

July 14th, 2011

The regular meeting of the Town Board was held on Thursday, July 14th, 2011 with the following members present: Richard Rowland, Supervisor; Daniel Pemrick, Thomas Kinsella, Daniel Cochran and Walter E. Chandler, Councilman. Also present were Town Counsel Mark Schachner, Highway Supt. Walter Barss, 3 residents and 1 reporter.

At 7:25 PM the Board met as a Board of Health.

Unsafe Building – 181 Porter Corners Road – Germain - Supervisor reviewed the Code Enforcement Officer's report dated 7/13/2011. The building has been knocked down. There are huge piles of rubble, garbage, junk, etc. The Building Department received an e-mail and several phone calls from a neighbor about this property with concerns about asbestos and lead leaching into the wetlands. Supervisor Rowland expressed a concern regarding the free standing chimney which appears to be remaining. Supervisor Rowland stated that the 60 day compliance date will not expire until July 18th. Chandler, C. stated that some progress has been made and the building was down at least. He felt that it may be a long process to get all the debris removed. The Board will review this matter again at the next meeting, August 4th.

Unsafe Building – 47 Main Street - Highway Supt. Barss stated that he made an inspection of the property and 3 small piles of debris remain. Supervisor Rowland asked how long he thought it would take the Highway Department to remove the remaining debris. Highway Supt. Barss stated that he would have to go in with the small dump truck and backhoe. There appears to be a pile of concrete, a pile of steel and a small pile of roofing. All the wood is gone. Supervisor Rowland stated that the certified letter was sent to the property owner giving them until July 22nd to finish removing the debris. Supervisor to have the Code Enforcement Officer make another inspection of the property around July 22nd.

The regular meeting was called to order by the Supervisor at 7:30 PM and opened with the pledge to the flag. On motion of Chandler, C. and seconded by Pemrick, C., the minutes of 6/9/2011 & 7/7/2011 were approved as submitted by all members present.

Check in the amount of \$244.11 from RMK Timberland Group for first quarter 2011 severance taxes on property owned by Upper Hudson Woodlands.

Small claims petition filed by Patricia Rutkowski.

Proposed Town Code Revisions – Cochran, C. stated that he was getting closer to having a draft of the proposed changes completed. Under the proposed new section regarding "Hobby Farms" he has added information regarding exotic animals. He added a statement in the Unsafe Building section of the law which says "the property is to be left safe and free from hazards". In addition, in the section regarding signs, he added a statement which says "Signs displayed for the Town Wide Garage Sale are not limited in size and shall not be displayed more than 60 days prior to the event". Kinsella, C. felt that there should be a limit to the size. Perhaps take the existing banner and add a couple of square feet to it and make that the limit. Cochran, C. stated that he had to input some information that the Code Enforcement Officer provided him. He will send out the draft to everyone electronically very soon. Chandler, C. asked if there has been a clarification

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regarding having both an applicants engineer and the Town Code Enforcement Officer having to do inspections. Supervisor will review with the Code Enforcement Officer.

Municipal Credit Card - Supervisor Rowland had provided the Board with a draft policy regarding credit card use. The concept is that the card is to be used for department purchases only. The card holders would be the Supervisor's Office, Town Clerk's Office and Highway Supt's Office. There would be no purchases allowed over \$1,000. at any one time. The purchases must be made tax exempt with proper forms, i.e. voucher and/or purchase order, tax exempt form. Itemized receipts for purchases will be required. Purchases should follow standard procedures for purchases as stated in the Policy Handbook. Supervisor Rowland stated that the card would be used to make a purchase where we can not use a voucher and there is no other method of payment, such as over the internet. Kinsella, C. asked if this would become part of the Policy Handbook. Supervisor Rowland stated that if adopted it would be.

RESOLUTION # 93 – Adopt Municipal Credit Use Policy

Motion: Pemrick, C.

Seconded: Chandler, C.

RESOLVED, That the Town Board hereby adopts the proposed credit card use policy, and

FURTHER RESOLVED that said policy shall be added to the Town of Greenfield Policy Handbook.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Intermunicipal Agreement with Greenfield Fire District - Supervisor Rowland stated that there have been discussions concerning an agreement between the Highway Department and Fire District, for the Town to perform vehicle inspections. A draft of the agreement had been provided to the Board for their review and approval.

RESOLUTION # 94 – Adopt Intermunicipal Agreement for Fire District Vehicle Inspections

Motion: Cochran, C.

Seconded: Pemrick, C.

