

**Danby Town Board
Minutes of Meeting
June 14, 2010**

Present:

Supervisor: Ric Dietrich
Councilpersons: Leslie Connors, Dan Klein, Kathy Halton, Dylan Race

Others Present:

Town Clerk Pamela Goddard
Code Enforcement Susan Beeners
Bookkeeper Laura Shawley
Water Comm. Carl Seamon

Members of the Public:

Joel Gagnon, Ronda Roaring, Elizabeth Owens Roe, Jim Iacovelli, Toni Iacovelli.

Call to Order

Supervisor Dietrich asked Deputy Supervisor Klein to chair the meeting.
Klein led the pledge and called the meeting to order at 7:00pm.

Resolution No. 75 of 2010 - APPROVAL OF MINUTES

Resolved, That the Town Board of the Town of Danby approves the minutes of Town Board meetings from 5/3/2010.

Moved by Connors, Second by Race. The motion passed.
In Favor: Connors, Klein, Race, Dietrich
Abstained: Halton

Resolution No. 76 of 2010 - APPROVAL OF MINUTES

Resolved, That the Town Board of the Town of Danby approves the minutes of Town Board meetings from 5/10/2010.

Moved by Klein, Second by Race. The motion passed.
In Favor: Halton, Klein, Race, Dietrich
Abstained: Connors

Guest Speakers:

West Danby Chapel: Jim Iacovelli made an introductory presentation to the Board, regarding a proposal to expand the wedding and reception services offered at the old West Danby Chapel from May to October (primarily during the summer season). A letter and map were submitted to the Board for review. During the past six years, Iacovelli has restored the Chapel.

Sue Beeners explained the need for a zoning change related to this proposal and the standard procedure: a Planning Board hearing and recommendation, a Town Board hearing, and a possible return to the Planning Board for final site plan review. The Church is currently zoned Commercial A-1. The parcel across the street is zoned high density residential. Beeners stated that, "This is a little complicated from a zoning standpoint."

The Board asked questions of Iacovelli regarding traffic and noise control, what time constraints

were to be placed on gatherings, how alcohol would be regulated, the size and number of events through the season. Iacovelli responded: receptions are to end by 10:00pm, and most would be held in the Chapel and on the Chapel deck. Extra parking and tent would be used for only a few, perhaps ten events per summer. Iacovelli's intent is to gear the West Danby Chapel services to small events. Iacovelli stated that traffic monitors would be used to control traffic impacts for safety during larger events.

The Board gave an informal response that it is concerned about parking, traffic safety, and neighbor reactions. It encouraged Iacovelli to gather support from the neighbors and present evidence of that support along with a detailed plan for traffic control/safety. Iacovelli stated that he would be approaching the neighbors over the next few weeks. Iacovelli invited the Board to visit the Chapel and several members expressed interest in doing so.

Resolution No. 77 of 2010 – ADOPT CREDIT CARD POLICY

RESOLVED, that the Town Board of the Town of Danby hereby adopts the following Credit Card Policy:

TOWN OF DANBY CREDIT CARD POLICY

The Town recognizes the efficiency and convenience afforded the day-to-day operation of the Town through the use of credit cards. However, credit cards shall not be used to circumvent the purchasing and procurement procedures currently in place. In order to facilitate best business practices, the following policy sets forth the procedures for making credit card purchases for the Town.

POLICY

Credit card purchases will not replace the normal purchasing procedures. Credit card purchases will be used in instances when it is not advantageous or cost effective to use the current voucher system. Credit card purchases may also be used for online purchases, registering for conferences, training, hotel reservation guarantees, and emergency purchases necessary to conduct Town business. Credit card privileges may be rescinded at any time at the discretion of the Town Supervisor or the Town Board. The Bookkeeper and Town Board will audit credit card usage and the cardholders are personally liable for any unauthorized use that occurs on a credit card issued by the Town.

This policy provides the guidelines under which cardholders may use their credit card. All cardholders should read the policy carefully. A cardholder's signature on the Town of Danby's Cardholder Agreement indicates that the cardholder understands the intent of this process and agrees to adhere to the guidelines set forth in the policy.

