**MINUTES OF THE MEETING OF THE TOWN BOARD**

TOWN OF SANDY CREEK
1992 HARWOOD DRIVE, PO BOX 52

SANDY CREEK, NEW YORK 13145-0052

**Date:** January 12, 2022

**Kind of Meeting:** Organizational & Regular Meeting

**Place:** Town Hall

**Board Members Present:** Timothy D. Ridgeway  **Others Present:**

 Ruth E. Scheppard Michael C. Kastler

 Nola J. Gove Tammy L. Miller

 John W. Wood, Jr. Brett McVoy

 Dave Warner Anthony Young

 Jessica Godfrey

 John Howland @ 7:14 pm

**CALL TO ORDER:**

Supervisor Timothy D Ridgeway called the meeting to order at 7:00 pm with the Pledge of Allegiance. Councilman Scheppard began by reading the Official Undertaking.

**RESOLUTION 01-22**

On motion by Nola J. Gove, seconded by Dave Warner, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town of Sandy Creek approves the following Official Undertaking:

**Town of Sandy Creek**

**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

 WHEREAS, Timothy D Ridgeway, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Supervisor of the Town of Sandy Creek; and

 WHEREAS, Ruth E Scheppard of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Councilmen of the Town of Sandy Creek; and

WHEREAS, John Wood, Jr. of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Councilmen of the Town of Sandy Creek; and

 WHEREAS, Tammy L. Miller, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Clerk of the Town of Sandy Creek; and

 WHEREAS, Terry E. Crast, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Justice of the Town of Sandy Creek; and

 WHEREAS, Michael C. Kastler, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Highway Superintendent of the Town of Sandy Creek; and

 NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Sandy Creek that we will faithfully discharge the duties of our office, and will promptly account for all moneys or property received as a Town Officer, in accordance with the law; and

 The Town does and shall maintain insurance coverage, presently with National Grange Mutual, in the sum of $100,000 plus an additional $50,000 for the Supervisor and $100,000 for the Town Clerk/Tax Collector to indemnify against losses through the failure of the officers, clerks and employees covered hereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered hereunder.

NOW THEREFORE BE IT RESOLVED that the Town Board of the Town of Sandy Creek approves the blanket undertaking bond covering all town employees as required by Section 25 of Town Law; and it is further RESOLVED that the Town Justices are specifically covered under said blanket undertaking as required by Public Officers Law Section 11(2).

Next, Councilman Scheppard read the list of appointments to be made.

**RESOLUTION 02-22**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Warner, Gove, Wood

 0 No

**RESOLVED** that the Town Board of the Town of Sandy Creek makes the following appointments with terms to expire on December 31, 2022, unless otherwise stated:

Code Enforcement Officer: John Howland

Dog Control Officer: Anne F. Derr

Historian: Peggy A Rice

APAM Library Trustee:  Jennifer Casler, 5 year term

Emergency Management Coordinator: Timothy D. Ridgeway, 2 year term

Water Superintendent: Michael Kastler, 4 year term

Records Management Officer: Tammy L. Miller, 4 year term

Records Management Clerk: Peggy Rice

Records Access Officers: Tammy L. Miller, 4 year term

 Brittany M. Washburn, 4 year term

Registrar of Vital Statistics: Tammy L. Miller, 4 year term

Marriage Officer: Tammy L. Miller, 4 year term

Board of Appeals: Andrew Ridgeway, 5 year term

Constables: Michael S Morrison, Constable-in-Charge

 Joshua J. Russell

 Michael D. Wood

Town Attorney: Joseph Russell & Barclay Damon

Official Newspaper**:** *Watertown Daily Times*

**RESOLUTION 03-22**

On motion by Nola J. Gove, seconded by John W. Wood, Jr., the following resolution was

ADOPTED – 4 Ayes Ridgeway, Warner, Gove, Wood

 0 No

 1 Abstain Scheppard

**RESOLVED** that the Town Board of the Town of Sandy Creek appoints PathFinder Bank as the Official Bank for 2022.

**RESOLUTION 04-22**

On motion by Dave Warner, seconded by Ruth E. Scheppard, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town of Sandy Creek accepts the state or county bid for gas, oil, and fuel; accepts the state or county bid for road building materials; establishes the salaries of the elected and appointed officials of the Town of Sandy Creek as put forth in the adopted budget for the year 2022; sets the mileage rate for 2022 at 58.5¢ per mile; approves town officials attending the Association of Towns meeting in February and other respective schools; and that regular town board meetings will be held at 7:00 PM on the second Wednesday of each month at the Town Hall, 1992 Harwood Drive.

