

The Town of Fenton Town Board held its regular meeting on Wednesday, January 6, 2016, at 7:00 pm, at the Fenton Town Hall, 44 Park Street, Port Crane, New York.

PRESENT: Town Board Members David Hamlin, Supervisor
Gary Holcomb, Deputy Supervisor
Richard Pray, Councilman
Town Attorney Albert Millus, Jr. (arrived at 7:07 pm)
Highway Superintendent Frank Root
Town Engineer Richard Bassler, P.E.
Town Clerk Melodie Bowersox

ABSENT: Town Board Member Michael Husar, Councilman
Town Board Member Jeff Kraham, Councilman

There were 6 Residents present at this evening's meeting, including Building Inspector Matt Banks and Planning Board Chairman John Eldred.

Mr. Hamlin led in the Pledge of Allegiance.

RESIDENTS' TIME

There were no comments during Residents' Time.

Residents' Time closed at 7:03 pm

TOTAL BILLS – ABSTRACT 12, 2015 approved during the December 16th, 2015 meeting:

FUND	VOUCHER #s	AMOUNT
General	604 – 686	\$105,935.01
Highway	415 – 430	\$103,517.96
Hillcrest Water	229 – 242	\$26,694.19
Hillcrest Sewer	38 – 43	\$4,635.89
Porter Hollow Sewer	0	\$0.00
Port Crane Light District	22 – 23	\$1,053.18
Hillcrest Light District	22 – 23	\$2,356.40
Capital Projects	0	\$0.00
Trust & Agency	14	\$4,041.86

SUPERVISOR'S REPORT/COMMUNICATIONS

ANNUAL ORGANIZATIONAL AGENDA – 2016

WHEREAS the Town Board of the Town of Fenton at its regular meeting on January 6, 2016 is meeting for the purpose of organization for the year 2016, and

WHEREAS with due deliberation and consideration, the Town Board wishes to organize for the year 2016 as follows:

MEETING SCHEDULES

The regular meeting of the Town of Fenton Board will be held on the first Wednesday of each month beginning at 7:00 P.M. in the Town Hall, 44 Park Street, Port Crane, New York. If this date falls on a legal holiday, the meeting will be held on the following Wednesday. Work Session Meetings will be held at 6:00 P.M. on the Wednesday before the last Thursday of each month at the Town Hall for the purpose of planning and discussion.

The Town of Fenton Planning Board will schedule a monthly meeting to be held on the last Tuesday of each month. This meeting shall be held in the Town Hall and begin at 7:00 P.M. Additional meetings shall be scheduled when appropriate.

The Town of Fenton Zoning Board of Appeals shall schedule meetings as called by the Chairman in the Town Hall.

The Town of Fenton Conservation Advisory Committee shall schedule meetings on the first Tuesday of each month at 6:00 P.M. Additional meetings may be called if necessary.

The Town of Fenton Board of Assessment Review shall schedule an annual review meeting on the last Thursday in May.

APPOINTMENTS FOR 2016

The Town Board designates Albert J. Millus, Jr. as Town Attorney.

The Town Board designates Tina Fernandez as Deputy Town Attorney. Deputy Fernandez shall also serve as legal counsel to the Planning Board and Z.B.A.

The Town Board designates Richard Bassler as Town Engineer.

The Town Board designates Richard Armstrong as Assistant Town Engineer.

The Town Board designates Susan Crosier as Bookkeeper/Administrative Assistant.

The Town Board designates Mike Giovinazzo as Assistant Bookkeeper and Internal Auditor.

The Town Board appoints Melodie Bowersox as the Registrar of Vital Statistics and the Registrar may appoint a deputy.

Sheryl Fay shall serve as the Deputy Town Clerk.

By Town Law, the Town Clerk may appoint up to three deputies with such duties approved by the Town Board. Additional clerks may be appointed by the Town Clerk at a later date.

By Town Law, the Highway Superintendent may appoint a deputy. For the year 2016, Randy Ritter shall be appointed as Deputy Highway Superintendent.

The Town Board appoints the following officers for a one year term:

ConstableJohn Broughton
Zoning Enforcement OfficerJohn Broughton
Hillcrest Water & Sewer Operator...David Grunder
Dog Control OfficerGreg Starley
HistorianBarbara Guernsey
Building InspectorMatthew Banks

The Supervisor appoints Gary Holcomb as Deputy Supervisor for the year 2016.

