

The Regular Meeting of The Town of Scriba Board was called to order by Supervisor Robert Ramsey who opened with the Pledge of Allegiance followed by the roll call:

Supervisor Robert Ramsey	(P)	Councilor Kelly Lagoe	(P)
Deputy Supervisor James Sheldon	(P)	Councilor Joe Pasco	(P)
Councilor Brad Kennedy	(P)		

Others Attending the Meeting:

Kevin Caraccioli-Town Attorney
Mike Barry-Highway Superintendent
Jody Gigon-Water, Sewer & Facilities
Meghan Sheffield-Water Clerk
5 residents

Resolution #18-153

Minutes- Motion made by Councilor Sheldon for a resolution to accept the Minutes from the previous meeting held on September 19, 2018. Seconded by Councilor Kennedy.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Correspondence- None

Announcements- None

Open Meeting- Councilor Lagoe commented on the two tabled items from last month's meeting and that they are not on today's agenda. Attorney Caraccioli stated there is no schedule for a tabled item to be brought back.

Resolution #18-154

Agenda Item #1-Water - Motion made by Councilor Lagoe for a resolution authorizing the Town Clerk, Rebecca Lavery, to re-levy water and sewer charges on property taxes for the year 2019. A list from the Water Department Clerk will be made with the individual's name, address and dollar amount to re-levy and submitted to the Town Clerk at the completion of the re-levy process. Seconded by Councilor Pasco.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried/ No Discussion	

Resolution #18-155

Agenda item #2-Water - Motion made by Councilor Kennedy for a resolution to hire Megan Sheffield in the newly created full-time position as the Account Clerk for the Water Department with a 6 month probationary period and a pay rate of \$14.00 per hour. Seconded by Councilor Lagoe. Supervisor Ramsey expressed his concerns with the pay rate. He stated there are other employees that have worked for the town longer and do not make as much as \$14.00 an hour. He also stated that with the uncertainty of what the nuclear plants will be paying for taxes he doesn't feel adding a new full time position with benefits is a good idea. Councilor Lagoe stated a full-time person is needed due to the increased volume coming into the water department and added upcoming projects.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Nay
Councilor Kennedy	Aye	Carried	

Resolution #18-156

Agenda item #3-Highway - Motion made by Councilor Sheldon for a resolution authorizing Supervisor Rob Ramsey and Highway Superintendent Mike Barry to enter into an agreement with Oswego County Highway Department for snow and ice removal for the 2018-2019 season. Seconded by Councilor Pasco.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-157

Agenda Item #4-Highway -Motion made by Councilor Kennedy for a resolution authorizing Highway Superintendent Mike Barry to purchase an underbody scraper from Henderson Products Inc., Watertown, N.Y. in the amount of \$8,849.00, which was the lowest quote received. Seconded by Councilor Sheldon. Question was asked how old the scraper was and on how many trucks they are on. Superintendent Barry answered 35 years with two rebuilds and they are on all the snow plow trucks.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-158

Agenda Item #5-Water - Motion made by Councilor Lagoe for a resolution authorizing the Town Supervisor to sign the Storm Water Maintenance Agreement with Champlain Commons, LLC. Seconded by Councilor Pasco. -Town Attorney Kevin Caraccioli explained part of the requirements of the underwriters is to make sure that there is an agreement signed. This does not obligate the Town for anything concerning storm water management. Question was asked about a statement written with in the agreement mentioning the use of the water for fire-fighting. Attorney Caraccioli stated the retention ponds will not be used for fire-fighting. Question was asked why Champlain Commons is connecting directly to the City Sewer System. Attorney Caraccioli explained this is permitted under the City Code. Scriba does not have a sewer district in this area as the boundaries do not extend as far as the Champlain Commons property. Question was asked about the water lines. Attorney Caraccioli stated they will be connected to Scriba Water District.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution#18-159

Agenda item #6-Water -Motion made by Councilor Kennedy for a resolution authorizing Director of Water & Facilities Jody Gigon to move forward with the conversion over to Williamson Law Book Company Water & Sewer software program for 2019 at a cost of \$10,385.00 with \$1,000 to be paid in 2018 and the remainder to be paid in January 2019. Seconded by Councilor Lagoe. Question was asked why is the \$1,000 being paid now instead of when the project is completed and is it in this year's budget. It was stated to lock in the quoted price and that it was not put into this year's budget.

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-160

Agenda Item #7-Planning - Motion made by Councilor Kennedy for a resolution authorizing the Planning Board Members to attend the Association of Towns 2018 Winter Planning School November 17, 2018 at the Minetto Town Hall for the cost of \$80.00 per person. Seconded by Councilor Lagoe.

