

Minutes of the Regular Town Board Meeting of the Town of Arietta held January 4th, 2016 at the Piseco Community Hall, commencing at 6:00pm.

Others present: Fred Knapp, Mel Lascola-Zoning Officer, Matt Wilt, Jackie Grier, Ryan Germain-Highway Superintendent.

Supervisor Wilt opened the meeting at 6:00pm.

Roll Call:

Barry Baker present
Michael Knapp present
Sarah Rudes present
Christy Wilt present
Richard Wilt present

Motion was offered by: M. Knapp

To accept the minutes of the December 21st, 2015 Town Board meeting as submitted by the Town Clerk.

Second was offered by: C. Wilt

Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. **Nays:** none

Mrs. Rudes asked to change the wording of Resolution #16-01-01 after it was read. The changes were to strike the work **make** in the WHEREAS and insert **approve or established**. Also after the word following the wording **offices and if appropriate** were added. The following resolution reflects that with make struck through and the other words added in parentheses and bold text. Also on the last page under THEREFORE, LET IT BE RESOLVED after the word above the word **offices** was added. The resolution was passed as amended.

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall on Old Piseco Road in the Town of Arietta, Hamilton County, New York on January 4, 2015 at 6:00pm

Resolution # 16-01-01

Subject: **Organizational Meeting of the Arietta Town Board for the year 2016**

Resolution Offered By: _____ S. Rudes

WHEREAS: the Town Board of Arietta will ~~make~~ **(approve or establish)** the following **(offices and if appropriate)** appointments and designations:

Richard Wilt-----Purchasing Agent
Mel LaScola -----Code Enforcement Officer
Mel LaScola-----Building/Safety Inspector
William Hotaling----Deputy Zoning Officer
Ken Parslow-----Animal Control Officer
Ken Parslow-----Registrar of Vital Statistics
Bryan Rudes-----Town Historian
Joyce Page-----Justice Clerk
Barry Baker-----Deputy Supervisor
Jodie Small-----Deputy Tax Collector
William Parslow Jr. -Deputy Highway Superintendent
Michael Rogers-----Road Supervisor

Dr. Robert Brandis of Nathan Littauer - will be appointed as Health Officer for the Town of Arietta

Michael Knapp & Barry Baker-to the Employees Negotiating team

All town employees, elected and appointed officials will be paid on a bi-weekly basis.

All town equipment and property will be identified and labeled as such.

The regular monthly meeting of the Town Board will be held on the first Monday of each month at 6:00pm, unless otherwise noted, and all bills will be submitted prior to 12 noon on the Friday before.

NBT, or any commercial bank designated by the Board in resolution will be the official bank of the Town of Arietta

Resolution # 16 - 01 - 02

Subject: Investment Policy Update

Resolution Offered By: B. Baker

WHEREAS: General Municipal Law (GML) requires every town to adopt internal policies and procedures governing investment procedures

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta does hereby adopt the following investment policy:

TOWN OF ARIETTA INVESTMENT POLICY

I. SCOPE - This investment policy applies to all moneys and other financial resources available for investment on its own behalf or on behalf of any other entity or individual.

II. OBJECTIVE - The primary objectives of the local government's investment activities are, in priority order, a. to conform with all applicable federal, state and other legal requirements (legal); b. to adequately safeguard principal (safety); c. to provide sufficient liquidity to meet all operating requirements (liquidity); and d. To obtain a reasonable rate of return (yield).

III. DELEGATION OF AUTHORITY - The governing board's responsibility for administration of the investment program is delegated to the Town Supervisor, who shall establish written procedures for the operation of the investment program consistent with these investment guidelines. Such procedures shall include an adequate internal control structure to provide a satisfactory level of accountability based on a database or records incorporating description and amounts of investments, transaction dates and other relevant information and regulate the activities of subordinate employees.

IV. PRUDENCE - All participants in the investment process shall be made with judgment and care, under circumstances then prevailing, which persons of prudence discretion and intelligence exercise in the management of their own affairs, not for speculation, but or investment, considering the safety of the principal as well as the probable income to be derived. All participants involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

V. DIVERSIFICATION - It is the policy of the Town of Arietta to diversify its deposits and investments by financial institution, by investment instrument, and by maturity scheduling.

VI. INTERNAL CONTROLS - It is the policy of the Town of Arietta for all moneys collected by any officer or employee of the government to transfer those funds to the Supervisor within 30 days of deposit, or within the time period specified in law, whichever is shorter. The Supervisor is responsible for establishing and maintaining an internal control structure to provide reasonable, but not absolute, assurance that deposits and investments are safeguarded against loss from unauthorized use or disposition that transactions are executed in accordance with management's authorization and recorded properly and are managed in compliance with applicable laws and regulations.