The following Town of Fenton Administrative Committees shall be established and the Supervisor appoints the following Chairpersons:

Buildings and GroundsJeff Kraham
Water and SewerRick Pray
HighwayGary Holcomb
Justice Court, Building Inspector, Assessor, Constable,
Dog Control Officer.....Mike Husar

These appointments for the year shall be so moved with a motion by Mr. Holcomb with a second to the motion by Mr. Pray that the above appointments be adopted with a roll call vote.

VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0
Absent 2 Husar, Kraham

REMUNERATION SCHEDULE

Town employees using their personal vehicle for Town business shall be reimbursed the maximum allowed by the IRS.

The Town Constable shall be paid \$12.92 per hour for court time and \$1,292.00 per year patrolling for parking violations.

The Town Justice Clerk shall be paid up to the maximum of \$14.85 per hour. The Deputy Town Clerk shall be paid up to a maximum of \$13.18 per hour. The Assessor's Clerk shall be paid a maximum of \$13.18 per hour. The Highway Department Clerk/Bldg. Inspector Clerk shall be paid a maximum of \$13.65 per hour. Any additional clerk appointments by the Town Clerk shall be paid a maximum of \$12.00 per hour.

The Assistant Bookkeeper shall be paid up to a maximum of \$15.84 per hour.

Town Hall Custodian shall be paid up to the maximum of \$11.67 per hour.

Planning Board Members shall be paid \$25.00 per meeting attended plus \$100.00 annual member fee. Chairman shall be paid \$50.00 per meeting plus \$300.00 chairman fee. The Planning Board can appoint a recording secretary who shall be paid \$25.00 per meeting attended. For the year 2016 the Town Board appoints Melodie Bowersox as Recording Secretary.

Zoning Board of Appeals Members shall be paid \$25.00 per meeting attended plus \$100.00 member fee. Chairman shall be paid \$50.00 per meeting plus \$100.00 chairman fee. The Town Board may appoint a recording secretary to be paid \$25.00 per meeting attended. For the year 2016, the Town Board appoints Melodie Bowersox as Recording Secretary.

Conservation Advisory Committee Members be paid \$25.00 per meeting attended plus \$100.00 member fee. Chairman shall be paid \$50.00 per meeting plus \$100.00 chairman fee. The Town Board may appoint a recording secretary to be paid \$25.00 per meeting attended. For the year 2016, the Town Board appoints Melodie Bowersox as Recording Secretary.

Members of the Board of Assessment Review shall be paid an annual sum of \$100.00.

Training classes will be paid at regular meeting rates.

Compensation for the Town of Fenton Highway Department employees shall be established as follows:

Employee base pay\$19.69 per hour.
Deputy Highway Superintendent\$1.75 per hour plus base.
(Longevity pay for each continuous year of service as deputy shall be an additional \$0.10 per hour.)
Mechanical service pay\$2.25 per hour plus base.
Highway Mechanic Full Time.....\$1.25 per hour plus base.
Longevity pay for each year of service after 5 years\$0.03 per hour plus base.

Annual compensation for Town of Fenton Elected and Appointed Officials shall be as follows:

OFFICIAL	POSITION	SALARY
David Hamlin	Supervisor	\$20,000.00
Gary Holcomb	Councilman/Deputy Supv	\$10,000.00
Mike Husar	Councilman	\$ 8,000.00
Rick Pray	Councilman	\$ 8,000.00
Jeff Kraham	Councilman	\$ 8,000.00
Melodie Bowersox	Town Clerk	\$34,041.00
Frank Root, Jr.	Highway Superintendent	\$59,194.00
David Grunder	Water/Sewer Operator	\$55,670.00
Greg Starley	Asst. Water/Sewer Operator	\$43,056.00

Susan Crosier	Admin/Finance	\$38,854.00
Mike Giovinazzo	Internal Auditor	\$ 4,060.00
Albert Millus	Town Attorney	\$37,469.00
(Fee includes ZBA & Planning Board)		
Ambrose Madden	Town Justice	\$16,240.00
Richard Bassler	Town Engineer	\$28,719.00
Richard Armstrong	Asst. Town Engineer	\$12,383.00
Cindy Mills	Assessor	\$19,285.00
Greg Starley	Dog Control Officer	\$ 9,825.00
John Broughton	Zoning Officer	\$11,021.00
John Broughton	Constable	\$ 1,292.00
Matthew Banks	Building Inspector	\$20,425.00

The above remuneration schedule shall be moved with a motion by Mr. Pray with a second to the motion by Mr. Holcomb that the above schedule be adopted with a roll call vote.

VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0
Absent 2 Husar, Kraham

TOWN INVESTMENT POLICY

The Town of Fenton Supervisor is authorized to deposit and invest moneys that are not required for immediate expenditure, in accordance with General Municipal Law Section 11 and the Town of Fenton Investment Policy.

The Town of Fenton Board designates The Manufacturers and Traders Trust Company and First Niagara and Chemung Canal Trust as the official Town depositories.

HIGHWAY DEPARTMENT PURCHASE POLICY

The Town of Fenton Highway Superintendent shall not spend more than \$10,000.00 in the aggregate for purchases of equipment and tools without prior permission from the Town Board. The Superintendent shall review, audit, and sign each purchase voucher which shall be submitted to the Town Board each month for review and audit.

OFFICIAL TOWN BOARD MEETINGS

Each regular Town of Fenton Board Meeting shall begin with the Pledge of Allegiance followed by Residents' Time. At this time, any Town resident may bring their business or ask questions of the Town officials. Following Residents' Time, the regular business portion of the meeting shall begin and audience participation will be restricted to solicited comments as requested by a member of the Town Board.

Any proposed legislation, motion, or resolution introduced may be held to the next regular Town Board meeting at the request of a Town Board member.

OFFICIAL TOWN NEWSPAPER

The Press and Sun Bulletin shall be designated as the official newspaper in which all official and legal notices shall be published unless otherwise changed by resolution of the Town Board.

The official language for the Town of Fenton shall be English.

The above policies shall be moved with a motion by Mr. Holcomb with a second to the motion by Mr. Pray that the above policies be adopted with a roll call vote.

VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0
Absent 2 Husar, Kraham

- Letters have been sent out by the County to homeowners with outstanding 2014 County tax bills with a deadline due date of March 1st. There are 14 properties in the Town at risk of foreclosure.
- A check was received from Broome County Office of Management and Budget for \$35,490.15 regarding the mortgage tax receipt report.
- Town Board Councilman Jeff Kraham is holding his own and fighting very hard. We continue to keep him in our thoughts and prayers.

TOWN ATTORNEY'S REPORT

- Fee Schedule Amendments – Preparation of the Local Law is in process.
- Guinea Fowl – Atty. Millus has done some research on the topic. He concluded that guinea fowl are not prohibited in the District. John Broughton has been advised.
- 1001 Chenango Street – The Unsafe Structure proceeding is scheduled for the Work Session later on this month. The building has been posted.
- Fire Company Applicants – Port Crane routinely has applicants approved by the Board, but Hillcrest and Chenango Forks have not been doing this. Based on Mike Giovinazzo's research it has been concluded that all fire companies are required to have applicants approved by the Board. Reminder letters have been sent to the Hillcrest and Chenango Forks Fire Companies.
- Broome Volunteer Emergency Squad – The agreement was redrafted based on Board discussion. Atty. Millus spoke with the Emergency Squad's attorney, who felt the best way to move forward was for the Town to adopt a Resolution and not enter into an agreement. Atty. Millus received a Resolution draft, but has not had a chance to review it.
- Senior Groups – Atty. Millus sent Agreement drafts for review and is awaiting Board comments.
- Fire Company Budgets – There is no need for a change to the fire contracts, as Chenango Forks is no longer requesting an increase.

TOWN CLERK'S REPORT

- Monthly Report was read by Melodie Bowersox.

- Total Local Shares for December 2015 were \$2,060.23.
- The Town Clerk's Annual Report for 2015 was submitted to the Town Board. The Total Local Shares for 2015 were \$24,908.32.

TOWN ENGINEER'S REPORT

- Report was read by Dick Bassler.

COMMITTEE REPORTS

Building and Grounds – Mr. Hamlin reported there are several items being worked on in the Crime Lab, including windows and an air conditioner removal. Carpet tiles the Town had in storage were installed in their entry way, and future projects for the Crime Lab entrance are on hold until the roof is replaced. A service call was scheduled for a heat control issue in the Crime Lab. Projects for the main portion of the Town Hall are also on hold until after the roof is replaced. United Plumbing has ordered a new pump for \$1200 to have on hand in the event that the current pump quits.