A master list of credit cards and cardholders will be reviewed during the organizational meeting of the Town Board every year and when necessary to accommodate personnel changes and approvals. A master list of the credit cards and cardholders will be kept with the Town Clerk and the Bookkeeper and updated, by Town Board approval, as necessary.

The Town has authorized seven credit cards from a credit card issuer/bank: four individual cardholders through the Highway Department with a maximum credit limit of \$5,000 and three individual cardholders at Town Hall with a maximum credit limit of \$2,000 on each credit card.

Cardholders are authorized by Town Board resolution during its organizational meeting every year.

CARDHOLDER AND DEPARTMENT HEAD RESPONSIBILITIES

1. Ensure that the card is kept in the vault when not needed for a planned and approved purchase
2. Ensure availability of funds
3. Order, receive materials/services
4. Ensure sales tax is not charged
5. Inspect all received goods and services
6. Obtain itemized transaction receipts/invoices from the vendor/merchant each time the credit card is used and sign the receipts/invoice certifying that the goods and/or services were purchased/received
7. Collect, save itemized sales receipts and itemized invoices

8. Turn in all receipts to the Town Clerk so the receipts can be checked against the monthly credit card statement
9. Ensure proper account codes are charged
10. Comply with all purchasing and procurement policies and procedures

BOOKKEEPER RESPONSIBILITIES

1. Monitor charges for proper account codes and fund availability
2. Receive all supporting documentation attached to monthly statement
3. Confirm that all charges have been approved by Department Head
4. Authorize vouchers for payment of all undisputed charges
5. Monitor missing documentation and notify the Town Board
6. Notify the Town Board of any violations or discrepancies

TOWN BOARD AUDITING RESPONSIBILITIES

The Town Board will perform annual internal compliance audits to ensure that the cardholders and Department Heads are adhering to proper policies and procedures. Audit steps will include reviews to ascertain that:

1. Credit cards are used for authorized purchases related to Town business;
2. The Town is not being charged sales tax for goods and services received;
3. Proper documentation is maintained to verify credit card transactions;
4. Verification that credit cards are kept in the vault when not in use.

OWNERSHIP AND CANCELLATION OF CARD

The credit card remains the property of the Town of Danby. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. The credit card issuer, the bank, or the Town of Danby may suspend or cancel cardholder privileges at any time for any reason. The credit card shall be used only by the employee or official whose name is embossed on the card. The cardholder is responsible and accountable for all transactions that occur on the card assigned to him/her. The cardholder shall be held personally responsible for inappropriate charges.

Upon receipt of the credit card, the cardholder should sign his/her name on the back of the card and clearly write, "See ID."

LOST OR STOLEN CREDIT CARD

If a credit card is lost or stolen, the cardholder or Department Head must immediately notify the credit card issuer/bank and/or the Town Bookkeeper of the loss. The cardholder is responsible for reporting all information necessary to limit the liability to the Town for a lost or stolen card. Disciplinary action will be taken if the credit card issuer/bank and/or the Bookkeeper are not notified.

TERMINATION OF EMPLOYMENT

WHEN AN EMPLOYEE ENDS HIS OR HER EMPLOYMENT OR AN ELECTED OFFICIAL ENDS HIS/HER TERM OF OFFICE WITH THE TOWN, they must return the Town credit card to his/her Department Head, who will then turn it in to the Bookkeeper, who will destroy the card. The Bookkeeper must then submit the destroyed credit card to the credit card issuer/bank so that they can cancel the card.

If the Department Head is unable to collect the credit card when the employee or official terminates employment, he/she must notify the Bookkeeper who will notify the credit card/issuer that the card must be cancelled immediately.

COMPLIANCE WITH POLICY, Violations and Consequences

Violations of this policy regarding the purchase of supplies or services for lawful and proper Town charges may result in one or more of the following actions: written warning, revocation of credit card privileges, disciplinary action up to and including termination, withholding a final paycheck, and/or criminal prosecution. Any illegal or unauthorized

expense or improper use of a credit card shall require repayment by the employee or official that incurred the expense. When investigating any violation to this agreement, human error may be taken into consideration. The Town Board will take action as deemed appropriate, and as permitted by applicable law and/ or Town of Danby policy.

