

January 11, 2022

Minutes of the Organizational Meeting of the Town Board of the Town of Smithfield held January 11, 2022 at the Smithfield Community Center commencing at 7:00 p.m.

Present:

Supervisor	Thomas J Stokes
Councilperson	Brenda Goff
Councilperson	Nell Ziegler
Councilperson	James Corpin (Absent)
Councilperson	Richard Looft (Absent)
Highway Superintendent	Dan Davis
Town Clerk	Christine Boyden

Others Present: 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’s Travelers 10509180

Policy Period 05/19/2021 to 05/19/2022

Supervisor -Coverage limit \$300,000

Book Keeper/Secretary -Coverage limit \$300,000

Town Clerk/Tax Collector -Coverage limit \$300,000

**Resolution #1-2022** Naming NBT Bank as the official depository for the Town. On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff

Resolution #1-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #2-2022** Resolves that the official newspaper for all public notices shall be The Oneida Dispatch. On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff

Resolution #2-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #3-2022** Resolves that the regular Town Board meetings for all of 2022 be held at 7:00 p.m. on the second Tuesday of each month at the Smithfield Community Center located at 5255 Pleasant Valley Road, Peterboro, NY 13035. On a motion made by Supervisor Stokes, seconded by Councilperson Nell Ziegler

Resolution #3-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #4-2022** Outlines the new fee schedule for permits in the Town.

**A RESOLUTION ADOPTING A PERMIT AND APPLICATION FEE SCHEDULE FOR THE TOWN OF SMITHFIELD**

WHEREAS, to the extent practical, the expense of administering State and local zoning and construction and property maintenance laws and regulations should be covered by fee revenues directly associated with such administration and enforcement, and

WHEREAS, the Town Board deems it in the best interest of the Town and its residents to adopt an updated permit and fee schedule for the Town

NOW THEREFORE, IT IS HEREBY RESOLVED by the Town Board of the Town of Smithfield, that the Town of Smithfield hereby adopts, effective immediately, the following permit and application fee schedule:

Building Permit Fee

Base Application Fee/Processing Fee..... \$ 50.00

PLUS:

Commercial Fee- \$0.35/sq.ft. .... \$ \_\_\_\_\_

OR:

Residential Fee- \$0.25/sq.ft. .... \$ \_\_\_\_\_

OR:

Non-Residential Fee over 144 sq.ft. - \$0.15/sq. ft..... \$ \_\_\_\_\_

PLUS: \$30 per inspection

Residential Septic Permit .....\$50.00 plus \$30 per inspection

Commercial Septic Permit.....\$50.00 plus \$30 per inspection

Driveway-permit..... \$110.00

All Decks (require building permits) .....\$50.00 plus \$30 per inspection

Wood or any solid fuel stove or burner..... \$110.00

Unified Solar Permit.....\$ 125.00

Junkyard Permit .....\$ 125.00 Annually

Swimming Pools (In or above ground 2ft & over) ..... \$110.00  
Spas & Hot Tubs\*

Demolition Permit (any structure over 144 sq.t.) ..... \$110.00

Extra Inspections due to noncooperation / failure to keep appointment - \$50.00 each

\*GFCI protection required and electrical inspection by Certified Electrical  
Inspector and Codes Enforcement Officer (All Swimming Pools, Spas & Hot Tubs)

**(b) Other inspections and fees related to building construction:**

Fire Inspections of Commercial Buildings, per hour..... \$60.00

Fire Inspections of Residential Buildings, per hour..... \$60.00

Multiple Residency Inspections, per hour..... \$60.00

Plan Review (where no permit is requested or Abstract review) ... \$60.00

Additional plan review required by changes, additions, or revisions  
To approved plans .....\$40.00

Building Permit – (1) Year Renewal..... \$100.00

Certificate of Occupancy ..... No Charge

Temporary Certificate of Occupancy (1<sup>st</sup> & 2<sup>nd</sup>) good for 3month..... \$75.00

Third and subsequent Temporary certificate of Occupancy..... \$150.00

Variance Application..... \$100.00

Special Use Permit- Commercial/Business..... \$150.00

Special Use Permit- Residential..... \$100.00

Trailer Park Permit ..... \$500.00

Major Subdivision ..... \$150.00 + \$10.00 per lot

Minor Subdivision .....\$100.00 + \$10.00 per lot

**NO PERMIT FEE FOR AGRICULTURAL BUILDING (SET BACK INSPECTIONS REQUIRED)**

**Septic Permit:** \*No septic system shall be installed or replaced in the Town of Smithfield except upon the issuance of a permit by the Code Enforcement Officer of the Town of Smithfield after payment of the fee hereinafter prescribed.

**\*The Codes Enforcement Officer, before covering, must visually inspect all systems. Failure to do so will mean the system must be uncovered for inspection.**

\*A NYS professional Engineer must design and certify septic system plans.

