NEW LISBON TOWN BOARD---2023 ORGANIZATIONAL MEETING JANUARY 10, 2023---TOWN HALL, GARRATTSVILLE

Present: Councilwoman Flo Loomis, Councilwoman Nancy Martin-Mathewson, Councilman Brian Ryther, Councilman Bill Whitaker, Hwy. Supt. Donald Smith, Town Clerk Charlene Wells, Assessor Pamela Dyn-Gohde, Residents: Tom Riso, Mert Hull, Brian Holt, Joseph Gregory, Dan Vibbard

Absent: Supervisor Edward Lentz

Deputy Supervisor Nancy Martin-Mathewson opened the 2023 Organizational meeting at 7:03 PM. A motion was made by Councilman Brian Ryther, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to appoint Virginia Schoradt as Town Historian, Susan Smith as Planning Board Clerk, Melainia Woodbeck as Court Clerk and Edward Lentz as Marriage Officer.

Discussion was held with Tom Riso about the Land Use Enforcement Officer Position which he has held for many years. With the possibility of a new land use law going on the books this year, he was questioned if he would want to continue with the job that could become more involved. He was interested in helping the assessor through this cycle of projects. The Town Clerk will forward a copy of the job description which was drafted when we first started with the Land Use Enforcement Officer position about 2012. The Board decided to wait and review that and discuss the appointment next month. Also, there are two interested in the Dog Control Officer position, and the Board decided to wait and take that up next month also.

Highway Superintendent Donald Smith has named Louis Colburn as Deputy Hwy. Supt. Supervisor Edward Lentz has named Councilwoman Nancy Martin-Mathewson as Deputy Supervisor. Town Clerk Charlene Wells has named Robert Wells as Deputy Clerk and will continue to look for an additional deputy.

A motion was made by Councilman Brian Ryther, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to hire, By the Books, Karen Kropp owner, at \$8,622.00 for the year for bookkeeping services.

A motion was made by Councilwoman Flo Loomis, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to approve the following items:

-Designate the Daily Star as the official Town newspaper.
-Hold monthly meetings on the 2nd Tuesday of each month at 7:30 PM in the large community room at the New Lisbon Town Hall, or by web conference when permitted by law and approved by the Supervisor.
-Bills will be audited by the Town Board ½ hour before the start time of the meeting except when meetings are held by web conference.
-Set mileage reimbursement at 60 cents per mile.
-Designate Community Bank, NA for the Town Clerk/Collector and Town Justice.
-Designate Community Bank, NA, Key Bank, NBT Bank and Bank of Cooperstown (Wayne Bank) as banks for the Supervisor.
-Authorize the Supervisor to pay all utility bills, health insurance bills (2023 rates are \$686.52 single, \$1,373.04 double, \$1,956.58 family plus deductible account), justice court fees to the State Comptroller, payroll taxes, and NYS Retirement System annual bill without prior Board approval.
-Authorize the Highway Superintendent to spend up to \$2,500.00 at a time without prior Board approval, except for an outside contractor which requires Board approval and a certificate of insurance excepting emergency situations. The Town's Procurement Policy and Best Value Law apply to all purchases.
-Authorize the Supervisor to invest money for interest bearing purposes in the best interest of the Town.Authorize the Supervisor, Town Clerk, Justice and Assessor to purchase their own normal office supplies and postage up to \$500.00 without prior Board approval, following our Procurement Policy and Best Value Law.
-Acceptance of the Annual Financial Report to the NYS Comptroller as the Town's final financial report.Hire Robin Lasher and Willard Lasher as Town Hall Schedule Keepers and Town Hall Custodians at \$14.20 per hour.
-Establish a normal work day as eight hours.
-Town Board members will complete audits of the Town Justice, Town Clerk/Tax Collector and Supervisor's offices annually.

A motion was made by Councilman Bill Whitaker, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to hire Attorney Michelle Kennedy at \$90.00 per hour.

A motion was made by Councilwoman Flo Loomis, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to approve the following 2023 Employee Salary and Pay Schedule:

POSITION	WHEN PAID	APPROPRIATION
Supervisor	Monthly	\$8,000.00
Highway Superintendent	Every 2 weeks	\$54,000.00
Assessor	Monthly	\$10,163.00
Town Justice	Monthly	\$7,204.00
Councilman, four at	Annually	\$1,400.00 each
Highway Committee Person	Annually	\$250.00
Highway Garage Committee	Annually	\$250.00
Registrar of Vital Statistics	Annually	\$500.00
Record Management Officer	Annually	\$500.00
Town Clerk/Collector	Monthly	\$18,756.00
Deputy Town Clerk	Monthly @\$15.00 per hr. up to	\$1,500.00
Historian	Annually	\$1,000.00
Health Officer	Annually	\$250.00
Town Hall Custodian/Schedule Keeper	Monthly	\$14.20 per hour
Town Hall Cleaner	Monthly	\$14.20 per hour
Board of Review, Chairman	Annually	\$105.00
Board of Review, four at	Annually	\$85.00 each
Bookkeeper	Monthly	\$8,622.00
Budget Officer	Annually	\$0.00
Park/Seasonal Mower	Every 2 weeks	\$18.00 per hour
Planning Board Clerk	Monthly	\$1,260.00
Dog Control Officer	Monthly	\$4,016.00
Court Clerk	Monthly	\$5,044.00
Attorney	Monthly as billed up to	\$5,000.00
Land Use Enforcement Officer	Monthly	\$3,510.00
Part-time Employees	Every 2 weeks	\$14.20 per hour
Temporary Employees	Every 2 weeks	\$14.20 per hour
Highway Employee-MEO	Every 2 weeks	\$14.20 per hour
Highway Employee-HMEO	Every 2 weeks \$21.00 per	
Part-time HMEO	Every 2 weeks	\$19.45 per hour
Highway Employee-HMEO/Deputy Supt.	Every 2 weeks	\$21.50 per hour

