

TOWN OF OAKFIELD

BOARD MEETING

MAY 14, 2013

Supervisor Cianfrini called the meeting to order at 7:00 pm; followed by the Pledge to the Flag.

PRESENT: Supervisor Cianfrini, Councilpersons Veazey, Glor, Kabel and Martin, Superintendent of Highways Dennis, Assessor Flansburg and Town Clerk Haacke

Minutes—the minutes of the April 9th Board Meeting were approved. A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous to approve the minutes as submitted.

ASSESSOR

The 2013 Tentative Assessment Roll is done. The value of the Town has increased by \$1.7 million; up 1.5% over 2012.

Assessor Flansburg received an anonymous letter from a concerned citizen complaining about the assessed value of a wrongfully zoned business in Oakfield. The letter was sent to his office in Elba.

SUPERINTENDENT OF HIGHWAYS

Road Work—currently hauling in CR2 for shoulder material
Getting road side mowers ready
Working with Tim Hens on Hutton Road issue

Buildings & Grounds—waiting on security upgrade quote

Cemeteries—are very active

Mowing twice per week

Weed eating head stones

Will pour head stone foundations before Memorial Day weekend

Ralph Brundage has Reed plot 237 lot 1-6 which were purchased in 1952; he wants to sell the remaining graves back to the Town

--the issue is there is no record of purchase since the Town did not take over the cemetery until 1963

The Board recommended that once all paperwork is received and in proper order, use the price of a grave from 1963 to calculate interest.

Parks—replacing and re-plumbing hot water tank; ask Little League if they will contribute to cost

All electric is now locked; the Board requests that a list of people who have keys through Little League be submitted to the Clerk and that all keys returned at the end of the season

Parking lot paving is scheduled with County Highway, also loose stone area around stand and pavilions

Equipment Update—Superintendent Dennis turned the meeting over to Councilmen Kabel and Martin regarding the purchase of a roller

--the price is on State Bid Specs at \$34,435

--last year the Town spent \$3,365.65 to rent a roller 5 times during the year

--looking to purchase a CB24, 4 foot, vibrating 3 ton roller

--use for shoulder work, blacktop, rolling town properties and shared services

--the roller has a 15 year life expectancy

A **motion** was made by Councilman Martin, seconded by Councilman Veazey and carried by unanimous vote to purchase the CB24 roller at a cost of \$34,435 paid out of Fund Balance in Equipment.

The new truck is in process at Viking Cives
Truck 201 is fixed; there was an issue with the ejector pump
Truck 202 is being fixed; air leak and clutch issues

Public Works Update—Batavia North is moving along

Library—there is still no update on the roof

Superintendent Dennis also stated that the new radios and system update was approved by the County; the radios will be Harris.

The Town should appoint a Disaster Coordinator and Superintendent Dennis recommends Tom Graham for that position. A **motion** was made by Councilman Kabel, seconded by Councilperson Glor and carried by unanimous vote to approve Tom Graham as disaster coordinator.

TOWN CLERK

The following bills were submitted for approval:

General Fund	138-179	\$12,615.81	
Highway DA	57-73	10,620.59	
Highway DB	17-22	2,960.47	
Part Town B	12-15	5,954.59	
Special Districts	8-9	97.12	
		TOTAL	\$32,248.58

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

The Following Resolution was presented to the Board:

NYS RETIREMENT REPORTING

BE IT RESOLVED, that the Town Board of the Town of Oakfield be and hereby establishes the following as a standard work day 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

Supervisor

Councilperson

A flexible work schedule consisting of a minimum of 20 hours per month.

Town Clerk/Tax Collector

Five day work week, six hour day.

Superintendent of Highways

Five day work week, eight hour day.

APPOINTED OFFICIALS

Assessor

Two day work week, six hour day; and

Deputy Town Clerk

Three and a half day work week, six and a half hour day; and

Zoning/Code Enforcement

Days as needed, 3 hour day; and

Dated: May 14, 2013

I Melissa M. Haacke, clerk of the Town of Oakfield of the County of Genesee of the State of New York, certify that the full Board consists of five (5) members, and that five (5) of such members were present at such meeting and that five (5) of such members voted in favor of the above resolution.

A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote.

