

TOWN OF OAKFEILD

BOARD MEETING

SEPTEMBER 13, 2011

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, Town Clerk Haacke, Assessor Flansburg, Code Officer Mikolajczyk and Zoning Officer Glor.

The minutes of August 9, 2011 were approved; a **motion** was made by Councilperson Glor, seconded by Councilman Kabel and carried by unanimous vote to approve the minutes as submitted.

ZONING OFFICER—BRIAN GLOR

Mr. Glor revisited the past month discussion regarding zoning permits that have not been completed in the one year time frame. Mr. Glor has the authority to extend the permit by one year. If however, a Special Use/Variance is not complete in one year, all work must stop and the whole permit process begins again.

Mr. Glor stated that a shed is to be placed at a residence on Fisher Road, no zoning permit needed.

Mr. Glor left a note and a business card at another residence, if no response, a fine of \$25 per day could be imposed.

Mr. Dennis and Mr. Glor met with Michele Graham regarding the new sign at the Library. A site plan and paperwork will follow.

Mr. Glor was contacted by Cliff Plouse on Hutton Road; Mr. Plouse applied for and received his New York State Firearms Permit. At this time Mr. Plouse has no plans to open a shop. What Mr. Plouse is looking to do is to get his Federal license as well, and for this he needs paperwork from the Zoning Officer. A letter from Mr. Glor as Zoning Officer stating to the Federal Government letting them know Hutton Road is appropriately zoned to open a firearms business.

A **motion** was made by Councilman Kabel, seconded by Councilman Veazey and carried by unanimous vote to approve Mr. Glor to write the letter regarding the zoning of Mr. Plouse's residence.

CODE ENFORCEMENT OFFICER--MARK MIKOLAJCZYK

Mr. Mikolajczyk stated that he has the authority to extend Building Permits still outstanding after one year an additional six (6) months. However, the homeowner must be working on the project at the time of extension. Should the project not be complete after the 18 month period, they must reapply for the permit.

Mr. Mikolajczyk received a complaint from Dennis Giles on East Shelby Road; he is concerned about open burning across the street. Mr. Mikolajczyk stated that it is a DEC issue not Code Enforcement.

A Certificate of Occupancy was issued for a deck on Drake Street.

Three inspections have been complete for Ron Becker on the Coffta Property.

Mr. Mikolajczyk is waiting on electrical inspections for two pools.

HIGHWAY SUPERINTENDENT

Road Work Update—

There is shoulder work left to do, it planned for October
Road Striping left to do; County Engineer is "T" marking now.
Road side mowing is starting again.

Buildings & Grounds—

Electric in Highway Superintendent's office has a ground that needs fixing; contacting Able Electric.

Report on PESH Inspection:

- 1) More documentation on training is needed.
- 2) Most previous items completed to his satisfaction.

Cemeteries—

Still a lot of mowing and weed eating.
Normal sales on plots and burials.
Headstone foundations set for the first week in October.

Parks—

Basketball equipment is in and will be installed with headstone foundations in October.
Planning some additional electric work.
Planning for Halloween and Christmas events.
Still a lot of mowing.

Equipment Update—

214 Excavator still at Milton-Cat; repairs almost compete.

Public Works Update—

Still working on Water District 2 with Engineers and Blue Heron.
Pre-construction meeting tomorrow at 11 am at Village Office on Transmission Line.
Trustee Armbrewster called and asked if I would stay after the meeting to discuss plan for street repair in the Village. Superintendent Dennis wanted the Board to be aware that Mr. Dennis was requested for the street repair discussion.

Library—

Marked out sign location with Chairperson of Board and Zoning Officer.
Will order ceiling tile picked up one for pattern.
Will install pad for sign first week of October.

The following line item transfers are requested:

From DA5132.2a transfer \$40,356.77 to DA5132.2

From Fund Balance DA Account transfer \$23,568.23 to DA5132.2 to cover purchase of mini excavator and 1 1/2 ton Dump Truck.

From Fund Balance DB Account transfer \$31,000.00 to DB 5110.4

To cover road resurfacing coverage.

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

TOWN CLERK

The following bills were submitted for approval:

General Fund	250-294	\$ 24,695.15	
Part Town B	22-23	\$ 1,026.60	
Water Dist #2	9-10	\$ 42,050.08	
Highway DA	100-108	\$100,391.80	
Highway DB	28-33	\$157,984.03	
	TOTAL		\$326,147.66

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

Mark Mikolajczyk took over for Tom Smith as Code Enforcement Officer in July of this year; Mr. Smith was paid in a different manner than what Mr. Mikolajczyk is to be paid, although the overall pay rate will remain the same. The following line item transfer is requested:

From B3620.4 \$900.35 to B3620.1, the total of the remaining balances will then be split over the next four months of pay equally.

A **motion** was made by Councilman Martin, seconded by Councilman Veazey and carried by unanimous vote to approve the line item transfer regarding the Code Officer's pay.

