

TOWN OF OAKFIELD
REGULAR BOARD MEETING
JANUARY 11, 2022

ROLL

CALL: Deputy Supervisor Wolcott
Councilman Carroll
Councilperson Glor
Councilman Kabel

OTHERS

PRESENT: Assessor Flansburg
CEO/ZEO Mikolajczyk

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

Minutes of the Regular Town Board Meeting December 14, 2021, PH on Cannabis Dispensaries, Year End Meeting, Organizational Meeting: **MOTION** Councilperson Glor, second Councilman Kabel to approve the minutes as written.

Ayes: Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (4-0)

CEO/ZEO

Mr. Mikolajczyk's report is available for review during regular business hours

Mr. Mikolajczyk also presented his year end report to the board and is attached hereto

ASSESSOR

2022 update continuing

SUPERINTENDENT OF HIGHWAYS

ROADWORK UPDATE

Took excavator out and knocked over leaning trees
Keeping roads cleared of snow and ice
Snow fence is up

BUILDINGS & GROUNDS:

Patched a couple spots in meeting room with dry wall compound and then painted
Faucet in Mel & Barry's bathroom, fixed from leaking

CEMETERIES:

1 burial in Reed

PARKS:

N/A

EQUIPMENT UPDATE:

No problems

LIBRARY:

Replaced zone valve acquitter motor t to boiler relief valve (MJ Mechanical)

MISCELLANEOUS:

Christmas Trees coming down fast

Scott Gayton donated paint and time to paint hallway off main lobby

TOWN CLERK

Abstract 1-2022—MOTION Councilman Kabel, second Councilman Carroll to authorize the following:

General Fund	2331-2347	\$53,743.82
Highway DA	799	\$ 2,000.00
	TOTAL	\$55,743.82

Ayes: Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 1-2022—SHARED SERVICE AGREEMENT BETWEEN NYSDOT AND TOWN OF OAKFIELD

Councilman Kabel offered the following:

SHARED SERVICES AGREEMENT
Between
NYSDOT and TOWN OF OAKFIELD

THIS AGREEMENT, dated January 11, 2021, is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Oakfield, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. Shared Services shall mean any service provided by one party (Provider) to another party (Recipient). The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed twenty-five thousand dollars (\$25,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.

4. The Municipality agrees to defend and indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The term of this Agreement shall be for two (2) or four (4) years from January 1, 2022 to December 31, 2025. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT – Region ____

By: _____ Date: _____

Resident Engineer – _____ County

MUNICIPALITY

By: _____ Date: _____

_____ Highway Superintendent

NYSDOT – Region ____

By: _____ Date: _____

Regional Director of Operations

SCHEDULE A

NYSDOT

Description of services, materials, or equipment (Check All that apply) to be shared:

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total NYSDOT Cost/Value: _____

MUNICIPALITY

Description of services, materials, or equipment (Check All that apply) to be shared:

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total MUNICIPALITY Cost/Value: _____

Second: Councilman Kabel
CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 2-2022—AGREEMENT FOR EXPENDITURE FOR HIGHWAY MONIES

Councilman Carroll offered the following:

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

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 \$145370.00 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 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 \$71370.00.

Executed in duplicate this 11th day of January 2022

Supervisor _____ Councilperson _____

Councilperson _____ Councilperson _____

Councilperson _____

Town Superintendent of Highways _____

Witness by Town Clerk _____

Dated January 14, 2020

NOTE: This Agreement should be signed in duplicate by a majority of the Town Board and by the Town Superintendent of Highways. One copy must be filed in the Town Clerk’s office and one in the County Superintendent of Highway’s office.

Second: Councilperson Glor
CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 3-2022—COURT AUDIT

Councilperson Glor offered the following:

RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE COURT RECORDS AND DOCKETS WAS CONDUCTED

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 James Veazey and Councilman Matthew Martin.

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 Chief Internal Auditor, NYS Unified Court System, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033.

Second: Councilman Kabel
CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 4-2022—REQUEST FOR HIGHWAY SCHOOL

Councilman Carroll offered the following:

January 11, 2022

Request for Schools:

Superintendent of Highways, Michael W. Schultz requests Town Board approval to attend Highway Superintendents Schools, Highway Superintendents Fall Conference and any other school, seminar or training sessions pertaining to the position of Town of Oakfield Superintendent of Highways.

Michael W. Schultz

Town of Oakfield

Superintendent of Highways

Second: Councilman Kabel
CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 5-2022—CONTRACT FOR SHARED SERVICE

Councilperson Glor offered the following:

WHEREAS, the Town Board of the Town of Oakfield approves the request of Superintendent of Highways, Michael W. Schultz 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.

