

**Minutes of the Regular Town Board Meeting of the Town of Arietta held March 7, 2022** Piseco Town Offices located at the Piseco Common School building commencing at 5:00pm.

**Others present: Highway Superintendent Craig Small, Jodi Small, Marie Buanno, Peter Blessing, Fred Knapp, Steve Woehrle, Barry Baker, Zoning Officer Mel LaScola, Katrena Cohea, and Donna Benkovich (from Chamber of Commerce. Supervisor Rhodes opened the meeting at 5:00pm.**

Roll Call:

Jacqui Grier	present
Douglas Stobo	present
Sarah Rudes	present
Christy Wilt	present
Chris Rhodes	present

Motion was offered by: S. Rudes

To accept the minutes of the February 7, 2022 Town Board meeting as submitted by the Town Clerk.

Second was offered by: **D. Stobo**

**Ayes:** Grier, Rudes, Stobo, C. Wilt and Chris Rhodes      **Nays:** none

Supervisor Rhodes announced the opening of the Public Hearing regarding the Fire Department Contract.

RESOLUTIONS:

**TOWN OF ARIETTA**

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

March 7, 2022 at 5:00pm

Resolution # 22- 03 -22

**Subject: Fire Protection Agreement**

Resolution Offered By: C. Wilt

**WHEREAS:** there has been established in the Town of Arietta a Fire Protection District known as the "Piseco Fire Protection District": embracing the territory in said Town wholly outside of any City or Village as such territory and is more fully described establishing such district duly adopted by this Town Board on June 1, 1998; and

**WHEREAS:** it is necessary to enter into a contract for the furnishing of fire protection to the said fire protection district; and

**WHEREAS:** due notice has been given a public hearing to be held in the Piseco Common School in the Town of Arietta, on March 7, 2022 at 5:00pm, to consider a contract for the furnishing of fire protection to the said fire protection district, the notice duly specifying the time and place of the hearing as aforesaid, and giving in general terms the proposed contract, and the said hearing having been held, and all persons interested in appearing having been heard,

**THEREFORE, LET IT BE RESOLVED:** after a Public Hearing held on March 7, 2022 the Town of Arietta will contract with the Piseco Volunteer Fire Department for the furnishing of fire protection and ambulance service to the Piseco Fire Protection District more fully described and plotted in the map referred to and adopted at the June 1, 1998 Board Meeting; that the contract to be entered into aforesaid be in the following for, to

wit: Attached Fire Contract and that such contract be executed on behalf of the Town of Arietta by the Town Supervisor.

Seconded by: S. Rudes and put to a vote, which resulted as follows:

AYES:		NOES:		ABSENT:	
Jacquelyn Grier	X__	Jacquelyn Grier	___	Jacquelyn Grier	___
Sarah Rudes	X__	Sarah Rudes	___	Sarah Rudes	___
Douglas Stobo	X__	Douglas Stobo	___	Douglas Stobo	___
Christy Wilt	X__	Christy Wilt	___	Christy Wilt	___
Christian Rhodes	X__	Christian Rhodes	___	Christian Rhodes	___

Laura Morehouse  
Town Clerk

March 7, 2022

TOWN OF ARIETTA

FIRE PROTECTION CONTRACT

THIS AGREEMENT, made this \_\_\_th day of \_\_\_\_\_, 2022 between the TOWN OF ARIETTA, a municipality with offices located in Piseco, New York in Hamilton County (hereinafter referred to as the “Town of Arietta”), and the PISECO VOLUNTEER FIRE DEPARTMENT, INC., a Fire Protection District located in Piseco, New York in the Town of Arietta, Hamilton County, New York, (hereinafter referred to as “Fire Department”).

WITNESSETH:

WHEREAS, there has been duly established in the Town of Arietta, a fire protection district known as “Piseco Fire Protection District” (hereinafter referred to as “District”), embracing territory in said Town wholly outside of any City or Village, as such territory is more fully described in a resolution establishing such District and duly adopted by the Town Board of said Town on June 1, 1998, a copy of which is attached hereto and is incorporated herein.

WHEREAS, said District is located in a geographic area serviced by the Piseco Volunteer Fire Department; and

WHEREAS, following a public hearing duly called, the Town Board of Arietta, duly authorized a contract with the Fire Department for fire protection and provisions herein set forth; and

WHEREAS, this contract has also been duly authorized by the Town Board of Arietta, and the Department.

