

The organizational 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, Councilors Jones, Barnes, Hathaway and Coon, and Highway Superintendent Cook.

Motion by Councilors Barnes and Coon to accept the minutes of the December 13th meeting as presented. All in favor and carried.

TOWN CLERK REPORT:

- The regular monthly written report was submitted.
- The tax collector's report was submitted.
- The clerk will be publishing the board meeting minutes on the website starting with this month.

HIGHWAY SUPERINTENDENT'S REPORT:

- The new truck is in but since it is late, the installation of the box and plow equipment probably will not start until February. Because the truck is late in arriving, motion by Councilors Barnes and Coon to disregard any penalty late fees mentioned in the original specifications and bid sheet. All in favor and carried.
- Hauling 1a stone.
- Equipment maintenance.

CORRESPONDENCE:

- Congratulations from the New York State Office of Real Property Services to our assessor, Steve Harris, for "maintaining a system of real property tax administration which meets the highest standards set by the state". Because Assessor Harris completed a reassessment on the 2007 assessment roll, the Town is eligible for Triennial Aid in the amount of \$5.00 per parcel, which means we are receiving \$5,790.00.
- Highway Superintendent Cook was told by the County Highway Superintendent that East Lake Road's 35mph speed limit is seasonal and that if it is changed to a year-round speed limit, it would be 45mph.
- SNACK program no longer being offered.

UNFINISHED BUSINESS:

- The town's new health insurance policy is up and running and cards should arrive soon.
- The Town of DeRuyter Policies and Procedures document needs to be updated to reflect the changes in health insurance and part-year employees and employees who may experience a shock claim to their deductible account. Motion by Councilors Barnes and Jones to adopt:

#1 RESOLVED: That Section IV, subsection A1 of the Town of DeRuyter Policies and Procedures be amended to read [**Highway Superintendent – Town will pay 90% of the total cost per year for family plan or for single plan, whichever plan is applicable.**], that Section IV, subsection A2 be amended to read [*Permanent or probationary* full time (40 hours per week) Highway Department employees – Town will pay 90% of total cost per year for a family plan or for a single plan, whichever plan is applicable.] and that Section IV, A3 will read [Town Clerk -

a. Eligibility will commence after completion of 16 years of service as the elected Town Clerk. Eligibility will be for the Single Rate Plan only and the Town will pay 90% of total cost per year.

b. Town Clerk – after completion of 20 years elected service the eligibility will be extended to include Family Plan if employee requests. The Town will pay 90% of total cost per year.

Section IV, add subsection A4: The town will provide insurance benefits to employees who have been hired mid year as it has in the past. The town will not make the deductible account whole, but will pay into the deductible account a prorated amount. This employee is eligible to request the board to authorize additional moneys to the deductible account in the event of a shock claim. The board reserves the right to deny any such requests.

Section IV, add subsection E: Employees who have experienced a shock claim to their deductible account can request in writing that the town board authorize an advance payment to their deductible account. The town board reserves the right to approve or deny any such requests.

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- No figures from Carl Stearns on Town Hall yet.
- The Town needs to pass a resolution allowing the Library and Claude Staley to renovate the town hall under the guidance of the project committee.

NEW BUSINESS:

- The next meeting is scheduled for Valentine's Day evening but none of the Councilors felt that it would be a problem.
- We need to amend section 7 of the Investment Policy to change the name of the bank to Citizen's Bank. Motion by Councilors Jones and Hathaway to adopt:

#2 RESOLVED: That this Town Board does hereby amend Sec. 7 (Designation of Depositories), Depository Name from Charter One to Citizen's Bank due to bank name change.

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- Motion by Councilors Hathaway and Coon to adopt the following:

#3 RESOLVED: WHEREAS, the Town of DeRuyter purchased the building located at 735 Utica Street in the Village of DeRuyter from the DeRuyter Central School District for the sum of \$50.00 in May 1953 to be used as a town hall; and

WHEREAS, the DeRuyter Free Library is a tenant of the building; and

WHEREAS, the building is currently in poor condition; and

WHEREAS, Claude and George Staley have donated both moneys and labor to the DeRuyter Free Library for renovations to the building; and

WHEREAS, the renovated building will house the Town of DeRuyter offices, the DeRuyter Free Library, and other community services that are currently using the building; and

WHEREAS, a project committee consisting of two members from both the DeRuyter Town Board, the DeRuyter Free Library Board of Trustees, along with two members from the DeRuyter Food Pantry, and one community member was formed to oversee the planning and implementation of the renovation,

NOW, THEREFORE BE IT RESOLVED that the Town of DeRuyter does authorize the DeRuyter Free Library and Claude Staley to perform said renovations to the DeRuyter Town Hall under the guidance of the project committee; and

BE IT FURTHER RESOLVED that the Town of DeRuyter will waive all building permit costs associated with the said renovation.

