

TOWN OF OTEGO

NOVEMBER 14, 2018

The Town Board of the Town of Otego held a regular board meeting on Wednesday, November 14, 2018 at 6:00 pm at the Municipal Building, 3526 State Highway 7, Otego, New York. The purpose of the meeting was to audit the bills and any other business coming before the board.

The following members were present:

Joseph Hurlburt	Town Supervisor
Teresa Sears	Town Clerk
Barbara Stanton	Councilperson
David Sheldon	Councilperson
Terry Brown	Councilperson
Royce Livingston	Councilperson
JR Hurlburt	Highway Supt.

Minutes

A motion was made by Barbara Stanton, seconded by Terry Brown, to accept the minutes of the October 10th meeting. Motion: 5 Ayes, 0 Nays.

A motion was made by David Sheldon, seconded by Terry Brown, to accept the minutes of the October 29th meeting. Motion: 5 Ayes, 0 Nays.

Supervisor's Report

Mr. Hurlburt read the Supervisor's report for the month of October:

General Fund townwide beginning balance:	\$387,092.50
Receipts:	16,998.63
Disbursements:	<u>31,589.15</u>
Ending Balance:	\$372,501.98
General Fund outside village beginning balance:	\$ 22,138.33
Receipts:	3,585.20
Disbursements:	<u>1,178.84</u>
Ending Balance:	\$ 24,544.69
Highway Fund townwide beginning balance:	\$506,854.80
Receipts:	7.83
Disbursements:	<u>25,156.86</u>
Ending Balance:	\$481,705.77
Highway Fund outside village beginning balance:	\$549,012.74
Receipts:	361.19
Disbursements:	<u>51,808.27</u>
Ending Balance:	\$497,566.37

Councilperson Stanton pointed out a discrepancy between the beginning balance of Highway Outside Village Receipts for October and the ending balance for September. Upon investigation, it appears to be a clerical error of the Town Clerk's and has since been corrected for September and October.

A motion was made by David Sheldon, seconded by Barbara Stanton, to accept this report as read with the correction. Motion: 5 Ayes, 0 Nays.

Dog Control Officer

Ellen Dwyer gave the dog report: 6 reports of loose/stray dogs; 2 unverified/unable to catch/no complaint; 1 ticket issued; 3 taken to the shelter; 1 neglect; 2 out of area calls; 1 information call; and 1 dangerous dog complaint.

Town Clerk Report

Teresa Sears presented the Town Clerk report for the month of October.

County Representative

Not in attendance.

Code Officer

Dan Wilber gave the code/zoning report for October. He has received a housing complaint about

Town of Otego/November 14, 2018

garbage on a property. This same property has received 5 complaints, 3 this year. One manufactured home was found without a permit. There was one appeal to the Zoning Board of Appeals. A lot subdivided in 2006 appears to have been subdivided without a permit and now there is a question of acreage. There will be a public safety meeting tomorrow.

Highway Report

Mr. Hurlburt reported on the progress of the Upper Green St. Bridge. It is now open, with a new retaining wall.

The screen at the gravel bank died. There is a place in Pennsylvania that makes parts for this, but they are five weeks out. The county has agreed to deliver sand instead.

Underwood Heights street lighting is in need of repair. Mrs. Sears will contact NYSEG about this.

Planning Board

Memorial trees were planted by the Highway Department on October 22nd. There will be a training session for the board on Tuesday, November 20th.

Sexual Harassment Policy Training

A joint training session for the Highway Department and Fire Department will take place on Tuesday November 27th at the Otego Fire House beginning at 6:30 pm. Elected officials are also encouraged to attend.

This policy is now on file in the Town of Otego Employee Handbook.

New York State Standard Workday Resolution

Ms. Westfall clarified what is needed to complete this resolution for the state. Newly elected or re-elected and newly appointed or reappointed workers that are part of the New York State retirement system must submit a three month calendar yearly to be kept on file.

Calendars to be submitted presently: David Sheldon, Royce Livingston, Dan Wilber, Mario Arevalo, and J.R. Hurlburt.

Zoning Board of Appeals

A motion was made by David Sheldon, seconded by Barbara Stanton, to appoint Stanley Rusin to the Zoning Board of Appeals for a five year term. Motion: 5 Ayes, 0 Nays.

Online Tax Payments

Mrs. Sears presented the board with the online tax payment changes for 2019. The ATC tax program is no longer working with SatelliteBiz, but has switched to PayPal. Mr. Hurlburt asked if there will be an administrative fee for this and if so, will both the town and taxpayer be penalized. If only the taxpayer pays this fee, the board is comfortable with using PayPal. Mrs. Sears will look into this and inform the board.

Executive Session

A motion was made by David Sheldon, seconded by Terry Brown, to enter into executive session to discuss personnel matters. Motion: 5 Ayes, 0 Nays.

Executive session from 6:35 to 6:50 pm.

After the return from executive session, motion was made by David Sheldon, seconded by Barbara Stanton, to hire Matthew Wood part time for the Highway Department this winter at \$16/hour, without benefits. Motion: 5 Ayes, 0 Nays.

A motion was made by David Sheldon, seconded by Terry Brown, to include Mr. Northrup under the town liability insurance as Mrs. Northrup's assistant, on an as needed basis, without change to her hourly rate. Motion: 5 Ayes, 0 Nays.

Warrant #11

A motion was made by Terry Brown, seconded by David Sheldon, to pay the warrant in the following amounts: General Fund vouchers # _____ in the amount of \$ _____.

Highway Fund vouchers # _____ in the amount of \$ _____.

Motion: 5 Ayes, 0 Nays.

A motion was made by Terry Brown, seconded by Royce Livingston, to adjourn the meeting. Motion: 5 Ayes, 0 Nays. Meeting adjourned at 7:05 pm.

Respectfully submitted,

Teresa Sears
Town Clerk

_____ Town Supervisor

_____ Town Clerk

_____ Councilperson

_____ Councilperson

_____ Councilperson

_____ Councilperson

_____ Highway Supt.