

**ORGANIZATIONAL MEETING OF THE CAMPBELL TOWN BOARD
FOR THE YEAR 2016.**

The organizational meeting of the Campbell Town Board was held on January 11, 2016, at 6 P.M. at the Campbell Town Hall with the following----

Members Present: Michael D. Austin, John Tschantre, Jeffrey Horton, James F. Drumm and Terry Wheat; **Town Clerk:** Sandra M. Austin; **Highway Supt:** Thomas A. Austin; and **Code Enforcement Officer & Dog Control Officer:** Marvin Rethmel; **Secretary to The Town Supervisor:** Wendy Oman.

Members Absent: None.

Others Present: Joe McUmbert, Karen Miller, Mary Perry, Deb Baldwin, Jamie Jewell, Chris Baird, Linda Baird, Stanley Manning, Wayne Cosier, Glenn Vogel, Don Markell, Tim Forester and Gordy Hakes.

Compliance with Open Meetings Law-- The meeting was called as the organizational and regular monthly meeting. Notice of this meeting was worded as follows: **The Town Board of the Town of Campbell** will hold a special meeting on January 11, 2016 at 6:00 p.m. at the Campbell Town Hall to take care of organizational business for the year 2016. Following the organizational meeting, the January monthly meeting will be held. The meeting is open to the public. This notice was e-mailed to The Leader on December 30th, 2015, and said notice was also posted on the Town Clerk's sign board in the Town Hall.

Pledge of Allegiance / Call to Order/ Roll Call and Appointment of Chairman --The pledge of allegiance was led by Supervisor Michael Austin and the meeting was called to order; roll call was taken by the Town Clerk. RESOLUTION # 1 was offered by Horton and seconded by Tschantre to appoint Michael Austin as chairman of the Organizational Meeting. Vote: Unanimous.

BLANKET RESOLUTION [RESOLUTION #2] FOR APPOINTMENTS AND POLICIES offered by Horton and seconded by Tschantre as follows:

Regular Town Board Meetings-----That the regular monthly Town Board Meeting shall be held on the 2nd Monday of each month except when a Monday holiday. That meeting would go to Tuesday; meetings shall be called to order at 6 p.m. at the Campbell Town Hall [copy of meeting list for 2016 is attached hereto and made a part hereof].

Town Supervisor Powers and Duties -- That the powers and duties necessary for the day-to-day administration of the Town for the year is hereby delegated to the Town Supervisor, or in his absence, to the Deputy Town Supervisor.

Building Inspector and Code Enforcement Officer-----That Marvin Rethmel be appointed as Building Inspector and Code Enforcement Officer to issue building permits and to enforce zoning code matters.

NYC SCHOOLING / OTHER SCHOOLING POLICIES:

Delegate to the Association of Towns-----That Terry E. Wheat be appointed Delegate and Sandra M. Austin be appointed alternate Delegate to the annual meeting of the Association of Towns in New York City in February.

New York Association of Towns-----That the Town Officials be authorized to attend the Annual Meeting of the Association of Towns to be held in New York City, February 14-17, 2016, at the Town's expense with the amount for meals spending set at \$74.00 per diem.

Highway Supt Schooling. --- That the Highway Superintendent has authorization to attend the Highway Superintendent's schooling and is authorized to do so at the Town's expense of an amount equal to the federal guidelines.

Highway Supt. Conference----- the Highway Supt. is authorized to attend the Highway Supt. Schooling conference later this year.

State Magistrate Association-----That the Town Justices be authorized to attend this year's State Magistrates Meetings at the Town's expense, according to the adopted policy.

DEPUTIES NAMED:

Deputy Town Supervisor-----That John Tschantre be appointed Deputy Town Supervisor pursuant to Section 43 of the Town Law for the year.

Deputy Highway Superintendent-----That the appointment by the Highway Superintendent, of Joseph J. Snyder as Deputy Highway Superintendent, is hereby authorized for the year.

Deputy Tax Collector-----That the appointment by the tax collector, William Rosplock of Sandra M. Austin as Deputy tax collector, is hereby authorized for the year.

