

The organizational/regular meeting of the DeRuyter Town Board was held at 7:30PM on the above date in the Genevieve D. Staley Civic Center.

Present were Supervisor Degear, Clerk Wightman, Councilmen Hathaway, Barnes and Jones, Highway Superintendent Cook and visitors Joseph Yankowski and Travis Marshall.

Organizational Meeting:

- Having already filed her oath of office, Clerk Wightman administered the oath of office for Councilmen Jones and Hathaway, Supervisor Degear and Highway Superintendent Cook.
- The cashbooks of the Town Clerk, Supervisor and Justices were audited.
- Motion by Councilmen Jones and Hathaway to adopt the following organizational resolutions:

#1 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

THEREFORE BE IT 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.

#2 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 7:30 pm on the second Thursday of each month.

#3 RESOLVED: That the Cortland Standard is hereby designated as the official newspaper for the Town of DeRuyter, however special notices may be placed in the Hi, Neighbor Pennysaver and/or the Madison County Courier as determined advisable by the Town Board.

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

#5 RESOLVED: That the Investment Policy of the Town of DeRuyter approved on November 4, 1993 and as amended January 8, 1998, January 11, 2001, and January 10, 2008 will remain in effect for the year 2014.

#6 RESOLVED: That the Town of DeRuyter Procurement Policy, having been reviewed will remain in effect for the year 2014.

#7 RESOLVED: That the Town of DeRuyter Workplace Violence Policy, having been reviewed will remain in effect for the year 2014.

#8 RESOLVED: That the Town of DeRuyter Fund Balance Policy, having been reviewed will remain in effect for the year 2014.

#9 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 approval of the Town Board. Other than the exception of obtaining Town Board approval, compliance with the Town Procurement Policy is required.

#10 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.

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

#12 RESOLVED: That this Town Board hereby directs the Supervisor to have a summary of the annual report printed by March 1, 2014.

#13 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.

#14 RESOLVED: That the Supervisor is designated as the Budget Officer for the year 2014 and that he be compensated a yearly salary of \$10,000 to be paid bi-weekly.

#15 RESOLVED: That Ed Coon is hereby appointed Deputy Supervisor for the year 2014 and that he be compensated a yearly salary of \$150.00 to be paid yearly.

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

#17 RESOLVED: That Town Officials be reimbursed at a rate of \$.565 per mile when using their own vehicle to carry out Town Business.

#18 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	\$10,000.00	Bi-weekly
Council Members (4)	\$1,550.00	Quarterly
Justice	\$5,825.00	Monthly

Justice	\$5,000.00	Monthly
Clerk/Collector	\$21,500.00	Bi-weekly
Highway Supt.	\$41,760.00	Bi-weekly
Assessor	\$14,760.00	Monthly

#19 RESOLVED: That in accordance with policies outlined in the employee handbook, vacation time for permanent or probationary full time employees be as follows:

- 40 hours upon completion of 1 full year of service
- 80 hours upon completion of 2 full years of service
- 96 hours upon completion of 5 full years of service
- 120 hours upon completion of 10 full years of service
- 160 hours upon completion of 15 full years of service
- 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:

- 16 hours upon completion of 6 months full time employment
- 24 hours upon completion of 1 full year of service
- 32 hours upon completion of 5 full years of service
- 40 hours upon completion of 10 full years of service

BE IT FURTHER RESOLVED; that permanent or probationary full time Town employees shall accrue sick time as per the following:

- 36 hours per year accrued on the employment anniversary date

Sick time and pay may be accumulated to a maximum of 180 hours.

#20 RESOLVED: That this Town Board hereby adopts the following wage schedule effective January 1, 2014.

TITLE	STARTING WAGE	6 MONTHS	1 YEAR
HEO	Up to \$13.25	Up to \$14.50	Up to \$17.75
MEO	Up to \$13.00	Up to \$13.75	Up to \$15.50
LABORER	Up to \$10.50	Up to \$11.00	Up to \$12.35

∅ 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 classification, includes no benefits.

∅ Longevity – to be paid to permanent or probationary full time employees as follows:

- After 10 years of service an additional \$200.00 per year
- After 15 years of service an additional \$250.00 per year (\$450 total per year)
- After 20 years of service an additional \$300.00 per year (\$750 total per year)
- After 25 years of service an additional \$350.00 per year (\$1,100 total per year)

****Note:** Longevity will not affect overtime pay.

#21 RESOLVED: That this Town Board hereby establishes a Health Insurance Buyout option for those Town employees eligible for health insurance for the year of 2014, and

BE IT FURTHER RESOLVED; that the monetary award for anyone electing not to participate in the Health Insurance Program will not exceed four thousand dollars (\$4,000.00) in any one year period between January 1 and December 31, and

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

- One half of the amount (\$2,000.00) will be made on the last payday in June and the other half on 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 if their employment terminates for any reason during the six month period prior to the next scheduled payment.
- Any 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 as established above.

