

TOWN OF OAKFIELD
REGULAR BOARD MEETING
JANUARY 9, 2018

ROLL

CALL: Supervisor Glor
Deputy Supervisor Matt Martin
Councilman Kabel
Councilman Wolcott

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Dennis
Assessor Flansburg
CEO/ZEO Mikolajczyk
Joel D'Alba, Oakfield Betterment Committee
Scott D'Alba, Oakfield Betterment Committee
Bob Ostrander, Resident

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

Minutes of the December 12, 2017 Regular Board Meeting, Joint Water Meeting, Year End Meeting & Organizational Meeting: **MOTION** Deputy Supervisor Martin, Second Councilman Kabel to approve the minutes as written.

Ayes: Glor, Martin, Kabel, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

OAKFIELD BETTERMENT COMMITTEE

Joel D'Alba thanked Supervisor Glor and Superintendent of Highways Dennis for attending the January 20th meeting with the Village.

The Betterment Committee is working on permits to close the roads and will follow up to see if it works out.

Mr. D'Alba read a letter aloud, said letter is attached to these minutes.

Supervisor Glor asked Mr. D'Alba if they had gotten any prices on renting of road signs as of yet.

Mr. D'Alba stated that he knows there will be a cost to Betterment, they do not have cost estimates yet. The Betterment Committee would also like to use the Town Park in addition to Triangle Park.

Mr. D'Alba asked if Betterment can use the Town items such as bleachers.

Superintendent Dennis stated that this event is never going to be what is was. The Village cannot apply for the Perm 33c permit without the Town. The State will not take responsibility for anything. This leave the Town Highway Superintendent to assume all responsibility. That is a huge liability to the Town if anything goes wrong.

As far as costs are concerned, Superintendent Dennis has spoken to Clark Patterson regarding the design of the detours. Everything that goes in the roads and signs must meet state codes. Genesee County Highway Department will make the signs; the Town must supply the man power, posts and hardware.

The Village, Town and OBC can work together but there is a lot of work that falls on the Town. Such as dig safe for every location. Superintendent Dennis stated that just to put the signs up will take a week. The Town can do it but it is very time consuming.

Mr. D’Alba asked if the Town would approve a resolution stating that they would help and support the Betterment Committee in bringing the event back to Triangle Park.

Supervisor Glor stated that the Town will need the engineers to get us a quote on all aspects of cost associated with what is needed. The Town cannot tell you what we can commit to until we get all the information.

Scott D’Alba said that this is why we pay taxes. The Town spent two days putting up Christmas trees, what’s the difference?

Superintendent Dennis stated that he is wrestling with the liability of all of this.

Joel D’Alba stated that you can’t always worry about the liability, we would never do anything.

The Town & Village is also waiting on insurance quotes for the event.

Superintendent Dennis stated that we are not against the event, we just need to see what all the costs are and what is entailed.

JUSTICE

RESOLUTION NO. 3-2018—RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE COURT RECORDS AND DOCEKTS WAS CONDUCTED

Councilman Kabel offered the following:

WHEREAS, Section 2019-a of a Uniform Justice Court Act requires that Town Justices annually provide their court records and dockets to their respective Town Auditing Board, and that such records be audited and that fact be entered into the minutes of the Board’s proceedings; and

WHEREAS, an audit was conducted of the Town Justices records and dockets by the Town of Oakfield Audit Committee, which is Deputy Supervisor Matthew Martin and Councilman Kim Wolcott.

NOW, THEREFORE, BE IT RESOLVED, the Oakfield Town Board hereby acknowledges that the required audit of the Court Records and Dockets was conducted and hereby directs the Supervisor to forward a copy of the audit report, along with a copy of this resolution to the Joan Casazza, Internal control Liaison, NYS Office of Court Administration, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033.

Second: Supervisor Glor

Ayes: Glor, Kabel, Martin, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

CEO/ZEO

Officer Mikoljaczyk's yearend report is available for review in the Town Clerk's office.

ASSESSOR

The state is behind on its numbers.