Second: Councilman Carroll
Ayes: Wolcott, Carroll, Glor, Kabel
APPROVED UNANIMOUS VOTE (4-0)

2021 TOWN CLERK'S YEAR END REPORT

MOTION Councilman Kabel, second Councilperson Glor to accept the 2021 Town Clerk's Year End Report which is attached hereto.

Ayes: Wolcott, Carroll, Glor, Kabel
MOTION CARRIED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 6-2022—TRANSFER INTO HIGHWAY EQUIPMENT RESERVE

Councilman Carroll offered the following:

WHEREAS, there Highway Department being conscious of the budget has a fund balance for year 2021;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Oakfield authorizes \$70,000.00 to be transferred into the Highway Equipment Reserve account of NYCLASS.

Second: Councilperson Glor
Ayes: Wolcott, Carroll, Glor, Kabel
APPROVED UNANIMOUS VOTE (4-0)

RESOLUTION NO. 7-2022—2021 ANNUAL CEMETERY REPORT

Councilman Kabel offered the following:

BE IT RESOLVED the Town Board of the Town of Oakfield accepts the 2021 Cemetery report as written and attached hereto.

Second: Councilperson Glor
Ayes: Wolcott, Carroll, Glor, Kabel
APPROVED UNANIMOUS VOTE (4-0)

SUPERVISOR

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

Ayes: Wolcott, Carroll, Glor, Kabel
CARRIED UNANIMOUS VOTE (4-0)

ADJOURNMENT: MOTION Councilman Kabel, second Councilman Carroll to adjourn the meeting at 6:56 pm.

Respectfully submitted,

Barry Flansburg, minute taker
Typed by Melissa M. Haacke

Account#	Account Description	Fee Description	Qty	Local Share
		Demolition Permit	1	25.00
		Highway DA	1	200.00
		Scrap Metal	1	236.77
	Local Share	Mailing Fee	1	0.86
	Misc	Misc	1	6.00
		Sub-Total:		\$468.63
A1255	Clerk Fees	Park Rental	6	150.00
		Photo Copies	604	164.70
	Conservation	Conservation	68	494.35
	Marriage License	Marriage Fee	6	105.00
		Sub-Total:		\$914.05
A1859	Clerk Fees	Certified Copies	90	980.00
		Sub-Total:		\$980.00
A2190	Sale Cemetery Lots	Cemetery Sale of Grave	7	4,200.00
		Sub-Total:		\$4,200.00
A2192	Charges Cemetery Service	Cemetery Grave Opening	16	9,250.00
	Charges Cemetery Services	Cemetery Headstone Foundations	4	3,250.00
		Sub-Total:		\$12,500.00
A2544	Delinquent License	Delinquent License	55	275.00
	Dog Licensing	Female, Spayed	260	2,340.00
		Female, Unspayed	40	680.00
		Male, Neutered	215	1,935.00
		Male, Unneutered	42	714.00
		Replacement Tags	2	6.00
	Dogs	Dog Redemption	8	91.00
		Sub-Total:		\$6,041.00
A2555	Building Permit	Building Permit	50	6,242.10
		Sub-Total:		\$6,242.10
A2705	Christmas Tree	Majestic Lights Xmas Trees	87	3,045.00
		Sub-Total:		\$3,045.00
B2110	Zoning Fees	Zoning Building	2	200.00
		Sub-Total:		\$200.00

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$34,590.78
Amount paid to:	NYS Ag. & Markets for spay/neuter program			721.00
Amount paid to:	NYS Environmental Conservation			9,485.37
Amount paid to:	Postmaster			8.74
Amount paid to:	State Health Dept			135.00
Total State, County & Local Revenues:		\$44,940.89	Total Non-Local Revenues:	\$10,350.11

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Melissa Haacke Town Clerk, Town of Oakfield during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date

REVENUES
2021 ANNUAL CEMETERY REPORT
TOWN OF OAKFIELD
(CARY, REED AND EAST OAKFIELD)

GRAVE OPENINGS:

Full	\$ 4,300.00
Cremation	\$ 3,650.00

SALE OF PLOTS

Graves	\$ 4,800.00
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HEADSTONE FOUNDATIONS	\$ 3,000.00
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TOTAL:	\$ 15,750.00
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Respectfully submitted,

Michael W. Schultz,
Michael W. Schultz
Cemetery Administrator

