

February 04, 2015

The regular meeting of the Town Board of the Town of Colchester, Delaware County, New York was held on Wednesday, February 04, 2015 at 7:00 PM at the Town Hall.

Present: Arthur M. Merrill Supervisor
Mark W. Mattson Councilman
Julie A. Markert Councilwoman
Gilbert D. Close Councilman
Janet Champlin Councilwoman

Recording Secretary: Julie B. Townsend Town Clerk

Others present: Kenneth R. Eck, Jr.-Highway Supt., Michael P. DeGroat-Town Attorney, and Mary Brawley-Fuat.

The Meeting was called to order by Supervisor Arthur M. Merrill and led the group in the Pledge of Allegiance.

The minutes of the last regular meeting, January 21, 2015 had been distributed earlier. Gilbert Close made the motion to accept the minutes as written, seconded by Mark Mattson, all in favor, motion carried.

VISITOR COMMENTS: none

CORRESPONDENCE:

- CWC- Watershed Currents January 2015 Highlights.

REPORTS- written reports on file at Town Clerk's Office:

- Cooks Falls Water District- January 2015- 27 customers balance due \$1,355.00; Receipts of \$2,800.01 disbursed to Supervisor.
- Downsville Water District-January 2015- 69 customers balance due \$3,648.16; Receipts of \$8,256.94 disbursed to Supervisor.
- Town Clerk- January 2015- Total disbursed \$842.00 of which \$822.00 was Town revenues.
- Tax Collector- January 2015- 1893 Transactions -Base Tax Total \$5,935,415.57- 65% Paid.

Supervisor Merrill reported that we just received a letter stating that we would get a check in the amount of \$267,273.27 for FEMA#1710-PW123-COL14-Holiday Brook Road, the road resurfacing project; we received the check on January 22nd and it has been deposited; we have 30 days to pay this back CWC; we will do this next meeting; the 2 notes total \$800,000 and come due June 25, 2015.

Supervisor reported that Michael O'Reilly of Cedarwood has sent closeout documents to Tweedie Construction for the TC-2014-01 General Contract for the FEMA#4031-PW2238-Holiday Brook Road- Bridge Project; project is completed and the road is open; we received last year additional funds for Bridge Project from CWC (\$508,991.49); note comes due June 25th; we need to closeout with Tweedie before we can submit to FEMA.

Supervisor Merrill reported that we received word back from FEMA that they have accepted the guiderail change on FEMA#4031-PW2240-Cooks Falls Road the Embankment/Soil Nail System Project.

Supervisor reported that the 2015 Freightliner with plow and box should be at Tracey Road Equipment by Friday from Wayne's Welding; we should have truck next week. Supervisor also reported that we had three trucks down this week.

Supervisor Merrill reported that Michael O'Reilly of Cedarwood is working on the plans for New Salt Shed at 6292 River Road Garage; the New Bonacic Grant has approved \$50,000 toward this project; a SEQR Review is needed.

Supervisor reported that we have received final payment of \$14,210 from Auctions International; the entire surplus inventory has been purchased and paid for; three items need to be picked up.

Supervisor Merrill reported that the Town Board has completed all of the audits for the Tax Collector, Town Clerk, DWD, CFWD, Justice Edel and Justice DeRosia.

Board discussed at length credit card usage and its proposed policy; Town Attorney recommended that no credit cards should be left at any establishment; department heads should be responsible for the cards and know where they are at all times. Board agreed to remove the fuel credit cards for the convenience stores. Board also agreed to look into purchasing a gasoline tank and a new fob key system for the fuel tanks; all receipts will be turned in to the Account

Clerk's Office. Councilwoman Champlin volunteered to review and attach the fuel receipts with their appropriate invoice. Board then adopted the following credit card policy.

NO. 16-2015 02/04/15 Town of Colchester Credit Card Policy

Mark Mattson made the following resolution:

BE IT RESOLVED that the Town Board of the Town of Colchester hereby approves and authorizes the implementation of the Town of Colchester Credit Card Policy, annexed to this resolution and presented at this meeting, with a review of said policy to be made on an annual basis by the Town Board at the Organizational Meeting; and

BE IT FURTHER RESOLVED that such Policy shall take effect immediately and all cards will be located at a secure location.