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- There are vacancies on both the Planning Board and the Board of Assessment Review that need to be filled.
- Madison County held a public hearing here on January 8th concerning the replacement of the Dublin Road Bridge.
- To satisfy the comptroller's office, we may need to hire a CPA firm to complete a cash audit.

- Ken Kunkel has asked the County to provide training for planning and zoning board members.
- Motion by Councilors Barnes and Jones to pass the following organizational resolutions:

#4 RESOLVED: WHEREAS, Public Officers Law, para. 11(2) provides that in lieu of any individual undertaking as required by law, the Town Board may approve the procurement of a blanket undertaking from any duly authorized corporate surety covering the officers, clerk and employees of the Town; and

WHEREAS the Town Board approves the procurement of such coverage; and

BE IT FURTHER RESOLVED, that the Town Board approves the blanket undertaking and the undertaking of the Town Clerk as to form, manner of execution, sums and sureties.

#5 RESOLVED: That, pursuant to Sec. 62 of the Town Law, the regular meetings of the Town Board of the Town of DeRuyter will be held at 7:30PM on the second Thursday of each month.

#6 RESOLVED: That the Cortland Standard is hereby designated the official newspaper for the Town of DeRuyter but special notices will be placed in the Hi, Neighbor Pennysaver when the Board feels it is advisable.

#7 RESOLVED: That the Supervisor is designated the Budget Officer for 2008.

#8 RESOLVED: That, pursuant to Town of DeRuyter Investment Policy, Sec. 64(1) of the NYS Town Law, Section 10 NYS General Municipal Law and Section 107-A NYS Banking Law, the DeRuyter Branch of Citizen's Bank is designated the official bank for the deposit of all town moneys.

IT IS FURTHER RESOLVED that the Investment Policy of the Town of DeRuyter approved on November 4, 1993 as amended January 8, 1998, January 11, 2001 and January 10, 2008 will remain in effect for the year 2008.

#9 RESOLVED: That the Town Procurement Policy, having been reviewed will remain in effect for the year 2008.

#10 RESOLVED: That Ed Coon is hereby appointed Deputy Supervisor for 2008.

#11 RESOLVED: That, pursuant to Sec. 142 of the Highway Law, the Highway Superintendent is hereby empowered to spend up to \$3,000 on equipment without prior Town Board approval. Other than the exception of obtaining Town Board approval, compliance with the Town Procurement Policy is required.

#12 RESOLVED: That vacation time for permanent or probationary full time employees be as follows:

- 5 days upon completion of 1 full year service
- 10 days upon completion of 2 full year's service
- 12 days upon completion of 5 full year's service
- 15 days upon completion of 10 full year's service
- 20 days upon completion of 15 full year's service

(See example page 43 of the minutes of 1987). Vacation time and pay are not to be accumulated.

BE IT FURTHER RESOLVED: That permanent or probationary full time Town employees shall accrue personal days in addition to vacation days as per the following:

- 2 days upon completion of 6 months full time employment
- 3 days upon completion of 1 full year service
- 4 days upon completion of 5 full year's service
- 5 days upon completion of 10 full year's service

Employees will be authorized to use their personal days only upon the approval of their immediate supervisor or the Town Supervisor.

#13 RESOLVED: That the Supervisor or in his/her absence, the Deputy Supervisor, be the sole signer of checks.

#14 RESOLVED: That Town Officials be reimbursed at a rate of \$.50 ½ per mile when using their own vehicle to carry out Town Business.

#15 RESOLVED: That the salaries of elected and appointed officials be the same as called for in the annual budget and that the time of payment be the same as follows:

Position	Yearly Salary	When Paid
Supervisor	\$4,950.00	Monthly
4 Council members @	\$1,450.00	quarterly
Justice @	\$5,050.00	monthly
Justice @	\$4,375.00	quarterly
Clerk/Collector	\$18,500.00	Bi-weekly
Highway Supt.	\$35,950.00	Bi-weekly
Assessor	\$13,700	monthly

#16 RESOLVED: That this Town Board hereby directs the Supervisor to have a summary of the annual report printed by March 1, 2008.