CREDIT CARD VIOLATIONS INCLUDE BUT ARE NOT LIMITED TO:

1. Exceeding credit card limit
2. Failure to keep the credit card in the vault at times when it is not required to make an immediate purchase
3. Failure to report a lost or stolen card
4. Allowing unauthorized use of the credit card
5. Failure to submit proper documentation, itemized receipts/invoices, in a timely manner
6. Credit card transactions listed in "Prohibited Uses of Credit Card"

PROHIBITED USES OF CREDIT CARD

1. Purchase of items for personal use
2. Purchase of alcoholic beverages with credit card
3. Use of credit card for cash advances/cash back on purchases/refunds
4. Use of the credit card for any product, services or with any merchant considered to be inappropriate for Town funds
5. Using the credit card for purchases which solely benefit the cardholder
6. Making inappropriate, excessive, or undocumented purchases

PROCEDURES FOR MAKING AND PAYING FOR PURCHASES

When using the credit card, the cardholder will make the purchase at the best possible price utilizing local businesses whenever possible.

MAKING A PURCHASE

1. Inform vendor/merchant that purchase is tax exempt
2. Make sure items are shipped/delivered to the Town of Danby. Delivery to an employee or official's home address is forbidden.
3. Ensure that the card will not be billed until order is shipped. Back ordered items should not be charged to the card.

DOCUMENTATION OF PURCHASE

1. When a purchase is made, the cardholder must obtain the customer's signed copy of the charge slip in addition to the detailed invoice/receipt. The charge slip or related cash register slip/receipt must show in sufficient detail the type and number of items purchased with the unit cost along with the name of the vendor/merchant and the date of purchase.
2. The cardholder will retain the signed charge slip and detailed invoice/receipt until they have reconciled them against the monthly statement.
3. If food or other items are purchased for a meeting, indicate what the meeting was for and who was at the meeting.

TELEPHONE/FAX ORDERS

When placing a telephone order, the cardholder must confirm the vendor will charge the credit card when the item is shipped. Ask the vendor to fax an itemized copy of the order (including shipping costs) or invoice as soon as possible. Ensure that the vendor knows the Town is exempt from paying sales tax.

ONLINE PURCHASES

When placing an online order, the cardholder must confirm the vendor will charge the credit card when the item is shipped. Print a copy of the itemized order so there will be a record of the entire order including shipping cost. Ensure the vendor knows that the Town is exempt from paying sales tax.

MISSING DOCUMENTATION

If, for some reason, the cardholder does not have documentation of the transaction, the cardholder must try to obtain a copy and, if this is not possible, a description of the purchase must be attached. The description will include a description of each item, the number of items purchased, the unit cost, and date of the purchase, the vendor's name and why there is no supporting documentation. Continued incidents of missing documentation shall result in the cancellation of the employee's or official's credit card.

STATEMENT AND PAYMENT PROCEDURES

1. The statement will be reviewed and reconciled by each cardholder who has purchases listed for that month. The cardholder must review the statement and note any errors or disputes and will be responsible for taking care of them and documenting them. All supporting documentation should be attached to the purchasing log and the log should be attached to the statement.
2. The Department Head shall review and approve the statement. By signing the statement, the Department Head is certifying that all charges are appropriate, funds are available, and payment is authorized based on the attached receipts/invoices and purchasing log.
3. Once all reviews are completed, a voucher is created and the statement with all supporting documentation attached is forwarded to the Bookkeeper for review.
4. The Bookkeeper will ensure that all supporting documentation is attached and signed and that it is duly authorized for payment. Any discrepancies will be noted and discussed with the Department Head.

DISPUTES

1. If items purchased with the credit card are defective, the cardholder must return the items to the vendor/merchant for replacement or credit (no cash refunds). If the service paid for with the card is faulty, the vendor must be notified and asked to correct the situation or provide a credit (no cash refunds). If the vendor refuses to replace or correct the faulty item or service, the purchase will be considered to be in dispute.
2. It is essential that the timeframes and documentation requirements established by the credit card issues be followed to protect the cardholder's rights in a dispute.
3. The cardholder contacts the vendor/merchant about the transaction and supplies the necessary information to begin the resolution process; and only if a resolution cannot be reached, the cardholder contacts the card issuer/bank. The bank will then place the transaction into a dispute status.