The organizational meeting was closed and the regular monthly meeting was opened.

**APPROVAL OF MINUTES:**

**RESOLUTION 05-22**

On motion by John W. Wood, Jr, seconded by Dave Warner, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the minutes of the December 8th and 29th meetings are approved as written.

**FINANCIAL REPORT**

The monthly financial report of the Supervisor for December 2021 was filed in the Town Cleek’s office today. The Town Board received their copies tonight.

**REPORTS:**

Sole Assessor- Rebecca Trudell’s report has been filed in the Town Clerk’s office.

Dog Control Officer – Anne Derr prepared a report for the Town Board and it is filed in the Town Clerk’s office.

Highway/Water Superintendent – Michael C. Kastler read his highway and water department reports. Mr. Kastler received a request from a property owner that is now living year-round at the end of Co Rt 15 on the sand dunes. He wants the highway department to plow the private parking lot there. Mr. Kastler did deny his request. Barton and Loguidice is working on the Sunset Lane project and its bid process. All services in the base bid area of Water District #3 are complete with the exception of some on Co Rt 62. It will be necessary to drill there in the spring. A rock drill may be needed and is expensive. WD Malone stopped work this week and will return in the spring. It is hoped that they will finish the base bid area first and then work in the additional areas. Mr. Kastler also reported that the new highway truck chassis is scheduled to be built next month. The Union contract will need to be negotiated this year as it expires December 31, 2022.

John Howland entered the meeting at 7:14 pm.

Historian – Peggy Rice filed a written report for December 2021.

Town Justice- The monthly reports of the Town Justices have been received by the Town Supervisor.

Legislator – County Legislator Michael G. Yerdon was not present this evening.

Library – Library Director Jessica Godfrey gave copies of the library’s newsletter and calendar to the Town Board. An American Girl doll giveaway and Royal Tea Party is planned for January. Due to Covid the tea party take-home kits will be available January 29th. One winner will win a doll and second through fourth place winners will receive book packages. The library has a Spark Creativity theme this month. There are plans to collaborate with the art teachers at school for a possible art show or display. Superintendent Kastler will change out ceiling tiles and have some sheetrock repair done in the spring. The outdoor electrical outlets need repair and some painting should be done. The library board may be interested in selling the library-owned parcel (the former Parker property) to the town so it may all be merged into one parcel.

NOCA – Representative Nancy Dingman is absent due to quarantine. She had nothing new to report.

Planning Board – Minutes from the January 5th meeting have been filed.

Code Enforcement Officer – John Howland’s report for 2021 is on file in the Town Clerk’s office. There were 110 building permits issued in 2021. He is busy doing state reports now. Councilman Warner asked about the status of violations. The town may want to complete a final step toward NYSERDA’s Clean Energy Communities Program to earn grant money.

Town Clerk – Tammy Miller reported that receipts and total disbursements for the month of December totaled $1,480.25 of which $1,307.29 was town income. The 2021 Annual Report shows $37,554.15 was collected. Sixty-one parking hang tags were issued and many documents were notarized. These reports are on file in her office and available for public inspection. Information on the 2022 Training School and Annual Meeting of the Association of Towns is available in the Town Clerk’s office. It will be held February 20th – 23rd virtually. The Town Clerk’s and the Water Clerk’s books need to be audited for 2019, 2020 and 2021. The office is very busy with tax collection. The NYS Tug Hill Commission 31st Annual Local Government Conference will be held April 19th at Turning Stone Event Center. Town officials need to give their class choices to the Town Clerk’s office before March 9th to have the town pay the registration fee directly.

**PUBLIC COMMENT:** There was none at this time.

Engineers – Brett McVoy, I.E. of Barton & Loguidice was present to update the Town Board on current projects. He will provide the town with a list of easements that are still needed in Water District #3.

**RESOLUTION 06-22**

On motion by Ruth E. Scheppard, seconded by John W. Wood, Jr., the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes Town Supervisor Timothy D. Ridgeway to sign payment applications and change orders at Water District #3 project progress meetings.

There is still no official decision on the CEHA variance application in Water District #3.

**RESOLUTION 07-22**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the increase of the direct expenditure line on USDA-RD Form E by $1,280.00.

