

The organizational and 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, Highway Superintendent Cook, Councilmen Jones, Hathaway, Coon and Barnes. Also present were Ruthanne Stone, Warren and Carol Babcock, Levi and Jamie Tousant, Joe Yankowski and Michael Salter.

Supervisor Degear began meeting with the Pledge of Allegiance.

Motion by Councilmen Barnes and Jones to approve the minutes of the December 17th meeting as presented. All in favor and carried.

TOWN CLERK'S REPORT:

- Monthly written report along with Tax Collector's report was submitted.

HIGHWAY SUPERINTENDENT'S REPORT:

- One employee is out for medical issues and another employee plans to leave our employment in February.
- Superintendent Cook thanked both the Town Supervisor and the Village Mayor for helping plow.
- Sean Dady has been notified to move equipment from roadway.
- Department of Labor inspection
- Discussion of brine, salt and sand usage.
- Shared service agreement with the New York State Department of Transportation. Motion by Councilmen Hathaway and Barnes to approve the Shared Services Agreement between the NYSDOT and the Town of DeRuyter modified to include #5 the State agrees to indemnify the Municipality for any and all claims arising out of the State's acts or omissions under this Agreement. All in favor and carried.

TOWN SUPERVISOR'S REPORT:

- Monthly financial reports were submitted.

CORRESPONDENCE:

- Letter from the New York State Department of Conservation notifying us that our application for funding through the 2015 Consolidated Funding Application for the DeRuyter Lake Public Sewer Feasibility Study was not selected. A meeting will be arranged with the Lake Foundation and the engineer.
- Satisfactory municipal dog shelter inspection report for Wanderer's Rest.

OLD BUSINESS:

- Employee policies regarding health insurance, sick time and protective footwear were discussed. Motion by Councilmen Coon and Hathaway to approve the following changes:
 - Section 3.3.1 Allowance: Full-time employees will receive 48 hours of sick leave per year to be accrued at a rate of 4 hours per month.
 - Section 5.3 Medical Insurance Alternative : Enhanced Salary Plan

- Section 5.3.1 Eligibility: An employee who is eligible for medical insurance coverage made available through the Town has the option to enroll in an enhanced salary plan where their salaries are increased by \$5,000 annually (\$2.40 per hour for hourly employees).
- Section 5.3.2 Amount of Enhancement and Method of Payment: Each year, an eligible employee election to participate in the Enhanced Salary Plan will receive an addition of \$5,000.00 to their base salary or \$2.40 per hour for hourly employees.
- Section 5.3.3 to be replaced with revised Section 5.3.4 Reinstatement: In the event the employee loses coverage under the alternate insurance plan, the employee may resume coverage under the medical insurance plan made available through the Town. Coverage will begin on the first of the month immediately following the employee giving notice, provided the employee gives such notice at least fifteen business days prior to the first of the month and meets all eligibility requirements of the insurance plan. An employee may also elect to resume coverage under the medical insurance plan during the annual open enrollment period. Salaries and hourly rates will be adjusted to eliminate the additional \$5,000 or \$2.40/hour with the first payroll following the first date of insurance coverage or as soon as such adjustment is allowed by law.
- Section 7.6 Personal Safety Equipment – adding: Safety shoes meeting or exceeding ANSI Z 41-1999 standards is encouraged at all times for highway department employees. Employees will be reimbursed up to \$100.00 per year for safety shoes meeting this rating. Proof of purchase and proof of safety rating must be provided with a voucher for reimbursement.

All in favor and carried.

- Comprehensive Planning Survey update.

NEW BUSINESS:

- The books of the Town Clerk, Supervisor and Town Justices were audited by the Town Board.
- The Procurement Policy, Workplace Violence Policy and Fund Balance Policy were all reviewed and no changes made.
- Motion by Councilmen Jones and Barnes to bundle the organization resolutions and vote on the entire bundle. All in favor and carried.

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 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, Tompkins Trust Company 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 2016.

6 RESOLVED: That the Town of DeRuyter Procurement Policy, having been reviewed will remain in effect for the year 2016.

7 RESOLVED: That the Town of DeRuyter Workplace Violence Policy, having been reviewed will remain in effect for the year 2016.

8 RESOLVED: That the Town of DeRuyter Fund Balance Policy, having been reviewed will remain in effect for the year 2016.

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/secretary for the Town and that this position be compensated at an annual salary of \$6,920 paid monthly.

12 RESOLVED: That this Town Board hereby directs the Supervisor to have a summary of the annual report printed by March 1, 2016.

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 2016 and that he be compensated a yearly salary of \$10,612 to be paid bi-weekly.