NOW THEREFORE, Arietta does engage the Fire Department to furnish fire protection to portions of the district hereinafter described, and the Fire Department agrees to furnish such protection in manner following to wit:

1. The Fire Department shall at all times, during the period of this contract be subject to call for attendance upon any occurrence or emergency requiring fire department and/or ambulance attendance in said District, or sub-contract for fire protection to a portion of said District; and when notified by any person therein of a fire or emergency therein, such Fire Department shall respond and attend upon the fire or

emergency without delay therein and such Fire Department shall respond and attend the fire or emergency without delay with one or more companies and with suitable equipment and apparatus of the Fire Department. Upon arriving at the scene of the fire or emergency, the Fire Department shall proceed diligently and, in every way, reasonable to the extinguishments of the fire, or providing emergency services and the saving of life and property in connection therewith.

2. The Town of Arietta agrees to pay the Fire Department, annually, an amount of money equal to the Town of Arietta's proportionate share of operating and equipment expenses of the Fire Department, as provided in Real Property Tax Law Section 806. Said sum shall be paid by April 15<sup>th</sup> of each year this contract is in effect. Fire Department will provide Town of Arietta a proposed budget for reimbursement under the contract no later than September 20<sup>th</sup> of each year.

3. All monies to be paid under any provision of this agreement shall be a charge upon the district to be assessed and levied upon the taxable property in said District and collected with the Town Taxes.

4. Members of the Fire Department, while engaged in the performance of their duties in answering, attending upon, or returning from any call provided for in this contract shall have the same rights, privileges and immunities as if performing the same duties as a Volunteer Fireman.

5. This contract may continue from year to year for a period of five (5) years, beginning \_\_\_\_\_ 2022, and terminating \_\_\_\_\_ 2027.

6. The Town of Arietta shall be named as an additional insured on all insurance policies issued to the Fire Department.

IN WITNESS WHEREOF, the parties have duly executed and delivered this Agreement the day and year first above mentioned.

By: \_\_\_\_\_  
Chris D. Rhodes, Supervisor  
Town of Arietta

By: \_\_\_\_\_  
President  
Piseco Volunteer Fire Department

At the regular meeting of the Arietta Town Board at the Piseco Common School 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

March 7, 2022 at 5:00pm

Resolution # 22 – 03 - 23

Subject: **Appointment Planning Board Member**

Resolution Offered By: D. Stobo

**WHEREAS:** the Town of Arietta will reappoint Ken Kull to the Arietta Planning Board for a five year term as of 02/28/2022 and,

**WHEREAS:** it is necessary that the Arietta Town Board reappoint Ken Kull for a five year term that ends February 28, 2027 and

**THEREFORE, LET IT BE RESOLVED:** that the Town Board, Town of Arietta does hereby appoint Ken Kull to the Arietta Planning Board effective immediately.

Seconded by: C. Wilt and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier X__	Jacquelyn Grier ____	Jacquelyn Grier ____
Sarah Rudes X__	Sarah Rudes ____	Sarah Rudes ____
Douglas Stobo X__	Douglas Stobo ____	Douglas Stobo ____
Christy Wilt X__	Christy Wilt ____	Christy Wilt ____
Christian Rhodes X__	Christian Rhodes ____	Christian Rhodes ____

Laura Morehouse  
Town Clerk

March 7, 2022

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

March 7, 2022 at 5:00pm

Resolution # 22- 03 -22

Subject: **REQUESTING AND AUTHORIZING THE COUNTY HIGHWAY SUPERINTENDENT TO POST WEIGHT RESTRICTIONS ON TOWN ROADS FOR THE YEAR 2022**

Resolution Offered By: J. Grier

WHEREAS: Vehicle and Traffic Law Article 41, Section 1660 gives authority to the Town Board to post weight limits on Town Roads when the Board deems necessary to protect roads from harm during spring breakup, and

WHEREAS: Vehicle and Traffic Law Article 40, Section 1650 gives authority to the county superintendent of highways to post weight limits on County Roads when the superintendent deems it necessary to protect County roads from harm during spring break up, and

WHEREAS: the Town would need to place an ad in the local newspaper notifying the public of such postings, and

WHEREAS: the County Superintendent places a legal ad in the local newspaper notifying the public of such posting on County highways, and

WHEREAS: the Town roads are typically posted for the same duration as the County roads, and

WHEREAS: the Town Board and Town Highway Superintendent believes that it would be in the interest of the Town if the County Superintendent post weight restrictions on the Town roads in conjunction with the County Roads during spring breakup, be it

RESOLVED: the Town Board of the Town of Arietta hereby requests and authorizes the County Superintendent of Highways post weight restrictions on Town roads within the Town of Arietta when he deems necessary for the calendar year 2022.