VII. DESIGNATION OF DEPOSITARIES - The banks and trust companies authorized for the deposit of monies up to the following maximum amounts are:

Table with 3 columns: Maximum Amount, Officer, NBT Bank. Row 1: \$2,900,000.00, Connie Bucknell, NBT Bank.

VIII. COLLATERALIZING OF DEPOSITS - In accordance with the provisions of the General Municipal Law, ~10, all deposits of the Town of Arietta, including Certificates of Deposit and special time deposits, in excess of the amount insured under the provision of the Federal Deposit Insurance Act shall be secured: 1. By a pledge of "eligible securities" with an aggregate "market value", or provided by General Municipal Law, ~10, equal to the aggregate amount of deposits from the categories designated in Appendix A to the policy. 2. By an eligible "irrevocable letter of credit" issued by a qualified bank other than

the bank with the deposits in favor of the government for a term not to exceed 90 days with an aggregate value equal to 140% of the aggregate amount of deposits and the agreed upon interest, if any. A qualified bank is one whose commercial paper and other unsecured short-term debt obligations are rated in one of the three highest rating categories by at least one nationally recognized statistical rating organization or by a bank that is in compliance with applicable federal minimum risk based capital requirements.

3. By an eligible surety bond payable to the government for an amount at least equal to 100% of the aggregate amount of deposits and the agreed upon interest, if any, executed by an insurance company authorized to do business in New York State, whose claims – paying ability is rated in the highest rating category by at least two nationally recognized statistical rating organizations.

IX. SAFEKEEPING AND COLLATERALIZATION - Eligible securities used for collateralizing deposits shall be held by NBT Bank and The Bank of New York Mellon and/or a third party bank or trust company subject to security and custodial agreements. The security agreement shall provide that eligible securities are being pledged to secure local government deposits together with agreed upon interest, if any and any costs or expenses arising out of the collection of such deposits upon default. It shall also provide the conditions under which the securities may be sold, presented for payment, substituted or released and the events, which will enable the local government to exercise its rights against the pledged securities. In the event that the securities are not registered or inscribed in the name of the local government, such securities shall be delivered in a form suitable for transfer or with an assignment in blank to the custodial bank.

The custodial agreement shall provide that securities held by the bank or trust company or agent of and custodian for the local government, will be kept separate and apart from the general assets of the custodial bank or trust company and will not, in any circumstances, be commingled with or become part of the backing for any other deposit or other liabilities. The agreement should also describe that the custodian shall confirm the receipt, substitution or release of the securities. The agreement shall provide for the frequency of revaluation or eligible securities and for the substitution of securities when a change in the rating of a security may cause ineligibility. Such agreement shall include all provisions necessary to provide the local government a perfected interest in the securities.

X. PERMITTED INVESTMENTS – As authorized by General Municipal law ~11, the Town of Arietta authorizes the Town Supervisor to invest moneys not required for immediate expenditure for terms not to exceed its projected cash flow needs in the following investments:

Special time deposit accounts
Certificates of deposit

Money Market

XI. Obligations of the United States of America
Obligations guaranteed by agencies of the United States of America
where the payment of principal and interest are guaranteed by the United States of America;

Obligations of
New York State
Obligations of issued pursuant to
LFL~24.00 or 25.00 with approval of the State Comptroller by any municipality, school district or district corporation other than the Town of Arietta;

Obligations of public authorities, public housing authorities, urban renewal agencies and industrial development agencies where the general State statutes governing such entities or whose specific enabling legislation authorizes such investments;

Certificates of Participation (COP) issued pursuant to GML ~6-c,6-d,6-e,6-g,6-h,6-j,6-k,6-l,6-m, or 6-n;

All investment obligations shall be payable or redeemable at the option of the Town of Arietta within such times as the proceeds will be needed to meet expenditures for purposes for which the moneys were provided and, in the case of obligations purchased with the proceeds of bonds or notes, shall be payable or redeemable at the option of the Town of Arietta within two years of the date of purchase.

XII. AUTHORIZED FINANCIAL INSTITUTIONS AND DEALERS – The Town of Arietta shall maintain a list of financial institutions and dealers approved for investment purposes and establish appropriate limits to the amount of investments, which can be made with each financial institution or dealer. All financial institutions with which the local government conducts business must be credit worthy. Banks shall provide their most recent Consolidated Report of Condition at the request of the Town of Arietta. Security dealers not affiliated with a bank shall be required to be classified as reporting dealers affiliated with the New York Federal Reserve Bank, as primary dealers. The Supervisor is responsible for evaluating the financial position and maintaining a listing of proposed depositories, trading partners and custodians. Such listing shall be evaluated at least annually.

