

**Danby Town Board
Minutes of Regular Meeting
August 11, 2014
Draft**

Present:

Supervisor: Ric Dietrich
Councilpersons: Rebecca Brenner, Leslie Connors, Jim Holahan, Jack Miller

Others Present:

Town Clerk Pamela Goddard
Code Officer Matt Cooper
Bookkeeper Laura Shawley
Highway Dept. Carl Seamon, Jack Shawley Jr.
County Leg. Dan Klein
Justice Garry Huddle
Public Theresa and Russell Klinger, Ted Crane, Ronda Roaring, Deanna DeMark,
Erick Palmer, Ted Melchen

The Danby Town Board Meeting was opened at 7:05pm

Privilege of the Floor

The Klingers addressed the Board regarding the change in their address on Hill Road approved by resolution on July 21, 2014. The Klingers made a request for an amendment to Resolution #77, reversing the change of #11 to #7. This address was not one of those originally under consideration for a change and the Klingers had not been included in prior discussions regarding renumbering Hill Road. There was a significant discussion with TB regarding this request.

Regarding an agenda item "Appoint Town Historian," Ted Crane asked whether job descriptions had been developed for the Town Historian and Web Master. Clerk Goddard provided the information that there is a job description for Town Historian in NYS Town Law. This was distributed to the TB and the current Town Historian previously.

Proposed Road Renumbering Policy

Code Officer Matt Cooper presented a draft policy for Road Renumbering. The TB expressed general approval for this Road Renumbering Policy. There was a discussion related to the level of resident notification. Connors requested the addition of notification to adjacent neighbors on a road, within reason. Cooper agreed to this addition.

Action to approve this policy, with the addition of additional notification, is scheduled to take place during the Aug. 18 TB meeting.

There was a related discussion of reversing the decision to renumber #11 Hill Road to #7. Cooper stated that he was in support of the address remaining #11. There was a discussion regarding any impact of future subdivisions in that section of road. Action to amend Resolution #77 is scheduled to take place during the Aug. 18 TB meeting.

The Code Enforcement Report was distributed at this time. The Board had no questions.

Warrants

ABSTRACT #7 OF 2014: GENERAL FUND

#335-383 for a total of \$24,144.61

**Moved by Connors, Second by Miller. The motion passed.
In Favor: Brenner, Connors, Holahan, Miller, Dietrich**

HIGHWAY FUND

#146-166 for a total \$35,899.86

**Moved by Brenner, Second by Holahan. The motion passed.
In Favor: Brenner, Connors, Holahan, Miller, Dietrich**

WATER DISTRICT

#039-044 for a total of \$706.87

**Moved by Brenner, Second by Connors. The motion passed.
In Favor: Brenner, Connors, Holahan, Miller, Dietrich**

Water District Report

Water Commissioner, Carl Seamon made a report on the status of improvements in the Water District system. The new tank is installed and being filled. The tank is allowed to sit for 24 hours, the water is tested, and then sits for a second 24 hours before a second test. If the second test is clear, the old tank is then drained and the system switched over to the new tank. Seamon anticipated that the switch will happen by the end of the week.

A "Ribbon Cutting" ceremony and celebration scheduled for Saturday October 4, at the new water tank, 11am-1pm. It is hoped that Senator Seward and other dignitaries will be present.

Approve Minutes

RESOLUTION NO. 78 OF 2014 - APPROVE MINUTES

Resolved, that the Town Board of Town of Danby approves the minutes of July 14 and 21, 2014.

**Moved by Connors, Second by Holahan. The motion passed.
In Favor: Brenner, Connors, Holahan, Miller, Dietrich**

Appoint Town Historian

Connors proposed to re-appoint Joan Grant as Town Historian for 2014, on the same terms as previous years. Connors proposed that Grant's requests for an increase in honorarium and extension of term be included in the 2015 budget discussions. The Town Historian honorarium includes funds for postage and supplies. There was a discussion about what should be provided to the Historian.

RESOLUTION NO. 79 OF 2014 - APPOINT TOWN HISTORIAN

Resolved, that the Town Board of Town of Danby appoints Joan Grant as Danby Town Historian for the 2014 calendar year on the same terms as previous years.

**Moved by Connors, Second by Dietrich. The motion passed.
In Favor: Brenner, Connors, Holahan, Miller, Dietrich**

Salary Increase - Deputy Clerk/Project Assistant

Clerk Goddard and Bookkeeper Shawley presented a request and fielded questions from the Board. The request included a letter/report on work accomplishments from Susan McLellan. McLellan's current salary of \$12.80 per hour is below the Tompkins County Living Wage. McLellan does not receive health insurance benefits from the Town, as she is covered by her spouse. Shawley described various budget strategies for covering this increase.

