

**TOWN OF OAKFIELD**  
**BOARD MEETING**  
**AUGUST 13, 2013**

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

PRESENT: Supervisor Cianfrini, Councilpersons Veazey, Glor and Martin, Jeremy DeLyser, Superintendent of Highways Dennis, Code & Zoning Officer Mikolajczyk, Town Clerk Haacke, Assessor Flansburg, Janette Veazey-Post, Chair of Youth Recreation Commission

Minutes-the minutes of the July 9, 2013 meeting were approved, a **motion** was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote.

**YOUTH RECREATION**

On July 10, 2013 at 3:55 pm a fight ensued at the Town Park between four children (3 to 1). The Counselor on sight (hired by Job Development) actively promoted the fight. There were no serious injuries. The Councilor was released from the Oakfield Recreation program that day.

The victim's mother filed a FOIL request and the Superintendent of Highways was told by Direct Security that there would be 28 days of footage on the film; however when attempting to retrieve the video it was discovered there was only 14 days of footage available and it was gone. The footage was not turned over immediately because the Town had to find out if it would impact an investigation.

Supervisor Cianfrini asked Mrs. Post how the counselor in question was paid and who did the interview. Mrs. Post stated that the counselor's from Job Development are part time (20 hours per week) and that Job Development pays them. The Park Director interviews them. Supervisor Cianfrini stated that the Town bears the liability of these employees and in future they must go through a full interview process.

Any time there is an incident in the future a copy of the film is immediately to be made.

NYMIR, the Town Insurance Company has hiring policies and the Town Clerk will look into getting a copy of those for the Youth Recreation Commission to follow.

Supervisor Cianfrini also stated that there have been some hiring complaints, and in the future there will be adopted criteria of who gets hired.

Councilperson Glor asked if there was policy in place for the extremely hot weeks during the program. Mrs. Post stated that the Park Counselors try to keep the children in the shade, at the library and do water activities.

Superintendent Dennis suggested that at an inexpensive cost a spray area could be built.

**RESOLUTION REGARDING HIRING POLICY, INCIDENT REPORTS AND COPYING OF TAPE IN THE PARK**

**WHEREAS**, The Town of Oakfield Town Board will implement a hiring policy for the Town of Oakfield Youth Recreation program based on the guidelines of NYMIR Insurance recommendations; and

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**WHEREAS**, any incident that happens in the park during the Youth Recreation Program will be reported to the Town Board immediately; including filing a written incident report within 24 hours; and

**WHEREAS**, any incidents being reported to the Town Board, a copy of any video surveillance will be c

**NOW, THEREFORE BE IT RESOLVED** that this policy will take place immediately by order of the Town Board of the Town of Oakfield.

Offered by: Councilman Veazey  
Seconded by: Councilman Martin  
Carried by unanimous vote (4-0)

#### **TOWN JUSTICE**

Justice Graham and Justice Baker request permission to attend the Magistrates Conference in September; a **motion** was made by Councilman Veazey, seconded by Councilman Martin and carried by unanimous vote to approve the Justices attending the Magistrates Conference.

#### **CODE & ZONING OFFICER**

Officer Mikolajczyk report is available for review

Reports that:

Inspection of Water Tower  
Complaint of East Shelby Road for debris  
Complaint on Fisher Road regarding a fence

Update on South Pearl Street clean up—Mr. Mikolajczyk stopped at the house last week and spoke to the owner. She has decided to sell the property and she has currently moved to another location.

#### **CLARK PATTERSON (TOWN ENGINEERS)**

Jeremy DeLyser reported on Water District 3

Rural Development received money from Washington DC where they collected left over money from other projects. The Water Districted was funded at the 2010 census rate. (\$650,000 grant). By the end of September all paperwork will be in and ready to go to bid.

Current District 4—this district was originally separated into proposed Districts 4, 5 & 6. They are now rearranged and the package has been submitted to Rural Development for possible funding. At this time more wells need to be tested.

Batavia North—Clark Patterson is pushing to get this going and most likely will have a meeting in September.

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**PROPOSAL FOR ENGINEERING SERVICES, TOWN OF OAKFIELD WATER DISTRICT NO. 5**

A proposal for Engineering Services for Water District 5 was presented to the Board. This proposal includes Preliminary Engineering, Survey & Mapping, Design & Approval Services, NYSDH Planning Approval, NYSDEC Wetlands and Stream Disturbance Permit, NUS DEC Stormwater Pollution Prevention Plan, US Army Corps of Engineers Stream Crossing Permits and USDA Rural Development (if necessary).

The work will terminate if the Water District is not accepted by the district residents or the NYS Comptroller.

The proposal of this project is not to exceed \$11,800.00.

A motion was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous vote to accept the proposal as written.