XIII. PURCHASE OF INVESTMENTS - The Supervisor is authorized to contract for the purchase of investments:

1. Directly,
including through a repurchase agreement, from an authorized trading partner.

2. By participation in a cooperative investment program with another authorized governmental entity pursuant to Article 5G of the

Resolution # 16-01-03

Subject: Procurement Policy

Resolution Offered By: B. Baker

WHEREAS: Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML ~ 103 or any other law; and

WHEREAS: comments have been solicited from those officers of the Town involved with procurement

THEREFORE, LET IT BE RESOLVED: that the Town of Arietta does hereby adopt the following procurement policies and procedures:

Guide line 1. Every prospective purchase of goods or services shall be evaluated to determine the applicability of GML~103. Every Town Officer, Board, Department Head or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be acquired. The information gathered and conclusions reached shall be documented and kept with the file or documentation supporting the purchase Activity.

Guide line 2. All estimated purchases of:
~ Less than \$10,000 but greater than \$3,000 require a written request for a proposal (RFP) and written /fax quotes from three vendors.
~ Less than \$3,000 but greater than \$1,000 requires an oral request for the goods and oral/fax quote form two vendors.
~ Less than \$1, 000 but greater than \$250 is left to the discretion of the Purchaser.

Guide Line 3. All estimated public works contracts of:
~ Less than \$20,000 but greater than \$10,000 requires a written RFP and fax/proposals from three contractors.
~ Less than \$10,000 but greater than \$3,000 requires a written RFP and fax/proposals from two contractors.
~ Less than \$3,000 but greater than \$500 is left to the discretion of the Purchaser.

Town of Arietta Procurement Policy con't

Any written RFP shall describe the desire goods, quantity and the particulars of delivery. The Purchaser shall compile a list of all vendors from whom written/fax/oral quotes have been requested and the written/fax oral quotes offered.

All information gathered in complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

Guide Line 4. The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the Purchaser prepares a written justification providing reasons why it is in the best interest of the Town and its taxpayers to make an award to other than the low bidder. (For example: the second low bidder which is an out of state business or supplier). If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement.

Guide line 5. A good faith shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposal or quotes be bar to the procurement.

Guide line 6. Except when directed by the Town Board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- A). Acquisition of professional services
B). Emergencies
C). Sole source situations
D). Goods purchased from agencies for the blind or severely handicapped
E). Goods purchased from correctional facilities
F). Goods purchased from another governmental agency
G). Goods purchased at auction
H). Goods purchased for less than \$250.00
D). Public works contacts for less than \$500.00

Guide line 7. This policy shall be reviewed annually by the Town Board at its organizational meeting or soon thereafter as is reasonably practicable.

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

AYES:

Barry Baker X
Michael Knapp X

NOES:

Barry Baker
Michael Knapp

Sarah Rudes X Sarah Rudes _____
Christy Wilt X Christy Wilt _____
Richard Wilt X Richard Wilt _____

Date January 4th, 2016

Town Clerk

State of New York)

) SS:

County of Hamilton)

I, _____, Clerk of the Town of Arietta, New York, do hereby certify that I have compared the foregoing copy of this Resolution with the original on file in my office, and that the same is a true and correct transcript of said original Resolution and of the whole thereof, as duly adopted by said Town Board, Town of Arietta at a meeting at the Piseco Community Hall, Piseco, NY on January 4, 2016 by the required and necessary vote of the members to approve the Resolution.

Witness My Hand of the Official Seal of Town of Arietta, NY this 4th day of January 2016.

Town Clerk

SEAL

Mr. Baker said that if the term for the Zoning Board of Appeals Chairman is 5 years then the term would end in 2020 not 2021. The change was made on Resolution #16-01-04 in bold text and the numbers 2021 are struck through. The resolution was passed as amended.

TOWN OF ARIETTA

At a regular meeting of the Arietta Town Board at the Piseco Community Hall on Old Piseco Road in the Town of Arietta, Hamilton County, New York on:

January 4, at 6:00pm

Resolution # 16 – 01 - 04

Subject: Appointment Zoning Board of Appeals Chairman

Resolution Offered By: _____ M. Knapp _____

WHEREAS: the Town of Arietta will reappoint Gary Avery Chairman, who is a current member of the Arietta Zoning Board of Appeals as of January 1, 2016 and

WHEREAS: it is necessary that the Arietta Town Board reappoint Gary Avery Chairman a term of 5 years that ends December 31, 2021 2020, and