RESOLUTION NO. 80 OF 2014 - SALARY INCREASE FOR DEPUTY CLERK/PROJECT ASSISTANT

Whereas, the level of responsibility and scope of work for Susan McLellan (Deputy Clerk/Project Assistant), has increased steadily during the three years of her service to the Town of Danby, and

Whereas, this level of responsibility has allowed the Deputy Clerk/Project Assistant to support the Highway Department and Zoning/Code Office in addition to the Town Clerk and Bookkeeper, and

Whereas, Susan McLellan has taken on the role of Project Administrator for the West Danby Water District Systems Improvement Grant consistently and effectively for the past two years, and

Whereas, the current salary level for the Deputy Clerk/Project Assistant is below the Tompkins County "Living Wage," and

Whereas, an increase in salary for Susan McLellan, Deputy Clerk/Project Assistant, has the full support of both Pamela Goddard (Town Clerk) and Laura Shawley (Bookkeeper),

Now, Therefore, Be it

Resolved, that the Town Board of the Town of Danby approves an salary increase to \$17 per hour, effective immediately, for Susan McLellan, Deputy Clerk/Project Assistant.

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

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

Highway Department - Permission to Send Equipment to Auction

Laura Shawley presented a resolution on behalf of the Highway Department to send obsolete equipment to auction.

RESOLUTION NO. 81 OF 2014 - PERMISSION FROM THE TOWN BOARD FOR THE HIGHWAY DEPARTMENT TO SEND TWO TRUCKS AND ONE SET OF PLOW EQUIPMENT TO AUCTION

Whereas, the Town of Danby Highway Department has two dump trucks that are no longer being used and would be very costly to keep in the fleet because of future repairs that would be needed, and

Whereas, the Town of Danby Highway Department has one set of plow equipment that is no longer needed due to past disposals of equipment,

Now, Therefore, Be it

Resolved, that the Town Board of Town of Danby give permission to take truck #31-2001 Volvo with dump body, plow and spreader, truck #43-1999 Volvo with dump body, plow and spreader, and one set of additional plow equipment to the equipment auction. The money received for these vehicles will be deposited directly into the Equipment Reserve account.

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

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

Highway Department - Add Position of Automotive Mechanic

Laura Shawley presented a resolution on behalf of the Highway Department. She explained the Highway Department's need for an in-house mechanic to take care of vehicle and equipment maintenance. This would be a new position for the Danby Highway Department. If approved, the person in this position would also fill in on other tasks and would provide maintenance for equipment such as the wood boiler heating system. A preventive maintenance program will reduce outside vendor costs.

The Highway Department will be exploring a collaborative relationship with the Fire Department for this mechanic. This conversation will take place in the future. Seamon and Jack Shawley fielded

questions from the Town Board. They informed the Board that other municipalities, such as the Towns of Candor, Spencer, and Ithaca, have a mechanic on staff.

RESOLUTION NO. 82 OF 2014 - PERMISSION FROM THE TOWN BOARD FOR THE HIGHWAY DEPARTMENT TO ADD THE POSITION OF AUTOMOTIVE MECHANIC

Whereas, the Town of Danby Highway Department has a need to bring the task of equipment repair and maintenance in-house and out of the hands of outside vendors, and

Whereas, the cost of labor and parts through outside vendors is rising each year, and

Whereas, it is becoming increasingly important, because of rising costs, to have the ability to get price quotes on parts and to be able to seek out the best possible products at a reasonable cost, and

Whereas, the Town of Danby Highway Department is following the financial plan established and new equipment is purchased, it is important to have a trained professional mechanic on staff to put into action a preventative maintenance program,

Now, Therefore, Be it

Resolved, that the Town Board of Town of Danby approves the position of "Automotive Mechanic," as named by the Tompkins County Civil Service Department, be added to the workforce of the Highway Department. The hourly rate will be \$18.00 per hour for the 90 day probationary period and \$20.00 per hour after that time.

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

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

Transition of Town of Danby web site and Email to Digital Towpath

Jim Holahan presented three resolutions, on behalf of the board. There was extensive Q&A with the Town Clerk and some members of the public.

Clerk Goddard questioned whether a municipal Email policy should be in place prior to contracting with Digital Towpath and a consultant for the transition. Holahan advocated for these efforts to run in tandem. A small committee will be established to review and draft an Email policy. This committee will include Clerk/Records Management Officer Goddard, Councilperson Holahan, and perhaps one other person. Brenner volunteered.

During further discussion of Cooperative Agreement with Digital Towpath Supervisor Dietrich asked that this be reviewed by the Town Attorney, as is customary prior to entering into contractual agreements. This condition was added to the resolution establishing membership in the Digital Towpath Cooperative.