A motion was made by Councilman Brian Ryther, seconded by councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to approve the following 2023 Highway Employee Schedule:

1. WAGES...MEO.....\$14.20 per hour

HMEO, part-time....\$19.45 per hour (no benefits)

HMEO.....\$21.00 per hour HMEO/Dept.Supt....\$21.50 per hour

All payable every two weeks, with time & half for overtime.

- 2. SICK LEAVE...One day per month with no more than 12 days per year. Accumulative to 70 days. Sick days used for five consecutive days require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days.
- 3. INSURANCE...Hospital/Medical/Pediatric Dental through MVP. Enrolled employees will contribute monthly amounts of \$82.00 for single plan and \$235.00 for family plan towards their monthly premium for 2023. If an employee chooses not to take medical coverage through the Town, he will be paid \$2,200.00 in July and \$2,200.00 in December. Medical benefits are provided to employees while they are on the payroll, either actively working or using sick and/or vacation days. When an employee is on disability or leave of absence, they may remain on the Town policy by continuing to pay their portion of the monthly premium. Effective in 2015, new employees are only eligible for single coverage. Disability insurance is paid as per NYS Benefits Law.
- 4. PAID HOLIDAYS...total of 9...New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day and Christmas Day.
- 5. PERSONAL DAYS...three per year...not cumulative.
- 6. LEAVE OF ABSENCE...Must be approved by Town Board and Highway Superintendent.
- 7. BEREAVEMENT DAYS...three days, for immediate family only.
- 8. NYS RETIREMENT...employee contribution as required by NYS Retirement System.
- 9. WORKERS COMPENSATION...total paid.

- 10. NEW PERSONNEL...will be paid \$14.20 for MEO and \$19.00 for HMEO per hour for a six-month probationary period. Once the six-month probationary period is over and the new employee is permanently hired, he will go to full pay for the position and receive all of his benefits. Medical Insurance begins after two months.
- 11. VACATION TIME...after one year receive one week, then one additional day for each year thereafter, up to a maximum of four weeks.
- 12. EMPLOYEE HANDBOOK...all policies and provisions of the employee handbook apply.

The Board reviewed the 2023 Agreement for the Expenditure of Highway Moneys (284 Agreement). A motion was made by Councilman Brian Ryther, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to approve the 2023 284 Agreement to expend \$140,000.00 on paving/chip sealing Gardnertown Road from Braun to Jacobson Road and from Gilbert Lake Road to the dead end and chip sealing Braun Road and to expend \$85,000.00 to purchase a pickup truck, generator and mower.

With no further business, the 2023 Organizational Meeting was closed at 7:20 PM.

NEW LISBON TOWN BOARD---JANUARY 10, 2023 REGULAR MONTHLY MEETING—TOWN HALL

Present: same as at Organizational meeting plus County Rep. Meg Kennedy

Deputy Supervisor Nancy Martin-Mathewson opened the regular monthly meeting at 7:33 PM. A motion was made by Councilman Bill Whitaker, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to approve the December 13, 2022 regular meeting minutes as written.

Highway Superintendent Donald Smith noted that they have been doing routine minor repairs. They sanded today and the new truck had hydraulic issues. He is waiting on a return call to get that fixed. He found a pickup truck with plow and salter that he can purchase through an Onondaga County bid from VanBortel Ford in East Rochester. The total cost would be \$60,739.48. He hasn't found a mower yet. The final paperwork required by USDA is in the works to allow the project to move forward. With marijuana now legal, we will have to review our policies. No marijuana will be allowed on Town premises or in Town vehicles. Supt. Smith would like the Board to consider changing highway employee benefit time from days to hours. He also would like to extend the probationary period from 6 months to 12 months, so that the new employee has to go through part of the winter season to see how they handle that aspect of the job. He proposed starting a new HMEO at a \$1.00 less in pay, increase it by \$.50 after six months and then to full pay if they become hired permanently. In regards to Minimum Maintenance Roads, if someone wants to build on one, they would have to come to the Town Board to get them to change the designation. Then the Hwy. Supt. would have one year to get the road ready to become a full use road. If they have access to their parcel from another road, we do not have to change our designation. Supt. Smith also noted that he would like our Subdivision Regulations to be amended to include that all new driveways have to be approved during the subdivision process, so that he only has to deal with the subdivider not each future parcel owner.

