

TOWN OF OAKFIELD

BOARD MEETING

AUGUST 9, 2011

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

PRESENT: Supervisor Cianfrini, Councilpersons Martin, Kabel, Glor and Veazey, Town Clerk Haacke, Superintendent of Highways Dennis, Justice Graham, Brian Glor, Mark Mikolajczyk, Laura Pastecki, Kelly Flores, Donald Yunker and Howard Owens.

Minutes: The minutes of the July 12, 2011 Board meeting were approved with the following corrections:

Under surveys the cemetery should be East Oakfield not Reed

Under Highways/Roadwork it should read "transfer from fund balance" not to exceed \$60,000.00

With corrections being stated, a **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to approve the minutes with the above corrections.

LIBRARY

With Mrs. Pastecki, Mrs. Flores and Mr. Yunker to represent the Library, Justice Graham allowed them the floor before his report. Mr. Yunker presented the Board with the Library's proposed 2012 budget; a 3% increase was proposed.

It was discussed again that the Library will replace the carpet in the Children's area since it flooded last year. They are continuing to look at the carpet squares.

The Library would like to put a sign out front of the building, similar to the sign at the Methodist Church. The proposed location is at the corner of North Pearl & Drake. Superintendent of Highways Dennis recommends putting the sign closer to the building. The size of the sign is 6X6.

A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to grant the Library Board permission to place a lighted sign in front of the building.

JUSTICE

Justice Graham requested permission to attend the NYS Magistrates Convention in September. Some money will be reimbursed by the state. Justice Beedham will not be attending the convention.

A **motion** was made by Councilperson Glor, seconded by Councilperson Veazey and carried by unanimous vote to allow Justice Graham to attend the Magistrates Convention.

Justice Beedham has some personal issues and will be out for about a month.

ZONING OFFICER - BRIAN GLOR

Three permits have been issued; pool, deck and pole barn.

The owners of the Pine Street address are making an honest effort to clean up the property.

Mr. Glor spoke with a Mr. Crawford regarding subdividing a parcel of land in the Town.

Mr. Glor wanted to thank Alan Dennis for the safety equipment that was provided to Mr. Glor; it has come in very hand.

CODE OFFICER – MARK MIKOLAJCZYK

There has been one completed deck.

Mr. Smith has some outstanding permits; Mr. Mikolajczyk is making progress on these items.

Mr. Mikolajczyk asked the Board to come up with a policy to extend expired Building Permits.

The Pine Street residents are planning to rebuild the house after the fire.

HIGHWAY

Roadway—Stone & oiling will be done Monday of next week.

Road patch work done on Fisher Road by Keeler Construction.

Drive way culverts installed on Fisher Road for Torrey Farms.

Patching holes prior to CHIP Sealing.

Buildings & Grounds—Superintendent of Highways Dennis requested permission from the Board to place permanent poles/pipes at the survey markers of the Town properties that have recently been surveyed. A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to allow the permanent markers to be placed at survey pins.

At the Landfill/Recycling Center the Town will bull doze property line so it can be kept mowed with brush hog.

Cemeteries—To date there have been eight (8) graves, five (5) cremations, four (4) graves have been sold and eight (8) headstone foundations.

The grass is growing steadily again.

Weed eating will begin soon.

Parks—Youth Rec director Brandon Brummert did an excellent job keeping the park clean and running the program.

Ordered basketball equipment for park; it will ship on 8/8/2011.

Looking at future additions to the park such as electric, paths, trees, equipment and lights.

Equipment update—The new CAT 304 mini excavator arrived today. Superintendent Dennis thanked the Board for the purchase.

The rubber tire excavator is at Milton CAT for service and minor repairs. These repairs were on hold until the new excavator arrived.

Public Works Update—Water District 2 is complete except for grass growing. Clark Patterson recommended holding back \$10,000.00 from Blue Heron. The final payment will be coming from Clark Patterson & Rural Development. A **motion** was made by Councilman Kabel, seconded by Councilperson Glor and carried by unanimous vote to make the final payment to Blue Heron holding back the recommended \$10,000.00.

Rick Caton has two questions Water District 2; the first being the drainage at North Pearl & Maltby Roads. During the closing of the project Rural Development made a comment and a ditch will be established with Town Services.

The second question was regarding the shut-off location at his farm. After a brief discussion it was determined that the meter pit was properly placed, so no action will be taken.

Library—suggested location of new sign location to Library Board President and where the electric can hook in.

Town Highway will install the new sign for them.

General items—Superintendent Dennis received a letter from Samantha Pangrazio thanking him for items donated to help with the 2nd Annual Earth Day.