Moved by Halton, Second by Connors. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Resolution No. 78 of 2010 – CREDIT CARD HOLDERS

Resolved, That the Town Board of the Town of Danby authorizes credit cards in the name of the Town of Danby Highway Department to these individuals: Carl Seamon, Laura Shawley, Kent McNeil, and James Seeley. Credit Cards in the name of the Town of Danby will be issued to these individuals: Fredric Dietrich, Susan Beeners, and Pamela Goddard.

Moved by Connors, Second by Halton. The motion passed.

In Favor: Connors, Halton Klein, Race, Dietrich

PACE Energy Resolution:

Klein answered a few questions regarding this resolution.

Resolution No. 79 of 2010 – SUPPORT TO AMEND EXISTING ENABLING LEGISLATION (A40004) REGARDING MUNICIPAL SUSTAINABLE ENERGY FINANCING PROGRAMS

WHEREAS, most energy consumed in the Tompkins County community is used for heating and lighting buildings, making retrofitting the existing building stock key to making significant strides in reducing energy use in the community; and

WHEREAS, in November 2009, by Chapter 497 of the Laws of 2009, the State of New York authorized an amendment of the General Municipal Law by creating Article 5-L to allow municipalities to create Property Assessed Clean Energy Programs (known in New York State as “Sustainable Energy Financing Programs”) to promote the deployment of renewable energy systems and energy efficiency improvement measures at residential and commercial properties; and

WHEREAS, Sustainable Energy Financing Programs assist property owners interested in making energy efficiency improvements or installing renewable energy systems in their buildings by providing a new financing mechanism to augment federal and state incentive programs; and

WHEREAS, Sustainable Energy Financing Programs are self supporting and designed to have no adverse budgetary impact to the municipality administering the program, and will be an “opt-in” benefit affecting only those residents who choose to participate; and

WHEREAS, the Town of Danby wishes to increase the energy efficiency of existing buildings, reduce energy costs for residents, reduce carbon emissions to help mitigate climate disruption, reduce the negative health effects of fossil fuel emissions, create and retain local jobs in the energy audit and energy contracting sector, and bolster the local economy by saving residents monies which would otherwise be spent on energy costs; and

WHEREAS, the Town of Danby wishes to explore mutually beneficial ways of: Leveraging private sources of capital with other public and private resources to accomplish these objectives; and Coordinating efforts with Federal, State, and other agencies and authorities to assure that activities are compatible with the plans and programs of the cooperating municipalities; and

WHEREAS, the Sustainable Energy Financing Program enabled by Article 5-L should be amended to allow broader sources of funding while securing and facilitating such programs, and such legislation is now pending in the New York State Senate and Assembly, now

THEREFORE, BE IT RESOLVED, That the Town Board of the Town of Danby supports pending legislation in the NYS Senate (#S7683) and companion legislation in the NYS Assembly (#TBA) to amend, strengthen, and correct technical deficiencies within the current enabling laws authorizing Sustainable Energy Financing Programs, and

FURTHER RESOLVED, That the Town of Danby Clerk is authorized to forward this resolution in support of amending current enabling laws authorizing Sustainable Energy Financing Programs to Governor David A. Paterson, Senate Majority Leader Malcolm Smith, Senate Minority Leader Dean Skelos, Senator James Seward, Assembly Speaker Sheldon Silver, Assembly Majority Leader Ron Canestrari, Assembly Minority Leader Brian Kolb, Assemblywoman Barbara Lifton, and the New York State Association of Counties/ New York State Association of Towns/New York Conference of Mayors.

Moved by Halton, Second by Connors. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Warrants:

Bookkeeper Shawley answered questions regarding a few items. There was a minor adjustment made to a voucher in the General Fund.

General Fund 2010, vouchers #233-282 for \$24,209.52

Moved by Halton, Second by Race. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Highway Fund 2010, voucher #59-69 for \$13,605.08

Moved by Connors, Second by Halton. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Water District Fund 2010, vouchers #26-31 for \$8,505.43

Moved by Race, Second by Connors. The motion passed.
In Favor: Connors, Halton, Klein, Race, Dietrich

DECALS LICENSES:

Following a complaint, from a Town resident, regarding the presence of a DECALS station in the Town Hall, the need for a statement by the Town Board was discussed. The resulting resolution presents clarification that the Town Board supports the use of the Town Hall for issuing and selling Department of Environmental Conservation Automated Licenses System (DECALS) hunting, fishing, and trapping licenses.