SUPERINTENDENT OF HIGHWAYS

- 1) Road Work Update
 - a) Winter time plowing and treating roads.
 - b) Using a lot of salt and fuel due to severe winter weather especially salt by the town, village, and school.
- 2) Building & Grounds
 - a) Waiting for suggestions on stone cracking and prevention of further damage.
- 3) Cemeteries
 - a) Been slow due to weather.
 - b) Getting est. for a cremation mausoleum.
 - c) Trees at Cary Cemetery and re-plant with decorative trees and get stumps ground. This work has started three trees done and more will be completed this year based on the weather.
 - d) Planning on paving main driveways this year. Where will funds come from to pay for?
 - e) Fence removal at Reed Cemetery will be done as weather permitting.

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. We may want to consider doing this work and possibly banning it. The drawings are revised now. The cost est. is by Clark-Patterson.
 - b) We need to discuss next steps in the park up-grades.
 - c) Will be installing memorial bench at the tee ball field permanently in concrete pad which is all poured.
- 4) Equipment Update
 - a) Truck 202 is down at J & M for repair possible injector problem.
 - b) New 908 loader has been delivered.
- 5) Publics Works Update
 - a) WD 7 SERGI needs to come back to do some touch-up restoration.

- b) WD 9 & 3 construction complete by Ransco. This is MaCumber Road south of Town-line and Town-line in the town of Alabama. House hook-ups are almost complete. Ransco has been back to complete touch-up restoration.
 - c) WD 10 package has been submitted to RD waiting for final approval to go to bid.
 - d) WD 11 Judge Road, MaCumber Road going well contractor will be starting back to work Monday January 15, 2018,
 - e) 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.
 - f) 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. Monroe Water Authority in future is the way to go.
 - g) Need to pursue getting together with village with Town Board, Town Attorney, County Attorney, County Highway Superintendent, Village Board, and Village Attorney on water debt distribution.
- 6) Library
- a) Everything seems good.
- 7) 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.
 - e) Working with a solar company on a solar field installation. Nothing new to report.

- f) Town Highway and Alabama highway has completed Building road-way, pad, and utility trench for OACS FFA barn.
- h) Need to revise and up-date our zoning codes.
- i) Perm 33c permit for Labor Daze event 3-Days with road closers, barricades, and detours per MUTCD, request from the Village to be joint applicants on the permit. Gathering information and cost to town both money and labor hours.

Alan R. Dennis
 Superintendent of Highways
 Public Works Administrator
 Cemetery Administrator
 Parks Administrator

3219 Drake Street
 Oakfield, New York 14125

585-813-3352 cell phone
 585-948-5835 ext 103 office
 585-948-8108 fax

TOWN CLERK

Abstract 1-2018—**MOTION** Councilman Wolcott, second Councilman Kabel to approve the following:

General Fund	850-867	\$94,957.09
Highway DA	285-286	\$ 1,179.80
Highway DB	285-286	\$ 1,179.80
Part Town B	110-111	\$ 2,412.86
Special Districts	164-165	\$22,572.20
	TOTAL	\$122,301.75

Ayes: Glor, Martin, Kabel, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 4-2018—AUTHORIZING PARTIAL ACCEPTANCE OF FACILITIES

Councilman Kabel offered the following:

RESOLUTION AUTHORIZING PARTIAL ACCEPTANCE OF FACILITIES

WHEREAS, the Town Board of the Town of Oakfield (the “Town Board”), acting for and on behalf of Water District No. 11 of said Town, in cooperation with the Genesee County Economic Development Center (the “GCEDC”) to construct the facilities known as STAMP Offsite Water Main - Phase 1 (the “Project”) and

WHEREAS, certain property owners within Water District No. 11 have requested that the Town accept at this time a portion of the facilities of STAMP Offsite Water Main - Phase 1 to permit water service to certain properties therein, and

WHEREAS, David Drexel, Resident Engineer regarding said construction has supervised the construction of said facilities and has certified to the Clark Patterson Lee (the "Engineer") that the water lines have been properly tested and meet the contract specifications for such lines, and

WHEREAS, the Town's Engineer indicates that this is a separately functioning and usable part of the Project that can be used by the Town for its intended purpose without significant interference with the remainder of the Project, and

WHEREAS, the Engineer finds it in the best interest of the Town at this time to use certain completed portions of the work, and

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF OAKFIELD, in regular session duly convened that said Board, acting for and on behalf of Water District No. 11 of said Town, hereby accepts the water lines serving Judge Road from Lewiston to Macomber, reserving, however, all rights that the Town may have against the said GCEDC pending final completion and acceptance of all the facilities to be constructed for the said Water District No. 11.

