

The regular meeting of the DeRuyter Town Board was held at 7:30PM on the above date in the Town Hall. Present were Supervisor Degear, Clerk Wightman, Deputy Clerk Cirbus, Councilors Hathaway, Barnes and Coon, and Highway Superintendent Cook. Councilor Jones was absent.

Motion by Councilors Barnes and Coon to accept the minutes of the January 10, 2008. All in favor and carried.

TOWN CLERK'S REPORT:

- The new printer has arrived and has been networked for use with the Assessor's computer and the Codes Enforcement Officer's computer.
- The Town Clerk has purchased a new computer because of difficulties with the current machine. Once files have been transferred, Assessor Harris has volunteered to clean the old machine and the Codes Enforcement Officer will use it to replace his old one.
- The library window has been fixed.
- The written monthly Clerk and Tax Collector reports were submitted.
- The NYS Town Clerk's Association annual training session will be held in Saratoga Springs, April 27<sup>th</sup> through April 30<sup>th</sup>. The Clerk and Deputy are interested in attending.

HIGHWAY SUPERINTENDENT'S REPORT:

- Dealing with equipment break-downs.
- Plowing and sanding.
- Advocacy meeting to be held in Albany. Superintendent plans to attend.
- The possibility of getting gas at the school was discussed.
- The Superintendent will get estimates to fix the old gas storage tank at the highway barn.

CORRESPONDENCE:

- Attorney Rick VanDonsel reviewed town resolution 2008-03 (Renovation Agreement) and determined that this fully meets NYS Municipal Law requirements.
- Notice from NYS Dept. of Public Service that area code 315 is running out of numbers.

UNFINISHED BUSINESS:

- Randy Wood has agreed to be the Chairman of the Planning Board. Councilor Barnes moved to recognize the Planning Board's appointment of Randy Wood to the position of Chairman of that Board. Councilor Coon seconded the motion. All in favor and carried.
- Zoning/Planning training set for 3/12 and 3/19 from 6PM – 8PM. All town officials are encouraged to attend.
- Zoning/Planning Clerk requested by each Board. Councilor Hathaway moved to authorize the appointment of a Clerk for the Planning and Zoning Boards at a rate of 2 hours per month at \$10.00 per hour. Councilor Barnes seconded the motion. All in favor and carried.

## DERUYTER TOWN BOARD MEETING – FEBRUARY 14, 2008

NEW BUSINESS:

- The wage schedule needs to be adjusted to reflect the correct HEO salary. Councilor Barnes moved to adopt:

#42 RESOLVED: That this Town Board does hereby amend resolution #32 of 2008 (Town of DeRuyter Wage Schedule) to read as follows:

TITLE	STARTING WAGE	6 MONTHS	1 YEAR
HEO	Up to \$12.73	Up to \$13.27	Up to \$15.60
MEO	Up to \$11.93	Up to \$12.46	Up to \$13.50
LABORER	Up to \$10.34	Up to \$10.87	Up to \$12.10

The roll call vote was taken with the following results:

Supervisor Degear	Aye
Councilor Jones	Absent
Councilor Barnes	Aye
Councilor Hathaway	Aye
Councilor Coon	Aye

The Clerk declared the foregoing duly carried.

- The Library Board is requesting a long term lease agreement for use of the Town Hall. Supervisor Degear presented the Library Board with a 25 year agreement but they want a 99 year agreement, they want first option to purchase if the Town ever decided to sell the building, they would like the purchase price to be \$1.00 and they want the Town to continue to pay for heat, electric, phone and custodial service. The Board members suggested increasing the term to 99 years, they agreed to giving the Library first purchase option but, since the Library is now funded through the school to make funding more equitable between all the Towns that use the Library, the Town Board members feel it is unfair to Town of DeRuyter taxpayers to also burden them with the cost of Library utilities on top of what they already pay through their school taxes. Supervisor Degear will talk with the Library about these changes.
- Motion by Councilors Barnes and Hathaway to authorize the Supervisor to enter into agreement with Crawford & Stearns for architect services in the initial amount of \$750.00. All in favor and carried.
- There have been some problems with Town Hall usage. Councilor Barnes moved to adopt the following Town Hall Community Room Use Policy:

**DeRuyter Town Hall Community Room Use Policy**

This usage policy is intended to provide guidelines and set procedures for use and reservation of the community room located within the DeRuyter Town Hall.

