

Minutes of the regular monthly meeting of the Jerusalem Town Board held on April 16, 2014 at 7:00 P.M. PRESENT were: Supervisor Killen, Councilors Dinehart, Jones, Parson, Steppe, Deputy Supervisor Stewart, Town Attorney Bailey, Town Clerk McMichael, Highway Superintendent Martin, Town Engineer Ackart.

GUESTS: Ron Rubin, Mr. & Mrs. George Schaeffer, Jen Gruschow, Ashley Williamson, Steve McMichael, Fred Thomas, Bill Sutherland, Doug Paddock, David Specksgoor; *Dundee Observer* Reporter, John Christensen; *Chronicle Express* Reporter

Supervisor Killen called the meeting to order with the Pledge to the Flag at 7:00 P.M.

RESOLUTION #65-14

APPROVAL OF MINUTES

On a motion of Councilor Parson, seconded by Councilor Steppe, the following was

ADOPTED	Ayes	4	Dinehart, Killen, Parson, Steppe
	Nays	0	
	Abstain	1	Jones

The following corrections were noted:

Councilor Steppe abstained on Resolutions #52-14, #53-14 and #54-14.

Resolution #57-14 was corrected to read Supervisor Killen, not Supervisor Jones.

Resolved that the minutes of the March 19, 2014 meeting be approved as corrected.

RESOLUTION #66-14

AUDIT OF CLAIMS

On a motion of Councilor Jones, seconded by Councilor Dinehart, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Resolved that the bills be paid as presented in the following amounts:

General:	\$44,232.56
Outside Village	\$ 295.81
Highway DB:	\$11,819.65
Sewer:	\$ 6,684.66
Water:	\$ 8,695.06
Branchport Light	\$ 344.11

March Utilities:

General: \$ 1,932.55
Outside Village: \$ 348.92
Sewer: \$35,837.27
Water: \$52,351.30
Trust: \$26,513.85

RESOLUTION #67-14
SUPERVISOR REPORT

On a motion of Councilor Jones, seconded by Councilor Steppe, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Resolved that the Supervisor's Report on the Town's finances for the month of March 2014 be accepted as presented.

TOWN OFFICIALS
HIGHWAY SUPERINTENDENT

- Written Budget Highway report on file in the Office of the Town Clerk.
- Supervisor Killen will notify the Town of Pulteney that we can supply gravel to help them out, but the Town of Jerusalem will not be their gravel supplier.

TOWN ENGINEER

- Notes of the April 7, 2014 KPSW meeting on file in the Office of the Town Clerk.
- Candidates for the Water/Wastewater Maintainer position will be interviewed tomorrow.

SUPERVISOR

- Supervisor Killen shared results from the staff survey, noting he was hoping for more ideas on cost saving measures. The results will be copied to Highway Superintendent Martin.
- St. Michael's Bike the Bluff will be held June 21, 2014.
- A thank you note from Ed Seus was read for work done by the Highway Department related to water runoff on West Bluff Drive.
- Information on grant funds available for home repairs and improvements can be found at KHC.org/homerepair or BishopSheenHousing.org.
- Supervisor Killen will research changes to the Town's website to make it more interactive and keep the community informed.

SALT STORAGE BUILDING RESERVE - PUBLIC HEARING

The public hearing scheduled for tonight to expend funds from the salt storage reserve fund established by Resolution #156-13 is not required.

SUBCOMMITTEE REPORTS:

AGR ZONING REVIEW SUBCOMMITTEE:

Attorney Bailey will draft the proposed changes to Article V. Agricultural-Residential (AGR) Use District submitted by the AGR Zoning Review Subcommittee into local law format.

Fred Thomas provided new Board members with his comments given to the Town Board in 2012 regarding the proposed change to lot coverage in the AGR Use District.

LOCAL WATERFRONT REVITALIZATION PROJECT:

The next meeting is April 29, 2014.

BRANCHPORT HAMLET/CDB GRANT STEERING SUBCOMMITTEE:

Subcommittee Chair Gruschow provided an update on three projects currently underway.

The Subcommittee would like to submit a Transportation Alternative Program (TAP) grant application to fill in the open ditches in front of the Fire House property on Route 54A and construct sidewalks to improve Branchport. The minimum project cost is \$250,000 with a 20% local match. TAP is a reimbursement grant, meaning the town has to expend funds and then is reimbursed. The engineering services needed for the project design have been estimated at \$2,000-3,000 by Larson Design Group. This would be a cost to the Town and is not reimbursable.

Façade guideline questionnaires have been distributed in the community. Subcommittee member and Keuka Housing Council Executive Director, Renee Bloom will write the application for Main Street grant funding, which is a 50/50 match.

The Board selected Option A for the "Welcome to Branchport" sign that will be installed on Route 54A near the Fire House. (Exhibit A) By sponsoring the sign for \$750, local businesses will be allowed to advertise on the sign for seven years. After that time, the sign would need refurbishment, and we would again offer an opportunity to sponsor the sign for a reasonable fee or allow another business to join in.