Various concerns and objections were raised by the resident, Ronda Roaring. The Town Board responded to these concerns and noted that, based on citizen comment at recent public hearings, there is evidence of considerable support for hunting activities in Danby. The Town Clerk is already an authorized DECALS agent.

Resolution No. 80 of 2010 – USE OF TOWN HALL FOR DECALS LICENSES

Whereas issuing New York Department of Environmental Conservation Automated Systems licenses (DECALS) has, for several decades, been a part of the Danby Town Clerk's job, and

Whereas the issuance of DECALS licenses has been a New York State mandated duty of Town Clerks, and

Whereas issuing DECALS licenses is a valued service to Danby residents and voters, and

Whereas Danby residents and voters appreciate receiving this service in the familiar setting of the Town Hall and would object to going elsewhere for their annual permits,

Therefore, Be it Resolved, That the Town Board of the Town of Danby authorizes and requests the Town Clerk to continue using the Town Clerk's Office in the Danby Town Hall, 1830 Danby Road, as a point of sale location for issuing DECALS licenses.

Moved by Klein, Second by Race. The motion passed.
In Favor: Connors, Halton, Klein, Race, Dietrich

Health Care Consortium:

Bookkeeper Shawley explained the need for participating municipalities to contribute to a required reserve in order to establish the Tompkins County Health Insurance Consortium. This money will help with capitalization of the Consortium and will be returned to the Town with possible interest at 3%...or the money could be used to pay down premiums. The money would be taken from the Highway Department budget, as most of those currently insured by the Town are employed in that department. A budget adjustment, at a later date, will be required to accommodate this expense.

The Town of Danby stands to save between \$40-50,000 in premiums starting the first year of membership in the Consortium. Premium savings will quickly replace the reserve contribution. Danby currently spends approximately \$14,000 a month on health insurance premiums. The Town Board is united in its support of the Health Care Consortium.

Resolution No. 81 of 2010 – SUPPORT FOR HEALTH CARE CONSORTIUM

WHEREAS municipalities of Tompkins County have joined together to create a Health Insurance Consortium in order to stabilize future premium increases, and

WHEREAS the New York State Insurance Department has put for a requirement for additional reserves in the amount of \$2,266,000.00. These reserves must be on hand for the approval of the consortium, and

WHEREAS the members of the consortium have proposed a capitalization plan for each municipality to put forth a share of the reserve requirement with an estimated pay-back time of the three to five years.

RESOLVED, That the Town of Danby will contribute the amount of \$125,000 in the year 2010 and \$7,514.00 over the next three years to collectively, with other Tompkins County municipalities, meet the required reserves of the New

York State Insurance Department to ensure the development of the consortium.

Moved by Halton, Second by Klein. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Conservation Advisory Council:

Klein moved the adoption of a resolution establishing a Danby Conservation Advisory Council. The Town attorney has given his approval of the language of this authorization and establishment for a CAC. This sets up mechanisms for a council to exist in order to research land use. The work of the CAC would rely on Town Board approval.

There was a short discussion regarding the management of Town-owned conservation land, its tax implications, and the relative benefits of protecting and preserving unique areas for Danby residents. It is seen that this would help to strengthen the Comprehensive Plan.

Resolution No. 82 of 2010 – AUTHORIZING CREATION OF A CONSERVATION ADVISORY COUNCIL

PURSUANT to the goals in sections B (Natural Resources) and D (Agriculture) of the Town of Danby Comprehensive Plan, and

Under authority granted to the Town by General Municipal Law section 239-x, and

Upon recommendation of the Comprehensive Plan Implementation Task Force, it is

RESOLVED that a Conservation Advisory Council (hereinafter termed "Council" or CAC) is hereby created by this Board.