Superintendent Dennis is actively working on the budget.

TOWN CLERK

The following bills were presented for payment:

General	220-249	\$11,126.04
Part Town B	20-21	\$ 45.26
Highway DA	92-99	\$ 12,262.79
Highway DB	22-27	\$21,549.13
Water	8	\$ 2,585.00
	TOTAL	\$47,568.22

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

Town Clerk Haacke presented two proposals for Code and Zoning programs; one from BAS (which is the host of the Clerk's operating system), another from BMSI. The program would build a data base of all the code and zoning that effected properties in the Town and Village of Oakfield and allow the assessor to upload these files to his records annually. Currently the Town has over 25 years worth of documents that are not backed up nor are they in a secured area from fire or water damage. Town Clerk Haacke stated that the BAS system has an initial cost of \$6,050 which would include a person from BAS to come to Oakfield to train us and \$625 of annual maintenance. BMSI has a cost of \$6,300, training and annual maintenance of \$1,134.

Town Clerk Haacke explained that if the Board approved going with BAS, \$3,000.00 could be taken from A3510.4 and the remainder due could be paid interest free for up to 24 months. It was stated that besides the fact that there are multiple boxes in various locations of the office where code and zoning records are kept, it would be beneficial to have them all in one central location. Mr. Graham also stated that going up to the records retention room and having to carry boxes down the stairs, especially those stairs being dangerous. The Clerk's office uses those records on a regular basis when an appraiser comes to the Town inquiring on a particular property or many times new owner or potential owners want to know the history of the structure. It was discussed by the Board and with the budget crunch we are up against, many did not feel this purchase was necessary at this time. One thought was to see if

the Village would be interested in helping with the purchase since Village properties are affected by this as well. After some discussion it was decided to table this proposal until after Supervisor Cianfrini meets with Baldwin Business Service regarding the budget.

The 3rd Annual Town Halloween Party is scheduled for Saturday, October 29th; Town Clerk Haacke requested that \$500.00 be transferred from A1990.4 Contingency to A7550.4 Celebrations to cover prizes and games. This \$500.00 includes \$250 that was donated from the Oakfield Betterment Committee at the end of 2010. A **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to transfer the funds for the Annual Halloween party.

The insurance for the Labor Day celebration was revisited; Dan Hale of Shepard, Maxwell and Hale confirmed that \$500.00 increase in the Town's premium would provide enough insurance for all Town sponsored events in the park. The Betterment Committee will be paying this increase premium for the Town. A **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote to allow this change in coverage.

SUPERVISOR

The Supervisor's report is available.

Supervisor Cianfrini advised the Board that he has received the survey on the Town Park and is now waiting on the survey for the compactor station.

LIBRARY LIAISON

As stated earlier the Library Board is looking to replace the carpet from the leak in the children's section; as well as replacing a deteriorating chimney.

COMMITTEE REPORTS

Personnel—Supervisor Cianfrini and Councilman Kabel will meet with the men to discuss the next three year contract. The date is set for Wednesday, August 17th at noon.

Insurance Committee—Councilperson Glor and Councilman Kabel have reviewed the Independent Health Care plan, they continue to shop other policies and get more numbers as the Town gets closer to the December 1st deadline to renegotiate the Health Insurance Plan.

Water Committee Report—The Town and the Village met regarding the Water Standards along with Clark Patterson. The Village submitted questions and concerns, with each question and concern reviewed one by one. It is believed that this committee came up with an agreement and they are waiting on Clark Paterson for final input.

OLD BUSINESS

Personnel Manual Updates—Supervisor Cianfrini, Councilman Kabel, Superintendent of Highways Dennis and Town Clerk met regarding the changes; modifications have been submitted and we are waiting on Clerk Haacke to type them.

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Town Walk Through—went well.

Lamb to Town of Oakfield Land Purchase—the counter officer came back exactly as discussed at the July meeting so Supervisor Cianfrini signed them and sent them on to the attorney.

Closing of BANs for Water District 2 and Water Improvement District—both BANs are on track to renew at the end of August.

NEW BUSINESS

Water District #3—Clark Patterson is working on a submission package to Rural Development to continue with this proposed water district.

Supervisor Cianfrini received a letter of resignation from Matt Martin regarding his position on the Zoning Board of Appeals; if the Board knows of anyone who may be interested in serving on the Zoning Board of Appeals please submit their name.

The budget meeting with Baldwin Business Service needs to be rescheduled due to a conflict.

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 9:10 pm.

Respectfully submitted,

Melissa M. Haacke
Town Clerk