After more discussion, a motion was made by Councilman Bill Whitaker, seconded by Councilman Brian Ryther and carried 4 Ayes/O Nays to amend sections of the 2023 Highway Employee Schedule as follows: 2. SICK LEAVE: 8 hours per month with no more than 96 hours per year. Accumulative to 560 hours. Sick days used for 40 consecutive hours require a doctor's note. Employees will not be paid for any unused sick days upon termination or retirement. Employees must be actively working to receive sick days. 5.PERSONAL LEAVE...24 hours per year, not cumulative. 7. BEREAVEMENT LEAVE...24 hours, for immediate family only. 10: NEW PERSONNEL...will be paid \$14.20 for MEO and full pay minus \$1.00 per hour for HMEO for a twelve-month probationary period. After six months, the pay may be increased by 50 cents per hour and once the new employee is permanently hired after the twelve-month probationary period, he will go to full pay for the position and receive all of his benefits. Medical Insurance begins after two months. 11.VACATION...after one year receive 40 hours, then an additional 8 hours for each year thereafter, up to a maximum of 160 hours. All other sections remain as set in the 2023 Organizational meeting.

A motion was made by Councilman Bill Whitaker, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to authorize the Hwy. Supt. to order a 2023 Ford F-350 XL Reg Cab 4x4 Truck with 9 ft. Boss Super Duty Plow and 8 ft. Fisher Steelcaster Model 99001 Salter through Van Bortel Ford of East

Rochester, NY for a total cost of \$60,739.48 under Onondaga Bid #0010808 Item U1-B. Equipment repairs for 2022 totaled \$45,251.00

Co. Rep. Meg Kennedy noted that she had asked the Treasurer about the \$685,000 in bed tax funds being used in the highway dept. Because they had a lot of carryover of CHIPS funds in 2022 it looks like they are budgeting less in 2023. She had not received an answer yet about how much workers compensation is charged for the Fire Department. She advised that she is still on the IGA committee, but after six years chairing it, she gave that up due to her schedule. Otsego Now will be administering micro enterprise grants. Half of the \$300,000.00 will be dedicated to small business and half to agriculture. The Veterans' office has been busy with a lot of claims and working with other departments. Rep. Kennedy advised that she is very pleased with the job that County Administrator Steve Wilson is doing. She felt that he had great communication with department heads and the County Board.

Land Use Enforcement Officer Tom Riso advised that he had given one property to the assessor to go look at. Mert Hull was present to give the 4th Quarter report for the Garrattsville Fire Company. They had 17 calls during the 4th Quarter for 102 man hours and 178 hours in meetings and training time. Their 2022 totals were 55 calls, gave mutual aid 17 times, received mutual aid 5 times, had 734 man hours on calls and 1228 training/meeting hours. Everyone thanked Mert Hull for his service with other Otsego County Highway employees who went and helped out Buffalo after their last blizzard.

Deputy Supervisor Nancy Martin-Mathewson advised that the NYSDEC would like to see the Butternut Valley Alliance take over the stewardship of Texas Schoolhouse State Forest, as they currently do two others. Supervisor Lentz will provide more information next month.

Town Historian Virginia Schoradt submitted her 2022 annual report. Town Clerk Charlene Wells submitted her 2022 annual report. The Association of Towns sent information on their annual training school and annual meeting to be held in NYC on February 19-22, 2023.

The Planning Board met on January 3, 2023 and recommended approval on Subdivision Application #1 of 2023 for Christmas & Associates for a minor subdivision on County Hwy. 12. The application has been forwarded to the Otsego County Planning Board for their review. The Town Board completed Part 2 of the Short EAF and a motion was made by Councilman Brian Ryther, seconded by Councilwoman Flo Loomis and carried 4 Ayes/O Nays to issue a Negative Environmental determination and to approve, pending County Planning Dept. review, Subdivision Application #1 of 2023 for Christmas & Associates for a 3 lot minor subdivision on tax map #206.00-1-8.00 on County Highway 12.

The Board reviewed the bills during the meeting. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to approve paying General Fund bills #1 through #16 for a total of \$7,012.16 and Highway Fund bills #1 through #9 for a total of \$11,061.51. Supervisor Lentz paid General Fund bills #231 through #234 for a total of \$1,722.81 with prior Board approval.

The Clerk provided the Board with a sample of what the proposed mail in dog census would look like. The company Dogenumeration.com is through the Bishop Printshop in Edmeston. The cost will be about \$300.00 to do the mailing. Our DCO will then follow up with those who don't return the mailer. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Brian Ryther and carried 4 Ayes/0 nays to authorize the Town Clerk to hire Dogenumeration/The Bishop Printshop to conduct a mail in dog license census for us to be mailed out in February 2023.

Councilman Bill Whitaker will conduct the audit of the Town Justice's office, Councilwoman Flo Loomis will conduct the audit of the Supervisor's office and Councilman Brian Ryther will conduct the audit of the Town Clerk/Collector's office.

With no further comments from the floor and no further business, a motion was made by Councilwoman Flo Loomis, seconded by Councilman Bill Whitaker and carried 4 Ayes/ 0 Nays to adjourn at 8:30 PM.