Resolution was seconded by Janet Champlin.

This resolution was put to a vote by roll call and resulted as follows:

Town Supervisor, Arthur M. Merrill	voting aye
Councilperson, Janet L. Champlin	voting aye
Councilperson, Julie A. Markert	voting aye
Councilperson, Mark W. Mattson	voting aye
Councilperson, Gilbert D. Close	voting aye

The resolution was declared to be duly adopted by the members of the Town Board of the Town of Colchester.

Town of Colchester Credit Card Policy

Adopted 02/04/2015 per Resolution No.16-2015

The following credit cards are authorized for Town of Colchester related expenses:

The following Town personnel are authorized to use the Town credit card:

1. Authorized personnel must submit purchase orders for business related expenses/purchases prior to use of the credit card. The credit card will only be used for those purchases of goods and services that require a credit card and do not accept other payment methods. Any other reason for credit card use must be approved by the Town Board in advance. The Town credit card shall not be used for cash advances or cash back from purchases.
2. Receipts for expenditures for items purchased shall include the goods and/or services purchased, the amount of the purchase, date of the purchase and the Town business to which each purchase relates. All receipts shall be submitted to the Account Clerk's Office. When a credit card is used for emergency purchases, the user shall clearly document the emergency situation that justified the need.
3. The credit limit for Town credit cards shall not exceed \$3,000.00.
4. Expenses incurred on each credit card shall be paid in such a manner as to avoid interest charges.
5. The credit cards shall be locked in a secure place authorized by the Town Board. After use, the credit card shall be immediately returned to the secure location from which it was obtained.
6. The designated employee to whom a credit card is issued shall be responsible for its use and shall not allow the card to be used by anyone else for any unauthorized purchases. Town credit cards shall not be used for personal expenses. Any individual who makes an unauthorized purchase with a Town credit card shall be required to reimburse the Town for the purchase within 30 days of receipt of the credit card statement. Any unauthorized use shall subject the user to disciplinary action in accordance with the law and/or terms of a negotiated agreement, up to and including termination.
7. Prior to use of a Town credit card, authorized personnel shall sign a statement certifying that they have received, read, and understand this Policy.

Signature

Date

Supervisor reported that a meeting and tour was held with SUNY Students; they are designing projects for the Colchester Recreational/Fitness Trail for grant applications; we are meeting with them again on Friday at SUNY Delhi to review some of their designs.

Supervisor Merrill reported that we also met with NYSDEC regarding putting a trail bridge from the Covered Bridge Park to Mark Butcher's property near the Town Pool; they are very interested and had some good ideas; they accepted the project and stated that permitting looked favorable as the project will benefit a lot of people.

Supervisor reported that we received notification from the New York State Justice Court Assistance Program that we were awarded \$1,420.00 for the Cooks Falls Court to purchase of six reception room chairs, one paper shredder and one storage cabinet.

Supervisor Merrill reported that we have received an application for the use of the old highway garage parking lot from the Colchester Senior Citizens they are planning 3 week-day trips; for bookkeeping purposes we prepared three separate resolutions for three events. Board discussed.

NO. 17-2015 02/04/15 Public Facility Permit No.01-2015

Janet Champlin made the following resolution:

WHEREAS, Alfretta Doig on behalf of the Colchester Senior Citizens has applied for a Public Facility Permit to use the old highway garage parking lot located at 15500 State Hwy 30 on Tuesday, June 23rd from 6:30AM to Wednesday, June 24th 6:00PM for parking approximately 25 cars to go on a bus trip to Lancaster, PA for site-seeing and show;

THEREFORE BE IT RESOLVED that the Town Board of the Town of Colchester hereby authorizes the Town Clerk to issue Public Facility Permit No.01-2015 to the Colchester Senior Citizens for the use of the old highway garage parking lot located at 15500 State Hwy 30, Downsville, NY.

Resolution was seconded by Mark Mattson, all in favor, resolution declared adopted.