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-161

Agenda Item #8-Highway- Motion made by Councilor Sheldon for a resolution authorizing Mike Barry, Highway Superintendent, to purchase a new fuel tank from Cortland Pump & Equipment Inc. in the amount of \$32,956.36. Seconded by Councilor Kennedy. In August of this year the Board approved the purchase of this tank with the understanding the price of the tank was included in the quote, However, the cost of the tank was not in the calculations for the quote. The quote approved was for labor only. At this time Mr. Barry is asking for approval for the cost of the tank. Mr. Barry explained the tank has been installed and should be ready for use in two weeks. He also stated when the tank was opened up they noticed a chisel had been dropped in the tank upon the original installation which is evident this is why the tank rusted and leaked. Legal action against the company that originally installed the tanks will be discussed.

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-162

Agenda Item #9-Fiscal - Motion made by Councilor Lagoe for a resolution authorizing budget modifications from the unappropriated fund balances in the following funds and their amounts to cover the fuel tank purchase

- Highway Fund for \$24,718.00
- General Fund for \$2,307.00
- Water Districts for \$5,932.00

Seconded by Councilor Kennedy.

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Resolution #18-163

Agenda Item #10- Motion made by Councilor Kennedy for a Resolution to adopt a Sexual Harassment Policy for the Town of Scriba. Seconded by Councilor Lagoe. Town Attorney Kevin Caraccioli explains the proposed Policy follows the same as the State. There will be training for all employees including appointed members, seasonal and part time employees. Councilor Lagoe mentioned the policy does not state to whom an employee should report to other than the Supervisor. If the complaint was against the Supervisor or a Board Member to whom would the employee send in their complaint. Attorney Caraccioli will inquire with the State as to how to add into the policy that an independent investigator can be called upon. Motion made by Councilor Lagoe to table. Seconded by Councilor Sheldon. Supervisor Ramsey brought to the attention of the Board the training will need to be done by January 1st.

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Tabled	

Resolution #18-164

Agenda Item #11-Fiscal- Motion made by Councilor Sheldon to correct the Abstract 9 bill amount from \$342,393.91 to \$342,354.91 and pay the bills as presented for Abstract 10 in the amount of \$318,348.15. Seconded by Councilor Lagoe.

General (A) # 456-502	\$ 96,653.38
Technology Fund (HT1) #	\$ 0.00
Highway Fund (DA) #185-210	\$ 91,140.91
Water, Sewer & Lighting (SW, SS, SL) #242-272	\$ 130,216.30
Trust & Agency (TA) #58-60	\$ 337.56
Total:	\$ 318,348.15

Councilor Pasco	Aye	Councilor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried/No Discussion	

Resolution #18-165

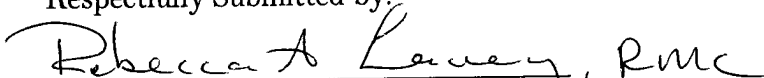
Recess - With nothing more to discuss a motion was made by Councilor Kennedy to recess the meeting to October 25, 2018 at 6:00 P.M. for the Public Hearing for the 2019 Preliminary Budget. Seconded by Councilor Lagoe.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried	

Councilor Lagoe received a call from a resident from Sunset Bay. The resident was questioning the ¼ EDU charge for east/south water district. An agreement was signed between the Town and the residents when the district was installed. The agreement will be reviewed.

Recessed @ 6:34pm

Respectfully Submitted by:


Rebecca A. Lavery/ RMC, Town Clerk

Date: 10.22.18

Resolution No. 18-161

October 17, 2018

**RESOLUTION AUTHORIZING BUDGET MODIFICATION FROM HIGHWAY,
GENERAL AND WATER DISTRICTS UNAPPROPRIATED FUND BALANCES TO
REPLACE GAS TANK**

By Robert Ramsey Supervisor:

WHEREAS, the Town of Scriba desires to replace a leaky gas tank at the Scriba fuel island, and

WHEREAS, there exists sufficient funds in the Highway, General and Water Districts unappropriated fund balances,

NOW, on recommendation of the Scriba Town Board, be it

RESOLVED, that the Scriba Town Supervisor is hereby authorized to execute a budgetary adjustment to transfer funds per attached budget modification to replace said leaky gas tank from highway, general and water districts unappropriated fund balances.

