

**Danby Town Board
Minutes of Regular Meeting
July 1, 2019, 7pm, Danby Town Hall**

Present:

Councilpersons: Leslie Connors, Ric Dietrich (Supervisor), Jim Holahan, Jack Miller, Matt Ulinski

Others Present:

Town Clerk Pamela Goddard
Bookkeeper Laura Shawley
Planner John Czamanske
Public Ted Crane, Ronda Roaring, Sarah Schnabel, Debbie Mulks, Julie Selman, Susan Franklin, Bruce Richards, Katharine Hunter.

Meeting Opened at 7:04 pm

Privilege of the Floor

Ronda Roaring asked about the status of revisions to the Town of Danby Ethics policy. Work on such revisions is currently “tabled” and may be picked again in the Fall after the budget process is complete. Ulinski reminded her that the Town does have an existing Ethics policy in place at this time.

Ted Crane expressed a question about who is actually doing the work as pond program coordinator. He reported that public communication is coming from Mary Ann Kozak, rather from Jeremy Kozak. Further discussion was held during the regular meeting.

Crane also asked whether openings on the CAC have been advertised to the public as there was apparently an application under review on the agenda. Ulinski reported that, as the application had not been distributed to the Board ahead of time, that agenda item will be delayed until the following week.

Executive Session

The Board had a brief discussion regarding entering Executive Session to discuss a pending legal matter.

MOTION - ENTER EXECUTIVE SESSION

Moved, That the Town Board of the Town of Danby enters Executive Session to discuss a pending legal matter.

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

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

Executive Session Opened 7:15pm

Executive Session Closed 7:39pm

Warrants

ABSTRACT #9 OF 2019:

GENERAL FUND

#274-306 for a total of \$33,621.27

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

HIGHWAY FUND

#184-216 for a total \$103,922.88

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

WEST DANBY WATER DISTRICT FUND

#16 for a total \$298.00

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

Approve Minutes

MOTION - APPROVE MINUTES

Moved, That the Town Board of the Town of Danby approves the minutes of May 24, June 3 and 10, 2019.

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

Appoint Pond Program Coordinator

Connors asked whether the pay amount for 2019 is the same as 2018. Bookkeeper Shawley confirmed that this is true. Ulinski asked whether there are job descriptions for these positions. The Town uses the job descriptions listed in civil service for these positions. They are the same job descriptions as were used in 2018. Shawley outlined the different tasks done by Kozak and Cusimano. Kozak makes inspections of equipment and facilities, and coordinates the schedule of lifeguards. Cusimano works with the Health Department on water quality inspections and other reports for opening the recreation area, hires lifeguards, and does other schedules reservations with groups using the facility.

Roaring asked a related question about who is responsible for trail marking and maintenance around Jennings Pond. This is not part of the job description of the pond swimming program. It was not known who is responsible for the trail. Connors reported that she walked it in the past few months and that the trail was well marked and maintained. Roaring encouraged the TB to research tourism grants for trail improvements in this location.

RESOLUTION NO. 48 OF 2019 - TO APPOINT THE RECREATION SUPERVISOR AND RECREATION ASSISTANT FOR THE JENNINGS POND PROGRAMS FOR 2019

Resolved, that the Town Board of the Town of Danby reappoint Amy Cusimano as Recreation Supervisor and Jeremiah Kozak as Recreation Assistant for the Jennings Pond Program for 2019. The salary will be \$800.00 for the year for each position

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

Financial Resolutions

Bookkeeper Shawley brought two resolutions for consideration by the Board.

Shawley explained that the Town did not purchase extended warranties on the two newest snow plow trucks in the Highway Department fleet. The Highway Department (HD) would like to purchase five-year warranties for these vehicles at this time. These warranties were approved by the Town Board at the time of purchase. There is a one-time cost for these comprehensive warranties. Purchase of the warranties was delayed until the trucks were delivered.

Holahan asked whether there are warranties on the other HD vehicles and whether these warranties have been used? Shawley confirmed that all of the HD trucks and that the warranties have been used and were helpful.

RESOLUTION NO. 49 OF 2019 - APPROVAL BY THE TOWN BOARD TO PURCHASE THE EXTENDED WARRANTY ON THE TWO NEWEST INTERNATIONAL SNOW PLOWS IN THE FLEET

Whereas, the extended warranties for the two 2019 International trucks, which were purchased by Danby in 2018, were not purchased at the time of sale,

Now, therefore, be it

Resolved, that the Town Board of the Town of Danby approves the purchase of the extended warranties at the cost of \$11,960.00 to cover both 2019 International Trucks. The payment will be made directly out of the fund balance of the Highway Fund.

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

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

There was discussion of a resolution authorizing funds for new doors, to be installed on the front of Town Hall. This amount had been authorized in previous discussions. This resolution specifies where the funds will come from.