15 RESOLVED: That Ed Coon is hereby appointed Deputy Supervisor for the year 2016 and that he be compensated a yearly salary of \$200.00 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 the current per mile rate published by the Internal Revenue Service (IRS) 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	Salary	When Paid
Supervisor	\$10,612	Bi-Weekly
Council Members (4)	\$1,550	Quarterly
Justice	\$6,520	Monthly
Justice	\$5,562	Quarterly
Clerk/Collector	\$27,520	Bi-Weekly
Highway Superintendent	\$54,738	Bi-Weekly
Assessor	\$15,720	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 year 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 time for permanent or probationary full time employees as per the following:

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

Personal time and pay are not to be accumulated

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

- 48 hours per year accrued at a rate of 4 hours per month.

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

20 RESOLVED: That this Town adopts the following wage schedule effective January 1, 2016:

TITLE	STARTING WAGE	INCREASE YEARS 1-9	INCREASE YEARS 10-12	INCREASE YEARS 13-14	INCREASE YEAR 15	INCREASE YEARS 16+
HEO W/HI*	\$14.35	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50
HEO W/O HI	\$16.75	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50
MEO W/HI	\$13.10	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50
MEO W/O HI	\$15.50	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50

LABORER	\$10.50	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50
CLEANER	\$10.50	\$0.30	\$0.35	\$0.40	\$0.45	\$0.50

*HI (Health Insurance Benefits)

- Starting salaries may vary from the above schedule at the discretion of the Town Board upon recommendation of the Highway Superintendent depending on the employees’ skills and previous experience.
 - 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 Rebecca Wightman be appointed to the position of Registrar of Vital Statistics for the Town of DeRuyter.

22 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 \$12.98 to be paid quarterly.

23 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 \$12.98 to be paid quarterly.

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

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

26 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, 2016 with an annual salary of \$10,975 to be paid monthly.

27 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 the application is not approved, the fees paid shall not be refunded.

28 RESOLVED: That the 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 \$2,964.00.

29 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

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

31 RESOLVED: That this Town Board does hereby authorize the Supervisor to enter into an agreement with Madison County for contracted dog shelter.

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

33 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.

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

35 RESOLVED: That this Town Board hereby designates Attorney Matthew Neuman of Reihlman, Shafer & Shafer as the Town Attorney.

36 RESOLVED: That this Town Board does hereby appoint Jeffrey Randall to the Zoning Board of Appeals with a term of 1/1/2016 – 12/31/2020

37 RESOLVED: That this Town Board does hereby re-appoint Sam Fuller to the Board of Assessment Review with a term of 10/1/2016 – 9/30/2021

38 RESOLVED: That this Town Board does hereby re-appoint Michael Curran to the Planning Board with a term of 1/1/2016 – 12/31/2020.

39 RESOLVED: That this Town Board accepts the resignation of Kenneth Kunkel from the Zoning Board of Appeals effective 1/1/2016 with one-year remaining of his term; and

BE IT FURTHER RESOLVED; That this Town Board hereby appoints Timothy Coon to fill the remainder of Mr. Kunkel’s term on the Zoning Board of Appeals effective immediately and expiring on 12/31/2016.

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

41 RESOLVED: that the Town Board will, by contract, ensure 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.

42 WHEREAS, the Town of DeRuyter and the DeRuyter Free Library have worked in concert for many years in accommodating each other and sharing space to promote the interests of DeRuyter residents; and

WHEREAS, through the gracious efforts of many, a rehabilitated Town Hall and Library Building (The Genevieve D. Staley Civic Center) exists to serve the interests of the Town of DeRuyter and the DeRuyter Free Library; and

WHEREAS, a lease Agreement was entered into between the Town of DeRuyter and the DeRuyter Free Library on January 2, 2013; and

WHEREAS, the January 2, 2013 Lease Agreement outlines that the Town Board of the Town of DeRuyter may extend the term of the Lease in one-year periods by resolution,

NOW, THEREFORE BE IT RESOLVED; that the Town Board of the Town of DeRuyter extends the term of the Lease Agreement between the Town of DeRuyter and the DeRuyter Free Library for the one-year period of January 1, 2016 through December 31, 2016.

- Motion by Councilmen Hathaway and Jones to adopt Resolutions 1 – 42. The roll call vote was taken with the following results:

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

- The Clerk declared the foregoing duly carried.