Seconded by: S. Rudes and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____
Sarah Rudes _____	Sarah Rudes _____	Sarah Rudes _____
Douglas Stobo _____	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt _____	Christy Wilt _____	Christy Wilt _____
Christian Rhodes _____	Christian Rhodes _____	Christian Rhodes _____

Laura Morehouse  
Town Clerk

March 7, 2022  
Date

**TOWN OF ARIETTA**

At a regular meeting of the Arietta Town Board at the Piseco Common School on 1722 State Route 8 in the Town of Arietta, Hamilton County, New York on:

March 7, 2022 at 5:00pm

Resolution # 22- 03 -25

Subject: **Credit Card Policy and Card Holder Agreement**

Resolution Offered By: Grier

**WHEREAS:** the Town of Arietta, Town Board will have to establish a policy for practices and procedures for procuring goods and/or services using a credit card, and

**WHEREAS:** it is necessary to have a policy in place for card control and security. The Town Board has reviewed the attached Credit Card Policy and Card Holder Agreement as outlined, and

**WHEREAS:** the primary purpose of the card is to be used as an alternate method for payment for town purchases when the normal town purchasing process cannot be utilized. Purchasing using a credit card will follow the existing Town’s purchasing policy, and

**THEREFORE, LET IT BE RESOLVED:** the Town Board after review will approve the attached Credit Card Policy and Card Holder Agreement as outlined to establish a policy for practices and procedures for procuring goods and/or services using a credit card.

Seconded by: C. Wilt and put to a vote, which resulted as follows:

AYES:	NOES:	ABSENT:
Jacquelyn Grier _____	Jacquelyn Grier _____	Jacquelyn Grier _____
Sarah Rudes _____	Sarah Rudes _____	Sarah Rudes _____
Douglas Stobo _____	Douglas Stobo _____	Douglas Stobo _____
Christy Wilt _____	Christy Wilt _____	Christy Wilt _____
Christian Rhodes _____	Christian Rhodes _____	Christian Rhodes _____

Laura Morehouse  
Town Clerk

March 7, 2022  
Date

**TOWN OF ARIETTA  
CREDIT CARD POLICY**

## **Policy**

This policy establishes practices and procedures for procuring goods and/or services using a credit card.

The use of credit cards has been determined to be a convenient and cost-effective method of obtaining certain products and services for the Town of Arietta. The primary purpose of the cards is to be used as an alternate method for payments for Town purchases when the normal Town purchasing process cannot be utilized. Purchases using a credit card will follow the existing Town's purchasing policy.

Credit cards are issued at the discretion of the Town Board. A list of approved individuals will be maintained by the Account Clerk including names, titles, and credit card account number for all cards issued.

Each credit card will be embossed with the individual employee's name. It may not be transferred to, assigned to, or used by anyone other than the designated cardholder. NBT Bank Visa or the Arietta Town Board may suspend or cancel cardholder privileges at any time for any reason. The cardholder will surrender the credit card upon request to the Account Clerk.

## **Card Control and Security**

### Card Issuance

Credit cards are issued at the discretion of the Arietta Town Board and will be restricted to Department Heads to be used only on an as needed basis. These individuals then become the responsible party to all supporting documentation related to all transactions placed with that card.

### Card Limits

All Cards issued will be subject to a limit as decided by the Town Board but not to exceed \$2,500. If, over time, the limit is too low, a written request must be submitted to the Town Board to have the spending limit evaluated.

### Sales Tax

The Town is exempt from sales tax. Sales tax may not be included with the cost of any purchases. When using the card, if a vendor will not process the transaction as tax-exempt, do not complete the transaction.

### Unauthorized Purchases (Include but are not limited to the following):

- Alcohol
- Personal use
- Entertainment
- Cash advances/gift card
- Cash refunds
- Rents
- Any product considered an inappropriate use of funds
- Personal service provider

A Purchaser/cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The purchaser/cardholder will also be subject to disciplinary action, which may include termination.

