

The regular meeting of the Richfield Town Board was held on Monday, January 18, via Zoom. The meeting was called to order at 7:14 PM by Supervisor Palevsky.

Board members present were Bello, Eckler, Frigault, and Seamon. Highway Superintendent Proctor and Clerk Young were also in attendance.

Clerk Young reported tax collection for 2021 has begun. \$377,109.11 has been collected as of close of business on January 18, 2021. The Clerk has paid SF, SL, and B fund in full, \$100,000.00 has been paid to DA and A fund.

Planning Board Chairman Sullivan reported no new business at the January 11, 2021 Planning Board meeting.

Highway Superintendent Proctor informed the board he received three estimates for repairs on the loader.

Motion by Eckler to have 5 Star replace the rear axle, circulation pump and center pins for the loader, for the estimated amount of \$23,526.76, second by Bello, Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Motion by Seamon for the board to sign the 2021 Highway Expenditure Agreement, second by Frigault. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-abstain

The board had a discussion on what the protocol should be if a town employee has a Covid-19 exposure.

Zoning Enforcement Officer Klemm reported no land use permits were issued in December. Approximately twenty-five permits were issued in 2020.

The Beach Committee did not hold a meeting in December.

The Zoning Committee held a meeting on December 28, 2020. The committee discussed different ways to get public input regarding making improvements to the Zoning Law.

Motion by Palevsky to move \$500.00 from B Unappropriated Fund Balance to account (Palumbo will determine a fund line to move funds to) for the purpose of advertising for community input regarding the Zoning Law, second by Eckler. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Old Business

The board made the following appointments:

Letters of interest for Planning Board Member were received from; Patricia Reller, Isaac Ames, and Bethann Hammer.

Motion by Palevsky to appoint Bethann Hammer to the Planning Board for a 5 year term, second by Eckler. Bello-yes, Eckler-yes, Frigault-yes, Seamon-abstain, Palevsky-yes.

Letters of interest for Zoning Board of Appeals Member were received from; David Simonds, David Gelfuso, and Isaac Ames. Councilman Seamon said he would like to see younger members of the

community appointed to the boards. Supervisor Palevsky stated a member from the Ames family is already represented on the Planning Board.

Motion by Seamon to appoint Isaac Ames to the Zoning Board of Appeals for a 5 year term, second by Frigault. Bello-no, Eckler-no, Frigault-yes, Seamon-yes, Palevsky-no.

Motion by Eckler to appoint David Gelfuso to the Zoning Board of Appeals for a 5 year term. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Letters of interest for Zoning Enforcement Officer were received from; Dan Maxwell, Cory Grogan, Ryan Fagan, and Bill Klemm.

Motion by Frigault to appoint Bill Klemm as Zoning Enforcement Officer for a 1 year term, second by Eckler. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Supervisor Palevsky informed Kevin Putnam to remove all personal belongings from the Transfer Station and remove the lock from the shed door by the end of January.

The board went over the 2021 organizational items as follows:

- 1) The reimbursement rate for authorized travel for 2021 will be \$.56 per mile. Reimbursement claims for mileage must be submitted within sixty (60) days. Only mileage for official business and pre-approved expenses will be re-imbursed. All other expenses must be billed directly to the Town.
- 2) The Daily Star is the official newspaper. Additional publications may be used when deemed necessary;
- 3) Town claims and vouchers must be certified. Vouchers submitted to the Clerk for inclusion on the monthly abstract are to be filled out and signed by the department head and coded with the proper account number. Incomplete vouchers will be returned. Vouchers & invoices received by the Clerk after noon on meeting day will be included on the following month's abstract. Vouchers require the approval of at least three board members for payment;
- 4) NBT and Bank of Utica are official depositories;
- 5) The regular meeting of the Town Board will be held on the third Monday of the month at Town Hall, 7:00 PM. Summer hours may vary;
- 6) The Superintendent of Highways may spend up to \$1000 per purchase without prior approval of the Town Board. New materials and equipment must be purchased following guidelines established in the procurement policy adopted February 12, 1998. The Superintendent of Highways will provide the Town Board with an inventory of all equipment & supplies as soon as possible. The Superintendent of Highways shall maintain a log book detailing the dispensing of fuel by date, showing type of fuel dispensed & vehicle or other use.
- 7) The Board of Health shall consist of the Supervisor and Town Board;
- 8) Lisa Weingates will be Health Officer for the Town. (No salary is associated with this position) Mileage & approved expenses for training will be reimbursed;

