

January 15, 2020

Minutes of the Organizational Meeting of the Town Board of the Town of Smithfield held **January 14, 2020** at the Smithfield Community Center Commencing at 7:00 p.m.

Present:

| | | | |
|------------------------|--------|-----------------|--|
| Supervisor | | Thomas J Stokes | |
| Councilperson | | James Corpin | |
| Councilperson | | Brenda Goff | |
| Councilperson | | Richard Looft | |
| Councilperson | | Nell Ziegler | |
| Highway Superintendent | absent | Dan Davis | |
| Codes Officer | | Larry Cesario | |
| Town Clerk | | Janice Sebring | |

Others Present: Kathy Same, Sarah Fitzpatrick, Eric Howard and Joe Rowland
Town Attorney James Stokes

-The meeting was called to order by Thomas J Stokes, Supervisor.

-Pledge of Allegiance

-The Official Undertaking was reviewed and submitted to the Clerk for filing.

Policy Number St Paul Travelers 10509180

Policy Period 05/19/19 to 05/19/2020

Supervisor - Coverage limit \$250,000.00

Bookkeeper/Secretary - Coverage limit \$250,000.00

Town Clerk/Tax Collector - Coverage limit \$250,000.00

-Resolution # 1-2020 was introduced, naming NBT Bank as the official depository for Town. On a motion made by Councilperson James Corpin, seconded by Councilperson Richard Looft

Resolution # 1-2020 was

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution # 2-2020 resolves that the official newspaper for all public notices shall be The Oneida Dispatch. On a motion made by Councilperson Brenda Goff, seconded by Councilperson James Corpin

Resolution # 2-2020 was

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution # 3-2020 resolves that the regular Town Board meetings for all of 2020 be held at 7:00 P.M. on the second Tuesday of each month at the Smithfield Community Center located at 5255 Pleasant Valley Rd., Peterboro, NY 13035. On a motion made by Councilperson James Corpin seconded by Councilperson Brenda Goff Resolution #3-2020

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution # 4-2020 establishes permit fee schedule for 2020

| | | | | | | | | |
|---|-------------------------------|--|--|--|--------|---------------------|-------------|--|
| Over 2000 | gross sq. ft. of construction | | | | 0.10 | | Per sq foot | |
| Conversion of nonresidential to residential | | | | | 25.00 | | | |
| *Gross square feet shall mean overall dimensions of living or useable area, but shall exclude residential, garages, carports, porches, cellars, or uninhabitable basements or attics. | | | | | | | | |
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| | | | | | | | | |
| Cover for existing deck/porch | | | | | 50.00 | | | |
| Regular deck/porch | | | | | 50.00 | | | |
| Pole Barn Construction | | | | | 100.00 | | | |
| Mobile Home | | | | | 100.00 | | | |
| Renewal of Building Permit | | | | | 25.00 | | | |
| Solid Fuel Burning Device Permit | | | | | 35.00 | | | |
| Variance Application | | | | | 50.00 | | | |
| Special Use Permit Application | | | | | 100.00 | Commercial/Business | | |
| | | | | | 50.00 | Residential | | |
| Trailer Park Permit | | | | | 500.00 | | | |
| Driveway Permit | | | | | 100.00 | | | |
| Septic Construction Inspection | | | | | 115.00 | | | |
| Pool Permit (above or in ground) | | | | | 50.00 | | | |
| Solar Panel Permit for Residential | | | | | 50.00 | | | |
| Permits required for Agricultural Structures | | | | | No Fee | | | |
| Subdivision | | | | | | | | |
| Major - \$100.00 plus \$10.00 per lot | | | | | | | | |
| Minor - 50.00 plus \$10.00 per lot | | | | | | | | |
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On a motion made by Councilperson Richard Looft, seconded by Councilperson James Corpin
Resolution # 4-2020
Adopted by Roll Call Vote

| | | |
|---------------|--------------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution #5-2020 was introduced, naming the appointments for 2020

| | | |
|----------------------------|-----------------|-------------|
| Attorney for the Town | James Stokes | 1 Year Term |
| Budget Officer | Thomas J Stokes | 1 Year Term |
| Deputy Codes Officer | James Narehood | 1 Year Term |
| Dog Control Officer | Sheila Garrett | 1 Year Term |
| Town Historian | Donna Burdick | 1 Year Term |
| Building Superintendent | Michael Corpin | 1 Year Term |
| ZBA Board member | Lewis Graham | 5 year Term |
| Planning Board Clerk | Janice Sebring | 1 Year Term |
| Registrar Vital Statistics | Janice Sebring | 1 Year Term |
| Clerk to the Justice | Janice Sebring | 1 Year Term |

. On a motion made by Councilperson James Corpin seconded by Councilperson Brenda Goff
Resolution #5-2020

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

Resolution 6-2020 resolves that the following salary and wage schedule be fixed for 2020.