If there is a question about a specific purchase, ask the Account Clerk whether or not it qualifies as an allowable credit card purchase

### Documentation requirements



Documentation such as sales receipts, packing slips, paid invoices, etc. should be provided to the Account Clerk to support all credit card purchases. The documentation should include:

- Merchant name
- Purchase date
- Transaction total
- Transaction detail including item description, quantities, and unit price

#### Documentation Requirements

Documentation for Internet orders should be printed when placing the order.

*[Note – it is necessary to have documentation for every transaction during the month that is being processed for payment. Do not place an order if documentation will not be available to meet submission requirement.]*

#### Reconciliation

Each month the cardholder will receive a statement. This statement will reflect the transaction date, supplier/merchant name and the total amount of the purchase. Immediately upon receipt of the monthly statement, the statement should be checked to ensure all transactions posted are legitimate transactions.

The cardholder is responsible for reconciling the statements. All receipts must be attached to the statements when submitted for payment. The statement, with attached documentation must be vouchered and submitted to the Account Clerk by the deadline for the monthly audit as to not incur late charges.

#### Disputed Transactions

If there's a discrepancy on any of the transactions charged to the account, the supplier should be contacted to try to resolve the situation. If the dispute cannot be resolved with the supplier contact the Account Clerk.

Refunds and exchanges must be credited directly back to the card account. Under no circumstances shall cash be received for refunds or exchanges.

#### Cancellation

A credit card should be returned when a cardholder leaves employment. The Supervisor will call NBT Bank Visa to cancel the card and will securely dispose of the card.

#### Lost/Stolen Credit Cards

Cardholders are responsible for the security of the card and any purchases made on the account. Report any lost or stolen credit cards immediately to *NBT Bank Visa* then to the Account Clerk. It is extremely important to act promptly in the event of a lost or stolen credit card to avoid Town liability for fraudulent transactions. The card will no longer be able to be used after notifying the bank.

#### Misuse of the Procurement Card

Cardholders will be subject to disciplinary or legal action for any charges incurred as a result of misuse or fraudulent use of the card. The Town Board may suspend or cancel the card at any time for any reason. The card will be surrendered upon request to the Town Board.

Violations may include:

- Purchasing items for personal use
- Allowing someone else to use the card
- Altering receipts

#### Use of Town's General Credit Card

Department's that are not issued a credit card by the Town Board may request use of the Town's General Credit Card. With permission by the Supervisor, the department may use the General Credit Card in an amount not to exceed \$2,500. Purchases using the credit card will follow the existing Town's purchasing policy including requirements for quotes, RFPs and bidding.

Arietta  
Acknowledgment of Credit Card  
And Card Holder Agreement

Employee Name: \_\_\_\_\_ Title \_\_\_\_\_

DOB: \_\_\_\_\_

SS#: \_\_\_\_\_

Card Limit: \$ \_\_\_\_\_

You are being entrusted with a Town of Arietta credit card issued by NBT Bank Visa. The card is provided to you to take care of your need to purchase materials for the Town of Arietta. The card may be revoked at any time without your permission. Your signature below indicates that you have read the Credit Card Policy and will comply with the policy and the terms of this user agreement.

I understand that I will be making financial commitments on behalf of the Town of Arietta and will strive to obtain the best value for the Town when making purchases.

This credit card is issued in my name. I will not allow any other person to use my assigned card.

I understand that the policies and procedures related to credit cards may be updated or changed at any time. The Account Clerk will notify me of these changes. I agree to and will be responsible for the execution of any program changes.

I will use the card only for authorized purchases.

I will obtain a hard copy receipt from the vendor each time the card is used. When ordering by phone or via the internet, I will request the vendor provide me with a receipt.

I understand that my card account is subject to internal control reviews and audits to protect the interests of the Town and I agree to comply with these reviews and audits.

I am responsible for immediately notifying NBT Bank and the Account Clerk if the card is lost or stolen.

I have read the Town of Arietta Credit Card Policy as well as this cardholder agreement, understand them, and I will comply with both. Failure to do so may be considered misappropriation of funds, and may subject me to revocation of card privileges and disciplinary action.

**Upon resignation/separation, or the request of the Town Board, I will return the card to the Account Clerk.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_

Representatives from the Chamber of Commerce gave a presentation. This they proposed the having a PISECO LAKE DAYS event. This would be a 1day event to highlight this area. Proposed date would be July 30,2022. Possible venue sites were Piseco Airport, Piseco School and the Community Hall.

