

The Regular Town Board Meeting of The Town of Scriba Board was called to order by Supervisor Robert J. Ramsey who opened with the Pledge of Allegiance followed by the Roll Call

Supervisor Robert J. Ramsey	(P)	Councilor Kelly Lagoe	(P)
Deputy Supervisor James Sheldon	(P)	Councilor Joseph Pasco	(P)
Councilor Brad Kennedy	(P)		

**Others Attending the Meeting:**

Kevin Caraccioli- Town Attorney	Michael Barry- Highway Superintendent
Peggy Michael- Director of SACC/Recreation	Steve Gosselin-Planning Board Chairman
Jody Gigon- Director of Facilities & Water	Charlie Hewitt-Facilities
Don LaBarge-COE	

**Resolution #18-76**

**Minutes-** Motion made by Councilor Lagoe for a resolution to accept the Minutes from the previous meeting held on April 18, 2018. Seconded by Councilor Pasco.

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

**Resolution #18-77**

**Report-** Motion made by Councilor Kennedy for a resolution to accept the monthly reports which were received from the Town Supervisor, Town Clerk, Town Justice, Planning board, Water, Buildings & Grounds, Recreation. Seconded by Councilor Sheldon. Short discussion concerning the COE reports, asking for more details. Future reports will be more detailed.

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

**Correspondence-none**

**Announcement-none**

**Open Meeting-**

**Henry Fylstra-**Submitted a letter from Theresa & Tom Galletta concerning short burst emissions measuring above the allowed limit.

**Steve Gosselin-**Asked for an update on the May's property. The Town Board, Don LaBarge (COE) and the Town Attorney stated the May's Property is still being held in litigation with the State. The Attorney for the May Property (Attorney Steele, Oswego) has been notified of its hazard status to the Town of Scriba and its residents. The most recent information from Attorney Steele is that she may have a buyer for the property. There are three gas tanks still present on the property. Shane Broadwell is inquiring into possibly using the Land Bank to fund the cleanup of the property. However, the Land Bank typically only assists with commercial property. Attorney Caraccioli was contacted by the NYS DEC informing him there may be State monies available within our region to help assist with the removal of the Fuel Tanks.

**Resolution #18- 78**

**Agenda item #1** - Motion made by Councilor Sheldon for a resolution authorizing Town Historian Charlie Young to move forward with the WWI Memorial Project. This project would consist of ground prep work, purchasing a large stone and a bronze plaque to be mounted on the stone which will include all of the Scriba connected Veteran's names from WW1. The stone will be placed at the Veteran's Park at Scriba Corners. The project would cost approximately \$2,800.00 with the possibility of some items being donated. Funds for the project would come from the Contingency line A1990.4. A dedication ceremony would follow in the fall. Seconded by Councilor Kennedy.

There was a short discussion concerning the funds for the project. The Board will check with the book keeper to ensure the funds are available. Motion to table made by Councilor Lagoe, Seconded by Councilor Sheldon.

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

**Resolution #18-79**

**Agenda item #2**- Discussion regarding the request by Jody Gigon, Director of Water & Facilities, to make the Water Billing Clerk a full-time position with a pay scale adjustment. If approved this position would then become classified as competitive which would require the implementation of Oswego County Civil Service rules relating to competitive titles. Motion to discuss made by Councilor Lagoe, Seconded by Councilor Pasco. Several questions were posed by the Board regarding the pay scale, hours per day, where the funds would come from for her pay, full time vs. two part time positions, etc. Motion made by Councilor Lagoe to table. Seconded by Councilor Sheldon.

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

**Resolution #18-80**

**Agenda item #3**- Motion made by Councilor Kennedy for a resolution authorizing Jody Gigon, Director of Water & Facilities, to purchase GPS for the Water & Facilities Department vehicles in the amount of \$180.00 per month (\$2,160.00 a year). Seconded by Councilor Lagoe. Short discussion concerning necessity of GPS's. Board advised the Town issued cell phones have GPS tracking on them. It is a free service. The employee's that do not have town issued phones are only the part time seasonal help. The Board suggested using the free Cell Phone GPS tracking. Motion made by Councilor Lagoe to withdraw the resolution. Seconded by Councilor Pasco.

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

**Resolution #18-81**

**Agenda item #4**- Motion made by Councilor Kennedy for a resolution acknowledging Troy Kocher's completion of his 6 month probationary period as Water Maintenance Worker and based upon Jody Gigon's recommendation, he be considered full-time, permanent. Seconded by Councilor Lagoe.

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

**Resolution #18-82**

**Agenda item #5-** Motion made by Councilor Lagoe for a discussion regarding filling the position of Deputy Code Officer as requested by Donald Labarge, Code Enforcement Officer. Seconded by Councilor Sheldon. The Board posed several questions to Code Enforcement Officer Donald Labarge which included why he felt he needed help, where the money would come from to pay the employee, how many hours and when would the employee be working, etc. Councilor Lagoe made the motion to table. Seconded by Councilor Sheldon.

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

**Resolution #18-83**

**Agenda item #6 -** Motion made by Councilor Pasco for a resolution authorizing Donald Labarge, Code Enforcement Officer, to enter into a contract with Williamson Law Book Company, Victor, New York, in an effort to convert to a more functional and secure software program. The approximate cost of the software program for the initial install would be approximately \$6,375.00 with an annual support charge yearly thereafter of \$995.00. If approved the funds would be taken from the Technology Reserve Account A232A. The Town currently utilizes Williamson Law Book for its accounting software as well as its payroll software. Seconded by Councilor Sheldon.

