

REGULAR MEETING
JANUARY 9, 2017

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 9th day of January 2017.

Town Officer's Present: Peter J. Keys, Supervisor
David L. Becker, Councilman
Joseph E. Aucter, Councilman
Steven Brooks, Councilman
Marcus Bush, Councilman
Jonathan M. Bush, Hwy. Superintendent
Elizabeth B. Jones, Clerk
Errol A. Aucter, Justice

Attended by: Approximately 3 people

Supervisor Keys called the meeting to order at 6:02 p.m. with the Pledge to the Flag.

**RESOLUTION NO. 1 OF 2017
APPROVAL OF MINUTES**

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

RESOLVED, the minutes of the December 27, 2016 meeting are approved.

**RESOLUTION NO. 2 OF 2017
TOWN CLERK'S MONTHLY & ANNUAL REPORTS**

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 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 2017
TAX COLLECTOR'S ANNUAL REPORT**

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 Tax Collector's annual report for 2016 is approved as submitted.

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

HIGHWAY

Highway Superintendent Bush submitted a quote/specs for the purchase of a 2017 International 7600 SFA Tandem with Allison Automatic Transmission and Viking Equipment (per specs also) for \$216,040.00 through the Onondaga County Contract #7823. The Board approved a letter of intent to purchase at a previous Board meeting. After discussion, the following resolution was presented.

**RESOLUTION NO. 4 OF 2017
PURCHASE OF NEW 2017 INTERNATIONAL 7600 6 X 4 TANDEM**

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, that Jonathan M. Bush, Highway Superintendent of the Town of New Bremen is authorized to purchase 1 – New 2017 International 7600 6 x 4 Tandem Dump Truck w/Viking Equipment through Onondaga County Contract #7823 from Stadium International Trucks, PO Box 2848, Syracuse, NY 13220 for \$216,040.00

**RESOLUTION NO. 5 OF 2017
JUSTICES MONTHLY & ANNUAL REPORTS**

On a motion of Councilman Bush, seconded by Councilman Aucter, 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 2017
HISTORIAN'S ANNUAL REPORT**

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 Historian's annual report is approved as submitted.

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

DCO

Supervisor Keys spoke with Virgil Taylor, Town of Watson Supervisor pertaining to sharing services for a Dog Control Officer. They currently hire Justin Hall on a month by month basis. It was suggested to meet with the Watson Board and discuss it further. Supervisor Keys and Councilman Aucter will attend their next board meeting on January 11th at 7 p.m.

REVIEW

The Board discussed the following Town policies – Fund Balance, Investment, Procurement Policy & Procedure, Code of Ethics, Credit Card Use, Mileage and Cemetery. There were suggested changes to be made to the procurement policy – add NJPA program and the “piggybacking” law to section 4; cemetery policy – add an “open” and “close” date for burials. Clerk Jones will make the changes and present to the Board at the next regular meeting for their approval. After discussion, the following resolution was presented.



**RESOLUTION NO. 7 OF 2017
TOWN POLICIES**

On a motion of Councilman Aucter, 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, Code of Ethics, Credit Card Use Policy and Mileage Reimbursement Policy, for the Town of New Bremen with no changes necessary at this time.

**RESOLUITION NO. 8 OF 2017
SPECIAL DISTRICTS AND SERVICES**

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, 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 - \$20,461.58	New Bremen Fire District - \$66,746.00
New Bremen Fire Protection - \$16,275.00	New Bremen Light District - \$4,100.00
LCSR Ambulance Service - \$5,835.00	Beaver Falls Light District - \$6,700.00
Beaver Falls Fire Dept. Ambulance Service - \$8,000.00	

**RESOLUTION NO. 9 OF 2017
DELEGATION OF AUTHORITY - GAMES OF CHANCE**

On a motion of Councilman Becker, seconded by Councilman Brooks, 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 9, 2017 thru December 31, 2017.

VACANCIES

Clerk Jones notified the Board that the appointment they made to the Planning Board (Sheila Buckingham) at the December 12, 2016 meeting is vacant, Mrs. Buckingham declined the position. Therefore, there are now three (3) vacancies on the Planning Board and two (2) vacancies on the Zoning Board of Appeals. After discussion, the following resolution was presented.