OTHER APPOINTMENTS:

Court Clerks-----That Kathy Darcangelo and Wendy Oman be appointed as part-time court clerks for the year.

Bookkeeper-----That Wendy Oman and Baldwin Business Service be appointed Bookkeeper to Supervisor for the year.

Summer Rec. Directors --That Paula Ayers and Ann Gleason are appointed as Summer Rec. Directors for the year.

Budget Officer -- That the Town Supervisor is hereby appointed as the Budget Officer.

Records Management Officer -- It is noted that the Records Management Officer is always the Town Clerk.

Planning Board Appointment-----That Terrance Brethen be re-appointed to the Planning Board for a 5-year term commencing January 1, 2016 and running through December 31, 2020.

Alternate Planning Board Appointment--- [alternate planning board appointments are now a yearly appointment.] That Linda Baird and Donald Markell be appointed as Planning Board alternates for the year.

Board of Assessment Review-----that Richard E. Drumm be re-appointed to the Board of Assessment Review for a 5-year term retro-active to October 1, 2015 and running through September 30, 2019.

Zoning Board of Appeals----- That Glenn Vogel be re-appointed to the Zoning Board of Appeals for a 5-year term commencing January 1, 2016 through December 31, 2020.

Janitorial Services-----That Justin Stark be appointed the Janitor for the year.

Bank Depositories-----That Community bank, N.A. and Five Star Bank are hereby designated as the official depositories for all Town funds and Accounts.

Banking Resolution---that the Town Supervisor and Deputy Town Supervisor be authorized signers on the Town Bank Accounts: General Funds, Highway Funds and Water District Funds.

All Original Town Records-----That as requested by the Town Clerk, by authority of paragraph 30 of the Town Law, it is hereby the Town policy that all Town records including canceled checks, contracts, deeds, vouchers, tax records, warrants, insurance policies and other records that shall be kept in the Town Clerk's vault or in other approved fire safe storage. Access to these records will be available during regular business hours, Monday through Friday 8:00 a.m. to 4:00 p.m. according to the Freedom of Information Law.

Petty Cash Funds Authorized-----That the following be authorized: Town clerk be authorized \$100.00 in petty cash funds; the Justices be authorized \$100.00 each in petty cash funds; the Secretary be authorized \$50.00 in petty cash funds; the Water Collection Clerk be authorized \$150.00 in petty cash funds; and the Tax Collector be authorized \$150.00 in petty cash funds to be returned at the end of the collection period.

Wages of Town Officials-----That the wages of Town Officials as set forth in the Town Budget be accepted and paid, including Social Security, where applicable, when due.

Blanket Bonds-----That the Town obtains Blanket Bonds for Town Officials in the amount and for the purposes that each office requires.

Official Newspaper-----That the Leader is hereby designated as the official Town newspaper for the year, and that all official notices be published in the same.

Stump Removal -----That the Highway Superintendent, is hereby authorized to contract for removal of stumps as a cost not to exceed \$200.00 per stump.

Tree Removal Policy --that the policy for tree removal will be: that Newman Supply /Ernest Newman is authorized for tree removal as needed for the year, per bid received and extended from last year.

Highway Expenditures----That the Highway Superintendent is authorized to spend up to \$2,500.00 per item for the purchase of parts, equipment and tires as necessary.

Final Balances-----That the final balances of the year 2015 General Funds and Highway Funds be released for use in the budget for the year 2016.

DOG CONTROL:

Dog Control Officer-----That Marvin Rethmel is hereby appointed as Dog Control Officer for the year.

Deputy Dog Control Officer-----That Carl Tuttle is hereby appointed as Deputy Dog Control Officer for the year.

Animal Shelter-----That Betty Walden is hereby appointed as the Town Animal Shelter for the year.

OTHER:

Emergency Plan for Ice Jam & /or Flooding ---- That the emergency plan for a foreseeable ice jam and potential flooding is as follows: the Highway Supt. and Town Supervisor is authorized to deal with the situation at their discretion.

