

REGULAR MEETING
FEBRUARY 8, 2016

DRAFT

The Regular Meeting of the Town Board of the Town of New Bremen, County of Lewis and the State of New York was held at the Town Municipal Office Building, 8420 State Rte. 812, New Bremen, New York on the 8th day of February 2016.

Town Officer's Present: Joseph E. Aucter, Deputy Supervisor
David L. Becker, Councilman
Steven Brooks, Councilman
Marcus Bush, Councilman
Jonathan M. Bush, Highway Superintendent
Elizabeth B. Jones, Clerk
Errol A. Aucter, Justice
Robert Ball, Assessor

Peter J. Keys, Supervisor - Absent

Attended by: Approximately 6 people

Deputy Supervisor Aucter called the meeting to order at 6:00 p.m. with the Pledge to the Flag.

**RESOLUTION NO. 13 OF 2016
APPROVAL OF MINUTES**

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, the minutes of the January 11, 2016 meeting are approved.

PRIVILEGE OF FLOOR

Deputy Supervisor Aucter opened the floor to the public. Bernard Aucter, Jr., residing at 8258 Soft Maple Road, had questions and concerns pertaining to the forest land and agriculture land exemptions. He received a letter from Assessor Ball notifying them they may be eligible for the exemptions, but has looked in to the forest land exemption and said it could be December before the process could be finished and could cost over \$4000; and doesn't feel it would be feasible money wise.

Assessor Ball stated he mailed out the letter notifying residents of exemptions they may qualify for. He also explained the process in applying for the exemptions and told Mr. Aucter to call him if he needs assistance.

Susan Sauer, 8319 Mattis Road, had questions pertaining to Councilman Aucter's concerns toward the Search and Rescue contract, as stated in the January minutes, and feels it should be addressed now instead of waiting for the contract to be presented to the Board for approval. Deputy Supervisor Aucter explained what his concerns were and that the Board will address them when the contract comes in front of the Board.

ASSESSOR

Assessor Ball asked the Board to consider adopting a Local Law to change the meeting date of the Board of Assessment Review for Grievance Day to the 2nd Thursday following the fourth Tuesday in May; which will supersede Local Law #1 of 2014. After discussion, the following resolution was presented.

**RESOLUTION NO. 14 OF 2016
SET PUBLIC HEARING DATE FOR LOCAL LAW**

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, that a Public Hearing be set for March 14, 2016 at 6 p.m. at the Town Municipal Office Building to consider the adoption of proposed Local Law #1 of 2016 – Change the Meeting Date of the Board of Assessment Review of the Town of New Bremen Superseding Local Law #1 of 2014.

ASSESSOR'S OFFICE

Assessor Ball reported on the progress of the reassessment project. He also asked about the status of the restructuring of his office to create more room when dealing with the public. Discussed how he would like the office set up. After discussion, the Board asked Mr. Ball to get an estimate from Dale Virkler and get back to them at the next regular Board meeting. Mr. Ball left at 6:23 p.m.

**RESOLUTION NO. 15 OF 2016
TOWN CLERK'S MONTHLY REPORT**

On a motion of Councilman Becker, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, the Town Clerk's monthly report is approved as submitted.

HIGHWAY

Superintendent Bush asked for permission to advertise for bank run gravel for bid. After discussion, the following resolution was presented.

**RESOLUTION NO. 16 OF 2016
ADVERTISE FOR BANK RUN GRAVEL**

On a motion of Deputy Supervisor Aucter, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, that Highway Superintendent Bush is authorized to advertise for bids for bank run gravel in the Journal and Republican for 1 week. Bid opening is set for March 14, 2016 at 6:00 p.m. at the Town Municipal Office Building.

CEMTERY

Superintendent Bush informed the Board the fencing materials for the New Bremen Rural Cemetery were received and are in storage until the weather permits installation by Lowe's.

