

**TOWN OF OAKFIELD**  
**REGULAR BOARD MEETING**

**January 8, 2019**

**ROLL**

**CALL:** Supervisor Glor  
Deputy Supervisor Martin  
Councilman Carroll  
Councilman Kabel  
Councilman Wolcott

**OTHERS**

**PRESENT:** Town Clerk Haacke  
Superintendent of Highways Dennis  
Assessor Flansburg  
Code/Zoning Officer Mikolajczyk  
Disaster Coordinator Graham  
Mayor Dave Boyle, Village of Oakfield  
Laurie Nanni, Oakfield Historical Society

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

**Minutes of December 11, 2018, Year End Meeting, Organizational Meeting and Water District 10 BID**

**Opening:** MOTION Councilman Kabel, second Councilman Wolcott to approve the minutes as written

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**MOTION CARRIED UNANIMOUS VOTE (5-0)**

**LAURIE NANNI—OAKFIELD HISTORICAL SOCIETY**

Review of 2018:

Many tours

Preparing new displays, this year the theme is “Community Organizations over the Years”

A permanent display of USG to be created

Ribbon cutting for opening

Expand the War Room (upstairs)

Darlene’s new book “Carefree Years” is doing great

Busy with genealogy and history of buildings

Start to fundraise this year for an addition to the house

**JUSTICE**

All is going well

**CODE & ZONING OFFICER**

Mr. Mikolajczyk submitted his 2018 Year End Report and monthly report to the Town Clerk, this may be reviewed upon request during regular business hours and is attached to the minutes

The Code & Zoning officer will attend the 2019 training seminar January 28, 29 & 30<sup>th</sup> of January

## **ASSESSOR**

Working on updates

Fielding questions on changes to STAR

## **SUPERINTENDENT OF HIGHWAYS**

### 1) Road Work Update

- a) Cutting-down dead trees along road sides where needed due to wind storms.
- b) Plowing and treating roads and streets as needed.
- c) Trying to schedule putting up snow fence with Alabama highway, the weather is factor in doing so.
- d) Fixing road signs as needed.

### 2) Building & Grounds

- a) Everything is in working order.
- b) Working on estimate to complete building at land-fill with a concrete floor, interior lighting, exterior lighting (both with led lighting), and new overhead doors. Most work to be completed by town work force.

### 3) Cemeteries

- a) Have had a couple of winter burials
- b) Three trees are left to be cut down in Cary Cemetery.
- c) Planning on paving main driveways this year. Where will funds come from to pay for? ( Will need to wait till 2019 or 2020)
- d) Revenues on schedule with budget.

### 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. Little league wishes to be involved along with youth rec.
- c) Working on schedule to revamp current baths to handicap accessible. Most of the work is being done by town forces.

### 4) Equipment Update

- a) Equipment all running good (light winter so far).
- b) Waiting on new roller and 318 excavator up-grade to be delivered by Milton Cat.

### 5) Publics Works Update

- a) WD 7 SERGI needs to come back to do some touch-up restoration.
- b) WD 9 & 3 has some meter pit repairs needed to be done.
- c) WD 10 award bid tonight, January 8, 2019. Bid opening was January 4, 2019.

- d) WD 11 ext. Lewiston Road being worked on by Clark Patterson and Oakfield Public Works Administrator.
  - e) Phase 2 Alabama is completed except for restoration in spring of 2019.
  - 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.
  - g) Monroe Water Authority in future is the way to go. Waiting for city to sign a contract with MCWA first before that can happen.
  - h) 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.
  - i) Randsco will be installing master meter pits at Drake Street and Maltby Road under Elba phase 2. Lockport Road master meter pit is under phase 3.
- 6) Library
- a) Working with CPL for elevator install at the library. CPL has come took pictures and measurements and done preliminary dwgs. Estimate looks very good, the library is working on getting grant money to install.
- 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.  
Working with a solar company on a solar field installation. Nothing new to report.
  - j) Need to revise and up-date our zoning codes and town required permits.
  - k) DEC has completed the Landfill Inspection waiting for the report.
  - l) Like to pursue setting up a town wide drainage district. Will be some engineering costs up front then add a general fund budget item. Working with Home Land Security on possibly some funding.
  - m) Village has used our new compact tractor to clean snow off sidewalks, a couple of times due to their equipment break down and a couple of times to assist in getting it done in a timely period along with their equipment.

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

**RESOLUTION NO. 2-2019—CREATION OF FULL TIME/PART TIME HIGHWAY POSITION WITHOUT BENEFITS**

Deputy Supervisor Martin offered the following:

**WHEREAS**, the Town Board of the Town of Oakfield will create a Full Time/Part Time Highway position with no benefits tied to the position. This employee will only receive pay for day worked, no holidays or vacation pay.

**Second:** Councilman Carroll

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**TOWN CLERK**

**Abstract 1-2019: MOTION** Councilman Wolcott, second Councilman Carroll to approve the following:

General Fund	1239-1255	\$13,830.74
Highway DA	434-438	\$ 9,323.45
Part Town B	147-149	\$ 2,440.05
Special Districts	193-196	\$11,562.20
		\$37,156.44

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**MOTION CARRIED UNANIMOUS VOTE (5-0)**

The 2018 Cemetery Revenue Report is attached to the minutes

**RESOLUTION NO. 3-2019—REQUEST FOR SCHOOLS**

Councilman Kabel offered the following:

January 8, 2019

To: Town of Oakfield Town Board

Request for Schools:

Superintendent of Highways, Alan R. Dennis requests Town Board approval to attend Highway Superintendents School, Highway Superintendents Fall Conference and any other school, seminar or training sessions pertaining to the position of Town of Oakfield Superintendent of Highways and appointed position by the Oakfield Town Board.

