

**Danby Town Board
Minutes of Organizational and Regular Meeting
January 9, 2017**

Present:

Councilpersons: Rebecca Brenner (Deputy Supervisor), Leslie Connors, Jim Holahan, Jack Miller

Excused:

Supervisor: Ric Dietrich

Others Present:

Town Clerk Pamela Goddard
Planner CJ Randall
Public Mary Ann Barr, Pat Woodworth, Charles Tilton, Ted Crane, Ronda Roaring,
Katharine Hunter, Scott Davis, Taylor Merritt, Ian Wilkie Tomasit, Alexandra Pfeifer

Regular Meeting Opened at 7:08pm

Privilege of the Floor

Pat Woodworth spoke regarding the Planning Board appointment. Woodworth noted that, according to the Planning Board minutes, representative Selin, who has applied to be re-appointed, missed 6 meetings in 2015 and 7 meetings in 2016. She expressed her concern that this seat is often vacant, due to an inability to attend meetings.

Ted Crane spoke on three short topics: He informed the Board that the DCC will present a classical concert/piano trio at 3pm on Sunday. Regarding the Organizational Resolutions, Crane asked for clarity regarding the item in the "Supervisor's Statement" that, "All personnel matters will be discussed in executive session." He asked that "personnel" be more clearly defined. Crane reminded the Board of applicant interview questions submitted in May. He asked whether the Board would consider using those for future applicant interviews, now that it has had time to review them?

Ronda Roaring expressed concerns regarding the new Fire District sign, and her experience that flashing lights and changing messages create a distraction and potential traffic danger. Roaring asked the Board to consider prohibiting flashing signs. Deputy Supervisor Brenner informed Roaring that the Town is not able to regulate this particular sign, as it is property of the Fire District. Brenner advised Roaring to address her concerns to the Fire District.

Warrants

ABSTRACT #14 OF 2016:

GENERAL FUND

#544-573 for a total of \$42,785.84

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

In Favor: Holahan, Miller, Brenner

HIGHWAY FUND

#287-306 for a total \$48,404.51

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

In Favor: Holahan, Miller, Brenner

WEST DANBY WATER DISTRICT

#69-70 for a total of \$185.50

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

In Favor: Holahan, Miller, Brenner

ABSTRACT #1 OF 2017:

GENERAL FUND

#1-23 for a total of \$84,078.49

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

In Favor: Holahan, Miller, Brenner

HIGHWAY FUND

#1-5 for a total \$104,763.16

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

In Favor: Holahan, Miller, Brenner

WEST DANBY WATER DISTRICT

#1-3 for a total of \$3,102.90

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

In Favor: Holahan, Miller, Brenner

Connors Arrived, following a work-related meeting

Historian Interviews

The Board interviewed Mary Ann Barr for the position of Danby Town Historian. Barr is currently working with the Town as an archivist with the Town Clerk's office. Barr was also a founding member of the volunteer Danby History Group and prepared and presented displays and Danby Fun Days.

The Board interviewed Alexandra Pfeifer for the position of Danby Town Historian. Pfeifer is currently a volunteer with the Danby Library and has previously worked as a Montessori School teacher, an editor with a research firm in Illinois, and as a library technical assistant.

The Board advised the applicants that, in addition to the standard job description in NY municipal law, they would like the historian to do several things: report on Historian activities on a regular basis, work closely with other Town departments and residents, maintain a presence, with information regarding Danby history, on the Danby municipal web site, prepare articles about Danby history for the Danby Area News, and generally to raise awareness of Danby history. This is a one year term, running through the end of 2017. There was a brief discussion of the transition from the previous historian to the new. The Board advised the applicants that historian's records should be housed in the Town Hall from this time forward.

Brenner advised the applicants that it is anticipated that appointment will be made at the next TB meeting.

Organizational Resolutions:

Clerk Goddard provided an overview of the Supervisor's Statement Organizational Resolutions. These standard, annual resolutions set forth some of the basic business of the Town. The financial figures and dates have been updated with 2017 budget and calendar information, as appropriate.

Supervisor’s Statement to the Board:

- Robert's Rules of Order will be followed at all Town Board Meetings, except when special roll call vote is necessary. Roll call will be alphabetical by last name, but with the Supervisor voting last.
- All regularly scheduled meetings of the Town Board will take place as specified during January’s Organizational Meeting.
- Method of claims for payment of all bills will be by voucher. Vouchers and items for the agenda must be submitted to the Supervisor or the Town Clerk.
- The Town Board will audit all bills.
- All personnel matters will be discussed in executive session.

Organizational Resolutions

RESOLUTION NO. 1 OF 2017—APPROVAL TO INVEST IDLE FUNDS

Resolved, that the Town Board of the Town of Danby authorizes the Supervisor to invest idle funds.

