

TOWN OF OAKFIELD
REGULAR BOARD MEETING
FEBRUARY 14, 2017

ROLL

CALL: Carol Glor
Tim Kabel
Matt Martin
Kim Wolcott

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Dennis
Assessor Flansburg
CEO/ZEO Mikolajczyk
Disaster Coordinator Graham
Laurie Nanni. Oakfield Historical Society
John George, OALL

Supervisor Glor called the meeting to order at 6:30 pm; followed by the Pledge to the Flag.

Minutes of the January 10, 2017 Meeting: **MOTION** Councilman Martin, second Councilman Kabel to approve the minutes as written.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

LAURIE NANNI—OAKFIELD HISTORICAL SOCIETY

Preparing displays for the year
They have sold over 300 Gypsum Books; the book has yet to be advertised
Helped a woman trace her family tree back to Susan B. Anthony
The Walking Tour book for the 175th will be ready shortly

JOHN GEORGE—OALL

Supervisor stated that the Town has received several complaints from parent's regarding the bathrooms
Children are left unsupervised and doing things that are unacceptable
The Town Board would like to work together and would like monetary support to help offset the cost of hiring someone to clean bathrooms, pick up trash and mowing
The Town also pays the water bill, electric and all maintenance
Superintendent Dennis would have the bathrooms cleaned on Mondays and Fridays
Suggested support amount would be between \$100 & \$200 per week during the Little League Season

Mr. George and Mrs. Nanni (OALL Treasurer) stated that they will take this back to their board

Supervisor Glor also reminded them that it is important that the regular schedule and All Star schedules do need to be submitted to Town Clerk

Superintendent Dennis also stated that he is willing to mow the park more often; but Little League needs to let him know

Andy Merkle will contact Superintendent Dennis to discuss the placement of a new bench and plaque near the playground in memory of Brayden Salvaterra; OALL would like this done this year

Superintendent Dennis said he would have to know about the dedication by April 1, 2017

Opening day is April 29; the parade is at 9:00 am

TOWN JUSTICE

Justice Graham stated that the Justices have hired Sandra Almeter as the new Court Clerk; she will start April 1, 2017. Current Court Clerk will remain in the position until mid-May as there is a jury trial set for May 9, 2017.

Justice Graham informed the Board that he will need a one month increase to cover the salaries for the month of May; estimated at \$745.16.

As Disaster Coordinator; he held a very good meeting regarding Snow & Ice. Twelve (12) cots were ordered and 48 wool blankets. These items total \$1700.

CODE/ZONING OFFICER

Mr. Mikolajczyk has his report available for review in the Town Clerk's office.

Mr. Mikolajczyk is requesting to attend a Residential Inspection Conference held in Rochester, during the month of June 2017. Mr. Mikolajczyk will look into joining the Finger Lakes Region of Inspection to minimize the cost of the conference. This training would be over his contractual budget.

MOTION Councilman Wolcott, second Councilman Martin to allow the additional funds to the Contractual line B3620.4 should the Town and Village of Elba agree to pay one-third each.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

ASSESSOR

2017 update will be done by the end of the month

State has to check to ensure we will be at 100% valuation

Change notices to go out in March

SUPERINTENDENT OF HIGHWAYS

1) Road Work Update

- a) Bridges on Maple Road and Hutton will be replaced this year 2017 by County Highway.
- b) Mowing brush and cutting trees when weather permits.
- c) Plowing and treating roads and streets as necessary. Had little snow but lots of ice and blowing snow on roads.
- d) Would like to review plan to borrow one million dollars to complete our town roads this year due to low material costs and low cost borrowing.

2) Building & Grounds

- a) Quote on touch-up paint for entire town hall is approx. \$400 to \$500 including paint.

MOTION Councilman Kabel, second Councilman Wolcott to have the town hall paint touch-up done, not to exceed the \$500 quote which includes paint.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

- b) MJ Mechanical is adjust temp. In rooms as needed. Heating seems to be better than it was, we will keep adjust as needed.
c) Rugs need to be cleaned. That will be this weekend by Kleen-All.
d) Door locks have been adjusted by LeFrois and center door trim has been taken care off.

3) Cemeteries

- a) Been active with burials and selling graves.
b) Getting est. for a cremation mausoleum.
c) Have been picked up for winter.
d) Driveways laid out with markers for winter.
e) Driveways only plowed as needed for burials.
f) Planning on paving main driveways this year.

4) Parks

- a) We are looking at some up-grades to park with our Engineers so we can apply for grants as they become available and talk to little league, betterment committee for financial assistance and Job Corp for possibly doing the work. We may want to consider doing this work and possibly banning it. The drawings are revised now. The cost est. is in Jeremy's e-mail.
b) We need to discuss next steps in the park up-grades.
c) Bathrooms cleaning how to handle now and in the future.
d) Meet with Job Corps with OACS and waiting for answer.