ROLL CALL

YES: 5 NO: 0 ABSENT: 0

BUDGET MODIFICATION REQUEST

FROM				TO				REASON FOR REQUEST	DOLLAR AMOUNT
ACCOUNT NUMBER	Dept.	Sub.	Fund	ACCOUNT NUMBER	Dept.	Sub.			
DA	599						Unappropriated Fund Balance-Highway	-\$24,718.00	
DA	5031						Interfund Transfer from General and Water Districts	-\$8,239.00	
				DA	5130		2 Highway Equipment	\$32,957.00	
A	599						Unappropriated Fund Balance-General	-\$2,307.00	
				A	9901		9 Interfund Transfer to Highway	\$2,307.00	
SW	599						Unappropriated Fund Balance-Water Districts	-\$5,932.00	
				SW	9901		9 Interfund Transfer to Highway(see attached for water breakdown)	\$5,932.00	

BOARD SIGNATURES	DATE
<i>Russell Brown</i>	10/17/18
<i>James G. Keller</i>	10-17-2018
<i>Paul Egan</i>	10/17/18
<i>Paul Egan</i>	10/17/18
<i>Keely H. Sogge</i>	10/17/18

Town of Scriba Water District Split		
Percentage	District	Amount
13.000%	SW-1	\$771
3.000%	SW-2	\$178
16.000%	SW-3	\$949
9.000%	SW-4	\$533
25.500%	SW-5	\$1,512
0.000%	SW-6	\$0
0.000%	SW-7	\$0
0.500%	SW-8	\$30
0.500%	SW-9	\$30
0.000%	SW-10	\$0
3.000%	SW-40	\$178
2.000%	SW-41	\$119
0.000%	SW-42	\$0
0.500%	SW-43	\$30
0.000%	SW-44	\$0
1.500%	SW-45	\$89
1.000%	SW-46	\$59
0.000%	SW-47	\$0
0.500%	SW-51	\$30
0.000%	SW-52	\$0
19.000%	SW-53	\$1,127
2.000%	SW-54	\$119
1.000%	SW-55	\$59
2.000%	SW-56	\$119
100.000%		\$5,932

**TOWN OF SCRIBA
TOWN BOARD MEETING**

October 17, 2018
6:00 p.m.

Call to Order

Pledge of Allegiance

Roll Call of Town Board Members

Minutes of Previous Meeting

Reports, Correspondence, Announcements

Open Meeting - All Speakers will be given a maximum 5-minute time allowance

AGENDA

1. Resolution authorizing the Town Clerk, Rebecca Lavery, to relevel water and sewer charges on property taxes for the year 2019. A list from the Water Department Clerk will be made with the individual's name, address and dollar amount to relevel and submitted to the Town Clerk at the completion of the relevel process.
2. Resolution to hire Megan in the newly created full-time position as the Account Clerk for the Water Department with a 6 month probationary period and a pay rate of \$14.00 per hour.
3. Resolution authorizing Supervisor Rob Ramsey and Highway Superintendent Mike Barry to enter into an agreement with Oswego County Highway Department for snow and ice removal for the 2018-2019 season.
4. Resolution authorizing Highway Superintendent Mike Barry to purchase an underbody scraper from Henderson Products Inc., Watertown, N.Y. in the amount of \$8,849.00, which was the lowest quote received.

5. Resolution authorizing the Town Supervisor to sign the Storm Water Maintenance Agreement with Champlain Commons, LLC.–Town Attorney Kevin Caraccioli.
6. Resolution authorizing Director of Water & Facilities Jody Gigon to move forward with the conversion over to Williamson Law Book Company Water & Sewer software program for 2019 at a cost of \$10,385.00 with \$1,000 to be paid in 2018 and the remainder to be paid in January 2019.
7. Resolution authorizing the Planning Board Members to attend the Association of Towns 2018 Winter Planning School November 17, 2018 at the Minetto Town Hall for the cost of \$80.00 per person.
8. Resolution authorizing Mike Barry, Highway Superintendent, to purchase a new fuel tank from Cortland Pump & Equipment Inc. in the amount of \$32,956.36.
9. Resolution authorizing budget modifications from the unappropriated fund balances in the following funds and their amounts to cover the fuel tank purchase
 - Highway Fund for \$24,718.00
 - General Fund for \$2,307.00
 - Water Districts for \$5,932.00
10. Resolution to adopt a Sexual Harassment Policy for the Town of Scriba. Town Attorney Kevin Caraccioli
11. Motion to correct the Abstract 9 bill amount from \$342,393.91 to \$342,354.91 and pay the bills as presented for Abstract 10 in the amount of \$318,348.15.

OPEN MEETING- All Speakers will be given a maximum 5-minute time allowance

MOTION TO RECESS the October 17, 2018 Board Meeting to October 25, 2018 at 6:00 P.M. for the Public Hearing for the 2019 Preliminary Budget.