9) Richfield will renew its membership in the Association of Towns. The Supervisor may represent the Town at the annual Association of Towns Training School & Annual Meeting in NYC, as a voting member. In the absence of the Supervisor, Fred Eckler is appointed as the voting delegate at the meeting. Representative attending will be reimbursed for incurred expenses with receipts accompanying bills, except as indicated in the New York State unreceipted travel guidelines. To receive the full per diem allowance travel must be for overnight;

10) Except as provided for in #9 above, the Supervisor, Board members, Town Clerk, Highway Superintendent, Justices, Court Clerks, and any other appointees of the Town wishing to be re-imbursed for attending training and meetings related to their positions must receive prior approval of the Town Board;

11) Current full-time highway employees will be paid at the rate of \$19.33 per hour, part-time highway employees at the rate of \$15.50 per hour;

12) Monica Harris is appointed Historian with an annual salary of \$350, payable annually;

13) Board of Assessment Review members will be paid \$14 per hour;

14) Maggie Young is appointed Registrar of Vital Statistics, annual salary of \$200, Pamela DiLiberto, Deputy Registrar, annual salary of \$100, payable annually, and Timothy Proctor sub-registrar, no salary attached;

15) Pamela DiLiberto is appointed Deputy Clerk with an annual salary of \$800, payable quarterly;

16) Councilman Frigault and Supervisor Palevsky will advise the Board regarding improvements & maintenance for the Town Hall/Garage;

17) Douglas Brooks, Sr. is appointed Deputy Superintendent of Highways at an annual salary of \$600, payable quarterly;

18) David Weiss is appointed Dog Control Officer at an annual salary of \$2125, paid quarterly. Weiss will issue a quarterly report to the board. Term of office, one (1) year;

19) Court Clerks will be paid \$15.50/ hour; Deputy Clerks, \$14.50/hour.

20) The Town will follow the leave policy in the Personnel Policy adopted 12/29/03.

21) The following salaries will be paid for 2021: Supervisor - \$12,000; Clerk/Collector - \$15,340; Town Board members - \$2,275; Highway Superintendent - \$49,630; Town Justices - \$11,250.

22) Land Use Permit applications with fee schedules will be available from the Town Clerk or Zoning Enforcement Officer. Completed applications must be returned to the Clerk Zoning Enforcement Officer along with application fee before permit can be issued.

23) Herkimer Veterinary Associates is appointed Town veterinarian.

- 24)** Supervisor Palevsky and Councilman Eckler will oversee the maintenance of Bakers Beach structures/facilities.
- 25)** The Supervisor appoints Paul Palumbo confidential secretary/ bookkeeper with an annual salary of \$8,650, payable bi-weekly.
- 26)** Gates Cole Insurance is appointed consultant to handle all insurance related issues and liaison with the Town's insurance carrier, NYMIR.
- 27)** Elected officials and employees will not be paid mileage for picking up supplies if the vendor provides free delivery.
- 28)** The Supervisor is responsible for completing utility bill vouchers and authorized to pay utility bills without prior Board approval to avoid late fees. Taxes, debt payments & insurance invoices may be paid without prior approval if they do not arrive in time for the regular board meeting. Payments to NYS Retirement System may be made without prior approval when the discount is at risk. Vouchers for these expenses must be submitted for board audit and approval at the next regular meeting.
- 29)** The Planning Board is composed of Bethhann Hammer, (term ends 12/31/2025); Janet Sylvester, (term ends 12/31/2021); Dan Sullivan, (term ends 12/31/2022); Joseph Zvirzdin, (term ends 12/31/2023); & Don Urtz, (term ends 12/31/2024); Dan Sullivan, Chairman. Maggie Young, secretary. No alternate will be named at this time. Planning Board members will be paid \$30 per meeting in 2021. Chairman will be paid \$45 per meeting. Members must be present when the meeting is called to order to be paid. If the secretary is a member of the Board, the secretary will receive an additional \$15 per meeting; if the secretary is not a member of the board, the secretary will receive \$30 per meeting.
- 30)** The Zoning Board of Appeals is composed of David Gelfuso, (term ends 12/31/2025); William Berberick, (term ends 12/31/2021); Marjorie Walters, (term ends 12/31/2022); Tim Cantwell, (term ends 12/31/2023); Dick Johnson, term ends 12/31/2024). Tim Cantwell chairman, Maggie Young, secretary. Members will be paid \$30 per meeting in 2021. Chairman will be paid \$45 per meeting. Members must be present when the meeting is called to order to be paid. If the secretary is a member of the Board, the secretary will receive an additional \$15.00 per meeting; if the secretary is not a member of the board, the secretary will receive \$30.00 per meeting. The Appeals Board shall meet only to hear appeals and shall not meet if there is no appeal to consider.
- 31)** The supervisor will provide the board with operating statements, balance sheets, and the agenda by the end of Friday before the regular board meeting. The clerk will provide minutes within two weeks of a meeting. The folder for the monthly financial audit will be available to board members by the first of the following month. Monthly bank statements will be available by the 28th of the following month;
- 32)** Paul Palumbo is appointed Computer Information Security Officer at a salary of \$375, payable annually;
- 33)** The Supervisor may use a signature stamp to sign checks and vouchers. The confidential secretary may use the stamp in the absence of the supervisor, under the approval of the supervisor;
- 34)** It shall be the policy of the Town Board to allow members to participate in meetings via Richfield