The Planning Board budget includes \$2,750 for façade guidelines, \$1,000 for signs and \$1,000 toward the cost of Larson Design Group engineering services.

RESOLUTION #68-14

AUTHORIZE LARSON DESIGN GROUP SERVICES - TAP SIDEWALK APPLICATION

On a motion of Supervisor Killen, seconded by Council Steppe, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Resolved the Branchport Hamlet Subcommittee move forward with the Transportation Alternative Program (TAP) application for sidewalks in Branchport. Larson Design Group will assist with the project design to be paid \$1,000 from the Planning Board budget and \$2,000 from contingency.

CONSERVATION/RENEWABLE ENERGY SUBCOMMITTEE

The Conservation/Renewable Energy Subcommittee submitted their final report. Deputy Supervisor Stewart thanked the committee for all their work. The Open Space map will be digitally stored.

RESOLUTION #69-14

RESOLUTION AUTHORIZING TOWN SUPERVISOR TO EXPEND FUNDS FROM THE SALT STORAGE RESERVE FUND OF THE TOWN OF JERUSALEM

On a motion of Councilor Steppe, seconded by Councilor Jones, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

The Town Board of the Town of Jerusalem, duly convened in regular session, does hereby resolve pursuant to the provisions of section 6-c of the General Municipal Law of the State of New York that the Supervisor be and he hereby is authorized and directed to transfer from the Salt Storage Reserve Fund of the Town of Jerusalem, duly established on October 16, 2013, to the Buildings contractual expense item DB5140.4 in the Annual Budget for the year 2014, \$42,600.00 of the principal and accumulated interest in said Reserve Fund to purchase materials, labor and incidentals to construct a new Salt Storage Shed for the Town of Jerusalem, in accordance with plans approved by the Superintendent of Highways of the Town.

RESOLUTION #70-14

AUTHORIZE REQUEST FOR BIDS ON FABRIC ROOF FOR SALT STORAGE BUILDING

On a motion of Councilor Jones, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Resolved the Highway Superintendent prepare a request for proposal for a fabric membrane covered structure for the salt storage

building and advertise for sealed bids containing a non-collusion bidding certification in accordance with §103 of the General Municipal Law.

LANG OPEN DEVELOPMENT AREA APPLICATION

Supervisor Killen spoke to Code Enforcement Officer Phillips who reported there has been some progress on the driveway. The road maintenance agreement required as part of Lang's open development area application has not been filed to date.

IT LIAISON

Supervisor Killen stated the new server was installed this week. The staff has been informed to direct computer repair or assistance through the IT Liaison for SCT Computers. The 2014 budget did not include the server replacement, nor four replacement PC's for the Supervisor, Code Enforcement Officer, Building Department Clerk and Bookkeeper.

While the Town Board dictates the tasks of employees, there was no formal resolution by the Board on the appointment of an IT Liaison. The April 13, 2010 Staff Meeting Notes indicate the Zoning Assessing and Planning Clerk Nesbit was asked to be the IT support person in 2009. Mrs. Nesbit stepped down from this role and Supervisor Killen named KPSW Clerk Wheeler the IT Liaison. A stipend was discussed, noting the time allocation for this position is estimated at two hours per week.

RESOLUTION 71-#14

ESTABLISH STIPEND FOR IT LIAISON

On a motion of Supervisor Killen, seconded by Councilor Dinehart, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Resolved a \$1,040 stipend be established for the position of IT Liaison retroactive to April 1, 2014 and prorated to December 31, 2014 to be paid from account 1990.4; and, be it further

Resolved this appointment and stipend will be an agenda item for the Organizational Meeting.

2014 IT BUDGET

2014 IT Budget amendments for the server, PC replacements and IT Liaison stipend will be added to the May agenda.

RESOLUTION #72-14

APPOINTMENT - PLANNING BOARD MEMBER

On a motion of Councilor Steppe, seconded by Councilor Parson, the

following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Whereas, the Jerusalem Town Board has received and accepted the resignation of David Owens as a member of the Town of Jerusalem Planning Board; and

Whereas, Tim Cutler has written a letter expressing an interest in the open Planning Board position; and

Whereas, the subcommittee of Max Parson, Ron Rubin and Mike Steppe interviewed two candidates, one of which was Mr. Cutler; and

Whereas, the subcommittee has determined Mr. Cutler would add value and bring a diverse view to the Town of Jerusalem Planning Board, and unanimously agreed to his appointment;

Now, therefore, be it resolved the appointment of Mr. Tim Cutler to the Town of Jerusalem Planning Board for the remainder of the open term ending December 31, 2014.