The Board posed several questions to COE Don Labarge. Including: Need for new program, Use of this software by other towns, Joint implementation with Water dept. cost. Motion to table by Councilor Lagoe, Seconded by Councilor Sheldon.

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

**Resolution #18-84**

**Agenda item #7-** Motion made by Councilor Sheldon for a resolution authorizing the new permit packet and a new fee schedule (attached) for both residential and businesses by recommendation of Donald Labarge, Code Enforcement Officer. Seconded by Councilor Pasco. Short discussion to omit/change two sections. One is non-applicable to the Town of Scriba and the other will be a rate change.

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

**Resolution #18-85**

**Agenda item #8-** Motion made by Councilor Sheldon for a resolution authorizing Jody Gigon, Director of Water & Facilities, to accept the lowest bid received from Pittsburg Tank Group, Henderson, KY, in the amount of \$7,700 regarding the tank inspections due this year for the tanks located at St. Rt. 104 (250,000 gallon tank) and the other which is located at Co. Rt. 1 (Million gallon tank). Seconded by Councilor Lagoe.

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

**Resolution #18-86**

**Agenda item #9-Fiscal-Bills**

Motion made by Councilor to pay the bills as presented in the amount of:

General (A) #176-227 (HT1)223	\$115,809.45
Highway Fund (DA) # 87-105	\$50,847.90
Water, Sewer, & Lighting (SW, SS, SL) # 103-126	\$462,430.21
<u>Trust &amp; Agency (TA-Payroll) #25-29</u>	<u>\$3,630.34</u>
Total:	\$632,717.90

Seconded by Councilor

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

**Resolution #18-87**

**Agenda Item #10-** Motion made by Councilor Kennedy to move into executive session to discuss the medical, financial, credit, employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, suspension dismissal or removal of a particular person. (Public Officers Law §105.1.f) Seconded by Councilor Lagoe.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried – 7:06pm	

**Resolution #18-88**

Motion made by Councilor Lagoe to exit out of the executive session. Seconded by Councilor Kennedy.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Carried – 8:35pm	

**Resolution #18-89**

**Adjourn** - With nothing more to discuss a motion was made by Councilor Kennedy to adjourn the regular meeting. Seconded by Councilor Sheldon.

Councilor Pasco	Aye	Deputy Supervisor Sheldon	Aye
Councilor Lagoe	Aye	Supervisor Ramsey	Aye
Councilor Kennedy	Aye	Adjourned 8:36pm	

Respectfully Submitted by:  Rebecca A. Lavery, RMC/Town Clerk Date: 6.5.2018

**TOWN OF SCRIBA  
TOWN BOARD MEETING**

May 16, 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 Town Historian Charlie Young to move forward with the WWI Memorial Project. This project would consist of ground prep work, purchasing a large stone and a bronze plaque to be mounted on the stone which will include all of the Scriba connected veteran's names from WWI. The stone will be placed at the Veteran's Park at Scriba Corners. The project would cost approximately \$2,800.00 with the possibility of some items being donated. Funds for the project would come from the Contingency line A1990.4. A dedication ceremony would follow in the fall.
2. Discussion regarding the request by Jody Gigon, Director of Water & Facilities, to make the Water Billing Clerk a full-time position with a pay scale adjustment. If approved this position would then become classified as competitive which would require the implementation of Oswego County Civil Service rules relating to competitive titles.
3. Resolution authorizing Jody Gigon, Director of Water & Facilities, to purchase GPS for the Water & Facilities Department vehicles in the amount of \$180.00 per month (\$2,160.00 a year).

4. Resolution acknowledging Troy Kocher's completion of his 6 month probationary period as Water Maintenance Worker and based upon Jody Gigon's recommendation, he be considered full-time, permanent.
5. Discussion regarding filling the position of Deputy Code Officer as requested by Donald Labarge, Code Enforcement Officer.
6. Resolution authorizing Donald Labarge, Code Enforcement Officer, to enter into a contract with Williamson Law Book Company, Victor, New York, in an effort to convert to a more functional and secure software program. The approximate cost of the software program for the initial install would be approximately \$6,375.00 with an annual support charge yearly thereafter of \$995.00. If approved the funds would be taken from the Technology Reserve Account A232A. The Town currently utilizes Williamson Law Book for its accounting software as well as its payroll software.
7. Resolution authorizing the new permit packet and a new fee schedule (attached) for both residential and businesses by recommendation of Donald Labarge, Code Enforcement Officer.
8. Resolution authorizing Jody Gigon, Director of Water & Facilities, to accept the lowest bid received from Pittsburg Tank Group, Henderson, KY, in the amount of \$7,700 regarding the tank inspections due this year for the tanks located at St. Rt. 104 (250,000 gallon tank) and the other which is located at Co. Rt. 1 ( Million gallon tank).
9. Motion to pay the bills as presented in the amount of
10. Motion to move into Executive Session to discuss the medical, financial, credit, employment history of a particular person or corporation or matters leading to the appointment, employment, promotion, demotion, suspension dismissal or removal of a particular person. (Public Officers Law § 105.1.f)

ADJOURN