

**REGULAR MEETING
BAINBRIDGE TOWN BOARD
NOVEMBER 13TH, 2018**

Present: Dolores Nabinger	Supervisor
Jennifer Sienko	Councilwoman
Deborah Hromada	Councilwoman
Kelly Hromada-Johnson	Councilwoman
Gary Richman	Highway Superintendent
Recording Secretary: Aric McKown	Town Clerk

Supervisor Nabinger called the Regular Meeting to order @ 7:00PM.

Councilwoman Hromada proposed the town board appoint 'newly' elected Councilman Bob Evans to sit with the board to finish out the rest of the 2018 year conducting town business.

RESOLUTION #1

Motion was made by Councilwoman Hromada, second by Councilwoman Johnson, to appoint elected Councilman Bob Evans to fill the vacancy on the town board.
Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Sienko, Councilwoman Johnson; No: none; Motion Carried.

RESOLUTION #2

Motion was made by Councilwoman Sienko, second by Councilwoman Hromada, to approve the minutes of the October 9th, 2018 Regular Meeting.
Ayes: Supervisor Nabinger, Councilwoman Johnson, Councilwoman Hromada, Councilwoman Sienko; No: none; Motion Carried.

RESOLUTION #3

Motion was made by Councilwoman Johnson, second by Councilwoman Sienko, to approve the minutes of the October 16th, 2018 Public Hearing for the 2019 Budget.
Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Sienko, Councilwoman Hromada; No: none; Motion Carried.

The town board agreed to let Councilman Evans review the bills and claims before they were approved. The town board held conversation about what appropriation would be used to pay for the Girl's Varsity Volleyball State Championship signs.

Although the Youth Program Contractual is currently overdrawn, the town board decided to take the money out of the Youth Program Contractual and cover these costs later with our contingencies.

Guests Questions and Concerns:

Phil Wade of the Jericho Arts Council gave an overview of the new fire alarm system in the town hall. He mentioned that we had been informed by Sentry Alarms to take caution any time smoke, fog or fireworks were to be used in the theater and that Sentry Alarms should be notified, as the fire alarm could be triggered.

Wade asked Supervisor Nabinger to let him know when the first aid kit for the theater arrived, so he could decide where this kit would be placed.

Mayor Phil Wade informed the board of the 'Toys for Tots' train coming on December 1st at 12:15PM, and how the Chamber is trying to make this a bigger event this year. He also mentioned the Christmas Show at 2PM and invited everyone to a Christmas tree lighting in the village park.

Wade brought up the storage situation at the village office and how they're running out of space. He talked about grant monies that are available, if the town and village were to take on a joint storage management project, and asked about the possibilities for storage here in the town hall.

Wade spoke about how the village is looking to purchase a new police car, after recently losing a police car to water damage on 09/17/2018.

Councilwoman Sienko asked Mayor Wade about posting all the events for December 1st, to make sure the information reaches the public by the Town's Facebook page and website.

Supervisor Nabinger told Councilwoman Sienko that she could get the information from Chris Smith of the Bainbridge Chamber.

Mayor Wade informed the board that he would post the information on the village website as well.

Supervisor confirmed that the 'Toys for Tots' train would come this year, and that the train was now privately owned by a man who plans to bring 100 people with him when the train arrives in Bainbridge.

The Sanitation Officer, Dog Control Officer, and Assessor's report were received and filed.

Supervisor Nabinger talked about the recent conversation that she and DCO Sherrick had with the Chenango County SPCA, and the issue of dogs being seized from people that are incarcerated. The rule has changed to say that you may only bring a stray dog in that doesn't have an owner. The Chenango County SPCA will no longer receive dogs from owners that have been incarcerated, as of 2019.

Councilwoman Johnson stated that the owners should make every attempt to have someone come and get the dog while being incarcerated, and if this is not done then it should be handled legally.

DCO Sherrick shared a story about a recent call he responded to where he had to take 5 dogs to the SPCA, because the owner had been taken to jail.

Supervisor Nabinger stated the Town needs to have another option in place, so DCO Sherrick has somewhere to take dogs in the future should this happen again. Nabinger suggested putting a kennel crate in the Highway Garage for only 24 hours, as to avoid any inspections and costs. She said it's not fair for DCO Sherrick to hold this crate at his house.

Sherrick stated that the County does not keep a record of rabies tags, which makes it hard to find the owner. He said that veterinarians will install a chip in a dog, but that it's up to the owner to take the information for registration.

Nabinger talked about the possibility of using Virginia Ireland or Kim Morris as back ups when needed. She asked DCO Sherrick to look into other options as well.

CLINTON PARK

Clinton Park Superintendent Richman stated the toilets for the park had been ordered. He said the order included toilets, showers, walls, and included the costs of the tree for the river bank stabilization project. Richman added that the total cost was more than what the board proposed for their resolution, and said the amount would need to be increased. He said the total costs, (without the toilet dispensers), and the trees would be \$25,000.00.