5) Equipment Update

- a) Possible purchase of new bull dozer and trailer. If we wait price and delivery will go up. This is for your info not to influence your decision.
b) Award bid new pick-up and after-market equipment. Review bids with the board.
c) Truck 202 gone in for new serpentine belt and pulleys. Also walking beams need replacing and spring work.

6) Publics Works Update

- a) WD 7 construction with SERGI all water main complete and passed testing ready to install all services. Meters, readers, prv, and meter nipples have been delivered.
b) WD 9 is complete by our Engineers this is MaCumber Road south of Town-line and Town-line in the town of Alabama. Funding meeting complete and final submittals are complete. Waiting for drawing approval from RD to go to bid. Easements been set to attorney to be created.

- c) WD 10 preliminary package has been submitted to RD for funding. Have sent to Engineers for emergency submittal. So far one well went dry and another is turning black. Health dept. well testing complete with 17% failure. RD approved preliminary funding now ready for a full submittal package. This is being worked on now.
 - d) WD 11 Judge Road, MaCumber Road, and Maltby Road which will be with the STAMP Project. This is being worked on by Clark Patterson to be submitted to the Town of Oakfield.
 - e) WD 12 which would be Lewiston Road and maybe include North end of MaCumber Road, Lewiston Road, and Lockport Road in the Town of Alabama or may be a separate project.
 - f) Clark Patterson has started laying out sewer districts for future expansion and current needs in the town, also creating a sewer district where there is already sewer in the town. Village will be at all future meetings on sewer, Eric Carlson will be DPW contact person and Dave Boyle is the Village Board contact.
 - g) Working on a Genesee County North West Water/Sewer Consortium. Made up of all The towns and villages in the North West corner of Genesee County. This will handle all the O and M of all the water and sewer in that area.
 - h) New Designated Water Operator of the town's water system is working out great. All the town system has been serviced.
 - i) Village Mayor asked for Town to work on a joint services sewer project on Church Street. I said yes with approval from both boards. He asked if Clark Patterson would design and I have them working on a quote to do this.
- 7) Library
- a) We working on the window replacement for Library. Library has been awarded the grant. Working with our engineers on a bid and bid package is ready to be approved and advertised for bid. Town needs to assign Highway Superintendent as clerk of the works.
- 8) Miscellaneous
- a) Need to set up meeting on possible housing development plan areas for Town of Oakfield, a developer has already been here for info on locations for housing tracts.
 - b) Land fill will open for the whole year weather permitting access.
 - c) We need to look at all our codes and STDs. And be prepared for the future that looks very promising. Stamp is alive and moving forward at a good pace and we need to be prepared.
 - d) Need to revise and up-date our zoning codes. Meetings have started.
 - e) Working with a solar company on a solar field installation. Nothing new to report.

Superintendent Dennis would like to finish paving the final nine (9) miles of road in the Town of Oakfield. Cost and materials will be covered with a one million dollar BAN, work will be done through shared services.

The roads that will be completed are:

Fox Road	Hutton Road
Townline Road	Macumber Road
Bliss Road	Orchard Park
Maple Ave Road	Broadway
Park Road	Pine
South Pearl Street Road	

MOTION Councilman Wolcott, second Councilman Martin to move forward with BAN-ing this roadwork project for one million dollars over a ten (10) year period.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

TRUCK BID

There were three (3) bids submitted for the new pick-up truck; two did not meet specifications and one bid for accessories. Orleans Ford BID to specifications at \$40,926.00 for the pick-up. Viking Cives bid to specifications on the accessory package at \$17,376.00.

MOTION Councilman Wolcott, second Councilman Kabel to accept the BIDs from Orleans Ford and Viking Cives for the new Town pick-up and accessories packages BID as specified.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

With Water District 7 nearing completion, Supervisor Glor will contact Attorney Dave Schubel to create a line item for funds that will be charged to Barre Fire District on yearly basis of \$200 to use the fire hydrants in that area.

MOTION Councilman Wolcott, second Councilman Martin to charge Barre Fire District yearly \$200.00 for water out of the hydrants in the Town of Oakfield Water District 7.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

TOWN CLERK

ABSTRACT 2-2017: **MOTION** Councilman Kabel, second Councilman Martin to approve the following:

General Fund	495-529	\$ 97,808.26
Highway DA	149-175	\$ 17,658.57
Highway DB	77-82	\$ 1,923.88
Part Town B	56-64	\$ 2,069.76
Youth Rec	12	\$ 600.00
Special Districts	67-75	\$883,438.32
	TOTAL	\$1,003,498.79

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 5-2017—TO OPEN CHECKING ACCOUNT FOR WATER DISTRICT NO. 9, WATER DISTRICT NO. 10, WATER DISTRICT NO. 11 AND THE ROAD PROJECT

Councilman Martin offered the following:

RESOLVED, the Town Board of the Town of Oakfield authorizes Supervisor Carol L. Glor and Town Clerk Melissa M. Haacke to open four new checking accounts with The Bank of Castile in Batavia. The checking accounts shall be for Water District No. 9, Water District No. 10, Water District No. 11 and the 2017 Road Project. All checking accounts will be established with the Town Clerk and Supervisor have signing authority.

