURTHER RESOLVED that each property will also have to pay for service from their home to the road right-of-way, incurring estimated one time costs of approximately \$100.00 for a meter, plus approximately \$10.00 per linear feet of pipe, plus potential well abandonment or separation charges of approximately \$200.00; as well as any internal plumbing charges, and be it

FURTHER RESOLVED that this Resolution and Order is not subject to a permissive referendum; and be it

FURTHER RESOLVED that within ten (10) days after the adoption hereof, the Town Clerk shall post and publish as provided by law a Notice setting forth the date of the adoption of this Resolution and Order and containing an abstract of this Resolution and Order concisely stating the purpose and effect hereof; and be it

FURTHER RESOLVED, that the Town Supervisor, assisted by the Town Attorney and Town Bond Counsel will prepare an application to the Office of the State Comptroller, Department of Audit and Control for approval of the formation of this Water District, and be it

FURTHER RESOLVED, that the Town Clerk is hereby authorized and directed to record a certified copy of this Resolution and Order in the Office of the Genesee County Clerk, and to file a certified copy of this Resolution and Order in the Office of the State Department of

Audit and Control, within ten (10) days hereof.

DATE: June 11, 2013

MOTION BY: Councilman Kabel
SECONDED BY: Councilperson Glor

Approved on Roll Call as follows:

Supervisor Michael T. Cianfrini	Yes
Councilman Carol Glor	Yes
Councilman Timothy Kabel	Yes
Councilman Matthew Martin	Yes
Councilman James Veazey	Yes

PASSED (5-0)

LIBRARY LIAISON

Mr. Veazey stated it was a quiet meeting, a light was out in the front sign but has now been repaired

GAM

The next meeting is June 20th with a speaker from ARC

The Genesee County Legislature will hold its outreach meeting at the Town of Oakfield on June 26th at 7pm.

DISASTER COORDINATOR

Mr. Graham stated that he is creating a new disaster plan

NEW BUSINESS

Youth Recreation Policy and Procedure:

Stricter control on monies and cash handling are being addressed, the following policy will be put into place immediately. As well as accident reporting.

The Director of the Youth Recreation Program and a counselor will verify all money that is coming in to the program for field trips. A receipt book will be given to the Director; for every child that brings cash or check to pay for a field trip, a receipt shall be written stating name, how much was paid, paid by cash or check, which field trip is being paid and the receipt will be signed by the Director and another park employee.

Once all money is collected for the field trip, the Director will balance the money to the receipts, write a receipt to the Town Clerk for the amount being turned in. **NO CHECKS WILL BE WRITTEN WITHOUT SUPPORTING DOCUMENTATION FROM THE PAYEE.** (ie..Darien Lake,

Science Museum, etc.). The Payee must fax or email an invoice to the Town Clerk for the cost of admittance. Fax number is 585-948-8108 or mhaacke@townof oakfieldny.com. (Supporting documentation)

There will be no refunds on field trips for any reason.

Any accident or incident shall be reported to the Town within 24 hours of occurrence and an accident report completed.

A **motion** was made by Councilman Kabel, seconded by Councilman Martin and carried by unanimous vote to approve the Youth Recreation Policy as stated.

The Board then had a brief discussion on the hiring policy of the Youth Recreation Commission; since there are multiple municipalities that contribute to the program, including the County; the Town Clerk is to research with the County how to handle policy/or policy changes.

With no further business to come before the Board, a **motion** was made by Councilman Veazey, seconded by Councilman Martin and carried by unanimous vote to adjourn the meeting at 8:47 pm.

Respectfully submitted,

Melissa M. Haacke,
Town Clerk