I Purpose and Authority

As provided for in section 239-x, it shall advise in the development, management and protection of the Town's natural resources. The Council shall direct itself toward accomplishing the following tasks:

- (a) conducting researches into the land area of the Town of Danby;
- (b) seeking to coordinate the activities of unofficial bodies organized for similar purposes and to cooperate with other official municipal bodies active in the area of community planning for the Town;
- (c) advertising, preparing, printing, and distributing publications (including, but not limited to, books, maps, charts, plans, pamphlets, and digital materials) that it deems necessary for the accomplishment of its goals;
- (d) keeping a required inventory and map, as defined in section 239-y of the General Municipal Law, of all open areas within the Town with the plan of obtaining information pertinent to proper utilization of such open lands, including lands owned by the state, any other municipality within the state, or by the Town of Danby itself;
- (e) keeping a required inventory and map of all open marsh lands, swamps, and all other wet lands in a like manner, and recommending, when it deems it appropriate, to the Town Board a program for ecologically suitable utilization of all such areas;
- (f) keeping required accurate records of its meetings and actions and filing a required annual report with the Town Board on or before the thirty-first day of December of each and every year [Once approved by the Town Board, a copy is required to be forwarded to the NY State Commissioner of Environmental Conservation].

In addition, authorization is explicitly given by this resolution for the Council to:

- (g) focus its preservation efforts on land it deems to be at risk of development located in areas zoned for low density or conservation;
- (h) develop a list of scenic or historic sites to protect as opportunities allow;
- (i) lobby on issues relating to the council's duties and goals;
- (j) actively support open space protection by facilitating the transfer of land from sellers to buyers sympathetic to open space preservation;
- (k) accept by gift, grant, bequest, or otherwise, money or other personal property in the name of the Town of Danby, for its use in furtherance of the objectives of this resolution;
- (l) propose, subject to Town Board action, the acceptance by gift, conditional or unconditional, grant, devise or

otherwise, the fee or any lesser interest, development right, easement, covenant or other contractual right, including conveyance with limitations or reversions, land, in furtherance of natural resource protection within the Town of Danby;

- (m) recommend acquisition by the Town Board by purchase in fee or any lesser interest, development right, easement, covenant or other contractual right, including conveyance with limitations or reversions, by negotiation or condemnation, such real or personal property as may be needed in furtherance of the purposes of the Council;
- (n) pursuant to (l) and (m), administer a conservation easement program on behalf of the Town, to include the crafting, acquisition, and monitoring of easements, both purchased and donated, with the acquisition being subject to Town Board approval of each proposed easement.
- (o) develop and implement management plans for Town-owned conservation land. At a minimum, the plan for each parcel or group of contiguous parcels shall identify and set forth the features of the property to be preserved and/or enhanced, the features that can be compatibly exploited for public benefit, and the actions needed or desired in order to do so, complete with a schedule of steps to be taken. For conservation properties owned by the Town at the time of creation of the Council, the Council shall create management plans within three years. For newly-acquired properties, the Council shall create management plans within two years. For each management unit, an opportunity for public comment shall precede adoption of the unit's management plan by the Town Board, with adoption required before implementation by the CAC. The management plans for every management unit, once adopted by the Town Board, shall be reviewed by the council every five years. Progress, via the specified implementation steps, toward the adopted goals, shall be carefully scrutinized. The public, particularly the neighbors of the management unit, should be encouraged to participate in the review. The Council may propose changes to a management plan, subsequent to its periodic review; these changes must be approved by the Town Board before the Council can implement them.
- (p) for land acquired by the Town for conservation not protected by conservation easement at the time of acquisition, prepare an easement for Town Board review and possible adoption.

II Structure and Membership

- (a) The Council shall consist of 5 to 7 members, all appointed by the Town Board.
- (b) Each member must be a Town of Danby resident.
- (c) All members must have a demonstrated interest in preserving land in Danby.
- (d) Whenever, in the judgment of the Town Board, qualified applicants exist in any of the following preferential categories, appointments to the Council shall include:
 - a person engaged in the agricultural use of land, as defined in the Town of Danby Zoning Ordinance, preferably a farmer.
 - a person with a known history of advocating for and working toward the preservation and protection of natural resources.
 - one or two members of the Danby Town Board.
 - a large landowner.
 - optionally, a youth 16 or 17 years of age at the time of appointment.
- (e) The chair shall be designated by the Town Board from among the members.
- (f) Terms of membership shall be two years, subject to reappointment. Initially, the Town Board may appoint for a one-year term such members as it chooses, in the interest of staggering the expiration of membership terms. All terms end on December 31, regardless of when in the calendar year the appointment is actually made.
- (g) Members may be removed for cause by the Town Board, after a public hearing.
- (h) A vacancy shall be filled for the balance of the unexpired term in the same manner as an original appointment.

