

REGULAR MEETING
JANUARY 11, 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 11th day of January 2016.

Town Officer's Present: Peter J. Keys, Supervisor
David L. Becker, Councilman
Joseph E. Aueter, Councilman
Steven Brooks, Councilman
Marcus Bush, Councilman
Elizabeth B. Jones, Clerk
Aimee L. Murphy, Court Clerk
Robert Ball, Assessor

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

**RESOLUTION NO. 1 OF 2016
APPROVAL OF MINUTES**

On a motion of Councilman Brooks, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, Aueter, Brooks, Bush, Keys Nays 0

RESOLVED, the minutes of the December 28, 2015 meeting are approved.

ASSESSOR

Assessor Ball reported on the progress of the reassessment project along with exemptions, property transfers, etc., through his office. After discussion the Board thanked Mr. Ball for attending. He then left the meeting.

COUNCIL REPORTS

Councilman Aueter reviewed the Lewis Co. Search & Rescue "sample" contract and is concerned that it does not guarantee that an ambulance will be retained at the Croghan Fire Department, and that Lewis Co. Search and Rescue could decide to discontinue at any time if they chose. Should this happen, people in our area would then have to wait for an ambulance to come from Lowville. The Board will address this further when it comes time to adopt a contract with them.

**RESOLUTION NO. 2 OF 2016
TOWN CLERK'S MONTHLY & ANNUAL REPORTS**

On a motion of Councilman Becker, seconded by Councilman Aueter, the following resolution was
ADOPTED Ayes 5 Becker, Aueter, Brooks, Bush, Keys Nays 0

RESOLVED, the Town Clerk's monthly and annual reports are approved as submitted.

*Copy of annual report is incorporated at the end of these minute proceedings.

**RESOLUTION NO. 3 OF 2016
TAX COLLECTOR'S ANNUAL REPORT**

On a motion of Councilman Aucter, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, the Tax Collector's annual report for 2015 is approved as submitted.

*Copy of annual report is incorporated at the end of these minute proceedings.

VACANCIES

Clerk Jones notified the Board that the appointments they made to the Planning Board and the Zoning Board (Randy Aucter and Wayne Birchenough) at the December 7, 2015 meeting are vacant. The appointees did not sign their oaths of office. Therefore, there are now two (2) vacancies on the Planning Board and three (3) vacancies on the Zoning Board of Appeals. Discussion followed. No action taken.

HIGHWAY

Clerk Jones submitted a revised County Snow and Ice Control Agreement contract from the County Highway Department for signatures by Supervisor Keys and Superintendent Bush. The County left off the section at the end of the Van Amber Road (bridge to town line). Therefore, they revised the contract per Superintendent Bush's request. Copy of said contract will be incorporated at the end of the December 28, 2015 meeting, when originally approved.

**RESOLUTION NO. 4 OF 2016
AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS**

On a motion of Councilman Brooks, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, Pursuant to the provisions of Section 284 of the Highway Law we agree that moneys levied and collected in the Town for the repair and improvement of highways, shall be expended as follows:

General Repairs. The sum of \$426,000.00 shall be set aside to be expended for primary work and general repairs upon 64.65 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.

**RESOLUTION NO. 5 OF 2016
JUSTICES MONTHLY & ANNUAL REPORTS**

On a motion of Councilman Aucter, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, the Justices monthly and annual reports are approved as submitted.

*Copies of annual reports are incorporated at the end of these minute proceedings.

**RESOLUTION NO. 6 OF 2016
HISTORIAN'S ANNUAL REPORT**

On a motion of Councilman Brooks, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, the Historian's annual report is approved as submitted.

*Copy of annual report is incorporated at the end of these minute proceedings.

**RESOLUTION NO. 7 OF 2016
DOG CONTROL OFFICER'S MONTHLY REPORT**

On a motion of Councilman Becker, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

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

AUDIT COMMITTEE

Supervisor Keys stated that a two (2) person committee needs to be formed for the purpose of auditing 2015 accounting records for the Supervisor/CFO, Town Clerk, Tax Collector and Justice Court. Councilman Becker and Councilman Brooks volunteered to be the committee.