#17 RESOLVED: That, pursuant to Sec. 29(10) of the Town Law, this Town Board hereby directs the Town Clerk to publish a notice that the annual report has been completed and filed and is available for inspection during regular hours.

January 10, 2008

#18 RESOLVED: That Roger Cook is hereby appointed to the position of Town Codes Enforcement Officer to include NY State Uniform Building and Fire Code inspection duties and Town Sanitary Enforcement Officer duties effective January 1, 2008 with an annual salary of \$8,840.00.

#19 RESOLVED: That this Town Board does hereby appoint Janet Toolan to the position of Dog Control Officer for the Town of DeRuyter and she will be compensated the yearly salary of \$2,200.00.

#20 RESOLVED: That this Town Board hereby sets the fee for a summons received for harboring an unlicensed dog at \$25.00.

#21 RESOLVED: That this Town Board hereby instructs the Town Clerk to collect a \$10 redemption fee for the first pick-up of a dog by the D.C.O., \$20 for the second pick-up and \$30 for the first 24 hours of the third pick-up within one year plus an additional \$3.00 for each additional 24 hours the dog is confined.

#22 RESOLVED: That this Town Board hereby approves the following fee schedule to be implemented by the Codes Enforcement Officer in the administration of the Town's Building Permit Program and Sanitation Ordinance:

Special Permit	\$50.00
Variance Application	\$50.00
Application for Modification of Existing Septic System	\$35.00
Application for Construction of New Septic System	\$60.00
Building Permit	\$15.00 plus \$3.50 per 100 sq. ft. plus \$35.00 per inspection (For uninhabitable buildings \$15.00 plus \$1.50 per 100 sq. ft.)
Wood Burning Device Permit/Inspection	\$35.00
Swimming Pool Permit/Inspection	\$50.00
Temporary Certificate of Occupancy	\$100.00
Septic System Dye Test	\$60.00
Demolition Permit	\$35.00

Renewing permits: In the event that a building permit must be renewed, a fee equal to 50% of the original building permit fee will be charged prior to re-issuance of the permit.

In the event that an application for a building permit is not approved, the applicant shall be entitled to a refund of 50% of the fee paid, provided no work has commenced. If work has commenced and the application is not approved, the fees paid shall not be refunded.

#23 RESOLVED: That this Town Board hereby sets the fee for a marriage registration at \$10.00.

#24 RESOLVED: That this Town Board does hereby give authority to the Supervisor to enter into agreement with Madison County for contracted dog shelter.

#25 RESOLVED: That, pursuant to Sec. 118(2) of the Town Law, this Town Board authorizes the Supervisor to pay utilities, payrolls and postage prior to regular meetings.

#26 RESOLVED: That this Town Board authorizes the Supervisor to hire a bookkeeper for the Town.

#27 RESOLVED: That this Town Board has audited the books of the Clerk/Collector, Supervisor, Justice Roller and Justice Fox.

#28 RESOLVED: That Rick VanDonsel is hereby designated attorney for the Town.

#29 RESOLVED: That Jackie Rice is hereby-designated part-time (less than 15 hrs. per week) Town Hall custodian at \$12.50 hour.

#30 RESOLVED: That Norman Pelcher be appointed Groundskeeper (part time) for the year 2008 and will perform the grounds maintenance and mowing in all cemeteries in the Town of DeRuyter as required by the provisions of Article 17(par. 291) NY State Town Law; and

BE IT FURTHER RESOLVED: That a list of subject cemeteries that fall under the purview of the above stated law will be maintained by the Town Highway Superintendent and the groundskeeper will coordinate his duties with the said Town Official to include frequency of cemetery grass and weed removal; and

BE IT FURTHER RESOLVED: The groundskeeper will also mow the grass areas on town property that surround the Town Hall, the frequency will be that deemed necessary by the groundskeeper to maintain a neatly trimmed appearance; and

BE IT FURTHER RESOLVED: The groundskeeper will also be responsible for snow removal from the sidewalks on Town Hall property, and walkways on the Utica Street Bridge (Route 13) in the Village of DeRuyter.