**SUPERINTENDENT OF HIGHWAYS**

Road Work Update—mowing road sides 2<sup>nd</sup> round complete; starting again for the third  
Shoulder work complete on Hutton Road and Maple Ave. Road  
School road work from Maltby Road to Elementary School parking lot in progress and planning on paving next week. Doing work with shared services with other towns (Alabama, Batavia, Elba and Barre)  
Busy working with other town sand county thru shared services

Buildings & Grounds—waiting for answer on building grant application

Cemeteries—very busy mowing and trying to keep up with the rain; have put extra men on it  
Active with burials; revenues are ahead of last year at this time.

Parks—busy with mowing still have put extra men on. Doing some of the mowing myself; dealing with personnel issues

Planning Labor Day with Betterment Committee

Equipment Update—new truck delivered and working great  
New roller is working out great

Public Works Update—update on Batavia North Project moving forward and possible public meeting in August

Water District 5 which is Lockport Road west of Bliss Road; what direction to take this now

Water District 3 update

Water District 4 update

Library—parking issues at Library; what direction does the Town wish to take?

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**TOWN CLERK**

Bills—the following bills were submitted for payment

General Fund	256-290	\$22,311.48
Part Town B	18-19	\$ 710.48
Highway DB	33-40	\$ 11,159.13
Special Districts	18	\$33,268.90
	<b>TOTAL</b>	<b>\$74,167.18</b>

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

The following resolution was presented to the Board:

**RESOLUTION OF FINDINGS FOR APPLICATION OF STATE COMPTROLLER  
FOR WATER DISTRICT 4**

**WHEREAS**, the Town Board of the Town of Oakfield, adopted a Resolution on June 11, 2013, establishing a Water District on portions of the Albion Road, Fisher Road, Maltby Road and Lockport Road in the Town of Oakfield, and

**WHEREAS**, this Resolution was subject to approval of the Office of the State Comptroller, Department of Audit and Control, and

**WHEREAS**, said Resolution authorized the Town Supervisor, assisted by the Town Attorney and Town Bond Counsel, to prepare the necessary application to the State Comptroller.

**NOW, THEREFORE, BE IT RESOLVED**, by the Town Board of the Town of Oakfield as follows:

1. That the annexed application was prepared at the direction of the Oakfield Town Board.
2. The Town Board has reviewed this application and believes the contents of the application to be accurate.
3. The Town Board has determined that Water District No. 4, for which permission is sought, is in the public interest and will not constitute an undue burden on the properties which will bear the cost thereof.
4. The cost of the proposed improvements is to be assessed in whole or in part against the benefit area, and the Town Board has determined that all real property to be so assessed will be benefited by the proposed improvements and no benefited property has been excluded.

DATE: August 13, 2013

MOVED BY: Councilman Veazey  
SECONDED BY: Councilman Martin

A Roll Call Vote went as follows:

Supervisor Cianfrini	Aye
Councilperson Glor	Aye
Councilman Martin	Aye
Councilman Veazey	Aye
PASSED (4-0)	

A Letter on Conditions regarding Water District 3 was received by the Town from Rural Development.  
(The Letter is attached to these minutes)

A motion was made by Councilman Veazey, seconded by Councilman Martin and carried by unanimous vote.

The Town Clerk's office will send summons to delinquent dog owners in September.

The Clerk's office is currently selling hunting licenses.

#### **SUPERVISOR**

The Supervisor's Report is available for review.

Supervisor Cianfrini addressed the Library parking issue; the main issue being that people from the car dealership are using parking spaces at the Library. The Supervisor is questioning if the Town should create a local law or just pass a resolution. After some discussion it was decided at this time that each parking spot assigned to the Library will be labeled, including a sign with the Library hours.

A motion was made by Councilman Veazey, seconded by Councilperson Glor to limit parking at the Library to Library Patrons only during library hours.

#### **LIBRARY LIAISON**

A walk around was completed last month. The paint is peeling on the front of the library. Superintendent Dennis will get quotes to get that painted.

#### **OLD BUSINESS**

The Town Dump---Supervisor Cianfrini and Superintendent Dennis will meet with Waste Management at the dump to determine if Waste Management is interested in renting the property and equipment.

Supervisor Cianfrini has not heard from ARC.

#### **NEW BUSINESS**

New York State Green Grant Application; this information was received by the Town and it is to get money to update zoning, assessment of operation, solar energy, comprehensive plans just to name a few. The contribution of the Town is \$5,000.00; \$2500.00 is cash the other half is in kind services. A motion was made by Councilman Veazey, seconded by Councilperson Glor and carried by unanimous

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vote to enter into the New York State Green Grant Application with a contribution not to exceed \$5,000.00.

A Roll Call vote went as follows:

Supervisor Cianfrini	Aye
Councilman Veazey	Aye
Councilperson Glor	Aye
Councilman Martin	Aye
PASSED (4-0)	

With no further business to come before the Board, a **motion** was made by Councilman Veazey, seconded by Councilman Martin and carried by unanimous vote to adjourn the meeting at 8:43 pm.

Respectfully submitted,

Melissa M. Haacke  
Town Clerk