RESOLVED, That the Town Board hereby adopts the Intermunicipal Agreement between the Town of Greenfield and the Greenfield Fire District whereby the Highway Department will perform New York State safety and emissions inspections for the Greenfield Fire District vehicles at the Highway Department's availability.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Part Time Seasonal Parks Position – Supervisor Rowland stated that at last months meeting the Board had made an appointment to fill the position, however the individual decided not to take the position. On an emergency basis, the Supervisor was able to find a replacement for the position, Daniel Older, and he would like the Board to consider officially appointing him.

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RESOLUTION # 95 – Appoint Part Time Seasonal Park Employee

Motion: Cochran, C.

Seconded: Pemrick, C.

RESOLVED, That the Town Board hereby appoints Daniel Older as a Part Time Seasonal Park Employee at the rate of \$12.78 per hour.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Court Audit – Corrective Action Plan – Supervisor Rowland stated that the Board has been provided with a copy of the Corrective Action Plan that was put together in response to the audit conducted by the Comptroller’s Office. The response was drafted based upon a booklet that was provided by the Comptroller’s Office. The Town is exempted from the requirement to formulate a Corrective Action Plan, however he felt that it was in the best interest of the Town to submit one showing that the audit has been accepted as presented and efforts have been made to correct the deficiencies that were found. Specific examples of the actions that have been taken are included. Supervisor Rowland added that the Board will do an annual audit of the Court records in September/October. There is now a more comprehensive monthly reporting procedure. Kinsella, C. noted that the first recommendation states that the Justices should establish written policies and procedures. He did not feel that the Corrective Action Plan did that. Kinsella, C. suggested that the statement be changed to read, “The following will be the procedure for maintaining complete and accurate court records for the Town of Greenfield.” In addition, he felt that the word “Again” should be removed from the last paragraph on the 2nd page. Supervisor Rowland felt that by accepting the Corrective Action Plan, the Plan would then be established as the policy.

RESOLUTION # 96 – Corrective Action Plan – Court Audit

Motion: Cochran, C.

Seconded: Chandler, C.

RESOLVED, That the Town Board hereby accepts and approves the Corrective Action Plan addressing the findings of the Justice Court Audit performed by the NYS Comptroller’s Office.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Zoning Board of Appeals – Supervisor Rowland stated that the Board interviewed the 2 individuals who applied for the opening before the Agenda Meeting last week. The Board needs to decide if the current Alternate Member will be moved up and the new appointee will become the Alternate Member. Town Clerk advised that the term for the regular member would expire 2/16/2015 and the alternate member would be 2/16/2016.

RESOLUTION # 97 – Appoint Zoning Board of Appeals Members

Motion: Cochran, C.

Seconded: Pemrick, C.

RESOLVED, That the Town Board hereby appoints Joseph Szpak as member of the Zoning Board of Appeals with said term to expire 2/16/2015, and

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FURTHER RESOLVED, that Denise Eskoff be appointed Alternate Zoning Board of Appeals member with said term to expire 2/16/2016.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Brookhaven Park Rules – Supervisor Rowland stated that the Board reviewed proposed park rules at the last meeting. He has reviewed the list with the Golf Pro. There was a question of whether or not to allow smoking on the patio and it was felt that it should be allowed on the patio due to the proximity to the restaurant/bar. The only other smoking would be out on the course itself. There would be no smoking allowed anywhere else in the clubhouse and/or pro shop. As far as the age requirement for driving golf carts, Supervisor Rowland spoke with the Insurance Agent and he was in agreement with the requirement to be 16 years of age. Golf Pro, Ben Andrews, also stated that that has been the policy in the past. Once adopted, the rules would become part of the Town Policy Handbook.

RESOLUTION # 98 – Adopt Brookhaven Park Rules

Motion: Kinsella, C.

Seconded: Chandler, C.

RESOLVED, That the Town Board hereby adopts the Brookhaven Park and Golf Course Rules as follows:

No outside alcohol allowed on property per NYS Liquor Authority

No weapons at any time

Golf Carts and Maintenance Equipment only allowed on course

Smoking allowed on course and patio only

Golf Fees must be paid at pro shop to use the course in any manner

Only Adults may drive Golf Carts

Children 16 years of age or older with a valid drivers license

Pedestrians have the right of way at all times

Children are to be supervised at all times

No pets

Photos may be taken and used by Brookhaven staff at any time

Areas are under video surveillance

Vandalism will be punished to the fullest extent of the law

Course and Park closes at dusk

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Establish Parks Development Committee – Supervisor Rowland stated that there have been several people who had expressed an interest in working with the Town on the development of Brookhaven Park. He stated that it would be his goal to establish a group to advise the Town Board on the development of all the Town Parks. Cochran, C. asked what authority this committee would have. Supervisor Rowland felt that it would be an advisory committee only and they would make recommendation to the Town Board. Cochran, C. would like to see a definition of what their goal was and develop a mission plan for them. Supervisor Rowland felt that as an advisory committee they would be a group of people who would develop a mission of where the future of the