**RESOLUTION NO. 10 OF 2017
ADVERTISE PLANNING BOARD & ZONING BOARD OF APPEALS VACANCIES**

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 Clerk is to place an ad in the Journal and Republican for two weeks for interest in Planning Board and Zoning Board of Appeals positions.

AUDIT COMMITTEE

Supervisor Keys stated that a two (2) person committee needs to be formed for the purpose of auditing 2016 accounting records for the Supervisor/CFO, Town Clerk, Tax Collector and Justice Court. Councilman Becker and Councilman Brooks volunteered to be the committee.

COUNTY SURPLUS FUNDS

Supervisor Keys received a check for \$8,726.00 from the County of Lewis for surplus funds.

**RESOLUTION NO. 11 OF 2017
SUPERVISOR'S MONTHLY & ANNUAL FINANCIAL REPORTS**

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

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

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

**RESOLUTION NO. 12 OF 2017
AUDIT OF CLAIMS**

On a motion of Councilman Aucter, seconded by Councilman Bush, 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 2017 in the following amounts.

General	Voucher #1 thru #13	\$23,615.50
Highway T-Wide	Voucher #1 thru #9	\$7,976.40
Highway T-Outside	Voucher #1 thru #1	\$4,500.00

CLOTHING ALLOWANCE

Supervisor Keys discussed reimbursement of clothing allowance funds for the highway employees after they submit a receipt to Highway Superintendent Bush. After discussion, the following resolution was presented.

**RESOLUTION NO. 13 OF 2017
APPROVAL FOR PAYMENT OF BILL PRIOR TO AUDIT**

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

RESOLVED, that Supervisor Keys is to add reimbursement of clothing allowance funds for highway employees to the list of permitted bills to be paid prior to audit.

SURPLUS EQUIPMENT

Superintendent Bush asked the Board for permission to advertise for bid for sale old surplus equipment that is no longer needed. He would like to advertise on the Auctions International website as done in the past. After discussion, the following resolution was presented.

**RESOLUTION NO. 14 OF 2017
PERMISSION TO ADVERTISE FOR BID FOR SALE**

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

RESOLVED, that Highway Superintendent Bush has permission to advertise for bid for sale surplus equipment – 1977 L8000 Dump Truck, pull behind broom and engine stand, on the Auctions International Website, with the Board reserving the right to reject any or all bids.

DEFERRED COMPENSATION

Highway Superintendent Bush submitted and discussed a resolution for the Boards consideration to adopt the State of New York Deferred Compensation Plan for Town employees. A representative from the NYSDCP, John Pisani gave a presentation to the highway employees on the Plan and how it works and can benefit them. After discussion, the following resolution was presented.

**RESOLUTION NO. 15 OF 2017
ADOPTION OF THE STATE OF NEW YORK DEFERRED COMPENSATION PLAN**

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

WHEREAS, the Town of New Bremen to adopt the Deferred Compensation Plan for Employees of the State of New York and Other Participating Public Jurisdictions (the “Plan”) for voluntary participation of all eligible employees; and

WHEREAS, the Town of New Bremen is a local public employer eligible to adopt the Plan pursuant to Section 5 of the State Finance Law*; and

WHEREAS, the Town of New Bremen has reviewed the Plan established in accordance with Section 457 of the Internal Revenue Code and Section 5 of the State Finance Law of the State of New York; and

WHEREAS, the purpose of the Plan is to encourage employees to make and continue careers with the Town of New Bremen by providing eligible employees with a convenient and tax-favored method of saving on a regular and long-term basis and thereby provide for their retirement;

NOW, THEREFORE, it is hereby:

RESOLVED, that the Town of New Bremen hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Town of New Bremen are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

The next meeting of the Town Board of the Town of New Bremen will be held on February 13, 2017 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 7:05 p.m. Carried unanimously.

Elizabeth B. Jones, RMC
Town Clerk/Tax Collector