Water and Sewer – Report was read by Mr. Pray.

Highway and Solid Waste – Frank Root reported December activities included roadside trimming and drainage work. The weather has been pretty cooperative so far, with an ice storm at the end of the month and a couple of light snow events where sanding was needed. A post was installed outside the Town Hall for the new Scout Library Box. Bumpers were also installed around the newly constructed wall outside the Town Hall. Frank also noted the retirement of one Highway employee and the passing of another. Henry Mangan retired at the end of December. Raymond Lord passed away this week.

Community/Public Safety – Reports from the Dog Control Officer, Building Inspector, Justice Office and Zoning Enforcement Officer were forwarded to the Board prior to tonight's meeting and summarized by Mr. Hamlin.

Conservation Advisory Committee – Report was read by Mr. Hamlin.

Mr. Pray made a motion to approve all committee reports as submitted, seconded by Mr. Holcomb. **Motion carried.**

VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0
Absent 2 Husar, Kraham

MINUTES

Mr. Holcomb made a motion to approve the minutes from the November 18th, 2015 Work Session and the December 9th, 2015 Town Board Meeting, seconded by Mr. Pray. **Motion carried.**

VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0

Absent 2 Husar, Kraham

OLD BUSINESS

- **Hillcrest Civic Association** – Mr. Hamlin reported the Hillcrest Civic Association was scheduled to meet with local Residents after the first of the year. Checks have not yet been cut for either the Hillcrest or Port Crane Civics to date.
- **Fine Schedule Public Hearing** – Atty. Millus said there are several Local Law revisions in process and suggested the Fine Schedule Public Hearing be scheduled once all proposed Local Law revisions have been completed. Mr. Holcomb asked if Dick Bassler or Matt Banks could speak with Atty. Millus regarding Chapter 150 and lot sizes. Dick will follow up with Atty. Millus.
- **THOMA Grant** – Mr. Hamlin announced the Town was not approved for the THOMA Grant. We will reapply this year with an approximate update fee of \$700. Mr. Hamlin is still waiting for a communication from New York State that will highlight strong and weak points of the application. THOMA would like to be involved in the conference call.

NEW BUSINESS

- **Additional January 2016 Meeting** – An additional meeting is needed to approve Abstract 13 and the remainder of the payables for 2015. The meeting will be held on Thursday, January 14th, 2016, at 4:00 pm.
- **Reappointments Due on Planning Board and ZBA** – Melodie Bowersox reported reappointments currently due are for Cindy Cook for the ZBA and Thomas Moss for the Planning Board. It was confirmed both members have been contacted and are willing to continue serving on their respective Boards. Mr. Holcomb commented that all Committees, with the exception of the CAC, are now set up so that one committee member is scheduled for reappointment on a rotating basis for each year. **Mr. Holcomb made a motion to reappoint Cindy Cook to the ZBA and Thomas Moss for the Planning Board**, seconded by Mr. Pray. **Motion carried.**
VOTE: Ayes 3 Hamlin, Holcomb, Pray
Nays 0
Absent 2 Husar, Kraham
- **Building Size Zoning Revision** – Dick Bassler said there has never been a revision in the zoning ordinance for the building size the Planning Board recommended changing from 1000 square feet to 1200 square feet.
- **Highway Garage** – Frank Root reported there are some minor electrical issues at the Highway garage. Tom Connors came out today and will be getting back to him with an estimate. Frank also asked that an action plan for the old building be revisited this year. There are so many issues with that building that Frank suggested they consider taking the building down and putting up an affordable replacement.
- **Meeting with Delta** – Mr. Pray said he and Dick Bassler still need to set up a time to meet with Delta Engineering to discuss the well refurbishment.
- **Reducing Valve** – Mr. Hamlin received a phone call regarding the installation of a reducing valve at the time of the pit relocation and installation of the new meters. Since the reducing valve will increase the pit size, Port Dickinson will be responsible for paying for the reducing valve and the additional size of the pit. Mr. Hamlin told Dick Bassler Ron Lake will be contacting him to discuss the matter. Dick said he has briefly spoken

with him and they plan to use an 8" reducing valve, but we still need to know the length of it. The logistics of a bypass line will then need to be determined, with the recommendation being inside the pit.

At 8:09 pm, **Mr. Pray made a motion to adjourn the meeting. Motion carried.**

Melodie A. Bowersox, Town Clerk/sf