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Town parks were headed. They would look into proposed projects and give advice back to the Board from a community aspect. This committee would not be made up of people who just play golf. It should be a group of people who have a community interest and who would like to make recommendations to the Board for future development of the parks. Chandler, C. stated that this group could holding hearings, doing a public survey, etc. and possibly coordinate volunteer efforts at the Parks. Cochran, C. felt that the Board needed to give the committee a charge as to what they expected them to do. Pemrick, C. stated that this committee would make recommendations to the Town Board to take action on. Supervisor Rowland suggested that the Board sit down with the group of these individuals and see what they feel their mission should be, determine who the leader of the group will be, etc. Pemrick, C. felt that we needed to contact the individuals to see if there were still interested. Kinsella, C. felt that this advisory committee should focus on Brookhaven and help to develop a 5 year/10 year plan. He does not want to piecemeal the improvements. He wants to make sure that the money is spent on the right things first. Pemrick, C. disagreed and stated that he did not feel that this group of new people who have no knowledge of Brookhaven could all of a sudden become experts of the golf course and develop a plan. He felt that they should work toward a plan to develop the surrounding acreage. The people there now, the current employees, should work with the Town to develop a plan more specific to the golf course. Supervisor agreed that the committee should look at the development of all Town parks and that the specific business plan for the golf course should be developed by the people in place that know what needs to be done. Kinsella, C. stated that he would like to see a business plan in place a year from now. Chandler, C. also felt that the two things should be kept separate. The new committee should be working more toward the development of the parks and recreation. Supervisor Rowland to send letters out to the individuals who have expressed an interest.

Brookhaven Parking Lot & Ice Rink - Highway Supt. Barss stated in the Spring he provided the Board with estimates on the cost of paving of the parking lots at Brookhaven. Due to wet conditions this Spring, in trying to get the lower parking lot paved prior to the beginning of the season, the cost was a little higher. They had to use a little extra material and there was a little extra drainage work necessary. He believed that there would be enough money left from the money that was set aside to complete the upper lot. At this point what he would like to do is get the upper parking lot dug out and get the base put back in and leave it until some time in September to pave. They are going to have to take the blacktop away from the main entrance to the pro shop and regrade the area because of the issue with drainage and water running back into the building. Highway Supt. Barss stated that he was working with the Town Engineer, who has graciously volunteered some of their services, to develop a plan for handicapped access and to resolve the drainage issues. He would probably work on this the last week in July or first part of August. As far as the ice rink is concerned a suggestion was made that the area where the old driving screen was located at the end of the parking lot could be used. That way the rink, parking, clubhouse, etc. would all be on the same side of the road which would be safer than having everyone crossing the road. Supervisor Rowland felt that this would be a better, more level spot, for the ice rink.

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RESOLUTION # 99 – Approve Youth Committee Petty Cash

Motion: Pemrick, C.

Seconded: Chandler, C.

RESOLVED, That the Town Clerk be given an additional sum of \$200. for use by the Youth Committee for the Summer Recreation and Fall Soccer Programs.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

RESOLUTION # 100 - Appoint Planning Board Vice-Chairman

Motion: Cochran, C.

Seconded: Kinsella, C.

RESOLVED, That the Town Board hereby appoints John Streit, MD as Vice Chairman of the Planning Board.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Town Garage Woodshed – Highway Supt. Barss stated that he provided the Board with prices for several different options. His preference would be to add on another bay to the current salt shed. The problem he sees with a clearspan building is that he did not know where he would put it. The current salt shed is 11 years old and is in perfect condition. There is no deterioration. Highway Supt. Barss added that down the road if the wood boiler goes down and it is decided not to burn wood anymore, the additional bay could be used for salt storage. Cochran, C. would be in favor of the wood concept. Highway Supt. Barss stated that they would have someone do the concrete work and they would build the structure themselves. Kinsella, C. asked where the money would come from to pay for this project. Highway Supt. Barss stated that there was not currently money in the budget. It would have to come out of the fund balance. He would like to have it up in the Fall. He added that DEC has new regulations where they are requiring that seasoned wood be used in outdoor boilers. In addition, the guys volunteer their time to come in and put wood in the furnace. This would make it a lot easier for them. Pemrick, C. asked how much it has saved the Town in fuel costs by burning wood. Highway Supt. Barss stated that he was not sure what the cost would be to heat the new garage with fuel oil since they have never done that. He noted that it costs the Town of Galway around \$17,000. to \$18,000. a year in propane to heat their building, which is similar to Greenfields, just a little smaller. Supervisor Rowland felt that you would get a better heat yield with dry wood. There would be a substantial savings by having our employees do most of the work. Cochran, C. asked if there was an adequate supply of wood. Highway Supt. Barss stated that they had plenty of wood. They use the wood they cut along the roadside and they have also received approval to get wood from NYSDOT in Malta. Supervisor Rowland felt that the Town has realized a sizeable savings by using wood heat in the new garage. Highway Supt. Barss has estimated that the cost to build the shed would be approximately \$14,000.