Standard Work Day and Reporting Resolution

BE IT RESLOVED, that the Town of Oakfield hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (hours)	Term Begins/Ends	Participates in Employer's Time Keeping System (Y/N)	Days/Month (based on Record of Activities)
Elected Officials							
Supervisor	Michael Cianfrini	9422		6	01/2013-12/2013	n	5.75
Town Clerk/Tax Collector	Melissa Haacke	4096		7	01/2012-12/2015	n	22.36
Board Member	James Veazey	8978		6	01/2012-12/2015	n	1.42
Highway Superintendent	Alan R. Dennis	6564		8	01/2012-12/2015	n	29.29
Appointed Officials							
Assessor	Barry	6358		6	01/2008-	n	10.76

	Flansburg			12/2013		
	Pamela			01/2013-		
Deputy Clerk	Denny	2236		6.5	12/2013	y 15.8
Code/Zoning	Mark				01/2013-	
Officer	Mikolajczyk	692		3	12/2013	n 6.8

On this 14th day of May,
2013

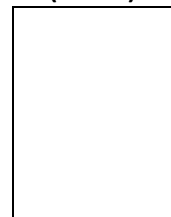
_____ Date
enacted: _____

I, Melissa M. Haacke, Clerk of the governing board of the Town of Oakfield, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the _____ day of _____, 2013 on file as part of the minutes of such meeting, and that same is a true copy thereof and whole of such original.

I further certify that the full board, consists of _____ members, and that _____ such members were present at such meeting and that _____ of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto Set my hand and seal of the

(seal)



(Name of Employee)

A **motion** was made by Councilman Veazey, seconded by Councilman Kabel to approve the Standard workday Resolution.

The following Resolution was submitted for approval:

**RESOLUTION IN SUPPORT OF LEGISLATION RESTRICTING FALSE LIENS AGAINST PUBLIC OFFICERS AND
PUBLIC EMPLOYEES
SUBMITTED BY: The Town of Oakfield, NY**

WHEREAS, a 2012 study by the National Association of Secretaries of State indicates a “dramatic rise” in bogus filings under the Uniform Commercial Code (UCC) in recent years mainly filed by the “sovereign citizens movement” and,

WHEREAS, recent court rulings have noted that phony filings by people in separatist groups or who believe they are not subject to government rules or control have ensnared public officials in all branches and at all levels of government by filing property liens or tax forms that have triggered unwarranted credit reviews and IRS scrutiny and,

WHEREAS, opponents of such “paper terrorism” indicate that the Uniform Commercial Code provides a way for creditors to record an interest in a debtor's property through filing notice to debtor's future creditors and,

WHEREAS, the Uniform Commercial Code must accept each statement filed for recording and subsequently make it available for public viewing that later may be found to be fraudulent resulting in a negative result on a persons credit statement and could be used as a tool to unjustifiably characterize a person as target of a false filing as a credit risk and,

WHEREAS, no person whether elected, or appointed properly acting in their roles as public servants should be subject to the personal financial and emotional stress caused by this conduct, therefore be it,

RESOLVED, The Town of Oakfield encourages local governments, county governments, law enforcement, the Association of Towns, New York Conference of Mayors and the Office of Court Administration to work together to provide the state legislature with legislation that will protect public servants from exposure to this conduct and be it further

RESOLVED, that the New York State Assembly and the New York State Senate expeditiously consider all legislation to solve this problem and be it further

RESOLVED, The Town of Oakfield send copies if this resolution to all involved parties to accelerate enactment of any proposed legislation and be it further

RESOLVED, that the Town of Oakfield does hereby certify and support the proposed legislation and was passed on the by the majority vote.

A **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to support this resolution.

Ayes: 5

Nays :0

Town Clerk

(SEAL)

The office remodel is almost complete; waiting for the glass to be put into the window. Once the glass is placed the Highway Department will trim it out and the Clerk will touch up the paint around the window.

Getting ready to print and mail out the dog notices which are due in June.

Town Clerk Haacke will be out of the office on Thursday and Friday of this week.

SUPERVISOR

The Supervisor's report is available for review.

Town of Oakfield

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May 14, 2013

OLD BUSINESS

Cable Franchise Agreement—the agreement is standard and much the same as prior years. A **motion** was made by Councilman Kabel, seconded by Councilman Martin and carried by unanimous vote to have the Supervisor sign the current Cable Franchise Agreement.

Water District 4 Design Proposal:

May 13, 2013

Michael Cianfrini, Supervisor
Town of Oakfield 3219 Drake Street
Oakfield, New York 14125

RE: PROPOSAL FOR ENGINEERING SERVICES TOWN OF OAKFIELD WATER DISTRICT NO. 4

Dear Supervisor Cianfrini:

We are pleased to submit our proposal for engineering services related to the design and construction of water main for the Town of Oakfield Water District No. 4. Our proposal is based on constructing a water distribution system along portions of Albion Road, Fisher Road, Lockport Road, and Maltby Road in the Town of Oakfield. A map of the proposed system is enclosed for your review. This project consists of approximately 42,600 linear feet of 8-inch water mains serving approximately 130 residences, 1 commercial business and 26 vacant lots for a total of 144 units. The following tasks, which are consistent with USDA Rural Development requirements (in case their funding is obtained), are included in our proposal.