videoconferencing, including voting rights and the ability to make a quorum, consistent with the New York State Open Meetings Law. The Open Meetings Law requires that all locations be accessible to the public & that all participants and observers be able to see & hear the proceedings.

(Councilman Frigault objects to this item)

35) Annual salary for the Zoning Enforcement Officer will be \$3,600, payable Bi-weekly; Bill Klemm is appointed Zoning Enforcement Officer. (term ending December 31, 2021)

36) To control costs, access to the attorney shall be limited to the supervisor, the chairmen of the Planning, Appeals & Assessment Review Boards, the Land Use Officer, Town Clerk, and Highway Superintendent. The board may refer a question to the attorney by resolution, passed by a majority vote. Correspondence between town officials and the attorney should be copied to the Town Clerk.

(Councilman Frigault objects to this item)

37) Councilman Bello will serve as Board liaison to the Highway Department;

38) Councilman Eckler will serve as Board liaison to the Village of Richfield Springs;

39) Supervisor Palevsky will serve as Board liaison to the Town Court;

40) Public comment will be taken at the end of regular monthly meetings, under rules determined by the supervisor. There will be a three (3) minute time limit.

Motion by Palevsky to amend organizational Item #6 as follows: The Superintendent of Highways may incur charges up to \$1000 per invoice without prior approval of the Town Board. In cases of emergency, between board meetings, the Superintendent of Highways shall require the approval either of the Highway liaison or the town supervisor, prior to incurring any charges, for any purpose, in excess of \$1000/per invoice.

Material and equipment must be purchased following guidelines established in the procurement policy adopted February 12, 1998. All bidding requirements contained in the procurement policy must be observed. There is no exception for purchases made under "state contract.

The Superintendent of Highways shall maintain and keep current a written inventory of equipment & supplies.

The Superintendent of Highways shall maintain a log for all town equipment, detailing the dispensing of fuel, maintenance performed and repairs made, showing date & mileage for all entries. Second by Eckler. Bello-abstain, Eckler-no, Frigault-no, Seamon-no, Palevsky-yes.

Motion by Palevsky to accept organizational items 1-40 as stated above, second by Frigault. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

New Business

The December 21, 2020 minutes needs a correction of the Planning Board meeting date from January 10 to January 11. Motion by Palevsky to accept the December 21, 2020 minutes with one correction, second by Eckler. Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Motion by Seamon to pay all claims with three signatures, second by Frigault. Bello-yes, Eckler-abstain, Frigault-yes, Seamon-yes, Palevsky-yes.

A General	\$ 4,988.78
B Town Outside village	\$ 348.95
DA Highway	\$ 7,575.55
SF	\$ 57,237.60
SL Street Lighting	\$ 66.23
Total	\$70,217.11

Motion by Frigault to make the following 2020 budget moves, second by Seamon

\$767.00 from A7230.4 (Beach CE) to A5132.4 (garage CE)
\$137.00 from A7230.4 (Beach CE) to A8160.1 (Refuse/garbage PS)
\$134.00 from B8020.4 (Planning CE) to B8020.1 (Planning/Land Use Officer PS)
Bello-yes, Eckler-yes, Frigault-yes, Seamon-yes, Palevsky-yes.

Councilman Frigault asked Supervisor Palevsky to have fund shortages known prior to the meeting.

Privilege of the Floor

The board received a letter from Caffrey Snyder of Skinner Rd regarding his mailbox being hit by the snowplow truck and the snowplow driving too fast past his house. Snyder was present at the Zoom meeting. Highway Superintendent Proctor assured Snyder that his mailbox is far enough out of the right of way and there will not be any more issues with his mailbox being hit. Proctor will speak to the plow operator regarding the speed of the snowplow near Snyder's residence.

Motion by Eckler to adjourn at 10:01 pm second by Seamon. All members were in favor.

Maggie Young, Clerk