#22 RESOLVED: That Rebecca Wightman be appointed to the position of Registrar of Vital Statistics for the Town of DeRuyter.

#23 RESOLVED: That Sandra Cirbus be appointed to the position of Deputy Registrar of Vital Statistics for the Town of DeRuyter and that she be compensated the hourly salary of \$12.25 to be paid quarterly.

#24 RESOLVED: That, having been appointed to the position of Deputy Town Clerk and Deputy Registrar of Vital Statistics (pursuant to Sec. 30(10) of the Town Law), this Town Board authorizes Sandra Cirbus to perform the deputy duties as required by the Town Clerk/Registrar and that she be compensated the hourly salary of \$12.25 to be paid quarterly.

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

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

#27 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, 2014 with an annual salary of \$10,150.00 to be paid monthly.

#28 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 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 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 that application is not approved, the fees paid shall not be refunded.

#29 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 a yearly salary of \$2,550.00.

#30 RESOLVED: That, pursuant to Local Law #3 of 2010, this Town Board does hereby set dog licensing fees as follows:

Local Fee	\$9.00
County Fee	\$0.00
State Fee	\$1.00
State additional fee for unspayed/unneutered	\$3.00
Town additional fee for unspayed/unneutered	\$3.00

#31 RESOLVED: That this Town Board sets the fee for a replacement dog identification tag at \$3.00.

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

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

#34 RESOLVED: That this Town Board hereby instructs the Town Clerk to collect a \$10.00 redemption fee for the first pick-up of a dog by the D.C.O., \$20.00 for the second pick-up and \$30.00 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.

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

#36 RESOLVED: That this Town Board hereby designates Matthew Neuman of Reihlman, Shafer & Shafer as the attorney for the Town.

#37 RESOLVED: That this Town Board does hereby re-appoint Russell Smith to the Zoning Board of Appeals with a term of 1/1/2014 – 12/31/2018.

#38 RESOLVED: That this Town Board does hereby re-appoint Barbara Barnes to the Board of Assessment Review with a term of 10/1/2014 – 9/30/2018.

#39 RESOLVED: That this Town board does hereby re-appoint Jesse Ryder to the Planning Board with a term of 1/1/2014 – 12/31/2018.

#40 RESOLVED: That this Town Board does hereby appoint the Town Supervisor to act as ADA Coordinator.

#41 RESOLVED: that Richard Eldridge, 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

BE IT FURTHER RESOLVED; That Richard Eldridge will also mow the grass areas on the town property that surround the Town Hall pursuant to the contract between Richard Eldridge and the Town of DeRuyter; and

BE IT FURTHER RESOLVED; That Richard Eldridge will also be responsible for snow removal from the sidewalks on the Town Hall property, and walkways on the Utica Street Bridger (Route 13) in the Village of DeRuyter pursuant to the contract between Richard Eldridge and the Town of DeRuyter.

The roll call vote was taken for Resolutions #1 - 41 with the following results:

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

The Clerk declared the foregoing duly carried.

MINUTES:

- Motion by Councilmen Jones and Hathaway to accept the minutes of the December 11th and December 16th meetings as presented. All in favor and carried.

TOWN CLERK'S REPORT:

- Written report for December was submitted.

HIGHWAY SUPERINTENDENT'S REPORT:

- Plowing and sanding
- Sand purchased in December is gone
- Additional salt has been ordered
- New hires working well
- 1 truck has been down for 3 weeks

SUPERVISOR'S REPORT:

- Written reports submitted.

OLD BUSINESS:

- FEMA storm relief update. Working with new representative. Hired John Dunkle as engineer. Mitigation process discussed.
- CCAP update. Natural gas installation is complete. Generator start-up soon. Carpentry work getting finished up. There will be no payment for carpentry other than as is stated in the contract.

NEW BUSINESS:

- Town and Village Street Agreement
 - Associated budget items were discussed.
 - \$4,000.00 stipend for the Highway Superintendent for added responsibilities was discussed.
 - Motion by Councilmen Barnes and Jones to request that a position of "Street Superintendent" be created by Civil Service. All in favor and carried.
 - Motion by Councilmen Hathaway and Barnes to adopt:

#42 RESOLVED: That this Town Board does hereby authorize the Town Supervisor to sign an agreement (as presented) with the Village of DeRuyter. Said agreement shall commence on or about January 1, 2014 and continue for a period of one year. The Town of DeRuyter shall provide labor necessary to complete specific work for the Village of DeRuyter as outlined in Appendix A of the agreement.