RESOLUTION #73-14

AUTHORIZE ATTENDANCE AT ASSOCIATION OF TOWNS/STATE COMPTROLLER
FINANCE SCHOOL

On a motion of Councilor Jones, seconded by Councilor Parson, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Authorizing Town Supervisor to attend NYS Association of Towns Finance School;

Whereas one of the primary duties of Town Supervisor is preparing and monitoring the Town budget;

Whereas the Town Highway Superintendent duties require preparation and monitoring of Highway Department budget;

Whereas NYS Association of Towns is offering the 14th Annual Town Finance School on May 15-16, 2014 at Woodcliff Hotel in Rochester New York;

Whereas the registration fee for NYS Association of Town Members is \$200 per person for the training, breakfast, lunch break and materials;

Whereas the registration fee for NYS Association of Town Members is \$200 per person for the training, breakfast, lunch break and materials;

Therefore be it resolved that the Town Supervisor and Town Highway Superintendent be authorized to attend NYS Association of Towns Finance School on May 15-16th, 2014 in Rochester, New York.

RESOLUTION #74-14

TRAINING REQUEST - GFLRPC SPRING 2014 LOCAL GOVERNMENT WORKSHOP

On a motion of Supervisor Killen, seconded by Councilor Steppe, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Resolved the training request to attend the GFLRPC Spring 2014 Local Government Workshop from part-time Code Enforcement Officer Art Carcone be denied.

RESOLUTION #75-14

AUTHORIZE TRAINING - SOUTHERN TIER/FINGER LAKES WATER INFRASTRUCTURE FUNDING

On a motion of Councilor Jones, seconded by Councilor Dinehart, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Whereas the ACEC New York American Council of Engineering Companies of New York Southern Tier Region will be hosting a training on Water Infrastructure Funding on May 21, 2014 at Watkins Glen Harbor Hotel, 16 N. Franklin Street, Watkins Glen, NY; and

Whereas the government rate per attendee is \$25.00; and

Whereas instruction and training expenses were approved in the 2014 budget; now, therefore, be it

Resolved to authorize attendance for up to (2) person(s) from the Water/Sewer Department to attend the Southern Tier/Finger Lakes Water Infrastructure Meeting at a cost of \$25.00/person. This expense to be funded from account code 8340.

RESOLUTION #76-14

KPSW TEAMSTER'S UNION CONTRACT NEGOTIATING COMMITTEE

On a motion of Supervisor Killen, seconded by Councilor Dinehart, the following was

ADOPTED Ayes 4 Dinehart, Jones, Killen, Steppe
 Nays 1 Parson

Resolved Councilor Jones, Councilor Dinehart and Deputy Supervisor Stewart begin preliminary discussions on the KPSW Teamster's Union Contract that expires December 31, 2014.

RESOLUTION #77-14

DECLARE SURPLUS EQUIPMENT FOR SALE

On a motion of Councilor Jones, seconded by Councilor Dinehart, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Resolved that the 1988 Gradall model G3WD excavator be declared as surplus equipment, and the Highway Superintendent be authorized to advertise the sale of said excavator on Auctions International; and, be it further

Resolved the proceeds from this sale will be put into the Highway Equipment Reserve.

RESOLUTION #78-14

AUTHORIZE ORGANIZATION OF TOWN RECORDS

On a motion of Councilor Dinehart, seconded by Councilor Jones, the following was

ADOPTED Ayes 5 Dinehart, Jones, Killen, Parson, Steppe
 Nays 0

Whereas Town records were stored at the Highway Barn prior to the Town Hall relocating to its present location at 3816 Italy Hill Road; and

Whereas the Highway Department needed the storage area for their supplies and recently moved approximately 40 boxes to the Town Hall basement; now, therefore, be it

Resolved the Town Board authorize Meredyth McMichael and Katie Marchionda to assist the Records Management Officer in organizing said records in accordance with the MU-1 to be paid an hourly rate of \$10 from accounting code 1430.1 personal services.

TIME CLOCK

Time Clock will be added to the May agenda.

PUBLIC COMMENT

Bob Evans commended Code Enforcement Officer John Philips on removing a number of vehicles from the four-corners of Branchport.

Yates County Legislator Doug Paddock stated consolidation discussions are scheduled for May 6, 2014.

RESOLUTION #79-14

MOVE TO EXECUTIVE SESSION

On a motion of Councilor Jones, seconded by Councilor Steppe, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Resolved that this meeting be interrupted to enter into Executive Session to discuss a specific employee classification.

The Executive Session convened at 9:04 P.M.

RESOLUTION #80-14

RETURN TO REGULAR SESSION

On a motion of Councilor Parson, seconded by Councilor Steppe, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Resolved that the Board return to regular session.

The Board reconvened in regular session at 9:50 P.M.

RESOLUTION #81-14

ZONING ASSESSING & PLANNING ACCOUNTY CLERK TYPIST

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED	Ayes	5	Dinehart, Jones, Killen, Parson, Steppe
	Nays	0	

Resolved the Zoning Assessing and Planning Account/Clerk/Typist position be designated as an hourly employee and the hourly rate to be determined by dividing the current salary by 1820 hours; and be it further

Resolved that this hourly employee will punch the time clock.

Jerusalem Town Board
April 16, 2014

With there being no further business, on a motion of Councilor
Steppe, seconded by Councilor Parson, the meeting was adjourned at
9:55 P.M.

Sheila McMichael, Town Clerk