RESOLUTION NO. 50 OF 2019 - APPROVAL BY THE TOWN BOARD TO TRANSFER MONEY FROM THE BUILDING RESERVE TO PAY FOR NEW DOORS TO BE INSTALLED ON THE TOWN HALL

Whereas, the front doors on the Town Hall are being replaced at the amount of \$7,520.00,

Now, therefore, be it

Resolved, that the Town Board of the Town of Danby approves the transfer of \$7,520.00 from the Building Reserve account to the General Fund account for the purchase of these doors, and be it

Further Resolved, that the Town Board of the Town of Danby approves an increase in the A1620.400 budget account for \$7,520.0 to cover the expenditure.

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

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

Town Hall Security and Safety

Clerk Goddard presented a resolution, drafted at the request of Matt Ulinski. This resolution follows on previous discussions regarding general security for Town Hall and, specifically, for the Town Clerk's office. This is, in part, due to recent events—including threats—at Town Hall. Connors asked whether the “panic buttons” still work? They have not been tried since they were installed. A test of that system may be included in planned security training.

Clerk Goddard announced that training in “Active Shooter” situations has been arranged through the Tompkins County Sheriff's office. The training will be held on Wednesday July 24, from 10am to Noon. This training is geared to staff, and is open to all members of volunteer boards including the volunteer librarians. Members of the Danby Community Council, in attendance at this meeting, were also invited to this training.

There was a general discussion regarding safety and security in the Town Hall. Exposure for the Clerk's office includes the windows along the ramp, doorways, and walls. Planner Czamanske noted that the code and planner office can also be vulnerable to hostility and threat. The extent of protective measures throughout Town Hall, and at the Highway Barns, should be gathered in recommendations for safety and security protections. These questions will also be addressed in the July 24 active shooter training.

Ulinski stated that the safety of staff, elected officials, and visitors to the Town Hall is of paramount importance. Response time, by law enforcement, could be slow as Danby is a distance away from enforcement centers.

RESOLUTION NO. 51 OF 2019 - AUTHORIZATION TO IMPROVE SAFETY AND SECURITY IN THE CLERK'S OFFICE

Whereas, the Danby Town Hall is a public building, and recent local and national events have shown that public buildings are often the site of active shooter events and other acts of violence, putting employees and the public in vulnerable situations; and

Whereas, the Danby Court has deemed it prudent to install bullet proof glass and a protective wall at the public access to its office window in the town hall, in the event of any attack against the Court and its personnel; and

Whereas, the Clerk's office is adjacent to the court room and office and the Clerk's office currently unprotected in the event of an active shooter situation; and

Whereas, the Clerk's office often has large sums of monies in store, particularly during tax collection; and

Whereas, the Clerk's office is vulnerable to attack from both the hallway and through windows along the primary public entrance,

Now, therefore, be it

Resolved, that the Town Board of the Town of Danby authorizes the gathering of recommendations for adding safety and security protections to the Town Clerk's office, and be it

Further Resolved, that the Town Board of the Town of Danby authorizes spending funds to install bullet proof glass and additional surveillance measures to the Town Clerk's office.

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

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

Recreation Partnership Report

Ulinski made a report of a recent meeting of the Recreation Partnership. The Rec. Partnership is looking at a 2% overall increase in its budget for 2020. Due to a minimum wage increase, this would result in an actual reduction of services. There will be discussions regarding ways to maintain the level of services currently provided.

A resolution, related to Danby's contribution of funds for Rec. Partnership programming, will be presented as an action item at the next TB meeting. The fee for Danby will actually be less for 2020 than was contributed in 2019.

Planning Report

Czamanske distributed a short report of his activities for the month of June. These include taking the civil service exam for the position, coordinating a training session for the Board of Zoning Appeals, coordinating work on the creation of a drainage district for the Beardsley Lane subdivision, revising an outdated area variance form, and general correspondence and responses to questions.

Connors asked whether the residents of Beardsley Lane have been informed about potential costs related to the drainage district. Czamanske replied that the Town is waiting on the final engineering report before informing the neighborhood. Solid information is needed before a neighborhood meeting. Dietrich reported that he has had informal conversations with a property owner. There is also research being done into the deeds for these properties, to assure that storm water easement notices are identified in these documents. SWIPs should have been stipulated when building permits were issued.

Town Clerk's Report

Goddard made a report. \$628.00 was received through the Clerk's office in the month of June. This represents one fishing license, one marriage license, one impoundment fee, 16 dog licenses, and three building permits.

Justices' Report

Huddle made a report, updating the status of a dangerous dog that had been living on Danby Road. The dog got loose again, killing some chickens. The owner was charged with a high fine and needed to take out a \$50,000 insurance policy. The owner and animal are now living in the Town of Dryden. The Clerk will mark the dogs as "moved" and will make sure the Dryden clerk is aware of the status of these dogs.

The Justices' written reports for June will be presented at a future meeting.

Other Short Reports

Connors reported on a meeting regarding the New York Child Victims Act. This includes on a one year "open window" for the statute of limitation (on both criminal and civil cases) from August 16, 2019 through August 13, 2020. Informational brochures about this program are available at the Town Hall. This also extends the statute of limitations for such cases, going forward into the future.

Adjournment

The meeting adjourned at 8:30 pm.

Pamela Goddard, Town Clerk