

TOWN OF WILTON

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WILTON, NEW YORK

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Susan Baldwin, Town Clerk

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Supervisor Johnson noted the continuation of the public hearing from last month has been withdrawn by the applicant.

REGULAR TOWN BOARD MEETING-May 4, 2017

Supervisor Johnson called the Regular Town Board meeting to order at 7:02 p.m.

Pledge of Allegiance

Supervisor Johnson led the board and the audience in reciting the Pledge of Allegiance to the Flag.

Roll Call

Roll Call by the Town Clerk showed all board members present.

Arthur Johnson-Supervisor

Steve Streicher-Deputy Supervisor

Joanne Klepetar-Councilwoman

John Lant-Councilman

John McEachron-Councilman

Also present was Mark Schachner, Town Counsel, Director of Planning and Engineering, Ryan Riper, P. E., Director of Planning and Engineering and Jeff Reale, Comptroller.

Approve Pending Minutes

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #101

NOW, THEREFORE, BE IT RESOLVED, to approve the minutes from the April 6, 2017 meeting, as typed.

The adoption of the resolution was seconded by Councilwoman Klepetar, duly

put to a vote, all in favor. The motion passed 5-0.

Public Comment Session

There was none.

Recreation Commission

Supervisor Johnson said Joe Bartol served on the Park and Rec Commission for nine years and the past three years as chairman. That service is being recognized by the town with a plaque;

Presented to Joe Bartol by the Wilton Town Board in recognition of your dedication, contribution and loyal service while serving on the Park and Recreation Commission. Your nine years as a member and chairman has proven your allegiance to your position and the Town of Wilton and we wish you best wishes in your future endeavors.

Mr. Bartol said he will continue to be involved with “Friends of Gavin Park” and he said he does have blank applications for sponsorships with him.

Petty Cash Accounts Policy

Mr. Reale said the New York State Comptroller’s Office would like all towns to have this policy in place. The town board should adopt this policy and will become part of the organizational resolutions.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #102

NOW, THEREFORE, BE IT RESOLVED, a petty cash accounts shall be established for departments that request petty cash for the purchase of materials, supplies or services under conditions requiring immediate payment.

BE IT RESOLVED, the amount of each account will not exceed \$200.00. At its annual reorganizational meeting, the Town Board shall appoint a custodian for each petty cash account who shall administer and be responsible for such account.

AND FURTHER IT BE RESOLVED, to ensure that these funds are properly managed, the following guidelines shall be followed:

1. All disbursement from such funds are to be supported by receipted bills or other evidence documenting the expenditure.
2. Receipts and cash-on-hand must always total the authorized fund amount.
3. Payments may be made from petty cash for materials, supplies or services requiring immediate payment.
4. Sales tax on purchases shall not be paid by the town from petty cash funds.
5. The town shall reimburse uses of petty cash funds up to the extent of expenditures, with appropriate documentary support and as approved by the Comptroller.
6. Each account will be reconciled by the Town comptroller at the end of the calendar year.

The adoption of the resolution was seconded by Deputy Supervisor Streicher duly put to a vote, all in favor. The motion passed 5-0.

Committee Reports

Councilman Lant said there will be a meeting regarding the court building on Friday, May 5, 2017 at 10:00 a.m. We have a few different ideas and will let the board know what is going on.

Supervisor Johnson said the Bicentennial Committee has been meeting and is moving forward very nicely. A sponsorship letter was sent out. If anyone has a business and would like to take the opportunity to advertise, we have sponsorships at different levels. We have the forms at town hall.

Comptroller's Report

1.) 2017 Budget Amendments and Transfers

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #103

NOW, THEREFORE, BE IT RESOLVED, to approve the 2017 budget amendments and transfers requested for and listed in the Comptroller's 5/4/2017 Report (attached) to the Town Board.

The adoption of the resolution was seconded by Councilman McEachron duly put to a vote, all in favor. The motion passed 5-0.

2.) Personnel

a.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #104

NOW, THEREFORE, BE IT RESOLVED, to approve overnight travel for Kirk Woodcock to attend the Highway School for Superintendents in Ithaca, NY, June 11-14, 2017.

The adoption of the resolution was seconded by Councilman Lant duly put to a vote, all in favor. The motion passed 5-0.

b.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #105

NOW, THEREFORE, BE IT RESOLVED, to accept the resignation of Lisa Major from the full time Senior Clerk's position effective 4/14/2017.

The adoption of the resolution was seconded by Councilman McEachron duly put to a vote, all in favor. The motion passed 5-0.

c.