Town Clerk Haacke also requested the Board for the 2012 payroll year to have her various line item salaries split equally among the 26 payroll periods of the year. Currently, some line items are paid monthly, quarterly and on the 26 payroll periods.

A **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to have the Clerk's salary line items be paid on an equal monthly basis beginning in 2012.

Town Clerk Haacke was contacted by Village Clerk/Treasurer Joyce Grazioplene regarding the Genesee County Tour Guide magazine that comes out each summer. The question was asked if the Town Board wanted to continue to pay the annual \$500.00 to keep the Village/Town of Oakfield in the magazine. After a brief discussion a **motion** was made by Councilman Kabel, seconded by Councilperson Glor and carried by unanimous vote to discontinue having Oakfield in the tour guide book, thus saving the \$500 per year.

It was announced that the "Majestic Lights" celebration will be held on Sunday, November 27th at 5:30pm in the Town Park. Clerk Haacke requested \$100 be transferred from account A1990.4 to A7550.4 to cover the expense of carolers. A **motion** was made by Councilman Veazey, seconded by Councilman Kabel and carried by unanimous vote to approve the line item transfer as submitted.

SUPERVISOR

Supervisor Cianfrini stated his report is available.

Supervisor Cianfrini, Superintendent of Highways Dennis, Deputy Supervisor Veazey and Assessor Flansburg met with Baldwin Business Service earlier in the month and the budget is 99% complete; there is a slight issue with the library funding.

Supervisor Cianfrini set a tentative date for the Budget Workshop on October 11, 2011 at 5:30 pm if Tom Baldwin is available.

It was also reported that the BANS on Water/Sewer and the Park were renewed and the BOND closed on the \$420,000.00 Water District 2 loan for Rural Development. This loan will have its first payment next year.

Supervisor Cianfrini also noted that the Debt Service fee for Water District 2 users has been decreased to \$595.85, down from \$705.34.

With all the above information in place, Supervisor Cianfrini stated that a Public Hearing on the Fire Budget is held on November 9th, 2011 at 6:15 pm and the Public Hearing on the Budget be held that same night at 6:30 pm. It was also noted that due to the election on November 8th, the Town Board meeting will be held on November 9th.

The Supervisor also spoke with Town Attorney Kevin Earl, who is currently negotiating the lease agreement on the Water Tank with the Village. It is proposed that the Village will pay the Town \$30,000.00 plus all costs and expenses relating to the purchase of the property. The lease agreement will be for 38 years. The payment on the land purchase is not to exceed 5 years; but can be paid at anytime in its entirety without penalty.

Within the agreement Attorney Earl states that *the Village will erect a security fence/25' buffer. The Village will maintain the tank, buffer and fence. The farm is allowed to farm outside the buffer and the Village will build an access road. With some clarification from the school, the school will pay for its own access road and the Town will build the road itself, through shared services.*

The Village will remove the Tower at the end of the Towers life and the Village will hold the Town harmless.

LIBRARY LIAISON—Carol Glor (for Jim Veazey)

It was stated that Mrs. Graham spoke with Alan Dennis regarding the carpet in the children's library; they may replace it after the first of the year.

Ceiling tiles need to be ordered.

The library is working on the sign for in front of the library.

The Summer Reading Program was a great success.

Supervisor Cianfrini stated that there is an issue with Library Funding for the budget, he asked Mrs. Glor if anything at been discussed at the Library meeting. The question is regarding the Library's Fund Balance—which shows all zero's on their budget request. When the Supervisor asked the Library to provide figures, a letter given to the Supervisor then stated a fund balance of \$47,723.00; is this over this year's budget or is it unexpended? This question needs to be answered for it is what is holding up the Town's Tentative Budget Report.

Councilman Veazey stated that he will contact Mrs. Graham to discuss this matter so the Town's Budget can move forward.

GAM

The meeting this month is hosted by LeRoy and is this Thursday. The topic of discussion is Tax Cap and Reporting.

COMMITTEE REPORTS

Personnel—negotiations are complete and an agreement has been reached. The Personnel Committee recommends approval of the 2012 Men's Contract for the Highway Department.

A **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to accept the Men's 2012 Contract for the next 3 years as submitted to the Town Clerk.

Insurance Committee—The Town Clerk will set a date with Tomkins Insurance to discuss different plan options for the 2012 year.

The Town Clerk also stated that the Town's General Liability Insurance is due for renewal in January, so that should be bid out as well. For the General Liability Insurance it was decided that it should be put out to bid in the newspaper as we would do through procurement.

Water Committee—Nothing new to report; however Alan will contact Brent for an outline.

The Personal Manual is being typed and will be available at the next Board Meeting.

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Fence—Town Park

The Murphy's on Irving Parkway want to put a stockade fence up for their child; but was waiting on the Town Survey. According to the survey, the fence is right on the Town line. The Murphy's don't want to do anything with the fence until they know what the Town is doing. At this time the Town intends to maintain it's fence—they are welcome to put up a fence within their own boundaries.

With no further information 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 8:55 pm.

Respectfully submitted,

Melissa M. Haacke
Town Clerk