

**TOWN OF OAKFIELD**  
**REGUALR BOARD MEETING**  
**OCTOBER 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  
CEO/ZEO Mikolajczyk  
Mike Schultz, MEO

**Minutes of the September 10, 2019 Regular Board Meeting:** **MOTION** Deputy Supervisor Martin, second Councilman Kabel to approve the minutes as written.

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

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

**CEO/ZEO**

Mr. Mikolajczyk's report is available for review

**ASSESSOR**

Keeping up with work and changes

**SUPERINTENDENT OF HIGHWAYS**

- 1) Road Work Update
  - a) Fixing road signs as needed to bring up to MUTCD standards, and keeping visibility of signs clear of weeds, brush, and tree branches this is on all town and county roads.
  - b) Intersection lighting changed to LED. Working with National Grid, adding three street lights: the curve on Fisher Road by Depew Rod & Gun, intersection of school drive and Maltby Road, and intersection of Maltby Road and Judge Road. National Grid has designed, invoiced ready for construction.
  - c) Crack sealing of all the town roads is near completion by Magic Seal.
  - d) Scheduling year end road work for the 2019 construction season.(large culvert on East Shelby Road for 2020 plus other work)
  - e) Mowing road sides again.
  - f) Crooker is coming to grind up brush and trees at landfill.

2) Building & Grounds

- a) MJ Mechanical working on heating system, also with Clark Patterson.

3) Cemeteries

- a) Been mowing and trimming every week.
- b) Paving main driveways, where will funds come from to pay for? ( Will need to wait till 2020 or 2021)
- c) Doing Headstone foundations this week.

4) Parks

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.

- a) We need to discuss next steps in the park up-grades. See e-mail of 6/25/19.
- b) Working on schedule to revamp current baths to handicap accessible. Most of the work is being done by town forces.
- c) Will be closing up bath rooms and shutting off the water to the park soon.

5) Equipment Update

- a) The 2009 dump truck is completed.
- b) Truck 202 at Beam Mack for inspection and repair.

6) Publics Works Update

- a) WD 9 & 3 has some meter pit repairs needed to be done. (Town of Batavia's request)
- b) Clark-Patterson getting weekly updates on flow and CL2 readings on meter pits on Lewiston, Fisher, Judge, Hutton, and Drake Street.
- c) WD 11 ext. Lewiston Road being worked on by Clark Patterson and Oakfield Public Works Administrator along with GCEDA. Bids were too high with a single bid will re-bid soon, working on options with CPL.
- d) Phase 2 Alabama is completed.
- 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.
- f) Monroe Water Authority in future is the way to go. Waiting for county/city sales tax agreement and city to sign a contract with MCWA first before that can happen.
- 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.
- h) Lockport Road master meter pit is under Elba phase 3 at Oakfield/Elba town-line.
- i) Advised by Tim Hens today that Genesee Co. is out of water for future expansion till new phase 2 & 3 are installed which are in process. All water districts that have been approved to date will get water now.

7) 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. Next step waiting on the Library Board.

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 is open for the whole year weather permitting access.
- b) Working with a solar company on a solar field installation. Nothing new to report.
- c) Need to revise and up-date our zoning codes and town required permits. Need a fill permit, Highway construction permit, over weight permit, over width permit, and others as needed.
- d) DEC has completed the Landfill Inspection waiting for the report.
- e) 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. Would like town board to set-up a committee of two town board members, highway superintendent, and town assessor. In the future may want to add two residents from the town wide (one village, one outside of village).
- f) Highway Superintendent will out of the office October 9<sup>th</sup> thru October 14<sup>th</sup>.
- g) Finally I would like to say it has been an HONUR and PLEASER to serve with all of you and the citizens of the Town of Oakfield.

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

**TOWN CLERK**

**ABSTRACT 10-2019—MOTION** Deputy Supervisor Martin, second Councilman Carroll to authorize the following:

General Fund	1551-1585	\$ 34,688.25
Water Districts	187	\$ 5,000.00
Part Town B	183-185	\$ 1,330.70
Highway DA	540-549	\$287,411.40
Highway DB	270-277	\$ 60,448.24
	TOTAL	\$388,878.59

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

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

**RESOLUTION NO. 43-2019—RESIGNATION OF SUPERVISOR**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that with regret the Town Board of the Town of Oakfield accepts the resignation of Supervisor Carol L. Glor, effective October 15, 2019.

