

**TOWN OF BETHANY**

**REGULAR TOWN BOARD MEETING**

**10 July 2017**

Supervisor Hyde opened the July 10, 2017 Regular Town Board Meeting at 7:00 p.m. with a prayer offered by Councilman Embt followed by the Pledge of Allegiance.

Town Officials in Attendance were:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| Carl Hyde, Jr., Supervisor       | Daniel Adams, Councilman           |
| Timothy Embt, Councilman         | Daniel Street, Councilman          |
| Debbie Douglas, Town Clerk       | William Shea, Town Justice         |
| Thomas McBride, Town Justice     | Linda Schmidt, Historian           |
| Donald Schmidt, Deputy Historian | Diane Fowler, Planning Board Chair |

Town Officials Absent were:

- Jeffrey Fluker, Councilman
- Joel Merle, Highway Superintendent

Attendees to the Meeting were:

- Joe Nowakowski

**FINANCES**

Supervisor Hyde presented the finances for June 2017.

General Savings	\$1,023,234.33
Highway Savings	\$ 477,411.17
AP/PR Account	\$ 81,828.42
Trust & Agency Account	\$ 6,261.33
Highway Checking	\$ 2,025.22
Highway Reserve Savings	\$ 40,007.29
Petty Cash	\$ 200.00
Total	\$ 1,630,967.76

Revenues Received	
Debbie Douglas, Town Clerk	\$ 2,467.35
US Post Office	\$ 100.00
William Shea, Justice	\$ 2,123.00
Total Revenue	\$ 4,690.35
Total Interest	\$ 44.12
Total Revenue	\$ 4,734.47

**Town Clerk Report – Debbie Douglas**

- Presented the Minutes of the June 12, 2017 Regular Town Board meeting.

A **MOTION** was made by Councilman Adams and seconded by Councilman Street to approve the Minutes of the June 12, 2017 Regular Town Board meeting as presented. The motion **PASSED** with All In Favor.

- Presented the Minutes of the June 27, 2017 Special Town Board meeting.

A **MOTION** was made by Councilman Street and seconded by Councilman Embt to approve the Minutes of the June 27, 2017 Special Town Board meeting as presented. The motion **PASSED** with All In Favor.

- After discussion of Local Law #1-2017 Unlicensed and Unregistered Vehicle Permit Law, paragraph 6 was added to section 6 to better define the rules for lawn and weed maintenance around permitted vehicles.
- A printout of weekly website activity was provided to the board for their information.
- Ordered and received Unlicensed Vehicle Permit Stickers which are numbered 17-001 thru 17-052. Will begin selling stickers when notice of the law filing is received from the state.
- The Clerk's Monthly Report and Bank Statements for June were reviewed by the Town Board with payment in the amount of \$2,634.25.

#### **Highway Superintendent Report – Joel Merle read by Town Clerk**

- Grader patching has been completed on Alwardt, Tapp, and Jerico Roads. They are now prepped for chip sealing with shared services help from the towns of Batavia, Pavilion and Alexander.
- Have been patching pot holes at the Town Hall and Community Center. Getting prices for paving the parking lot.
- The second half of Cacner Road required 54 loads of blacktop and help through shared services from the towns of Alexander, Bergen, Byron, Genesee County, Batavia, Stafford, Pembroke and Darien. This completes the paving of Cacner Road.
- Shoulders have been applied to Jerico and Cacner Roads with help from the town of Stafford and their roller.
- The tops of the culvert pipes that were installed on Chaddock road have been prepped for chip sealing which will be done this month.
- The Putnam Road Cemetery has been cleaned up for the second time this year.
- Hogweed at the south end of Francis Road has been reported to the DEC.
- The second pass of roadside mowing has begun. The new tractor works great.
- Shared services to other towns includes sending two trucks with drivers to the towns of Alexander and Pembroke and one truck and driver to the towns of Pavilion and Batavia.

#### **Town Justice Report – Bill Shea**

- Justice Shea reported that he had three DWI cases and one stolen vehicle case.
- Justice Shea monthly report for June 2017 were reviewed by the Town Board and payment was received in the amount of \$1,290.00.
- Justice McBride's monthly report for June 2017 was reviewed by the Town Board and payment was received in the amount of \$1,633.00.

#### **Historian Report – Linda Schmidt**

- Will have an open house at the Old Town Hall on Saturday with a display concerning the military and the residents of Bethany.
- Will be meeting with students from Northwestern University who have received a grant to study folklore and its influence on tourism.
- Glenn Adams has taken a photo of the Grange advertising backdrop from the stage at the Old Town Hall. He is having it framed and it will be displayed in the new Town Hall.

#### **Board Committee Reports**

##### **Councilman Street**

- o The Planning Board meeting was cancelled as there were no applications to review.