#31 RESOLVED: That, pursuant to § 4121, 4123 of the Public Health, this Town Board does hereby appoint Rebecca Wightman to the position of Registrar of Vital Statistics with the term of office being January 1, 2008 through December 31, 2009 and the yearly salary of \$270.00.

#32 RESOLVED: WHEREAS, the Town Clerk has appointed Sandra Cirbus to the position of Deputy Town Clerk, (§30(10) of the Town Law);

THEREFORE BE IT RESOLVED That Sandra Cirbus perform the deputy duties as required by the Town Clerk and that she be compensated the yearly salary of \$2060.00 (to be paid quarterly) for Deputy Town Clerk/Collector and

BE IT FURTHER RESOLVED THAT, Pursuant to Section 30(10) of the Town Law, Rebecca Wightman, Town Clerk/Collector has appointed Sandra Cirbus to the position of Deputy Registrar of Vital Statistics and that she be compensated the yearly salary of \$75.00.

#33 RESOLVED: That this Town Board does hereby re-appoint Robert Balenske to the Board of Assessment Review with a term of 01/01/2008 – 12/31/2012.

#34 RESOLVED: That this Town Board does hereby re-appoint Amy Calhoun to the Board of Assessment Review with a term of 01/01/2008 – 12/31/2010.

#35 RESOLVED: That this Town Board does hereby re-appoint Laura Hammond to the Zoning Board of Appeals with a term of 01/01/2008 – 12/31/2012.

#36 RESOLVED: That this Town Board does hereby re-appoint Mark Haws to the Planning Board with a term of 01/01/2008 – 12/31/2012.

#37 RESOLVED: That this Town Board hereby agrees to set the fee for the Second Notice Fee for Town and County Real Property Taxes at \$2.00.

#38 RESOLVED: WHEREAS, the Board of Supervisors of Madison County adopted Resolution No. 579 on December 27, 2007 designating the improved roads of the County Road System of the County upon which snow and ice removal should be performed, and

WHEREAS, the County Superintendent of Highways was authorized to enter into agreements with the Towns for the aforementioned purpose during the fiscal year 2008 at rates specified in the Agreement, and

NOW, THEREFORE BE IT RESOLVED, that the Town Superintendent of Highways of the Town of DeRuyter, Madison County be and hereby is authorized and directed to enter into an agreement with the County of Madison to perform snow and ice removal upon the improved County Road System as per attached Agreement.

#39 RESOLVED: That this Town Board hereby adopts the following wage schedule effective January 1, 2008.

TITLE	STARTING WAGE	6 MONTHS	1 YEAR
HEO	Up to \$12.73	Up to \$13.27	Up to \$15.15
MEO	Up to \$11.93	Up to \$12.46	Up to \$13.27
LABORER	Up to \$10.34	Up to \$10.87	Up to \$11.93

➤ Starting salaries may vary from the above schedule at the discretion of the Highway Superintendent depending on the employees' skills and previous experience.

- Part-time employees - based on job classification, includes no benefits.
 - Longevity - to be paid to permanent or probationary full time, employees on a Bi-weekly basis as follows:
 - After 10 years of service an additional \$200.00 per year
 - After 15 years of service an additional \$250.00 (\$450 total per year)
 - After 20 years of service an additional \$300.00 (\$750 total per year)
 - After 25 years of service an additional \$350.00 (\$1,110 total per year)
- ** Note: Longevity will not affect overtime pay.

#40 RESOLVED: WHEREAS, the Town of DeRuyter has not previously made any type of monetary benefit available for any Town employee who is eligible to participate in the Town's Health Insurance Program and elects not to participate,

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of DeRuyter establishes a Health Insurance Buyout option for those Town employees eligible for health insurance.

BE IT FURTHER RESOLVED that the monetary award for anyone electing not to participate in the Health Insurance Program will not exceed three thousand, one hundred, and twenty dollars (\$3,120.00) in any one-year period between January 1 and December 31.

BE IT FURTHER RESOLVED that the payments will be made as follows:

1. One half of the amount (\$1,560) will be paid the last payday in June and the other half will be paid the last payday in December. The employee must be employed continuously from January 1 until June 30 to be eligible for the first payment. Employment must remain continuous from July 1 through December 31 to be eligible for the remaining payment. The employee will not be eligible for any payment should their employment terminate for any reason during the six month period prior to the next scheduled payment.
2. Any new employee that is eligible for this program will receive a pro-rated amount for any continuous employment that begins during the established six-month increment established in section 1 above.