RESOLUTION NO. 2 OF 2017—APPROVAL OF YEAR 2017 SALARIES

• Town Board, Councilpersons, total	10,958	(2,739.50x4)
• Town Supervisor	22,194	
• Deputy Town Supervisor	58	
• Assistant to Supervisor	10,609	
• Bookkeeper	22,070	
• Town Justices, total	29,941	(14,970.50x2)
• Court Clerk	15,669	
• Highway Superintendent	58,490	
• Deputy Highway Superintendent	51,858	
• Highway Secretary	27,181	
• Town Clerk	32,262	
• Deputy Town Clerk	21,218	
• Code Officer	51,118	
• Planner	38,962	
• Water Plant Operator (West Danby)	9,294	
• Water Plant Operator Assistants (West Danby), total	7,092	(3,546x2)
• Water Clerk (West Danby)	4,570	
Total	\$413,544	

Resolved, That the Town Board of the Town of Danby authorizes the Supervisor to pay the above salaries. The salaries shall be paid prior to the first Town Board meeting of each month, and December payrolls will be adjusted to meet all budget requirements.

RESOLUTION NO. 3 OF 2017—PAYMENT OF BILLS

Resolved, That the Town Board of the Town of Danby approves a blanket resolution to authorize the Town Supervisor to pay utility bills, health insurance, freight, postage, contracts, and to conduct other normal proceedings, such as payroll, in advance of audit in order to keep affairs moving on a timely basis, and be it further

Resolved, That a contract is not a bid award.

RESOLUTION NO. 4 OF 2017—2016 FINANCIAL REPORT

Resolved, that the Town of Danby Town Supervisor, in lieu of preparing a financial report under NYS Town Law Article 3, §29.10, shall submit to the Town Clerk by March 1, 2017 a copy of the report submitted to the State Comptroller required by Section 30 of Municipal Law.

RESOLUTION NO. 5 OF 2017—TOWN OF DANBY OFFICIAL NEWSPAPER AND BANK DEPOSITORY

Resolved, That the Town Board of the Town of Danby names the Ithaca Journal as its Official Newspaper and Key Bank as bank for the depository of Town Funds.

RESOLUTION NO. 6 OF 2017— DESIGNATION OF DANBY ATTORNEYS

Resolved, That the Town Board of the Town of Danby names the law firms of Miller Mayer, LLP and Thaler and Thaler to represent the Town of Danby in all Zoning, Planning Board, and General Town of Danby business. The Town Board reserves the right to seek other legal aid if it deems necessary.

RESOLUTION NO. 7 OF 2017—MILEAGE REIMBURSEMENT FOR TOWN MILEAGE

Resolved, That the Town Board of the Town of Danby authorizes reimbursements for private automobile mileage incurred on Town Business to be paid at the rate of fifty four cents (\$0.54) per mile.

RESOLUTION NO. 8 OF 2017—REAFFIRMATION OF TOWN OF DANBY PROCUREMENT POLICIES AND PROCEDURES

Resolved, That the Town Board of the Town of Danby reaffirms the Town of Danby Procurement Policies and Procedures (as established in Resolution No. 24 of 1993, amended in 2004 and 2010).

RESOLUTION NO. 9 OF 2017—REAFFIRMATION OF TOWN OF DANBY APPOINTMENT PROCEDURES

Resolved, That the Town Board of the Town of Danby reaffirms the Town of Danby Appointment Procedures (as established in Resolution No. 59 of 2011).

RESOLUTION NO. 10 OF 2017—AUTHORIZATION FOR PURCHASE OF TOOLS, EQUIPMENT, ETC.

Resolved, That the Town Board of the Town of Danby authorizes the of Danby Highway Superintendent to purchase tools, equipment (other than motorized equipment), small implements, tires and tubes, etc. in the amount not to exceed \$2,500 at any given time without prior approval of the Town Board.

RESOLUTION NO. 11 OF 2017—HIGHWAY IMPROVEMENTS REIMBURSEMENT

Resolved, That the Town Board of the Town of Danby be authorized to sign an agreement that monies collected for repairs and improvements of Town Highways in the amount of \$170,000 (State Aid DA3501) be expended upon 71.98 miles of Town of Danby highways.

RESOLUTION NO. 12 OF 2017—AGREEMENT TO SPEND TOWN HIGHWAY FUNDS—2017

Pursuant to the provisions of Section 284 of the Highway Law, the Town Board of the Town of Danby agrees that money levied and collected for the repair and improvement of highways, and received from the state for repair and improvement of highways, shall be expended as follows:

1. General Repairs. The sum of \$302,880 may be expended for general repairs upon 73.39 miles of town highways, including roads, culverts, and bridges.
2. Improvements. The following sum shall be set aside or be expended for the improvements of town highways: \$170,000 in CHIPS money to be spent on projects to be determined by the Highway Superintendent at a later date.

No money set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements, until the Town of Danby approves the specifications and estimates for such construction.

RESOLUTION NO. 13 OF 2017—TOWN BOARD MEETINGS

Resolved, That the Town Board of the Town of Danby regular monthly board meetings be scheduled at 7:00pm on the second and third Monday of each month for the year 2017.

