

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

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 Loof	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: John Townmey		<b>Annual</b> 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: Daniel Davis		<b>Annual Amount</b> \$ 51,860.00
Town Officials paid monthly/ hourly		<b>Annual Amount</b>
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: Building superintendent		<b>Annual Amount</b>
Building superintendent		2,100.00
Town Officials paid yearly:		<b>Annual</b>
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
<b>Appointed Officials:</b>		
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