**Second:** Deputy Supervisor Martin

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

**Abstain:** Glor

**APPROVED VOTE (4-1)**

**RESOLUTION NO. 44-2019—APPOINTMENT OF SUPERVISOR UNEXPIRED TERM**

Councilman Carroll offered the following:

**BE IT RESOLVED**, that the Town Board of the Town of Oakfield appoints Matthew Martin to the position of Town Supervisor effective October 15, 2019.

**Second:** Councilman Wolcott

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

**Abstain:** Martin

**APPROVED VOTE (4-1)**

**RESOLUTION NO. 45-2019—APPOINTMENT OF DEPUTY SUPERVISOR**

Councilman Carroll offered the following:

**BE IT RESOLVED**, the Town Board of the Town of Oakfield appoints Carol L. Glor as Deputy Supervisor effective October 15, 2019.

**Second:** Councilman Wolcott

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

**Abstain:** Glor

**APPROVED VOTE (4-1)**

**RESOLUTION NO. 46-2019—RESIGNATION OF HIGHWAY SUPERINTENDENT**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, that with regret the Town Board of the Town of Oakfield accepts the resignation of the Highway Superintendent, Parks Administrator, Cemetery Administrator, Buildings & Grounds and Public Works Administrator effective October 28, 2019 at midnight.

**Second:** Councilman Wolcott

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

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

**RESOLUTION NO. 47-2019—APPOINTMENT OF HIGHWAY SUPERINTENDENT**

Councilman Kabel offered the following:

**BE IT RESOLVED**, that the Town Board of the Town of Oakfield appoints Michael W. Schultz to the position of Highway Superintendent effective October 29, 2019;

**BE IT FURTHER RESOLVED**, that Mr. Schultz is also appointed to the positions of Parks Administrator, Cemetery Administrator and Buildings & Grounds; all appointments are in effect to December 31, 2019.

**Second:** Councilman Wolcott

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

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

**RESOLUTION NO. 48—2019—APPOINTMENT TO PUBLIC WORKS ADMINISTRATOR AND CLERK**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, that the Town Board of the Town of Oakfield appoints Barry Flansburg and Melissa Haacke to share the duties of Public Works Administrator and Clerk until December 31, 2019;

**BE IT FURTHER RESOLVED**, that Mr. Flansburg and Mrs. Haacke will receive \$1442.34 each for this position in 2019.

**Second:** Councilman Wolcott

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

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

**RESOLUTION NO. 49-2019—ADD OFFICIALS TO ONLINE BANKING AND BANK ACCOUNTS**

Councilman Kabel offered the following:

**BE IT RESOLVED**, that Deputy Supervisor Martin and Assessor Barry Flansburg will be added to the online banking program and any banking accounts deemed necessary.

**Second:** Councilman Carroll

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

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

**RESOLUTION NO. 50-2019—VERIZON WIRELESS ACCOUNT CHANGES**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, Superintendent Dennis wishes to keep his Verizon phone number upon retirement, therefore his number will be removed from the Town's account; Mr. Schultz will add his Verizon phone number (585-356-4130) to the Town's bill and that will now be the number of the Superintendent of Highways.

**BE IT FURTHER RESOLVED**, that Town Clerk Melissa M. Haacke will be added as the administrator of the account for Verizon Wireless.

**Second:** Councilman Wolcott

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

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

**RESOLUTION NO. 51-2019—OPEN A NEW BANK ACCOUNT "WATER DISTRICT 11B CAPITAL ACCOUNT"**

Councilman Carroll offered the following:

**BE IT RESOLVED**, that upon the recommendation of our independent auditor, Lee Walter, CPA an additional bank account be opened at the Bank of Castile titled "Water District 11B Capital Account";

**BE IT FURTHER RESOLVED**, that signers of this account will be Matthew Martin, Carol L. Glor, and Kim E. Wolcott

**Second:** Councilman Martin

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

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

**RESOLUTION NO. 52-2019—LINE ITEM TRANSFER HIGHWAY DA**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, that \$5,263.00 be transferred from DA5130.2a to DA5130.2.