| Salary Schedule | |
|--|----------------------|
| Highway paid: | Annual |
| John Towmey | 23,000.00 |
| Part Time MEO | 15.25 |
| New Hire fulltime MEO | 18.00 |
| Full term MEO after 1 year of service | 22.50 |
| Part time laborer | 11.25 |
| New hire Fulltime laborer | 12.25 |
| Highway Superintendent paid bi-weekly: | Annual Amount |
| Daniel Davis | \$ 51,860.00 |
| Town Officials paid monthly/ hourly | Annual Amount |
| Town Clerk | \$ 12,200.00 |
| Codes Enforcement Officer | 10,815.00 |
| Town Justice | 7,500.00. |
| Town Supervisor | 6,400.00 |
| Town Assessor | 8,250.00 |
| Deputy Clerk | 13.00 Per Hour |
| Clerk to the Justice | 16.00 Per Hour |
| Other employees paid monthly: | Annual Amount |
| Building superintendent | 2,100.00 |
| Town Officials paid yearly: | Annual |
| Town Board Member | \$ 1,600.00 |
| Budget Officer | 1,100.00 |
| Registrar of vital statistics | 700.00 |
| Planning Board Clerk | 1,500.00 |
| Dog Control Officer | 1,650.00 |
| Deputy Codes Officer | 300.00 |

On a motion made by Councilperson James Corpin, seconded by Councilperson Brenda Goff Resolution
6-2020

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution #7-2020 resolves that the rate for mileage reimbursement be set at 57.5 cents per mile and shall be paid by voucher with specific dates, locations traveled to and from, with an accurate mileage report attached. On a motion made by Councilperson Richard Looft, seconded by Councilperson James Corpin Resolution #7-2020

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-Resolution # 8-2020 resolves that the following rate schedule and policy for use of the Smithfield Community Center be adopted for 2020.
On a motion made by Councilperson Brenda Goff, seconded by Councilperson James Corpin Resolution # 8-2020

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

Community Center Reservation Request

| Event Type/Size | Town Resident | Non-Resident |
|--|---------------|--------------|
| Organization Meeting (1-4 mtgs. per month) | \$ 30.00 | \$ 54.00 |
| Small Party (less than 25 people) | \$ 55.00 | \$ 78.00 |
| Medium Party (25 to 50 people) | \$ 80.00 | \$ 104.00 |
| Large Party (more than 50 people) | \$105.00 | \$ 130.00 |

** All events include use of the downstairs meeting room and kitchen.

Person or organizations renting space in the Community Center must agree and adhere to the following regulation:

1. Renters will be held responsible for any and all damages to the premises and/or equipment and furnishings therein.
2. Renters will be responsible for their own trash and agree to leave the premises in a neat, clean and orderly condition after use. Trash must be removed from the premises.
3. There is a deposit of \$40. which will be refunded provided the building is left in a clean and orderly fashion and the key has been returned to the Town Clerk.
4. Alcohol is not allowed in the building or on the grounds.
5. Smoking is not allowed in the building.
6. Neither the Town of Smithfield, its officers nor employees will be responsible for personal belongings left or stored on the premises.
7. It is understood that the Town Board may amend or waive fees for local groups under certain circumstances. The Board also reserves the right to deny any use request.

-Resolution 9-2020 resolves that the town supervisor be authorized to sign a one year contract with Stokes Law Firm, PLLC for legal services.

On a motion made by Councilperson James Corpin, seconded by Councilperson Brenda Goff Resolution 9-2020 was

Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

Resolution #10-2020 resolves that the Town of Smithfield hereby established the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees 'Retirement System based on the record of activities maintained and submitted by these Officials to the clerk of this body.

| | | |
|------------------------|-----------------|------|
| Supervisor | Thomas J Stokes | 6Hrs |
| Budget Officer | Thomas J Stokes | 6Hrs |
| Highway Superintendent | Daniel Davis | 8Hrs |

Appointed Officials:

| | | |
|---------------------|----------------|-------|
| Assessor | Rhonda Wiegand | 6Hrs |
| Dog Control Officer | Sheila Garrett | 6Hrs |
| Codes Officer | Larry Cesario | 6Hrs. |

On a motion made by Councilperson Richard Looft, seconded by Councilperson James Corpin
Resolution # 10- 2020 was
Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

Resolution #11 2020
Authorizing the Supervisor to enter into an agreement with SFB Company for Bookkeeping Services

On a motion of Richard Looft seconded by Brenda Goff
Resolution # 11- 2020 was
Adopted by Roll Call Vote

| | | |
|---------------|-----------------|-----|
| Supervisor | Thomas J Stokes | Aye |
| Councilperson | Nell Ziegler | Aye |
| Councilperson | Brenda Goff | Aye |
| Councilperson | Richard Looft | Aye |
| Councilperson | James Corpin | Aye |

-The following policies were reviewed by the Board: Investments, Procurement, Building Use .
Employment Policy and the 2016 Employment Policy
-Motion to adjourn made by Brenda Goff seconded by James Corpin
. All said Aye. Motion carried. The meeting was adjourned at 7:35 p.m.

Respectfully Submitted,

Janice Sebring, Town Clerk