HIGHWAY SPECS

Superintendent Bush submitted an updated "Guideline/Specifications for Acquiring New Roads Proposed by Public" and "New Road Specifications" to the Board for their review and consideration for adoption. After review/discussion, the following resolution was presented.

**RESOLUTION NO. 17 OF 2016
GUIDELINES/SPECIFICATIONS FOR ACQUIRING NEW ROADS PROPOSED BY PUBLIC
AND NEW ROAD SPECIFICATIONS**

On a motion of Deputy Supervisor Aucter, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, the Town Board of the Town of New Bremen hereby approves the Guidelines/Specifications for Acquiring New Roads Proposed by Public and the New Road Specifications, as submitted by Highway Superintendent Bush

*Copy of said documents are incorporated at the end of these minutes.

**RESOLUTION NO. 18 OF 2016
JUSTICES MONTHLY REPORTS**

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, the Justices monthly reports are approved as submitted.

COUNTY UPDATE

Legislator Bryan Moser asked if anyone had any questions or concerns for him to address and then proceeded to give an update of happenings at the county level.

AUDIT OF BOOKS

Councilman Brooks reported that the audit of the Supervisor, Town Clerk, Tax Collector and Town Justices 2015 records is complete and have no recommendations. After discussion, the following resolution was presented.

**RESOLUTION NO. 19 OF 2016
AUDIT OF ALL BOOKS**

On a motion of Deputy Supervisor Aucter, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, that the Town Board of the Town of New Bremen, Lewis County, did audit and approve all books of accounts of all Town Officers for the 2015 year and found them to be in good order, correct and true.

WORKPLACE VIOLENCE POLICY & TRAINING

The Board reviewed the current policy and designated Errol A. Aucter, Justice and Jonathan M. Bush, Highway Superintendent as contacts for the Workplace Violence Program. Mr. Bush has completed the training for the highway employees and Judge Aucter will handle the training for all other employees. After discussion, the following resolution was presented.

**RESOLUTION NO. 20 OF 2016
WORKPLACE VIOLENCE PREVENTION POLICY & INCIDENT REPORTING**

On a motion of Councilman Becker, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

WHEREAS, the Town of New Bremen is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of

New Bremen property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment, and

WHEREAS, this policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training Program, and

WHEREAS, the goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. Town of New Bremen has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of New Bremen will provide counseling services or referrals for employees, and

WHEREAS, all Town of New Bremen personnel are responsible for notifying one of the contact persons designated as follows: Justice Errol A. Aucter and Jonathan M. Bush, Highway Superintendent; of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received, and now therefore be it

RESOLVED, the Town Board of the Town of New Bremen hereby adopts said policy, orders it to be posted in the Highway Garage and Municipal Office Building and is to be effective immediately.

**RESOLUTION NO. 21 OF 2016
SUPERVISOR'S FINANCIAL REPORT**

On a motion of Councilman Becker, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, the Supervisor's monthly report is approved as submitted.

**RESOLUTION NO. 22 OF 2016
AUDIT OF CLAIMS**

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 4 Becker, Aucter, Brooks, Bush Nays 0

RESOLVED, that Deputy Supervisor Aucter is authorized and directed to pay the following amounts on
Abstract #2 of 2016 in the following amounts.

General	Voucher #11 thru #25	\$1,693.28
Highway T-Wide	Voucher #15 thru #31	\$12,698.33

YOUTH BUREAU

Deputy Supervisor Aucter received a letter from the Lewis County Youth Bureau pertaining to summer youth recreation funds and possible grant funding that is available, up to \$5,000. He will complete and submit the application.

The next meeting of the Town Board of the Town of New Bremen will be held on March 14, 2016 at 6:00 p.m. at the Town Municipal Office Building.

With no further business, on a motion of Councilman Becker, seconded by Councilman Brooks, the meeting was adjourned at 6:53p.m. Carried unanimously.

Elizabeth B. Jones, RMC
Town Clerk/Tax Collector