Other Town Employees --- To authorize other pay increases as follows: per Town budget.

Unified Court Assignment System---- That the Town participate in the justice assignment program pursuant to Section 12b of the Judiciary Law for the Year 2016.

Rules of Order/ Training Reimbursements /Public hearings --It is noted that the rules of order, the training reimbursements and policy established regarding public hearings would be the same as last year.

Roll Call Vote on Blanket Resolution: unanimously passed.

OTHER APPOINTMENTS: There were numerous items outside of the blanket resolution requiring further consideration. The Board went on to discuss and resolve these items per the following:

Health Officer --- RESOLUTION #3 was offered by Tschantre and seconded by Horton that, that Phyllis A. Kephart, M.D. is appointed as Health Officer for the year; The

Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Nay; Tschantre-Aye; and Austin-Aye.

Deputy Town Clerk and Deputy Registrar of Vital Statistics----- RESOLUTION #4 was offered by Horton, and seconded by Wheat that, inasmuch as Town Clerk, Sandra M. Austin wishes to appoint Kathy A. Darcangelo as Deputy Town Clerk and Deputy Registrar of Vital Statistics, and Alice W. Robie as Second Deputy Town Clerk and Deputy Registrar of Vital Statistics for the year, that this appointment is authorized. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Nay; and Austin-Aye.

Town Historian----- RESOLUTION #5 was offered by Horton and seconded by Wheat that, Alice W. Robie be appointed as Town Historian for the year. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Nay; and Austin-Aye.

Mileage---Following discussion of having a Town vehicle versus Town officials using their own vehicles, RESOLUTION #6 was offered by Horton and seconded by Tschantre that Town Officials be reimbursed at .54 per mile traveled on official Town Business. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Ambulance Service--- RESOLUTION #7 was offered by Horton and seconded by Tschantre that, Rural Metro Medical Services of 25 E. Pulteney St., Corning, is hereby appointed the official Town Ambulance service for the year on an uncontracted program policy. A meeting will be set up with Rural Metro to discuss the contract which is currently expired. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Water Treatment Operators (Water Districts 1, 2 and 3)--- Discussion was that there were issues with the operation of the water department. It was discussed to review the set-up of the department and look into the issues. RESOLUTION #8 was then offered by Horton and seconded by Drumm that, the current set-up is hereby extended for three months with Thomas Schwartz as Water Treatment Operator for Water Districts 1, 2 & 3 for the year with back-ups, John Kemp and Roland Monroe. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Town Attorney --- Following further discussion, RESOLUTION #9 was offered by Tschantre and seconded by Horton to appoint David T. Pullen, Esq. as Town Attorney for the year 2016; that the Town Supervisor is hereby authorized to sign the attorney retainer agreement for the year. The Resolution passed with the following vote: Horton-Aye; Drumm-Aye; Wheat-Nay; Tschantre-Aye; and Austin-Aye.

Adjournment-----There being no further business, the meeting was, upon motion by Horton and seconded by Wheat adjourned at 6:48 p.m.

**REGULAR JANUARY MONTHLY MEETING –JANUARY 11, 2016
CAMPBELL TOWN BOARD**

Call To Order/Pledge /Roll Call/ Prior Minutes.

Mr. Austin called the regular monthly meeting to order at 6:49 p.m. at the meeting room of the Campbell Town Hall. The minutes of December 14th and December 21st were noted. RESOLUTION #10 was offered by Horton and seconded by Wheat to accept the minutes as noted above. Adopted by vote: Horton-Aye; Drumm-Aye; Wheat-Aye; Tschantre-Aye; and Austin-Aye.

Public Comment.

Joe McUmbert of Campbell Fire Dept., reported on fire calls; for the year 2015 there were 326 calls.

Highway Dept.

Tom Austin noted that he is in the process of hiring a temporary person; currently waiting on drug and alcohol testing. He also noted that there are items that were overlooked in the writing of the union contract such as dealing with a temporary employee; it requires that after 30 days the person must join the union and the health insurance is a grey area.