- 2015 Financial Review
 - Motion by Councilmen Coon and Jones to adopt:

#43 RESOLVED: That this Town Board does hereby approve the following year-end transfers for 2015:

2015 YEAR END TRANSFERS

GENERAL FUND TOWNWIDE (A)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
A-1110.4	JUSTICE CONTR	\$ 584.00	
A-1220.4	SUPV CONTR	\$ 2,171.00	
A-1330.45	TAX COLL. - MAIL FEE	\$ 6.00	
A-1410-2.1	DEPUTY CLERK SALARY	\$ 1,034.00	
A-1410.4	TOWN CLERK	\$ 1,008.00	
A-1620.41	CIVIC CENTER NATURAL GAS	\$ 409.00	
A-1620.42	CIVIC CENTER ELECTRICITY	\$ 793.00	
A-1660.4	CENTRAL STOREROOM	\$ 568.00	
A-7550.4	CELEBRATIONS	\$ 15.00	
A-9030.8	SOC SECURITY	\$ 1,083.00	
A-9040.8	WORKER'S COMP	\$ 175.00	
A-9050.8	UNEMP INSURANCE	\$ 372.00	
TOTAL INCREASES		\$ 8,218.00	
DECREASE			
A-1990.4	CONTINGENT	\$ (2,500.00)	
A-1440.4	ENGINEER	\$ (3,273.00)	
A-1420.4	LAWYER	\$ (185.00)	
A-9060.8	HEALTH INS	\$ (2,260.00)	
TOTAL DECREASES		\$ (8,218.00)	

GENERAL FUND PART TOWN (B)

ACCOUNT	ACCOUNT DESCRIPTION	INCREASE	COMMENTS/NOTES
B-3310.4	ROAD SIGNS	\$ 230.00	
B-9030.8	SOC SEC	\$ 47.00	
B-9050.8	UNEMP INSURANCE	\$ 77.00	
TOTAL INCREASES		\$ 354.00	

B-1420.4	LAWYER	\$	<u>DECREASE</u> (354.00)
	TOTAL DECREASES	\$	(354.00)

CEMETERY TRUST (CM)

ACCOUNT	ACCOUNT DESCRIPTION		INCREASE	COMMENTS/NOTES
CM-8810.4	TREES	\$	63.00	
	APPROPRIATE \$63 OF FUND BALANCE (CM599)			

HIGHWAY TOWNWIDE (DA)

ACCOUNT	ACCOUNT DESCRIPTION		INCREASE	COMMENTS/NOTES
DA-5142.1	SNOW SALARIES	\$	3,055.00	
DA-9010.8	STATE RETIREMENT	\$	3,108.00	
DA-9030.8	SOCIAL SECURITY	\$	447.00	
DA-9060.8	HEALTH INSURANCE	\$	402.00	
	TOTAL INCREASES	\$	7,012.00	

DA-5120.4	BRIDGES	\$	<u>DECREASE</u> (1,000.00)
DA-5142.4	SNOW CONTRACTUAL	\$	(6,012.00)

TOTAL DECREASES	\$	(7,012.00)
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HIGHWAY PART TOWN (DB)

ACCOUNT	ACCOUNT DESCRIPTION		INCREASE	COMMENTS/NOTES
DB-5110.2	CAPITAL - FLOOD DAMAGE	\$	12,258.00	REPAIRS TO DAMAGED ROAD
DB-5110.4	ROAD CONTRACTUAL	\$	40.00	
DB-9030.8	SOC SEC	\$	246.00	
DB-9050.8	UNEMP INSURANCE	\$	32.00	
	TOTAL INCREASES	\$	12,576.00	

DB-5110.1	ROAD SALARIES	\$	<u>DECREASE</u> (3,745.00)
DB-9060.8	HEALTH INSURANCE	\$	(5,336.00)
	TOTAL DECREASES	\$	(9,081.00)

INCREASE ESTIMATED REVENUE DB 510 (DB3960) (disaster assistance) by difference of \$3495

The roll call vote was taken with the following results:

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

The Clerk declared the foregoing duly carried.

- Review of utilities for Town properties.
- Review of Library reimbursements
- Supervisor Degear prepared and presented a tax rate comparison with other area communities.
- DOT Consortium – Madison County Pricing for 2016 was reviewed. Motion by Councilmen Coon and Barnes authorizing the Supervisor Degear to sign said contract. All in favor and carried.
- The route traveled by the Ironman Race has changed this year. There are concerns over the use of narrow roads and no traffic control at the intersection of Smith Road and NYS Route 13. Supervisor Degear will talk with race organizers about this Board’s concerns.
- Discussion of fund balance purchase possibilities.

PUBLIC COMMENTS: None

OTHER BUSINESS:

- Motion by Councilmen Coon and Jones to approve payment of the following claims:

Abstract #1023	\$30,651.21
Abstract #1024	\$7,975.86
Abstract #1	\$7,910.08

All in favor and carried.

- Motion by Councilmen Coon and Jones to accept the Supervisor’s Statement. All in favor and carried.
- Motion by Councilmen Coon and Jones to adjourn. All in favor and carried.

Respectfully submitted,

Rebecca Wightman, Town Clerk