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RESOLUTION # 101 – Authorize Construction of Firewood
Storage Shed

Motion: Cochran, C.

Seconded: Pemrick, C.

RESOLVED, That the Town Board hereby authorizes the construction of a Firewood Storage Shed at the Town Garage to be paid for from the General Fund Balance.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Town Hall Computer Server – Town Clerk advised that there have been issues with the Computer Server. The current server is 6 years old. One of the hard drives had to be replaced when it was about 2 years old. At this point, the server is almost full. At times, Backups are not running properly due to the fact that there is not enough room to operate. The company that provides IT Services to the Town has been able to move some data around on the various drives and buy us a little time, however we have to upgrade the server. The current system will be able to be used for some things, such as the backup program. The proposed cost for the server would be approximately \$6,000. This would include their configuration time for set up, all the required licenses, anti virus software for the server, a new backup devise with cartridges, etc. Town Clerk added that we may be able to make it until the first of the year, however that is one of the busiest times for everyone and not a good time to replace the server. All of the data for all departments resides on the server and if the server were to go down, the whole Town Hall would be down. She asked that the Board consider approving the purchase of the server this year. Some of the cost for the purchase may be able to come from the equipment budgets from some of the departments. The remainder would have to come from contingency.

RESOLUTION # 102 - Approve Purchase of New Computer Server

Motion: Cochran, C.

Seconded: Pemrick, C.

RESOLVED, That the Town Board hereby authorizes the purchase of a new Computer Server for the Town Hall for the approximate cost of \$6,000.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Fall Clean Up – Highway Supt. Barss stated that he was starting to receive phone calls regarding the Fall Clean Up and asked if the Board wanted to schedule a week again for this Fall. Supervisor Rowland noted that in the Spring we accepted tires and he would not want to take them this Fall. Highway Supt. Barss stated there is a company that came in the Spring who took the computers, televisions, printers, etc. at no charge. They wrapped them up on pallets and shipped them to Buffalo. Supervisor Rowland noted that there was money in the budget for a Hazardous Waste Day which did not take place this year. This money could be put toward the regular Fall Clean Up.

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RESOLUTION #103 – Schedule Dates for Fall Clean Up

Motion: Pemrick, C.

Seconded: Chandler, C.

RESOLVED, That the Town Clerk be directed to advertise for the Fall Clean Up to be held starting September 17th, 2011 and running to September 25th, 2011, and

FURTHER RESOLVED, that no tires will be accepted for the Fall Clean Up.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

Pemrick, C. wanted to thank the Town Justices and the Court Clerk for their cooperation during this past years' audit. It took a great deal of time and effort.

Monthly reports were submitted by the Highway Supt., Brookhaven Park, Town Clerk, UDAG Revolving Fund, Town Justices (May), Building Department (May) and Town Supervisor.

RESOLUTION # 104 – Highway Bills

Motion: Pemrick, C.

Seconded: Chandler, C.

RESOLVED, That Highway Bills # 104 to # 129 in the amount of \$182,809.14 be paid, subject to audit.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

RESOLUTION # 105 – General Bills

Motion: Pemrick, C.

Seconded: Kinsella, C.

RESOLVED, That General Bills # 336 to # 411 in the amount of \$35,590.91 be paid, subject to audit.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

RESOLUTION # 106 – Park Bills

Motion: Pemrick, C.

Seconded: Cochran, C.

RESOLVED, That Park Bills # 91 to # 122 in the amount of \$38,358.58 be paid, subject to audit.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

RESOLUTION # 107 – UDAG Bills

Motion: Pemrick, C.

Seconded: Chandler, C.

RESOLVED, That UDAG Bill # 11 in the amount of \$5,750.00 be paid, subject to audit.

VOTE: Ayes: Rowland, Pemrick, Kinsella, Cochran, Chandler

Noes: None

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On motion of Kinsella, C. and seconded by Cochran, C., the Board adjourned to Executive Session at 8:58 PM to discuss a personnel matter. Town Clerk was not present for session and no minutes were filed. On motion of Pemrick, C. and seconded by Cochran, C., the Board returned to regular session at 9:20 PM.

On motion of Pemrick, C. and seconded by Kinsella, C., the meeting was adjourned at 9:21 PM.

Town Clerk