Building Codes & Dog Control.

Marvin Rethmel gave a report on Codes and Dogs; a written report dated 1/11/2016 is on file in the Town Clerk's Office.

E. Campbell Park.

It was noted that for 2016 we have set aside \$10,000 in the budget for up-grading at E. Campbell Park. Following discussion was had about the idea of re-doing only one tennis court and the basketball court. Mr. Tschantre said he would talk with Mr. Hamilton at BOCES to see if we could get them to do some of the work, get some estimates and come back with more information so we can come up with a plan.

Timber Harvesting Law.

A brief discussion was had about the current Timber Harvesting Law and issues with it. No action was taken.

Town Clerk.

ANNUAL REPORT FOR 2016--Sandra Austin noted that she had presented the annual report of the Town Clerk for 2015; it was noted and accepted.

CTY RT 17 SPEED REDUCTION PETITION. Also she noted that with regarding to the Petition for speed reduction on County Route 17/ McNutt Run Road which was presented at the December Board meeting, that this item had been referred to the County Highway Department for review and processing.

Water District #1 Extension.

Wendy Oman noted that she was currently working on the paperwork for the grant for the Water District #1 Extension study.

Cyber Security Discussion.

Wendy Oman reported that with regard to the Cyber Security issue, that we need to have a policy. There are 2 separate issues; the first concerns NYS and Federal requirements, that if we were compromised that we comply with the reporting requirements in the proper time frames. The second issue is that employees have a basic policy to be aware of and sign regarding computer and internet usage. The matter was tabled and copies of a draft were handed out.

Waste Water Study with Savona.

Board Member Tschantre noted that in December we had a meeting where Hunt Engineers gave a presentation to the Town. He said that Peter Martin of Hunt Engineers would be making a presentation to Savona Village Board later this month and we will need to schedule a joint meeting with Savona and start discussing the project.

Voucher Audit - 7:32 p.m.

Vouchers were submitted and approved as follows:

General Fund Vouchers #1-26 totaling	\$33,245.07;
And Highway Vouchers #1-17 totaling	\$21,955.58;
Street Lighting Voucher #1 totaling	\$ 1,192.51;
Water District 1 SW Vchrs #1-4	\$ 148.07;
Water District 2 SW2-Vchr #1-2	\$ 456.88;
Water District 3 SW3-Vchr #1-2	\$ 1,857.98;
For a grand total of	\$ 58,856.09.

E. Campbell Fire Dept.

Supervisor Austin noted that there was a matter that had been previously brought to the attention of the Board; this was the letter that we had received from the Coopers Plains-Long Acres Fire Department. Mr. Austin said he would make some phone calls and set up a meeting.

Executive Session.

On motion of Horton seconded by Wheat the following resolution was adopted:
RESOLUTION #11: RESOLVED that this Board move into executive session to discuss items concerning Kraft Litigation. Time 7:40 p.m. Adopted by roll call Vote: Ayes- 5; Nays- 0.

Close Executive Session.

On motion of Wheat, seconded by Horton, the following resolution was adopted:
RESOLUTION #12: Resolved that the executive session be closed and that this Board return to regular meeting. Time 8:02 p.m. Adopted by vote: Ayes-5; Nays-0.

Adjournment.

There being no further business before the Board, the meeting was, upon motion by Horton and seconded by Drumm, adjourned at 8:04 p.m.

Respectfully submitted,



SANDRA M. AUSTIN
Campbell Town Clerk

DATED: January 21, 2016.

ATTACHMENTS: Meeting List for 2016.

Town Of Campbell
2016 Town Board Meetings
Meetings all commence at 6 p.m.

(Second Mondays of the month, except if it falls on a holiday; then go to
Tuesday)

Mon., January 11 [Also 2016 Organizational Meeting]

Mon., February 8

Mon., March 14

Mon., April 11

Mon., May 9

Mon., June 13

Mon., July 11

Mon., August 8

Mon., September 12

Tues., October 11 [Monday is Columbus Day]

Mon., November 14

Mon., December 12