III Funding

- (a) The Town Board may provide for the payment of expenses of the Council actually and necessarily incurred in the performance of its duties, subject to appropriation by the Town Board.
- (b) The Council may appoint such employees as it from time to time sees fit, also subject to appropriations made therefore by the Town Board.
- (c) The Town Board shall establish a CAC reserve account. Monies therein may be used only for the purposes of

the CAC. All monies proposed to be added to or expended from this account must first be approved by the Town Board, with the CAC acting in an advisory role.

- (d) The CAC is authorized to undertake fundraising activities, the proceeds of which shall be deposited into the CAC reserve account.

Moved by Klein, Second by Race. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Community Service Awards:

Liz Owens Roe presented her proposal for funding for a set of Community Service Awards. She asked the Board to support the spirit of these awards and the long-term development of a Community Service Awards committee. Owens Roe proposed that this committee be comprised of five to six people from various organizations within the Town of Danby. She further suggested that this committee meet next January to set criteria for making service awards and begin to generate a list of award nominees. Anyone who volunteers in the Town of Danby would be eligible.

The Board held a short discussion regarding an appropriate amount to pledge towards this effort. There are about 30 people nominated for awards this year. Certificates, signed by the Supervisor, will be distributed at Fun Day.

Resolution No. 83 of 2010 – SUPPORT FOR COMMUNITY SERVICE AWARDS

Resolved, That the Town Board of the Town of Danby supports the spirit and long term development of Community Service Awards program and will allocate up to \$150 for these awards in 2010.

Moved by Klein, Second by Dietrich. The motion passed.

In Favor: Connors, Halton, Klein, Race, Dietrich

Fireworks permits:

The need for fireworks permits, and what other towns are doing about them, was discussed. Following a change in State Law in 2009, there has been a discussion among Town Supervisors about whether towns can or should grant permits for fireworks displays. For the past three years, the Town of Danby has issued permits. The Town Board requested that the Supervisor and Town Clerk continue to gather information regarding this question, but to continue the same policy in 2010 as has been followed in recent years. Notification that permits are required will be posted on the Town web site.

Town Board Meeting in West Danby:

There was a short discussion about holding a Town Board meeting in West Danby, to better serve and connect with residents in that area. The Board tentatively set the August 9 Town Board meeting to be held in the West Danby Fire Hall, pending availability and approval from the West Danby Fire District. The Town Clerk will approach the Fire District about using that location.

Nepotism Policy:

Halton distributed a sample policy to the Board and gave an update on drafting this policy for the Town of Danby. She stated that this is an important and complicated issue for small towns and suggested that the Board take more time to review the language and intent of this policy. She suggested publicizing the intent to pass such a resolution in the Danby Area News.

Fun Day:

Beeners gave an update on the ongoing need for volunteers for Danby Fun Day. A general discussion followed, regarding the difficulty of community building at this time and efforts which could be made to address this need. There was a suggestion for a winter-time, facilitated forum of community organizers,

groups, and planners. This might be held at the new Fire Hall meeting room or in the Town Hall and include light refreshments.

West Danby Water District:

A new electric control panel and pressure gauge was installed to control water flow, and is working well. Carl Seamon presented a report of an inspection and set of recommendations performed by Pittsburg Tank and Tower, Inc. Deficiencies were found in almost every area. Various cleanings, repairs, and upgrades are recommended. The report recommends that \$15,000 be set aside for latent defects.

Bid for Town Hall improvements:

Dietrich gave an update on a bid, which has been received, for painting the front of the Town Hall. While meeting with the contractor, some structural problems were discovered in the building; these must be addressed. Money for these projects is already in the budget.

Adjournment

A motion to adjourn the Meeting was made at 8:52 pm.

Pamela S Goddard, Town Clerk