The use of the completed portions of STAMP Offsite Water Main - Phase 1 and the taking of possession thereof shall not be deemed an acceptance of any other portions of the water facilities being constructed nor any uncompleted portions thereof nor of any work not completed in accordance with the plans and specifications therefor previously approved by the Town.

Second: Councilman Wolcott

Ayes: Glor, Martin, Kabel, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

The Year End Clerk's Report was submitted to the Town Board and attached to these minutes. **MOTION** Deputy Supervisor Martin, second Councilman Wolcott to accept the report.

Ayes: Glor, Martin, Kabel, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 4-2018—OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

Councilman Wolcott offered the following:

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Oakfield hereby require the Supervisor, Town Clerk, Tax Collector, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Oakfield approve the document entitled "Town of Oakfield Official Undertaking of Municipal Officers" as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF OAKFIELD

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, **Carol L. Glor**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Oakfield, and

WHEREAS, **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Oakfield, and

WHEREAS, **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Town Tax Collector of the Town of Oakfield, and

WHEREAS, **Thomas A. Graham**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield , and

WHEREAS, **Randy Baker**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield, and

WHEREAS, **Alan R. Dennis**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Oakfield, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Oakfield that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 10, 2017.

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 9, 2018.

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

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NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 9, 2018.

Second: Councilman Martin

Ayes: Glor, Martin, Kabel, Wolcott

APPROVED UNANIMOUS VOTE (4-0)

Tom Mikolajczyk was contacted by the Genesee County Health Department, the Town can no longer piggy back on the Village Water Quality Report. The Town is a separate entity and must do its own report. I have contacted the Health Department and they will be getting me a template so we can move forward. This must be completed by May.

Supervisor

MOTION Councilman Wolcott, second Councilman Kabel to approve the Supervisor's report as written.

Ayes: Glor, Martin, Kabel, Wolcott

MOTION CARRIED UNANIMOUS VOTE (4-0)

GAM

Supervisor Glor did not attend, the next meeting is January 18th at the City of Batavia.

OLD BUSINESS

Water District 10—waiting on funding package from Rural Development.

The final changes have been made on the Highway Contract, it will be distributed to the worker's tomorrow. Once they read it over again, they will either sign or come back to the table with more changes.

Supervisor Glor asked the Town Board how they wanted to proceed with water. On the suggestion of County Attorney Kevin Earl we will contact the Town Attorney and look to go through a mediator before spending money.

FARM LAND PROTECTION PLAN

After finally receiving a hard copy of the report, because the one that came via email from Wendel could not be opened Deputy Supervisor Martin was the one that read it. The report is too thick to make copies for everyone.

The basic opinion is as follows:

- The plan is garbage
- This was to be completed before STAMP began
- There is nothing specific about the plan
- Maps are out of date, even to start of this plan

The Board has asked the Town Clerk to once again reach out to John Brennan at Ag & Markets in Albany. The Board cannot act on this plan.

NEW BUSINESS

Looking for a new Board member.

Progress meeting for Water District 11 is set for Thursday, January 11 at 11 am.

Supervisor Glor received an email from Village Clerk Andrew Maguire regarding the Fire Budget. The meeting is at 6 pm January 22nd at the Village Offices. They will discuss the Pros & Cons of a Fire District.

Labor Daze—seems as the Village has backed the Town into a corner by approving the Betterment's request to move the event to Triangle park without knowing all that needs to be done by the Town.

Deputy Supervisor Martin asked Superintendent of Highways Dennis if the Town has the man power and time to do what is required.

Superintendent Dennis stated that it can be done, but something else won't get done. If there is an emergency in the Town, such as when a fire hydrant was hit and it took the men 24 hours to repair; that would come first.

Adjournment: MOTION Councilman Kabel, second Deputy Supervisor Martin to adjourn the meeting at 8:30 pm.

Ayes: Glor, Martin, Kable, Wolcott

Respectfully submitted,

Melissa M. Haacke,
Town Clerk