**A. Allowed Groups/Users:** Because the Town Hall is primarily a municipal facility, the community room is not available to private businesses. However, the community room is available for meetings sponsored or hosted by:

- ❖ The Town of DeRuyter
- ❖ The Village of DeRuyter
- ❖ The DeRuyter Free Library
- ❖ The DeRuyter Community Services
- ❖ Federal, State, or County government agencies
- ❖ Civic organizations, non-profit organizations, and community service organizations

**B. Priority for Use of Facilities (in the following order)**

1. Town of DeRuyter Court\*
2. Town of DeRuyter Board meetings\*
3. Town of DeRuyter Planning/Zoning meetings\*
4. Town of DeRuyter sponsored or hosted meetings\*
5. Federal, State or County governmental meetings
6. DeRuyter Free Library sponsored or hosted meetings
7. DeRuyter Community Services sponsored or hosted meetings
8. Civic, non-profit, and community service organization meetings

\*These categories are collectively referred to in this policy as **“Town-Managed Meetings”**

**C. Facility Availability:** The community Room is generally available for use. Users are to check for availability of and schedule use with the Town Clerk during office hours. All meetings must be scheduled with the Town Clerk.

Town-Managed Meetings shall be given preference at all times in scheduling use of the community room. Other meetings will be scheduled on a first-come, first-served basis. If an unforeseen circumstance requires the use of the community room for Town-Managed meetings, a group or agency may be required to reschedule or relocate their meeting.

**D. Rules of Conduct:** The following rules apply to all meetings in the community room.

- ❖ Any group using the facility shall not discriminate on the basis of race, color, national origin, sex, religion, age or disability.
- ❖ Any group using the facility shall conduct their meetings and themselves in a professional and courteous manner.
- ❖ All activities must be under adult supervision at all times.
- ❖ The responsible party must restore the facility to its original condition. No custodial services are provided; the user will be responsible for cleaning up the room and removing any trash.
- ❖ No Smoking is allowed on the Town Hall premises, this includes outside.
- ❖ No alcoholic beverages are to be served or consumed on the premises.
- ❖ Long Distance calling is not allowed from ANY phone.

- ❖ The Town is not responsible for any property left, lost or stolen.
- ❖ Anyone using the facility outside or regular town or library hours are responsible to verify that the community room and the building is locked and secured and all lights are off upon leaving.
- ❖ If for any reason the building cannot be secured, or in the event of an emergency, the town supervisor or the town clerk must be notified immediately.
- ❖ Violation of any of the rules contained in this policy may result in the loss of future privileges to use Town facilities.

All in favor and carried.

- The Town Clerk’s computer was 5 years old and working poorly. Supervisor Degear recommended using the Triennial Aid to completely upgrade the town’s computer equipment as this was unbudgeted income and will be at no cost to the taxpayers. Motion by Councilors Barnes and Hathaway to purchase computers for Clerk, Supervisor and bookkeeper with Triennial Aid. All in favor and carried.
- Supervisor Degear is asking that all Town departments provide him with a list of assets valued at \$500 or more with life expectancy and estimated replacement costs. This will be used for future planning and budgeting.
- Town Hall Update: the committee met and discussed ideas for fundraising, floor plans, and community involvement. A news update will be placed in the next school newsletter.
- Madison County Update:
  - County offering agreement to Indians.
  - \$17 Million Telecommunication Upgrade to be complete by 2010. May be looking at tower sites within DeRuyter.
- Motion by Councilors Barnes and Coon to approve payment of bills related to Town Clerk Annual Meeting/School for Clerk Wightman and Deputy Clerk Cirbus. All in favor and carried.
- Motion by Councilors Hathaway and Coon to accepted the Supervisor’s statement. All in favor and carried.
- Motion by Councilors Hathaway and Coon to pay the bills as audited:

Abstract #1001	\$202,316.43
Abstract #1002	\$47,086.96

All in favor and carried.

- Motion by Councilmen Hathaway and Coon to adjourn. All in favor and carried.

Respectfully submitted,

Rebecca Wightman

Town Clerk