NO. 18-2015 02/04/15 Public Facility Permit No.02-2015

Janet Champlin made the following resolution:

WHEREAS, Alfretta Doig on behalf of the Colchester Senior Citizens has applied for a Public Facility Permit to use the old highway garage parking lot located at 15500 State Hwy 30 on Thursday, September 17th from 7:30AM to 8:00PM for parking approximately 25 cars to go on a bus trip to Adirondack Train for lunch and boat ride;

THEREFORE BE IT RESOLVED that the Town Board of the Town of Colchester hereby authorizes the Town Clerk to issue Public Facility Permit No.02-2015 to the Colchester Senior Citizens for the use of the old highway garage parking lot located at 15500 State Hwy 30, Downsville, NY.

Resolution was seconded by Mark Mattson, all in favor, resolution declared adopted.

NO. 19-2015 02/04/15 Public Facility Permit No.03-2015

Janet Champlin made the following resolution:

WHEREAS, Alfretta Doig on behalf of the Colchester Senior Citizens has applied for a Public Facility Permit to use the old highway garage parking lot located at 15500 State Hwy 30 on Wednesday, October 7th from 8:30AM to 6:00PM for parking approximately 25 cars to go on a bus trip to Ehandts in PA for a show and lunch;

THEREFORE BE IT RESOLVED that the Town Board of the Town of Colchester hereby authorizes the Town Clerk to issue Public Facility Permit No.03-2015 to the Colchester Senior Citizens for the use of the old highway garage parking lot located at 15500 State Hwy 30, Downsville, NY.

Resolution was seconded by Mark Mattson, all in favor, resolution declared adopted.

Supervisor Merrill reported that NYSDEC has sent us a letter asking for someone to be Lead Agency for J&A Sand & Gravel Land Reclamation Permit; DEC will be the Lead Agency if the Town does not want to be. Board discussed and agreed that the Town does not want to be Lead Agency and that they accept NYSDEC as Lead Agency.

Supervisor Merrill made the following announcements:

Next Board Meeting-Wed., February 18, 2015 at 7:00 PM.

Auditors will be here on February 11th and 12th.

Highway Supt. Eck presented a Rotary Lift NYSOGS Equipment Quotation for a Rolling Jack for SM18 Series at a unit price of \$2,867.61; he is asking for two. Board discussed and tabled until next meeting.

Supervisor commented that next year the Police Tahoe should be replaced; it was bought used; we may need to replace before next year.

Board discussed sidewalks and snow removal.

Councilwoman Markert commented that the Cooks Falls Court needs storage space for records. Supervisor replied that there is a records management system for the courts; they need to get permission from NYS Unified Court System before destroying any records. Discussion was held regarding space at the new highway garage; it was suggested to look at getting rid of records and seeing how much space would be needed; records should be stored where they are easily obtainable for the courts.

Councilman Mattson commented that it has been mentioned to him that someone is taking a lot of short steel from the bins at the transfer station; mostly when the subs are working; he also inquired if the compactor should be chained off as a safety precaution. Supervisor replied that he will talk with the subs at the transfer station. Supervisor believes that the compactor should not be chained off; he will look at it again.

Councilwoman Markert inquired about the home that we helped take down the collapsed section; is the home going to get completed? Supervisor replied that volunteers did not get the project finished; the home is on the list for the Delaware Opportunities grant projects.

Councilwoman Markert inquired if there were any problems with snowmobilers this year? Supervisor and Highway Supt. replied no problems so far.

Supervisor Merrill reported that we have received the tax money of \$2,418,811.48; 65% of the taxes have been paid; we will pay the fire districts next meeting.

SUBMISSION OF BILL/EXPENSES: Gilbert Close made the motion, seconded by Mark Mattson, that the vouchers be approved, subject to any corrections or deletions, all in favor, motion carried. Abstract No.03-2015; Voucher No.56-82; Totaling \$27,053.23.

Janet Champlin made the motion to go into executive session upon recommendation of the Supervisor to discuss Personnel and possible litigation issues, seconded by Gilbert Close, all in favor, motion carried. Board entered executive session at 8:30 PM. Town Attorney, Highway Supt. and Officer Pagillo were invited to stay. Board held discussion. Janet Champlin made the motion to enter back into regular session, seconded by Mark Mattson, all in favor, motion carried. Board entered regular session at 9:12 PM. Board made no decision forthcoming.

With no further business, Janet Champlin made the motion for adjournment, seconded by Gilbert Close, all in favor, motion carried. Meeting adjourned at 9:12 PM.

Respectfully Submitted:

Julie B. Townsend
Town Clerk