BE IT FURTHER RESOLVED that the Town of DeRuyter's Employee Health Insurance Policy be amended to reflect this new program.

#41 RESOLVED: That this Town Board does hereby appoint Michael Curran to the Town of DeRuyter Planning to fill the vacancy created by the resignation of Russ Oechsle. Michael's term of office will end on December 31, 2010.

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- The office printer has not been performing correctly and now the Assessor's/Codes Enforcement Officer's printer is not working at all. It is suggested that one printer capable of networking be purchased to replace both office printers and purchased with the Triennial Aid money which is supposed to be used for assessing/tax collecting purposes. Motion by Councilors Barnes and Jones to purchase a new printer. All in favor and carried.
- Motion by Councilors Coon and Hathaway to approve the Supervisor's statement. All in favor and carried.

Motion by Councilor Barnes and seconded by Councilor Hathaway to make the following year end transfers for 2007:

2007 YEAR END TRANSFERS

GENERAL FUND TOWNWIDE (A)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
A-1010.4	TOWN BOARD CONTR	\$ 312.00	
A-1330.45	TAX COLLECTOR POSTAGE	\$ 67.00	
A-1410.4	TOWN CLERK CONTR	\$ 90.00	
A-1440.4	ENGINEER CONTR	\$ 280.00	
A-1620.1	TOWN HALL - SALARIES	\$ 3,273.00	Shovelling
A-1940.4	LAND - APPRAISAL	\$ 2,000.00	Appraisal of MacRae building
A-5010.4	SUPT CONTR	\$ 286.00	
A-7110.1	PARKS - MOWING	\$ 316.00	
A-8810.1	CEMETERIES - MOWING	\$ 892.00	
A-9030.8	SOCIAL SECURITY	\$ 270.00	
A-9060.8	MEDICAL INSURANCE	\$ 825.00	
TOTAL INCREASES		\$ 8,611.00	
DECREASE			
A-1355.4	ASSESSOR CONTRACTUAL	\$ (1,000.00)	
A-1620.4	TOWN HALL CONTRACTUAL	\$ (5,000.00)	
A-1910.4	INSURANCE	\$ (1,300.00)	
A-1990.4	CONTINGENT ACCOUNT	\$ (1,000.00)	
A-9055.8	DISABILITY INSURANCE	\$ (311.00)	
TOTAL DECREASES		\$ (8,611.00)	

GENERAL FUND PART TOWN (B)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
B-6772.4	PROGRAMS FOR AGING	\$ 900.00	BUS FOR SENIORS FOR SNACK PROGRAM
DECREASE			
B-1990.4	CONTINGENT	\$ (900.00)	

CEMETERY TRUST (FOR 7TH DAY CEMETERY)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
CM-8810.4	CEMETERY MOWING	\$ 1,110.00	To reimburse general fund for mowing

ABOVE INCREASE TO COME FROM APPROPRIATED FUND BALANCE OF \$1110 (CM599)

HIGHWAY TOWNWIDE (DA)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
DA-5130.4	MACHINERY REPAIR/PARTS	\$ 2,813.00	
DA-5142.1	WINTER SALARIES	\$ 4,535.00	
DA-5142.4	WINTER CONTRACTUAL	\$ 4,400.00	higher price of gasoline, materials
DA-9030.8	SOCIAL SECURITY	\$ 272.00	
DA-9060.8	MEDICAL INSURANCE	\$ 2,690.00	extra payment in 07 for new ins
TOTAL INCREASES		\$ 14,710.00	
DECREASE			
DA-5120.4	BRIDGES	\$ (2,000.00)	
DA-9010.8	RETIREMENT	\$ (500.00)	
DA-9050.8	UNEMP INSURANCE	\$ (380.00)	
TOTAL DECREASES		\$ (2,880.00)	

BALANCE OF \$11,830 TO COME FROM APPROPRIATED FUND BALANCE (DA599)

- Motion by Councilors Coon and Hathaway to pay the bills as audited:

Abstract # 1023	\$32,402.07
Abstract # 1024	\$10,983.13
Abstract # 1000	\$9,067.07

All in favor and carried.

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

Respectfully submitted,

Rebecca Wightman
Town Clerk