On a motion introduced by Councilman Lant, the board adopted the following resolution:

RESOLUTION #106

NOW, THEREFORE, BE IT RESOLVED, to ratify the hiring of Lisa Muller into the vacant full time Senior Clerk's position, Step 1, effective May 10, 2017 at a rate of \$16.73 per hour with full benefits.

The adoption of the resolution was seconded by Deputy Supervisor Streicher duly put to a vote, all in favor. The motion passed 5-0.

d.

On a motion introduced by Councilman McEachron, the board adopted the following resolution:

RESOLUTION #107

NOW, THEREFORE, BE IT RESOLVED, to approve the hiring of Jacob Beaudet into the vacant full time MEO position, effective May 5, 2017 at a rate of \$17.32 per hour with full benefits.

The adoption of the resolution was seconded by Councilman Lant duly put to a vote, all in favor. The motion passed 5-0.

3.) DCO Vehicle

Mr. Reale said after the last town board meeting the Dog Control Officer's vehicle was put out to bid. We received two bids and the lowest bidder was \$28,075 from Webster Ford. **Mr. Reale** asked the town board to accept the mini-bid and also approve the budget amendment for \$31,000, which includes the cap. Our Dog Control Officer is currently working without a vehicle. **Councilwoman Klepetar** asked if the town ever leases vehicles. **Councilman Lant** said it wouldn't be worth it. **Councilwoman Klepetar** asked about used vehicles. **Councilman Lant** said there isn't anything out there. **Councilman McEachron** said he purchased his vehicle used and it was \$30,000. **Councilman Lant** said it is a good buy. **Mr. Reale** said the vehicle was a 2005, Mr. Stunzi keeps the trucks for a long time. **Councilwoman Klepetar** asked what the vehicle is used for. **Mr. Reale** said it is not only for transporting dogs it is also used for going on calls. **Supervisor Johnson** said it is not for personal use. **Mr. Reale** said the Deputy Dog Control Officer showed him records of the calls they have gone out on. Each year there is a ream of paper for all of the calls they go out on.

On a motion introduced by Deputy Supervisor Streicher, the board adopted the following resolution:

RESOLUTION #108

NOW, THEREFORE, BE IT RESOLVED, to accept the lowest bid for the new 2017 F-150 4WD DCO vehicle.

FURTHER IT BE RESOLVED, to approve a budget amendment of \$31,000 from .599 (Appropriated Fund Balance) to 599.200(DCO Equipment).

The adoption of the resolution was seconded by Councilman McEachron duly put to a vote, all in favor. The motion passed 5-0.

4.) Disposal of Assets

a.

On a motion introduced by Councilman McEachron the board adopted the following resolution:

RESOLUTION #109

NOW, THEREFORE, BE IT RESOLVED, to approve the disposal of and sell the attached list of surplus vehicles at Auctions International and the other surplus items at the local auction.

The adoption of the resolution was seconded by Deputy Supervisor Streicher duly put to a vote, all in favor. The motion passed 5-0.

b.

On a motion introduced by Deputy Supervisor Streicher the board adopted the following resolution:

RESOLUTION #110

NOW, THEREFORE, BE IT RESOLVED, to approve the disposal of and sell surplus asset ID#0769, Ceramic Kiln, online at Auctions International.

The adoption of the resolution was seconded by Councilman McEachron duly put to a vote, all in favor. The motion passed 5-0.

5.) Independent Auditors Report 2016

Mr. Reale noted the Independent Auditors Report for 2016 has been completed and copies have been distributed to town board members. It is also on file with the Town Clerk's Office

Executive Session

Supervisor Johnson said there will be an Executive Session.

Deputy Supervisor Streicher made a motion to adjourn at 7:26 p.m. for Executive Session to discuss the proposed acquisition, sale or lease of property. The motion was seconded by **Councilwoman Klepetar** with all board members in favor. The motion carried 5-0.

Deputy Supervisor Streicher made a motion to reconvene at 7:45 p.m. The motion was seconded by **Councilman Lant** with all board members in favor.

Supervisor Johnson said there was no action taken.

On a motion introduced by **Deputy Supervisor Streicher** and seconded by **Councilman McEachron** all board members in favor, the meeting was adjourned at 7:46 p.m.

Respectfully Submitted,

Susan Baldwin, Town Clerk

Supervisor, Arthur Johnson

Deputy Supervisor, Steve Streicher

Councilman, John Lant

Councilman, John McEachron

Councilwoman Joanne Klepetar