THEREFORE, LET IT BE RESOLVED: that the Town Board, Town of Arietta does hereby appoint Gary Avery Chairman to the Arietta Zoning Board of Appeals for a term of 5 years effective January 1, 2016

Seconded by: _____ B. Baker _____ and put to a vote, which resulted as follows:

AYES: Barry Baker X
Michael Knapp X
Sarah Rudes X
Christy Wilt X
Richard Wilt X
NOES: Barry Baker _____
Michael Knapp _____
Sarah Rudes _____
Christy Wilt _____
Richard Wilt _____

Date January 4th, 2016

Town Clerk

Motion was offered by: S. Rudes
To advertise for bid for propane, heating fuel oil and aviation gasoline. The bids will be opened at the February 1st, 2016 meeting.
Second was offered by: B. Baker
Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. Nays: none

Mr. Wilt asked the board to decide what committees they would like to be on and to write down what new committees they may want to add. He said they will talk about them at the next meeting.

Mr. Knapp asked if the Town was going to donate money again this year for the Christmas tree burning in February.

Motion was offered by: R. Wilt

To donate the sum of \$500 to the Piseco Snowmobile Club to use for the fireworks display at the Christmas tree burning. It is contingent on the Town receiving a certificate of insurance from the fireworks company first.

Second was offered by: S. Rudes

Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. **Nays:** none

Mrs. Rudes told the board she would be attending the Association of Town's training in Albany next week.

Mr. Wilt reported that the FAA didn't approve the lights the engineers put in the new lighting grant for the Piseco airport. He said the FAA wants LED lights to be used. The only problem with them is they don't give off enough heat to melt the snow so they would need to have heaters installed. That would take a quite a lot of maintenance so he is hoping that the FAA will ok funding by next week to reengineer them so it can go out to bid again and also allow the original lighting. He said that the FAA and the engineers have been working on this issue.

Mr. Baker asked if it was going to be ok to put up the new siren at the Piseco airport. Mr. Wilt said it will be ok as long as it is lower than the antennas that are up there now.

Mr. Wilt reported that the engineer working on the Piseco Lake dam will be for the March 2016 Town Board meeting to go over costs and a plan to deal with the immediate fixes that need to be made.

Mr. Wilt asked Mr. Knapp and Mr. LaScola to look over the plans for the community hall roof. He would like them to try to find areas where some of what appears to be over kill can be modified especially the roofing itself. He would like to try to go out to bid in February.

Mr. Wilt will be meeting with Dick Rose the superintendent of Piseco Lake School about moving the Town offices to the school. All of the Town board members have a copy of the plans. He is going to talk to Mr. Rose about a couple of changes and they he will send the changes to the board. Mrs. Rudes asked where the Town Clerk and Tax Collector were going to be. Mr. Wilt said that some of the things need to be changed. Mr. Baker said he talked to the justices and there are some changes that have to be made there as well. He will have it to Mr. Wilt in a couple of days. Mr. Wilt said that if any mechanical changes are done like putting a new wall in it would have to go to the State Education Department as it would fall under their jurisdiction. When that happens it could take up to six months to get a permit. So they will do everything without any changes that would cause that problem and deal with them at a later date after the move has been made.

Mr. LaScola-Zoning Officer reported that he gave out 70 permits in 2015. There 3 new homes, 10 new septic, 1 new septic system at Half Moon trailer park that had permits under the main permit, 6 wells, 17 sheds, 4 garages, 4 additions/renovations, 2 pole barns, 8 demolition, 15 misc. (decks, stairs, foundation repair, pellet stoves, wood stoves, ect.).

Highway superintendent Mr. Germain didn't have anything to report. Mr. Wilt said that he will have a new email address (highway@townofarietta.com) that will be set up soon.

Motion was offered by: S. Rudes

To pay the bills of the month as follows:

General fund: no. to no

Highway fund: no. to no.

Second was offered by: C. Wilt

Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. **Nays:** none

Motion was offered by: B Baker

To accept the financial statement of the Supervisor for the month of December 2016 as submitted.

Second was offered by: M. Knapp

Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. **Nays:** none

The next regular meeting will be February 1st, 2016.

Mr. Wilt informed the board they may have to have a meeting before that to approve a grant for invasive species. He also said that DEC wants to move the boat washing station that was at the Piseco School to another town. He said that we may try to use the matching portion of the grant to set that one back up again.

Mr. LaScola showed the board the certificate of insurance he received for the fireworks to be done at the Christmas tree burning for this current year.

Motion was offered by: C. Wilt

To adjourn the meeting at 6:56pm.

Second was offered by: M. Knapp

Ayes: Baker, Knapp, Rudes, C. Wilt and R. Wilt. **Nays:** none

Entered by:

Kenneth Parslow, Town Clerk