**RESOLUTION 08-22**

On motion by John W. Wood, Jr., seconded by Nola J. Gove, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the Financial Advisory Services Agreement Amendment Appendix B- Fee Schedule increase not-to-exceed budget of $22,000.00.

A proposed Town of Sandy Creek Water Service Area #4 was discussed. It could be just a Sandy Creek project or the possibility of a joint project with the Town of Ellisburg was discussed.

**RESOLUTION 09-22**

On motion by John W. Wood, Jr., seconded by Nola J. Gove, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the Agreement between Owner and Engineer for Professional Services for the Town of Sandy Creek Water Service Area No. 4 for a total scope of services cost of $65,000.00.

**OLD BUSINESS:**

Welcome signs for the town were discussed. Councilman Gove worked with Built Strong CNC, Inc. on a proof for eight road signs. The cost will be $215.13 per sign. Superintendent Kastler received a proof for 8 decals to be applied to 30” X 30” aluminum blanks for the road signs. The cost was $50.00 each. It is unknown if the DOT material was already ordered by Strong for the signs.

**RESOLUTION 10-22**

On motion by John W. Wood, Jr., seconded by Ruth E Scheppard, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek will purchase eight 30’ X 23’ road signs form Built Strong CNC, Inc. for a price of $215.13 per sign.

**NEW BUSINESS:**

**RESOLUTION 11-22**

On motion by Nola J. Gove, seconded by Ruth E Scheppard, the following resolution was

ADOPTED – 4 Ayes Ridgeway, Scheppard, Gove, Warner

 0 No

 1 Abstain Wood

**Resolved** that the Town Board of the Town of Sandy Creek agrees that Bookkeeper Jill Mattison will draw a salary 3% above her salary in 2021 for the months that she stays on as bookkeeper in 2022.

 **RESOLUTION 12-22**

On motion by Nola J. Gove, seconded by Dave Warner, the following resolution was

ADOPTED – 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek agrees that the Town Supervisor’s new part-time hire will have the title of Bookkeeper and will be compensated at an hourly rate of $20.00 per hour with the understanding that their regular weekly hours will be from 9 am to 3 pm Tuesdays and Thursdays.

Councilman Scheppard discussed a new project and Tom Hart’s work on a management plan. The ARPA funding and the need for a consultant was discussed. Councilman Gove agreed to do the annual audits for town.

**TRANSFER OF FUNDS**

Transfers of funds are needed in the 2021 budget to balance the books.

**RESOLUTION 13-22**

**On motion** by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes Warner, Scheppard, Ridgeway, Wood, Gove

 0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the following transfers of funds:

**From Description To Description Amount**

A1620.42 Town Hall Utilities A1620.4 Town Hall Contractual $ 910.00

A1680.4 Central Data Processing A1650.4 Central Communications $ 794.00

A1990.4 Contingent Account A1920.4 Municipal Dues $ 50.00

A1410.4 Town Clerk Contractual A1330.4 Tax Collection Contractual $ 43.00

SW1-8340.4 Water Operator Contractual SW1-8310.4 Water Administration Contractual $ 5.00

SW1-8397.2 Meters Equipment SW1-8320.4 Source of Supply $10,832.00

SW3-2701 Refund Prior Years Expend SW3-8340.1 Water Operator Personal Service $28,738.00

SW3-1990.4 Contingent Account SW3-9030.8 Social Security/ Medicare $ 2,191.00

SW3-1990.4 Contingent Account SW3-8310.4 Water Administration $ 30.00

SW3-1990.4 Contingent Account SW3-8340.4 Water Operator Contractual $ 507.00

**APPROVAL OF BILLS**

**RESOLUTION 14-22**

On motion by Dave Warner, seconded by Ruth E. Scheppard, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Wood, Warner

 0 No

**Resolved** that the bills be paid on Abstract #1 in the following amounts:

General Fund $ 6,843.51

Highway Fund $ 26,831.62

Water District #3- H3 $ 60,050.10

Water District #1-SW $ 1,634.96

Water District #2-SW $ 329.58

Water District #3-SW $ 1,118.37

Trust & Agency $ 8,842.75

The next regular monthly meeting will be held February 9th at 7 pm

**On motion** by Nola J. Gove, and seconded by Timothy D. Ridgeway, and carried unanimously, the meeting was adjourned at 9:02 pm.

Respectfully submitted,

Tammy L. Miller, RMC

Town Clerk