\*Any modification from and including the distribution box needs approval from a professional Engineer. Permit is valid for one year from date of issuance. If construction has not commenced, the permit is void and no refunds shall be allowed.

\*General or primary contractors and/or property owners must give adequate time for inspections. Minimum of 24 hours notice required.

\*The Codes Enforcement Officer or a certified appointed official will respond within 24 hours of being contacted by contractors and/or property owners.

**ALL PERMIT FEES SHALL BE DOUBLED IF CONSTRUCTION IS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT.**

All fees are payable to: Town of Smithfield

Dated: January 11, 2022

On a motion made by Supervisor Stokes, seconded by Councilperson Nell Ziegler  
Resolution #4-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #5-2022** Resolves the appointments for 2022

Town Attorney	James Stokes	1 Year Term
Budget Officer	Thomas J Stokes	1 Year Term
Codes Officer	Larry Cesario	1 Year Term
Deputy Codes Officer	Mark Bradbury	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		5 Year Term
Planning Board Clerk	Janice Sebring	1 Year Term
ZBA Clerk	Janice Sebring	1 Year Term
Registrar of Vital Statistics	Christine Boyden	1 Year Term
Clerk to the Justice	Janice Sebring	1 Year Term

On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff  
Resolution #5-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #6-2022** Resolves that the following salary and wage schedule be fixed for 2022.

Salary Schedule	
Highway Paid:	Annual Amount
Joshua Boyden	\$23.50 per hour
Part Time MEO	\$15.25 per hour
New Hire Fulltime MEO	\$17.50 per hour
Full Term MEO after 1 year of service	\$22.50 per hour
Part Time laborer	\$13.50 per hour
New Hire Fulltime laborer	\$14.00 per hour
Highway Superintendent paid bi-weekly:	Annual Amount

Daniel Davis	\$56,000
Town Officials paid monthly/hourly:	Annual Amount
Town Clerk	\$10,000
Codes Enforcement Officer	\$11,275
Town Justice	\$7,500
Town Supervisor	\$6,400
Town Assessor	\$3,600
Deputy Assessor	\$5,400
Deputy Clerk	\$14.50 per hour
Clerk to the Justice	\$16.80 per hour
Other employees paid monthly:	Annual Amount
Building Superintendent	\$2,100
Town Officials paid yearly:	Annual Amount
Town Board Member	\$1,650
Budget Officer	\$1,100
Registrar of Vital Statistics	\$600
Planning Board Clerk	\$1,500
Dog Control Officer	\$1,650
Deputy Codes Officer	\$15.00 per hour
Town Attorney	\$4,000

On a motion made by Supervisor Stokes, seconded by Councilperson Nell Ziegler  
Resolution #6-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #7-2022** Resolves that the rate per mile reimbursement be set at 58 ½ cents per mile and shall be paid by voucher with specific dates, locations, travel to and from, and accurate mileage report attached.

On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff  
Resolution #7-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #8-2022** Resolves that the following rate schedule and policy for use of the Smithfield Community Center be adopted for 2022.

Event Type/Size	Town Resident	Non-Resident
Organizational Meeting (1-4 meetings per month)	\$30	\$54
Small Party (Less than 25 people)	\$55	\$78
Medium Party (25-49 people)	\$80	\$104
Large Party (50 or more people)	\$105	\$130

To be revisited for pricing, policies and possibility of future monitoring of the space and keys.

On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff  
Resolution #8-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #9-2022** 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 Supervisor Stokes, seconded by Councilperson Nell Ziegler

Resolution #9-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #10-2022** 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	6 Hours
Budget Officer	Thomas J Stokes	6 Hours
Highway Superintendent	Daniel Davis	8 Hours

Appointed Officials:

Assessor	Brian Fitts	6 Hours
Dog Control Officer	Sheila Garrett	6 Hours
Codes Officer	Larry Cesario	6 Hours

On a motion made by Supervisor Stokes, seconded by Councilperson Nell Ziegler  
Resolution #10-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

**Resolution #11-2022** Authorizes the Supervisor to enter into an agreement with SFB Company for Bookkeeping Services. On a motion made by Supervisor Stokes, seconded by Councilperson Brenda Goff  
Resolution #11-2022 was adopted by Roll Call Vote:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

-The following policies were reviewed by the Board: Investments, Procurement, Building Use, and Employment Policy. Supervisor Stokes made a motion to approve, seconded by Councilperson Brenda Goff

Roll Call:

Supervisor	Thomas J Stokes	Aye
Councilperson	Nell Ziegler	Aye
Councilperson	Brenda Goff	Aye

-Motion to adjourn made by Supervisor Stokes, seconded by Councilperson Brenda Goff. All said Aye. Motion carried. The meeting was adjourned at 7:37 p.m.

Respectfully Submitted,

Christine Boyden, Town Clerk