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- IMA Contract was reviewed. Motion by Councilmen Barnes and Jones authorizing the Supervisor to sign said contract. All in favor and carried.
- Ambulance contract was reviewed. Motion by Councilmen Barnes and Hathaway authorizing the Supervisor to sign said contract. All in favor and carried.
- Motion by Councilmen Jones and Hathaway to adopt:

#43 RESOLVED:

2013 YEAR END TRANSFERS

GENERAL FUND TOWNWIDE (A)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
A-1220.4	SUPV CONTR	\$ 582.00	
A-1330.45	TAX COLLECTOR	\$ 4.00	
A-1620.42	TOWN HALL ELECTRICITY	\$ 411.00	
A-1910.4	INSURANCE	\$ 2,175.00	
A-7110.4	PARKS	\$ 500.00	
A-9010.8	STATE RETIREMENT	\$ 250.00	
TOTAL INCREASES		\$ 3,922.00	

DECREASE

		\$	
A-1420.4	LAWYER	(1,411.00)	
		\$	
A-1990.4	CONTINGENT	(1,500.00)	
		\$	
A-1620.41	TOWN HALL - NAT'L GAS	(1,011.00)	
TOTAL DECREASES		\$ (3,922.00)	

GENERAL FUND PART TOWN (B)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
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B-3310.4	ROAD SIGNS	\$	270.00
B-8010.4	ZONING CONTRACTUAL	\$	1,029.00
B-9030.8	SOCIAL SECURITY	\$	25.00
B-9050.8	UNEMP INSURANCE	\$	13.00
TOTAL INCREASES		\$	1,337.00

		<u>DECREASE</u>	
B-1420.4	LAWYER	\$	(500.00)
B-1990.4	CONTINGENT	\$	(500.00)
B-4020-2.1	REGISTRAR SALARIES	\$	(237.00)
B-4020.4	REGISTRAR CONT	\$	(100.00)
TOTAL DECREASES		\$	(1,337.00)

HIGHWAY TOWNWIDE (DA)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
DA-5142.1	SNOW SALARIES	\$	7,142.00
DA-5142.4	SNOW CONTRACTUAL	\$	4,170.00
DA-9030.8	SOCIAL SECURITY	\$	2.00
TOTAL INCREASES		\$	11,314.00

		<u>DECREASE</u>	
DA-5120.4	BRIDGES	\$	(1,000.00)
DA-5130.4	MACHINERY	\$	(1,050.00)
DA-9060.8	MED INS	\$	(2,210.00)
TOTAL DECREASES		\$	(4,260.00)

APPROPRIATE FUND BALANCE (DA599) FOR THE BALANCE OF \$7,054.00

HIGHWAY PART TOWN (DB)			
ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
DB-5110.1	ROADS SALARIES	\$ 26.00	
DB-5110.2	CAPITAL - FLOOD	\$ 26,320.00	
TOTAL INCREASES		\$ 26,346.00	
DECREASE			
DB-5110.4	ROAD CONTRACTUAL	\$ (5,300.00)	
DB-9060.8	MED INS	\$ (1,070.00)	
TOTAL DECREASES		\$ (6,370.00)	

INCREASE ESTIMATED REVENUE DB 510 (DB3960) (disaster assistance) by difference of \$19,976

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- Civic Center Costs – Supervisor Degear presented a chart outlining the total utility costs and the library’s portion of the costs.
- Supervisor Degear presented tax rate comparisons for DeRuyter, Fabius, Cuyler and Lincklaen.
- Supervisor Degear presented a letter in support of the Syracuse 70.3 Ironman Race. Board members agreed that the letter of support should be sent.

OTHER BUSINESS:

- Letter from Joseph Yankowski (DeRuyter Citizens for a Voice letterhead). Said letter was sent to local government officials stating that “In the near future DeRuyter will be reviewing an environmental plan for DeRuyter Reservoir” and indicating that he (Mr. Yankowski) wants to be on said committee. The letter also made suggestions as to the members of said committee and the time of meetings. Neither this Board nor the DeRuyter Lake Association has any knowledge of a committee being formed to review environmental plans for DeRuyter Reservoir. After

questioning Mr. Yankowski, it appears that the committee he was talking about was actually an emergency preparedness committee and had nothing to do with an environmental plan. Supervisor Degear stressed the importance of having facts straight prior to publication.

PUBLIC COMMENTS:

- Discussion of Town building expenses are outlined earlier.
- Guardrail placement.

PAYMENT OF CLAIMS:

- Motion by Councilmen Barnes and Hathaway to pay the bills as audited:

Abstract #1023	\$278,244.13
Abstract #1000	\$32,399.90

All in favor and carried.

- Motion by Councilmen Jones and Barnes to authorize payment of claim from Ladd Construction in the amount of \$9,415.00. All in favor and carried.
- ❖ Motion by Councilmen Barnes and Jones to accept the Supervisor’s statement. All in favor and carried.
- ❖ Motion by Councilmen Jones and Barnes to adjourn. All in favor and carried.

Respectfully submitted,

Rebecca Wightman
 Town Clerk