Supervisor Nabinger stated the board had previously adopted \$20,000.00 in their last motion.

Councilwoman Sienko questioned whether or not the trees would be planted with the weather we've been having.

Councilman Evans asked why the board didn't motion for the \$25,000.00 the first time. Richman replied that he only estimated for \$20,000.00, and didn't think it would be more.

Nabinger said that the board hadn't received a quote yet for the bathroom petitions, and that Richman 'guesstimated' on an amount, at their last meeting. She brought up both quotes, a company out of Binghamton for \$15,000 and John Harmon for \$13,000.

The town decided to purchase the bathroom petitions from the Tim Duffek Contracting out of Endicott and the toilets, walls, and showers from the Irr Company out of Binghamton.

Councilwoman Johnson inquired about the costs for labor and if they'd be the same as previously discussed. Richman stated the labor costs would be same, but was unsure about how much it would be with the toilet dispensers.

The town board talked about the new figures and total costs, and decided they would need another \$5,000.00 to cover everything.

RESOLUTION #4

Motion was made by Councilwoman Hromada, second by Councilman Evans ,to take another \$5,000.00 from the Clinton Park Reserves to cover the remaining costs of the Bathroom Remodel and River Bank Stabilization Project

Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Johnson, Councilwoman Sienko, Councilman Evans; No: none; Motion Carried.

Councilwoman Sienko expressed concern on whether the trees would get planted by December 1st. Richman reaffirmed that the trees would get planted.

Park Superintendent Richman added that he's received a few phone calls now from Sue Fletcher, about a guy that drives into Clinton Park and parks behind her house, sits in his truck and doesn't get out. Fletcher has expressed her concerns and wants something done about it. Richman told Fletcher to call the police, as no one is suppose to be there when the park is closed.

Councilwoman Hromada suggested that Richman close the gates to the park.

Richman talked about the fire alarm, and the system in place for using it.

Mayor Wade asked if the town would be doing any drills, and that this should be considered carefully.

Supervisor Nabinger proposed the JAC create a drill by putting the players of the JAC in place to help during an evacuation.

Councilman Evans asked if there were any plans in place in the building already to help with an evacuation.

Wade expressed the importance of any having a drill, in case of an emergency.

Supervisor Nabinger suggested that those that are in the building the most, such as the JAC, Court Clerk, Town Clerk and Librarian, help with putting a plan in place for an evacuation.

Richman commented that Sentry Alarms finished with the alarm system in the garage today.

Councilman Evans asked Richman if the fire department had asked him about doing any training at the Highway Garage or Town Hall. Highway Superintendent Richman said the fire department would, if they were asked. Richman asked Councilman Evans if he would look into it.

Mayor Wade asked the board if fire department had any keys to the Town Hall.

HIGHWAY

Highway Superintendent Richman told the board that his department has been busy cutting trees, getting ready for winter, and that he'd recently received all his parts for the sander. Richman said we're about a month early on the start of winter.

He informed the board that the price for the loader has increased due to a steel tariff, and that the price now for two years would be \$23,394.44, and two years ago it was only 15,000.00. Richman also said that as of January 1st, they will increase another 12% more. He informed the board of a deal coming up, where you could pay half this year and the other half next year on a two year plan.

The town board held conversation about other possible options and the costs involved.

Councilwoman Sienko asked about using another brand and whether the other brand would be as competitive.

Councilman Evans inquired about all other brands available, and felt it was better to have another choice to compare to.

The town board thought it was best to have Highway Superintendent Richman look into another choice for December's meeting and make a decision then.

Richman announced to the board that the 2 signs for the Girls' Varsity Volleyball Championship had been put up.

Councilman Evans commented that the fire department also wanted to help to finance 2 more signs, and had informally agreed to do that, but would still need to hold a meeting to approve that decision. He said this would give us a total of four signs.

Councilwoman Sienko said there were pictures of the new signs on Facebook already.

TOWN CLERK

Town Clerk McKown informed the board that Ron Sherman has been in to see if we would like to use his services again this year for snow removal. The town board asked McKown's thoughts on Ron Sherman's job performance. McKown stated that Sherman is very efficient, thorough, and stays on top of things.

RESOLUTION #5

Motion was made by Councilman Evans, second by Councilwoman Sienko, to continue with Ron Sherman's services.

Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Johnson, Councilwoman Sienko, Councilman Evans; No: none; Motion Carried.

Clerk McKown spoke about his recent correspondence regarding the Jennison Station litigation, and was advised by the board to make sure the information got forwarded to the town's attorney Coughlin & Gerhart.