Suggestions of activities were:

Farmers Market

Live Music-local musicians

Food Vendors-local restaurants

Fire, Police, EMS display- recruitment

Organizations (Auxiliary, Twigs, Piseco Lake Association etc.) recruitment possibilities

Guided nature walks- the Foxy Brown Trail

All activities to promote community involvement.

A time line was given from start to finish to begin soon.

Discussion on this followed. the Community Hall was chosen for the venue at this time.

### COMMITTEE REPORTS:

Snowmobile Trails- J. Grier reported the trails were in poor condition due to weather. C. Wilt will continue to look for grants for a new groomer. She stated that most grants were given to snowmobile clubs not municipalities.

Town Buildings and Grounds- D. Stobo reported the ceilings in the community hall are being replaced, a lot of the work has already been accomplished.

Samples of siding for the SRE building on the airport were available for board members/public to see.

Mr. Stobo called Sherwin Williams for named of painters they would suggest He has 4 names available to contact. This would be for Community Hall and airport buildings.

Roofing samples for the Riley Tavern was discussed, asphalt shingles vs: cedar shakes.

Shingles being cheaper more durable and will last longer. A discussion followed on what percent of the cost the town will pay. The Historical Society is promoting a fund raiser for building repairs.

### Internal Management/Insurance, Recreation and Chamber-C. Wilt

Nothing new to report. Chamber gave presentation at the beginning of the meeting.

Christy stated the county has had many more registrations for the Birding Festival being held June 9-12, 2022.

Codes- M. LaScola reported he had been in Lake Placid for 4 days of update on Code Enforcement training.

Lake/Dam/Invasive/Campsite-S. Rudes- Buoys for spillway at dam have been delivered.

Highway/Parks-C. Small Craig reported that the frame on a new plow had broken. He stated that he will have it repaired as it is under warranty. In future thought of selling or trading for a more durable plow.

Finance/Airport- C. Rhodes – Discussion on the building site for the town Highway Garage, size of building and a 60 x 138-foot building with 6 bays would be optimum. Chris also sent out a letter to the property owners surrounding the proposed site, he has received some replies back. Some people had concerns.

### NEW BUSINESS:

Airport- Updates need to be made on the computer system and a new public wi-fi. The card reader and software for fuel pump for airplane gas needs to be replaced. There is a grant being applied for to replace this pump.  
There has been a notification put out for pilots to know there is no fuel at Piseco airport.

OLD BUSINESS:

Cemetery- Waiting for measurements for new fence when the area is clear of snow.

Audits- Chris spoke to Drescher & Malecki LLP regarding audits for the town. After discussion on prices for different types of audits, it was decided that the town would wait until 2023 and have Federal and General audits done at the same time.

PUBLIC COMMENTS:

No comments or discussion regarding the Piseco Fire Department contract.  
Marie Buanno asked the board if they had looked into renting space in the community hall. Supervisor Rhodes stated they were considering such. Marie stated a request to rent the front room for a “coffee shop/bakery”. She stated that it needed to have a “commercial kitchen”, those stipulations from the Department of Health will be given to the board. Discussion on request followed. Supervisor Rhodes asked Sarah Rudes and Jacqui Grier to meet with Marie Buanno and look into what is actually needed for this renting/leasing space for this venture.

The public hearing regarding the Piseco Fire Department contract was closed at this time.

Supervisor Rhodes asked for motion to pay monthly bills.

Motion was offered by: **Sarah Rudes**

To pay the bills as follows:

General Fund: no. 131-164 for a total: \$60,496.34

Utilities General fund no. 118-119 for a total: \$1,810.53

Highway Fund: no. 165-176 for a total of \$9,110.07

Second was offered by **Doug Stobo**

**Ayes:** Grier, Rudes, Stobo, C. Wilt and Chris Rhodes      **Nays:** none

Motion was offered by: **Doug Stobo**

To accept the financial statements of the Supervisor for the month of February 2022 as submitted.

Second was offered by: **J Grier**

**Ayes:** Grier, Rudes, Stobo, C Wilt, and Chris Rhodes      **Nays:** none

Next regular meeting will be April 4 at 5:00 pm.

Motion to adjourn the meeting was requested by Supervisor Rhodes,  
J. Grier made the motion, seconded by C. Wilt

**Ayes:** Rhodes, Rudes, Stobo, Wilt and Grier      **Nays:** none

Entered by:

Laura Morehouse, Town Clerk