Preliminary Engineering

Complete preliminary services including the preparation of the Map, Plan and Report required for water district formation, assistance with funding applications, assistance with water district formation, attendance at public information meetings and public hearings, and coordination with involved parties.

Survey & Mapping

Complete survey and base mapping suitable for design of the project. Highway rights-of-way will be plotted based on available record information, and it is anticipated that the water main will be primarily located within existing rights-of-way.

Preliminary Design Services

Prepare detailed construction drawings, specifications, contract documents, and cost estimates for the water mains described above. All work will be in accordance with the standards of the Town of Oakfield and the requirements of the regulatory agencies.

Coordinate and witness soil investigation test pits to be dug by Town forces at anticipated locations of the water main to determine general soil conditions, groundwater depths, and the presence of bedrock, if any, within anticipated excavation depths.

205 St. Paul Street
Suite 500

Rochester, NY 14604
clarkpatterson.com
800.274.9000 TEL
585.232.5836 FAX



Final Design & Approval Services

Prepare necessary permit applications and assist the Town in obtaining the necessary permits and approvals including:

NYSDOH Plan Approval;
NYSDEC Wetlands and Stream Disturbance Permit;
NYS DEC Stormwater Pollution Prevention Plan;
US Army Corps of Engineers Stream Crossing
Permit; County and Town Highway Work Permits;
and USDA Rural Development, if necessary

Complete any necessary revisions to the final detailed construction drawings, specifications, contract documents, and cost estimates for the water mains described above in accordance with agency and Town comments to obtain required approvals and permits in preparation for bidding the project.

Bidding Services

Provide up to twenty (20) sets of plans, specifications, and contract documents to be issued to prospective bidders.

During the bidding period, we will respond to bidders' questions and issue any addenda required for the interpretation and clarification of the bidding documents.

We will attend the bid opening, review bids for compliance with the bid requirements and mathematical correctness, prepare a bid tabulation, investigate bidders' qualifications, and prepare a written recommendation for the award of the contract.

Construction Administration

Provide construction administration services, which include shop drawing review, processing of payment requests, preconstruction and project meetings, schedule coordination, preparation of change orders, coordination with the Contractor, Town, and regulatory agencies, final inspection and punch list, and preparation of record drawings, based upon information provided by the Contractor.

Construction Observation

Provide a qualified Resident Engineer to monitor the construction and the Contractor's compliance with the Contract Documents. The Resident Engineer will serve as the Town's representative on the project, maintain detailed records of the work performed, document payments to the contractor, handle concerns and complaints from residents affected by the project, and coordinate with regulatory agencies and utilities.



Additional Services of the Engineer

1. Using a qualified geotechnical engineering subconsultant to perform soil borings at anticipated locations of the water main to determine general soil conditions, groundwater depths, and the presence of bedrock, if any, within anticipated excavation depths.
2. Property survey for the purpose of purchasing property, establishing property line locations, or obtaining easements or rights-of-way.
3. Preparation of easement maps and descriptions.
4. Assisting the Town with compliance with the State Environmental Quality Review Act (SEQRA) or the National Environmental Protection Act (NEPA) related to the proposed project. We anticipate that the Town's Grant Administrator will be completing these processes on behalf of the Town.
5. Performing wetland delineations.
6. Performing archaeological or cultural resource surveys, if they are required by the NYS Office of Parks, Recreation and Historic Preservation.

The need and extent of these services is not known at this time. We have not included a fee estimate for this work. The scope and fee can be determined at the time the extent of work, if any, is determined.

Our fee proposal to complete the work described above is as follows:

<u>Task</u>	<u>Fee</u>
Preliminary Engineering	<u>\$10,236</u>
Subtotal	\$10,236
Survey & Mapping	\$38,333
Preliminary Design Services	\$47,008
Final Design & Approval Services	\$29,944
Bidding Services	\$6,292
Construction Administration	<u>\$36,112</u>
Subtotal	\$157,689
Construction Observation	<u>\$87,600</u>
Subtotal	\$87,600
TOTAL	\$255,525

Enclosed for your information is a summary of the hours and direct costs necessary to complete the work as described above. Please note that the proposed fees are within the amount budgeted for engineering within the attached "Preliminary Cost Estimate".



Michael Cianfrini, Supervisor
Town of Oakfield Water
District No. 4 May 13, 2013
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Please note that the work will be terminated if the Water District is not accepted by the district residents or the NYS Comptroller.