There was a discussion of costs, etc. for Digital Towpath and for the consultant hired for the transition.

RESOLUTION NO. 83 OF 2014 - ESTABLISHING MEMBERSHIP IN THE DIGITAL TOWPATH COOPERATIVE

Whereas, the Town of Danby will establish and maintain a municipal website using the Digital Towpath Municipal Website Template, and

Whereas, the Town of Danby expects to realize an increase in service to the residents of the Town of Danby through the operation of this website, and

Whereas, the continued operation and expansion of this website will continue to enhance citizens' e-government interaction with the Town of Danby, and

Whereas, the municipalities in New York State using the Digital Towpath Municipal Website Template are banding together to form the Digital Towpath Cooperative, and

Whereas, the intermunicipal joint service agreement establishing this cooperative has been presented to and reviewed by this board,

Now, Therefore, Be it

Resolved, that the Town Board of Town of Danby authorizes the Supervisor to sign the Intermunicipal Joint Service Agreement establishing the Digital Towpath Cooperative, pending review and approval of this Joint Service Agreement by the town attorney, and hereby designates Jim Holahan to represent the Town of Danby in all proceedings of that body.

Moved by Holahan, Second by Brenner. The motion passed.

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

RESOLUTION NO. 84 OF 2014 - ACCEPT A BID FROM JORDIE VANHAM OF ITHACA, NY FOR WEB SITE CREATION AND SUPPORT FOR THE TRANSITION TO DIGITAL TOWPATH

Whereas, the Town of Danby has approved transition to Digital Towpath for web hosting, email, and archiving services, and

Whereas, over the last six months at least two bids were received for website design, email, and archiving services,

Now, Therefore, Be it

Resolved, that the Town Board of the Town of Danby accepts a base bid of \$1,500.00 from Jordie VanHam for services including:

Oversee registration and set up with new domain, website, and email host

Design website theme and elements according client specifications.

Transfer content from old website, insert new content provided by client.

Provide ongoing user training for administrative interface, posting updates, and

Further Resolved, that the Town Board of the Town of Danby approves and additional \$500 to be retained for additional training services if needed, and

Further Resolved, that the Town Supervisor is authorized to enter into this agreement.

Moved by Holahan, Second by Brenner. The motion passed.

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

There was an extensive discussion of costs related to transition to new Email system. Crane asked several questions which led to a lengthy discussion of appropriate severance pay for Ted Crane as prior Web Master. Crane asserted that the amount included in this resolution was not in keeping with the amount just agreed upon for web site support through Jordie VanHam and is not standard for such services. The Board asserted that this has been the agreed upon rate for several years of web site support. Crane countered that the Board has not formally appointed him as webmaster for 2014, nor formally recognized his service for this year, and therefore he should be paid something closer to a prevailing wage. Members of the Board continued to assert that it was fair to go by the most current compensation agreement.

RESOLUTION NO. 85 OF 2014 - COMPENSATE TED CRANE FOR WEB SERVICES FROM JANUARY 1ST, 2014 UNTIL SEPTEMBER 30TH, 2014 WHEN TRANSITION TO DIGITAL TOWPATH.COM IS COMPLETED

Whereas, the Town of Danby pays \$1,000 per year for Web Services,

Now, Therefore, Be it

Resolved, that the Town Board of the Town of Danby agrees to pay Ted Crane at a rate of \$83.33 per month for nine (9) months service totaling \$749.99 at the end of September.

Moved by Holahan, Second by Brenner. The motion passed.

In Favor: Brenner, Connors, Holahan, Miller, Dietrich

Board Emergency Management Training

Dietrich provided information regarding Town Board compliance with emergency management training standards. Town Board members need a basic level of training (100 and 700 level courses) to be in compliance with NIMS. Information will be distributed for Board member self-study. Additional workshops will be offered for county-wide municipal leaders, perhaps hosted in the Danby Town Hall. Dietrich would like to take that information back to the Tompkins County Council of Governments meeting later in the month.

Marsh Road Extension Request - Next Steps

There was a discussion of the next steps in meeting the Marsh Road Extension request, including information about the status of pending Conservation Easements on the Palmer and Melchen lands. An "Execute Developers Agreement" to set up escrow accounts for the project is on the agenda for the August 18 meeting. Information about the Developer's Agreement was distributed to the TB. These materials had been reviewed by Palmer and by the Town Attorney.

Erick Palmer expressed frustration with the amount of time taken by the various parts of this process. There was a general discussion about the status of easements and other parts of the process.

There was a preliminary discussion regarding what information can be presented by an individual CAC member related to conversations which were held in CAC executive session. This question needs to be clarified through the Town Attorney.

Adjourn

The meeting was adjourned at 9:10 pm.

Pamela Goddard, Town Clerk