RESOLUTION NO. 14 OF 2017—HEALTH CONSORTIUM APPOINTMENT

Resolved, That the Town Board of the Town of Danby appoints Laura Shawley as its representative to the Health Insurance Consortium.

RESOLUTION NO. 15 OF 2017—ACKNOWLEDGMENT OF DEPUTY TOWN CLERK

Resolved, That the Town Board of the Town of Danby acknowledges the Town Clerk's appointment of Susan McLellan as her Deputy Town Clerk.

RESOLUTION NO. 16 OF 2017—ACKNOWLEDGMENT OF DEPUTY HIGHWAY SUPERINTENDENT

Resolved, That the Town Board of the Town of Danby acknowledges the Highway Superintendent's appointment of Jack Shawley Jr. as his Deputy Superintendent.

RESOLUTION NO. 17 OF 2016 ACKNOWLEDGMENT OF COURT CLERK APPOINTMENT

Resolved, that the Town Board of the Town of Danby acknowledges the Town Justices' appointment of John Norman as Danby Court Clerk

RESOLUTION NO. 18 OF 2017—APPOINTMENT OF DEPUTY SUPERVISOR

Resolved, That the Town Board of the Town of Danby acknowledges the Supervisor's appointment of Rebecca Brenner as his Deputy Supervisor.

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

In Favor: Connors, Holahan, Miller, Brenner

Appointments

There was minimal discussion of appointments for Planning Board and BZA Chair, Water District Commissioner, and Board of Zoning Appeals representative.

RESOLUTION NO. 19 OF 2017—APPOINTMENT OF PLANNING BOARD CHAIR

Resolved, That the Town Board of the Town of Danby reappoints Frank Kruppa to Chair of the Planning Board.

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

In Favor: Connors, Holahan, Miller, Brenner

RESOLUTION NO. 20 OF 2017—APPOINTMENT OF BOARD OF ZONING APPEALS CHAIR

Resolved, That the Town Board of the Town of Danby reappoints Gary Bortz to Chair of the Board of Zoning Appeals

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

In Favor: Connors, Holahan, Miller, Brenner

RESOLUTION NO. 21 OF 2017 - APPOINTMENT OF WATER DISTRICT COMMISSIONER

Resolved, That the Town Board of the Town of Danby appoints Anna Finley to a five year term as Commissioner on the West Danby Water District, effective January 1, 2017 through December 31, 2021.

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

In Favor: Connors, Holahan, Miller, Brenner

RESOLUTION NO. 22 OF 2017 - APPOINTMENT OF BOARD OF ZONING APPEAL REPRESENTATIVE

Resolved, That the Town Board of the Town of Danby appoints Lew Billington to a five year term on the Board of Zoning Appeals, effective January 1, 2017 through December 31, 2021.

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

In Favor: Connors, Holahan, Miller, Brenner

2016 Financial Review

The discussion was postponed to next meeting.

2017 Priorities Discussion

The Board held a preliminary discussion regarding three major areas that are targeted as priorities for 2017: review and action on Danby Planned Development Zones, direction and actions for the Conservation Advisory Council, and review of potential development concerns/interests in the Danby Hamlet area. These priorities are a result from the November 29, 2016 joint board scoping meeting.

Randall submitted a draft plan for actions related to a Natural Resources Inventory through the CAC, with a timeline through the next year. The Board agreed to review this and discuss the plan during its February meetings. Randall reported that she is working on an update to the draft document regarding Danby PDZs. She will be drafting planning documents with draft scopes of work, with timelines for "deliverable" actions, for the PDZ review and Hamlet area.

Holahan reported that Senior housing/access advocate, Ester Greenhouse is interested in contributing to Danby Planning efforts and would like to meet with and make a presentation to the Town Board.

Code/Planning Report

Randall reported that the agreement for the Power Purchase Agreement connected to the Highway Department solar array installation has been signed by the Town Supervisor and is in the hands of the investors for their review. It is anticipated that information will be coming from them soon. Additional information is to be presented by Code Officer Hansen at the next TB meeting.

Stream Corridor restoration funding was received by the Town for the conditions on Brown Road. Immediate repair was done on this road and stream corridor following flooding in 2015. The current funding will cover the costs of an engineering feasibility study for longer term solutions. The Fish and Wildlife Service may have matching funding for this project.

The Ithaca Trails web site is “live.” All the trails are mapped and can be seen at [ithacatrails.org]. There are 240 miles of trails in Tompkins County.

The Planning Board will be reviewing several minor subdivision requests, as well as the Verizon communications tower proposal for the American Legion property on Danby Road, during its January meeting.

Short Reports

Justices’ Reports from Klinger and Huddle were circulated among the Board. Justice Huddle reported that December was a quiet month. They anticipate that news of any award from the NYCourts grant should be coming in late January or early February.

Adjournment

The meeting was adjourned at 8:03 pm.

Pamela Goddard, Town Clerk