Upon your acceptance of this proposal, we will prepare the EJCDC Standard Form of Agreement Between Owner and Engineer, as required by USDA Rural Development. The agreement will be consistent with this document.

We appreciate the opportunity to submit our proposal and look forward to working with all those involved. If you have any questions or require any additional information, we would be happy to meet with you at any time to discuss our approach and qualifications in detail.

Very truly

yours, Clark

Patterson Lee

Thomas A. Carpenter,
P.E. Principal

Enclosure

A **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote to approve the Design Proposal for Water District 4 to include Survey & Mapping, Preliminary Design Services and Final Design & Approval Services not to exceed the bid proposal numbers.

A **motion** was made by Councilman Kabel, Seconded by Councilperson Glor and carried by unanimous vote to change the location of the June Meeting from the Town Hall to the Oakfield Alabama Central School Auditorium to accommodate residents who wish to attend.

The following Resolution was presented to the Board:

**ORDER FOR PUBLIC HEARING ON ESTABLISHMENT OF
WATER DISTRICT NO. 4 FOR A PORTION OF THE TOWN OF OAKFIELD**

WHEREAS, the Town Board of the Town of Oakfield, New York, has duly adopted a Resolution directing the Supervisor of the Town of Oakfield to file a map, plan and report for providing the facilities, improvements or services in a portion of the Town of Oakfield, where a water district is proposed to be established; and said map, plan and report has been filed in the office of the Town Clerk of the Town of Oakfield on April 8, 2013, and

WHEREAS, a “Petition to Request Water District” was filed in the Oakfield Town Clerk’s Office on May 10, 2013, signed by the required number of property owners within the proposed district, namely, pursuant to the latest completed assessment roll of the Town of Oakfield, the owners of taxable real property located in the proposed Water District No. 4 owning in the aggregate at least one-half of the assessed valuation of all of the taxable real property of the proposed Water District; and also constituting the signatures of resident owners who own taxable real property aggregating at least one-half of the assessed valuation of all of the taxable real property of the proposed Water District owned by residents, and

WHEREAS, the boundaries of the proposed water district are as follows:

See **EXHIBIT A** attached hereto.

WHEREAS, the improvements proposed consists 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, 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, in an amount not to exceed \$2,423,000.00, and

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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

WHEREAS, 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 such 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

WHEREAS, 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

WHEREAS, the map, plan and report describing such improvements is on file in the office of the Town Clerk of the Town of Oakfield and available for public inspection, and it is

ORDERED, that the Town Board of the Town of Oakfield, New York, shall meet at the Oakfield Alabama Central School Auditorium, located at 7001 Lewiston Road, Oakfield, New York on the 11th day of June, 2013, at 6:30 p.m. for the purpose of conducting a public hearing on the proposal to establish

said water district with the improvements specified herein, at which time and place all persons interested in the subject thereof may be heard concerning the same, and it is further

ORDERED, that the Town Clerk of the Town of Oakfield is hereby authorized and directed to publish a copy of this Order in The Daily News, to post a copy of the same on the signboard of the Town of Oakfield, and to mail a copy to all owners of property located within the proposed water district, in the time and manner required by law.

DATED: May 14, 2013

MOTION OF: 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)

Last month the Board tabled a request to purchase notebook computers for Town officials in an attempt to go paperless. Superintendent Dennis stated that since him, the Town Clerk, Assessor and the code/Zoning officer need new computers now would be a good time to start. The new proposal was presented that 5 notebooks be purchased through Millennium Computers. The cost would be \$4,166 and would come out of General Fund; Fund Balance.

Four of the notebooks would have full computer applications, while the one that the Town Council will share will just have the Windows 8 operating system. The Board wishes to ease into going paperless at this time.

A **motion** was made by Councilperson Glor, seconded by Councilman Martin and carried by unanimous vote to purchase 5 notebook computers at this time.

NEW BUSINESS

The Lion's Club will host their monthly dinner on Thursday, May 16th with Mark Masse of GCEDC as the speaker. Mr. Masse will speak to the audience regarding STAMP.

Supervisor Cianfrini received a request from the VFW to purchase Flags for the cemetery in Honor of Memorial Day. The total for the Town of Oakfield is \$71.00. A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to pay for the flags.

Superintendent Dennis received the mowing contract from the State DOT; the contract is \$101.33 per mile and two mowing. A **motion** was made by Councilman Veazey, seconded by Councilman Martin and carried by unanimous vote to enter into the contract for mowing.

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 8:15 pm.

Respectfully submitted,

Melissa M. Haacke, Town Clerk