Second: Councilman Kabel

Ayes: Glor, Kable, Martin, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

The Town Board must hold a second Public Hearing for the U.S. Gypsum Grant that the Town is facilitating. **MOTION** Councilman Wolcott, second Councilman Kabel to schedule this Public Hearing for Tuesday, March 14, 2017 at 6:15 pm.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 6-2017—LEGAL SERVICES AGREEMENT WATER DISTRICT NO. 10

Councilman Wolcott offered the following:

RESOLVED, that the Town of Oakfield will have the Law Firm of Webster, Schubel & Meier, LLP handle any and all legal issues of Water District No. 10 at a rate of \$165.00 per hour, not to exceed \$10,000.00 for the total project.

Second: Councilman Kabel

Ayes: Glor, Kabel, Martin, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

The Town received a letter from GLOW regarding resident complaints throughout the counties that it appears come local collection facilities are not separating recyclable from garbage. Included in GLOW's letter was the Town of Oakfield's Local Law No. 2 of 1993 which outlines fines and penalties for non-compliance. GLOW asked if the municipalities would send a letter to the collection facilities with a copy of the Local Law to remind them of their duties.

MOTION Councilman Martin, second Councilman Wolcott to approve the Town Clerk to send the letter to five (5) area garbage collectors.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

A quote from Millennium Computers was presented to the Town Board; the quote is for five (5) new laptops for the Highway Superintendent, Town Clerk, Assessor and two in the Town Clerk's office at \$648 each. (\$3,240.00).

The computers that are being used currently are five (5) years old. The current computers will be wiped clean at \$90.00 each (\$450.00) and then be used by the Town Board for DocuWare.

The current tablets that the Town Board use will be disbursed as well. Disaster Coordinator Graham will have a tablet, CEO/ZEO Mikolajczyk will have one for the field, the Youth Recreation Leader will have one assigned for the program season for DocuWare required programs, Youth Recreation Chairperson or other member will have a tablet for the Youth Recreation season for DocuWare required programs and one other will remain in the office for various uses.

The money to pay for this will come from Fund Balance.

MOTION Councilman Martin, second Councilman Wolcott to approve the purchase and refurbishing of new/old laptops, as well as the disbursement of tablets.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

PIVOT proposal from the January 10, 2017 Board meeting regarding off site back up and remote maintenance from Millennium. **MOTION** Councilman Kabel, second Councilman Martin to purchase the PIVOT program with Millennium.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

Updates to the Town Guidebook specific to Youth Recreation was presented to the Town Board with updates and changes. **MOTION** Councilman Kabel, second Councilman Wolcott to approve the changes and update to the Youth Recreation Employee guidebook.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 7—IN SUPPORT OF THE IMA BETWEEN THE TOWN OF ELBA AND THE TOWN OF BATAVIA FOR THE EDGERTON ROAD WATER DISTRICT

Councilman Wolcott offered the following:

Resolved, the Town of Oakfield supports the IMA between the Town of Elba and the Town of Batavia for the Edgerton Road Water District as it relates to the Townline Road Water Project.

Second: Councilman Martin

Ayes: Glor, Kabel, Martin, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

Tax Collection is going well, the town has received their full \$835,602.90. The County has been paid \$780,000.00 of the \$1,260,451.90.

Fire protection Agreement

MOTION Councilman Kabel, second Councilman Wolcott to enter into the Fire Protection agreement for \$60,154.21.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

SUPERVISOR

MOTION Councilman Wolcott, second Councilman Martin to approve the Supervisor's report as submitted.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

LIBRARY

The BID for windows will be sent to the Daily News on Monday.

The Library is applying for a matching grant for security. The least the grant will match is 50%. The Library needs to get one more quote to meet our purchasing policy requirement.

GAM

Discussion was on Sales Tax.

LETTER OF INTENT

Julie Colantonio submitted a letter of intent to the Town Board for the open position on the Youth Recreation Commission. **MOTION** Councilman Martin, second Councilman Wolcott to approve Mrs. Colantonio to the Commission.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RURAL WATER MEMBERSHIP

Superintendent Dennis would like to join the membership of Rural Water. The cost is \$243 per year, this will be paid from Fund Balance in Water Improvement District 1.

MOTION Councilman Wolcott, second Councilman Kabel to approve the request.

Ayes: Glor, Kabel, Martin, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

ADJOURNMENT: MOTION Councilman Kabel, second Councilman Martin to adjourn the meeting at 9:08 pm.

Ayes: Glor, Kabel, Martin, Wolcott

Respectfully submitted,

Melissa M. Haacke,
Town Clerk