**Councilman Embt**

- o The Zoning Board of Appeals meeting was cancelled as there were no applications to review.

**OLD BUSINESS**

**Food Link**

- The Food Link truck was at the Bethany Community Center on Saturday, July 8 from 10:00 am – 11:30 am.
- Approximately 100 people came through the door with approximately 300 people being served. Nine pallets of food were given away.

**Transfer Station – Update**

- From July 1, 2016 – June 30, 2017 the Transfer Station has lost \$1,192.

A **MOTION** was made Supervisor Hyde, duly seconded by Councilman Embt to keep the Transfer Station open for one more year with continued monitoring.

Motion **PASSED** with the following Roll Call Vote:

- |                            |                        |
|----------------------------|------------------------|
| Supervisor Hyde – Yes      | Councilman Adams – Yes |
| Councilman Fluker – Absent | Councilman Embt – Yes  |
| Councilman Street - Yes    |                        |

**Water Districts – Update**

- Water District #2 – Waiting for approval letter from comptroller’s office. When the approval letter is received by the Town’s attorney, the grant funding and bonding will be finalized.
- Supervisor Hyde has spoken with Congressman Chris Collin’s office concerning the President’s proposal to cut USDA funding which will in turn hurt funding for public water. He has been assured that Congressman Collins will be speaking to the President concerning this funding cut.

**Town Land – Possible Sale Of – Discussion**

- The town’s attorney is looking into the legalities concerning the sale of the unused property (16.25 acres) owned by the town on Bethany Center Road.
- There are three options for the sale – auction, realtor or sealed bid.

**NEW BUSINESS**

**RESOLUTION #33-2017 AUTHORIZING THE PURCHASE OF INTEGRATED PROPERTY SYSTEM FROM BUSINESS AUTOMATION SERVICES, INC.(BAS)**

**WHEREAS**, the current software used by CEO Douglas is unreliable (system is out of service frequently and for long periods of time), and

**WHEREAS**, CEO Douglas has obtained a quote from BAS for permit and inspection tracking and code enforcement and complaint tracking software as follows to include three work stations (CEO, Town Clerk & Assessor):

**3 Station Network**

Integrated Property System:	\$2,400.00
Building Permit & Inspection Tracking (\$1200)	
Code Enforcement/Complaint Tracking (\$1200)	
Implementation Services:	\$1,680.00
System Configuration & Installation (\$1,120) (1 day remote work from BAS offices)	
Software Training (\$560) (4 hours onsite excluding travel expenses)	
Annual Software Support & Maintenance Fee: (\$75/month invoiced annually)	\$ 900.00
Total First Year Cost:	\$4,980.00

And,

**WHEREAS**, it is proposed that the cost of the system will be divided equally between Safety Inspections – Contractual, Town Clerk – Contractual and Assessor – Contractual, now

On **MOTION** of Councilman Adams, duly seconded by Councilman Embt, be it

**RESOLVED** that the Town Board authorizes the purchase of Integrated Property System from BAS in the amount of \$4,980.00.

Motion **PASSED** with the following Roll Call Vote:

Supervisor Hyde – Yes	Councilman Adams – Yes
Councilman Fluker – Absent	Councilman Embt – Yes
Councilman Street – Yes	

**RESOLUTION #34-2017 MODIFY & AMMEND 2017 BUDGET – A**

**WHEREAS**, Supervisor Hyde is requesting authorization to modify the 2017 Budget to pay for the approved purchase of the Integrated Property System; now

On **MOTION** of Councilman Adams, duly seconded by Councilman Street, be it

**RESOLVED** that Supervisor Hyde is hereby authorized to modify the 2017 Budget in the following manner:

Transfer \$4,980		
From A1990	Contingency	
To A3610.4	Safety Inspections	\$1,660.00
Amending A3610.4 to \$6,160.00		
To A1410.4	Town Clerk	\$1,660.00
Amending A1410.4 to \$3,160.00		
To A1355.4	Assessor	\$1,660.00
Amending A1355.4 to \$2,760.00		

Motion **PASSED** with the following Roll Call Vote:

Supervisor Hyde – Yes	Councilman Adams – Yes
Councilman Fluker – Absent	Councilman Embt – Yes
Councilman Street - Yes	

**RESOLUTION #35-2017 ADOPTING THE TOWN OF BETHANY’S HARASSMENT PREVENTION POLICIES & PROCEDURES HANDBOOK**

**WHEREAS**, the Town Board of the Town of Bethany met at a regular meeting at the Town Offices in the Town of Bethany, New York on the 10<sup>th</sup> day of July 2017, commencing at 7:00 p.m., at which time and place the following members were:

<u>Present:</u>	Supervisor	Hyde
	Councilman	Adams
	Councilman	Embt
	Councilman	Street
	Councilman	_____
<u>Absent:</u>	Councilman	Fluker

**WHEREAS**, all Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by application; and

**WHEREAS**, workplace harassment includes but is not limited to conduct which creates an intimidating, hostile or offensive work environment such as discrimination, harassment, sexual harassment, and

**WHEREAS**, the Town’s employees have the right to expect a work environment that promotes dignity of the individual and recognizes the rights of all people to equal employment opportunities in the workplace; and

**WHEREAS**, the Town of Bethany is committed to the safety and security of its employees and a harassment prevention policies and procedures policy will provide guidance, training, reporting systems and management of incidents related to harassment prevention and response; and

**WHEREAS**, the Town Board of the Town of Bethany feels it is in the best interest of the Town and its employees to adopt the Harassment Prevention Policies & Procedures as written,

**NOW ON MOTION OF** Councilman Embt, which has been duly seconded by Councilman Street, therefore, be it

**RESOLVED**, that the Town Board of the Town of Bethany feels it is in the best interests of the Town of Bethany to adopt the attached written Policy entitled “The Town of Bethany Harassment Prevention Policies & Procedures Handbook.”

Motion **PASSED** with the following Roll Call Vote:

Supervisor Hyde – Yes	Councilman Adams – Yes
Councilman Fluker – Absent	Councilman Embt – Yes
Councilman Street – Yes	

**RESOLUTION #36-2017 STANDARD WORK DAY FOR EMPLOYEES**

On **MOTION** of Councilman Adams, duly seconded by Councilman Street, be it **RESOLVED**, that the Standard Work Day is set as follows:

Title	Standard Work Day (Hrs/Day)
Town Justice	6.0
Town Clerk	6.0
Bookkeeper	6.0
Court Office	6.0
Laborers	8.0
Highway Superintendent	8.0
Councilman	6.0
Assessor	6.0
Code Enforcement Officer	6.0

Motion **PASSED** with the following Roll Call Vote:

Supervisor Hyde – Yes	Councilman Adams – Yes
Councilman Fluker – Absent	Councilman Embt – Yes
Councilman Street – Yes	

**RESOLUTION #37-2017 STANDARD WORK DAY AND REPORTING FOR ELECTED AND APPOINTED OFFICIALS**

On **MOTION** of Councilman Adams, duly seconded by Supervisor Hyde, be it

**RESOLVED** that the Town of Bethany hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

<u>TITLE</u>	<u>STANDARD WORK DAY HRS/DAY</u>	<u>NAME</u>	<u>CURRENT TERM</u>	<u>RECORD OF ACTIVITIES RESULTS</u>
<u>Elected Officials</u>				
Town Justice	6	Thomas McBride	1.1.14 - 12.31.17	Not Submitted
Town Justice	6	William Shea	1.1.16 - 12.31.19	Not Submitted
Town Clerk	6	Debbie Douglas	1.1.16 - 12.31.19	19.75
Councilman	6	Jeffrey Fluker	1.1.16 - 12.31.19	Not Submitted
Councilman	6	Daniel Street	1.1.17 - 12.31.17	Not Submitted
Highway Super.	8	Joel Merle	1.1.16 - 12.31.19	19.32
<u>Appointed Officials</u>				
CEO/ZEO	6	Thomas Douglas	01.1.17 - 12.31.17	19.56
Bookkeeper	6	Denise Vereeken	01.1.17 - 12.31.17	5.4

Assessor	6	Deborah Conti	10.01.13 - 12.31.19	3.17
----------	---	---------------	------------------------	------

Motion **PASSED** with the following Roll Call Vote:

Supervisor Hyde – Yes	Councilman Adams – Yes
Councilman Fluker – Absent	Councilman Embt – Yes
Councilman Street – Yes	

### **Warrant**

– The Board approved payment of the bills as follows:

	<u>Prepaid</u>	<u>Total</u>
General Fund	\$ 3,848.67	\$ 7,209.34
Highway Fund	\$ 0.00	\$ 28,713.22
Trust & Agency	\$ 0.00	\$ 0.00
Highway Capital Funds Project	\$105,206.39	\$105,206.35
Fire Protection Fund	\$ 0.00	\$ 0.00
Water Fund	\$ 0.00	\$ 0.00
Justice Fund	\$ 0.00	\$ 0.00

### **Adjournment**

A **MOTION** was made by Supervisor Hyde, duly seconded by Councilman Adams to adjourn the meeting at 8:40 p.m. The motion **PASSED** with All In Favor.

BY ORDER OF THE  
BETHANY TOWN BOARD  
DATED: July 12, 2017

Respectfully Submitted,  
  
Debbie L. Douglas, RMC  
Bethany Town Clerk