**RESOLUTION NO. 8 OF 2016
DELEGATION OF AUTHORITY - GAMES OF CHANCE**

On a motion of Supervisor Keys, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

WHEREAS, the Town of New Bremen pursuant to Part 5600 of the rules and regulations of Games of Chance, must appoint a Licensing Officer and Chief Law Enforcement Officer for Games of Chance, therefore be it,

RESOLVED, that Elizabeth B. Jones, Town Clerk is hereby appointed Licensing Officer to review applications, findings, determinations and supplemental papers in regard to issuing licenses, collecting and transmitting fees. Chief Law Enforcement Officer, Michael Carpinelli, Sheriff of Lewis County, will investigate complaints, conduct hearings and supervise the operation of Games of Chance. Appointments effective January 11, 2016 thru December 31, 2016.

**RESOLUTION NO. 9 OF 2016
SPECIAL DISTRICTS AND SERVICES**

On a motion of Supervisor Keys, seconded by Councilman Becker, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, Supervisor Keys is authorized and directed to pay amounts as specified below, to the Special Districts and Services, as money becomes available thru taxation.

Beaver Falls Fire District - \$ 17,726.07	New Bremen Fire District - \$53,821.00
New Bremen Fire Protection - \$16,275.00	New Bremen Light District - \$4,100.00
Croghan Fire Dept. Ambulance Service - \$10,000.00	Beaver Falls Light District - \$6,700.00
Beaver Falls Fire Dept. Ambulance Service - \$8,000.00	

POLICY REVIEW

The Board discussed the following Town policies – Fund Balance, Investment, Procurement Policy & Procedure, Code of Ethics, Credit Card and Mileage Reimbursement. Councilman Brooks is obtaining a sample electronic media policy for the Boards consideration. After discussion, the following resolution was presented.

RESOLUTION NO. 10 OF 2016 TOWN POLICIES

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, the Town Board adopts the following policies - Fund Balance Policy, Investment Policy, Procurement Policy & Procedure, Code of Ethics, Credit Card Use Policy and Mileage Reimbursement Policy, for the Town of New Bremen with no changes necessary at this time.

CEMETERY

Supervisor Keys stated the grant funds from the NYS Cemetery Division for the purchase of fencing for the New Bremen Rural Cemetery, were received on November 25, 2015 in the amount of \$5,827.32. Councilman Brooks stated the fencing was ordered through Lowe's, but due to the weather installation will be delayed until weather permits. The fencing has been paid for and materials are being stored by the Highway Department until installation.

FEMA

Supervisor Keys stated that funds from NYS Division of Homeland Security and Emergency Services for the December 22, 2014 Winter Snow Storm of Buffalo, have been received - \$3,072.57 and have been transferred to the Equipment Reserve Fund as set forth in Resolution No. 151 of 2015.

RESOLUTION NO. 11 OF 2016 SUPERVISOR'S MONTHLY & ANNUAL REPORTS

On a motion of Councilman Becker, seconded by Councilman Brooks, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, the Supervisor's monthly and annual reports are approved as submitted.

*Copy of this report is incorporated at the end of these minute proceedings.

RESOLUTION NO. 12 OF 2016 AUDIT OF CLAIMS

On a motion of Councilman Becker, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 5 Becker, Aucter, Brooks, Bush, Keys Nays 0

RESOLVED, that Supervisor Keys is authorized and directed to pay the following amounts on Abstract #1 of 2016 in the following amounts.

General	Voucher #1 thru #10	\$19,251.24
Highway T-Wide	Voucher #1 thru #14	\$3,832.11
Highway T-Outside	Voucher #1 thru #3	\$1,595.55

The next meeting of the Town Board of the Town of New Bremen will be held on February 8, 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 Bush, the meeting was adjourned at 7:05 p.m. Carried unanimously.

Elizabeth B. Jones, RMC
Town Clerk/Tax Collector