Town of Oakfield  
Superintendent of Highways

Alan R. Dennis

**Second:** Deputy Supervisor Martin

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 4-2019—CONTRACT FOR SHARED SERVICES**

Deputy Supervisor Martin offered the following:

January 8, 2019

To: Town of Oakfield Town Board

Contract for Shared Services:

Superintendent of Highways, Alan R. Dennis, requests the Town Board of the Town of Oakfield to grant the Highway Superintendent of the Town of Oakfield the power to enter into contracts for Shared Services on behalf of the Town of Oakfield as it becomes necessary.

Town of Oakfield  
Superintendent of Highways

Alan R. Dennis

**Second:** Councilman Wolcott

**Ayes:** Glor, Martin, Carroll, Kabel, Martin

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 5-2019—AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS**

Councilman Kabel offered the following:

AGREEMENT between the Town Superintendent of Highways of the Town of OAKFIELD GENESEE County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town of Oakfield for the repair and improvements of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$135,000.00 shall be set aside to be expended for primary work and general repairs upon 20.21 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvements of the town highways:
  - a. On the road commencing at ALL TOWN OWNED ROADS, a distance of 20.21 miles. There shall be expended not over the sum of \$71,370.00.

Executed in duplicate this 8<sup>th</sup> day of January, 2019

**Second:** Councilman Wolcott

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 6-2019—AMENDED MUNICIPAL SOLUTIONS CONTRACT WATER DISTRICT 10**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, that the Water District No. 10 received an updated Appendix B for 2019, as the original contract was signed in 2016.

**BE IT FURTHER RESOLVED**, the cost of the Water District 10 contract will remain at the current, not to exceed the amount of \$30,000.00 including expenses.

**Second:** Councilman Carroll

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 7-2019—OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

Councilman Kabel 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, **Matthew E. Martin**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Deputy Supervisor of the Town of Oakfield, and

WHEREAS, **Kim E. Wolcott**, of the Town of Oakfield, county of Genesee, New York, has been elected to the Office of Councilman 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

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 8, 2019

Town of Oakfield

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Town Supervisor

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Town Clerk

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Tax Collector

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Town Justice

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Highway Superintendent

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Deputy Supervisor

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Councilman



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 8, 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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\_\_\_\_\_

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STATE OF NEW YORK:

:SS:

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\_\_\_\_\_

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STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

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\_\_\_\_\_

NOTARY PUBLIC – STATE OF NEW YORK

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STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

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\_\_\_\_\_

NOTARY PUBLIC – STATE OF NEW YORK

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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 8, 2019.

**Second:** Councilman Carroll

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**RESOLUTION NO. 8-2019—TOWN CLERK’S YEAR END REPORT 2018**

Councilman Wolcott offered the following:

**BE IT RESOLVED,** that the Town Board of the Town of Oakfield accepts the 2018 Town Clerk’s report as written and a copy attached hereto.

**Second:** Deputy Supervisor Martin

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

**SUPERVISOR**

**MOTION** Deputy Supervisor Martin, second Councilman Carroll to approve the Supervisor’s report as written.

**Ayes:** Glor, Martin, Carroll, Kabel, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

## **LIBRARY LIAISON**

Presented with the Library's budget breakdown, hours and holidays

**MOTION** Councilman Wolcott, second Deputy Supervisor Martin to continue, as courtesy to pick up library generated trash as necessary.

**Ayes:** Glor, Martin, Kabel, Wolcott

**Abstain:** Carroll

**MOTION CARRIED (4-0)**

## **GAM**

The sales tax agreement is still the hot topic

## **OLD BUSINESS**

Cyber Insurance: Supervisor Glor reported that she contacted Marc Johnson at Millennium Computers, Mr. Johnson stated that the PIVOT program we have through them is not cyber insurance. He recommended the Town get quotes and then discuss with him.

## **NEW BUSINESS**

Planning Board Citizens Committee—the board will come up with items they would like addressed and will invite the Planning Board to the February meeting to discuss

The Town is in need a one member to each of the following boards—Planning, Zoning and BAR

## **RESOLUTION NO. 9-2019—AWARD THE BID FOR WATER DISTRICT NO. 10**

Councilman Kabel offered the following:

Accepting the Base Bid from E&R Construction, Inc. for a total amount of \$673,780.00, and awarding the Contract to them.

**Second:** Councilman Wolcott

**Ayes:** Glor, Martin, Carroll, Kable, Wolcott

**APPROVED UNANIMOUS VOTE (5-0)**

The Oakfield Betterment Committee donated a check for \$1,000.00 to be used toward materials to update park bathrooms

Superintendent Dennis stated that the Town needs to create line item A7140.4a Park Contractual Donation.

Supervisor Glor stated that she had spoken with Mayor Boyle and a meeting regarding the fire department on Saturday, January 12<sup>th</sup> at 9:00 am.

Disaster Coordinator Graham asked if a sign could be made for the drop boxes that reads "Please do NOT put cash in the drop box". The Board agreed

**Adjournment:** **MOTION** Councilman Kabel, second Councilman Carroll to adjourn the meeting at 8:36 pm.

Respectfully submitted,  
Melissa M. Haacke, Town Clerk