**Second:** Councilman Wolcott

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

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

**RESOLUTION NO. 53-2019—UPGRADE SERVER IN CLERK'S OFFICE**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that the Town Board of the Town of Oakfield accepts a proposal from Millennium Computers to upgrade the server in the Town Clerk's office, which was first installed in 2012; at a cost not to exceed \$1,766.00.

**Second:** Councilman Carroll

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

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

**RESOLUTION NO. 54-2019—WATER DISTRICT NO. 10 PROJECT COMPLETION**

Councilman Wolcott offered the following:

**TOWN OF OAKFIELD**

**WATER DISTRICT NO. 10**

**PROJECT COMPLETION**

**WHEREAS**, the Town of Oakfield has substantially completed construction of the Water District No. 10 project on May 15, 2019; and

**WHEREAS**, the Town Board of the Town of Oakfield has received notice of final completion for Water District No. 10; therefore, be it

**RESOLVED**, that the Town Board of the Town of Oakfield accepts the Water District No. 10 Project as complete and authorizes final payment to the contractors upon submission of final payment applications; and

**BE IT FURTHER RESOLVED** that the Town Board of the Town of Oakfield hereby states an operator appropriately licensed by New York State has been retained to oversee operation of the water system. **Tom Mikolajczyk**, license #NY 0038781

I, Melissa Haacke, Town Clerk of the Town of Oakfield, do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Oakfield on October 8, 2019, by the following vote:

**Second:** Deputy Supervisor Martin

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

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

#### **SUPERVISOR**

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

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

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

#### **GAM**

Census packets to go out

Melissa Cianfrini discussed the Criminal Justice Reform Bill

#### **OLD BUSINESS**

**MOTION** Councilman Wolcott, Deputy Supervisor Martin to approve the 2020 contract with Baldwin Business Services for accounting and payroll services.

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

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

#### **NEW BUSINESS**

##### **RESOLUTION NO. 55-2019—RESIGNATION FROM HAXTON MEMORIAL LIBRARY**

Deputy Supervisor Martin offered the following:

**BE IT RESOLVED**, that with regret the Town Board of the Town of Oakfield accepts the resignation of Mike Laycock.

**Second:** Councilman Wolcott

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

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

##### **RESOLUTION NO. 56-2019—APPOINTMENT TO HAXTON MEMORIAL LIBRARY**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that the Town Board of the Town of Oakfield appoints Daniel Groth to the Haxton Memorial Library Board.

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

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

**Annual Sexual Harassment Training** is scheduled for December 4, 2019 at noon.

**RESOLUTION NO. 57-2019—PRELIMINARY 2020 BUDGET**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that the Town Board accepts the Preliminary Town Budget with a proposed 35 cent increase per \$1,000.00.

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

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

**PUBLIC HEARING ON BUDGET**

The Public Hearing on the Tax Cap Override, Fire Budget and Town Budget is scheduled for October 30, 2019. The Tax Cap Override will start at noon, Fire Budget 12:05 and 2020 Town Budget at 12:10.

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

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

**At 7:42 the Board went into executive session**

**At 7:58 the Board came out of executive session**

**RESOLUTION NO. 58-2019—BUYOUT MEO**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that Michael Schultz will receive a buyout of time over the next three years (2019, 2020, 2021) of \$9,184.00 each check.

**Second:** Councilman Carroll

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

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

**RESOLUTION NO. 59-2019—BUYOUT HIGHWAY SUPERINTENDENT**

Councilman Wolcott offered the following:

**BE IT RESOLVED**, that Alan Dennis will receive a buyout of time in one payment of \$13,960.00 to be paid out in October 2019.

**Second:** Councilman Carroll

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

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

**Adjournment—MOTION** Councilman Carroll, second Deputy Supervisor Martin to adjourn the meeting at 8:04 pm.

Respectfully submitted,

Melissa M. Haacke,  
Town Clerk