He made the board aware on Assessor Koppenaar's recent training with the County. McKown shared with the board a letter he had received from WIC, thanking the town for allowing them to use the Town Hall over the last 35 years and expected to be in their new location by January 22nd, 2019.

He gave updates to the board on the changes with the Facilities Use Agreements and let them know that Deputy Clerk Cooper would be willing to be the presenter of the town's annual sexual harassment training.

Clerk McKown informed the town board of the New York State's plan to consolidate the filing of village and town birth and death records under the district #851.

Councilwoman Hromada stated she felt this is what we do already, and that this is not an issue.

McKown asked about the \$230.00 check from the village that was returned to him for vital statistics. Councilwoman Hromada said that this was done for 'papertrail' purposes, and should be paid back directly to the Registrar.

He made Supervisor Nabinger and Highway Superintendent Richman aware of their free cell phone upgrade with Verizon, to which they declined.

McKown told the board that he had received a check from the Safford Truck Memorial Show this morning, in the amount of \$425.71.

He also gave a final update on the Moore lawsuit case, and that it had finally been closed. McKown asked the board if they would like to do anything new with the NYSEG upgrades he continues to receive. The board stated that they are good for now with NYSEG.

He shared a letter that he received regarding the merger between Opportunities for Chenango and Opportunities for Broome.

Councilwoman Sienko stated she's still working on our website and what's considered ADA compliant. She's been looking at other town's websites in comparison to ours, so we can make ours more interactive. Sienko said she would get with Dale Fox to help make these changes. Both Supervisor Nabinger and Sienko commented on how great the Town of Guilford's website is, and how ours should be more like Guilford's. Councilwoman Sienko concluded she would continue to work on this.

Councilwoman Hromada brought up the Comprehensive Plan and Environmental Impact Statement. She said she would like to set up a Public Hearing at the December Town Board Meeting, and expressed the importance of getting this done before the end of year. Hromada asked the board about doing a 2nd hearing for the Comprehensive Plan or if the board was comfortable adopting the Comprehensive Plan after the hearing.

Supervisor Nabinger stated she felt we were done with the plan, and that come February or March we can look at it again. She said we could get it adopted and then make any changes if we needed.

Councilman Evans asked about whether or not the town was committed to all the things suggested by the Comprehensive Plan, and what the town should do.

Councilwoman Johnson commented on how this was brought up at a meeting, and that the belief was that when you assess the community and then the people come up with these ideas, that the town should take into account all these ideas, but are not committed to making those changes.

Evans brought up the Comprehensive Plan's recommendation for public works, the updating of site plan review and land use controls. He wondered if the board is committed to following these types of things that the town should do.

Councilwoman Hromada stated she thought we were committed to looking at those things, but would need to justify why or why not.

The town board took some time to look over their copies and did confirm that there were a number of 'typos'. Supervisor Nabinger asked the board what they wanted to do with the present copy of the Comprehensive Plan.

Councilwoman Hromada asked if anyone knew who had the flashdrive to the Comprehensive Plan. Mayor Wade said that he thought it may be Rich Paul.

The Town Board reviewed the typos and talked about getting the corrections to Rich Paul to be made. Councilman Evans offered to help with these corrections. Supervisor Nabinger brought up the possibility of getting a revised copy by next month's meeting.

RESOLUTION #6

Motion was made by Councilwoman Hromada, second by Councilwoman Sienko, to hold a public hearing for the Generic Environmental Impact Statement and proposed updates for the Comprehensive Plan at the December Town Board Meeting at 7:30PM.

Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Johnson, Councilwoman Sienko, Councilman Evans; No: none; Motion Carried.

Supervisor Nabinger asked Councilman Evans to get together with Rich Paul to help with these corrections.

Councilwoman Hromada brought up the changes to our local laws and ordinances, and that we still need to do something with the site plan, subdivision and exotic pet ordinance, because we no longer have a code enforcement officer and it's difficult to have someone to enforce those items.

Councilwoman Johnson thought we were in the understanding that the County and Sanitation Officer would take over with enforcing these items, after the town let go of our code enforcement officer. Councilwoman Hromada said this is not the case.

She stressed the importance of having someone in place to do this and for the board to really consider doing something, because the County will not help to enforce our local laws and ordinances. Hromada stated it's hard to have a law in the books, when you have no one to enforce them.

The town board agreed to give this some more thought.

Councilwoman Hromada brought up the revisions she made for the Town of Bainbridge's Sexual Harassment Policy and Complaint forms. She also said she felt the town could do their own Sexual Harassment training and that it seems to be pretty 'cut and dry'. The Complaint forms would be kept in the Town Clerk's office and would be turned into Supervisor Nabinger. These forms and trainings are for all employees.

Hromada stated this is mandatory and that the town would need to set up a day to do this.

She commented on her and Town Clerk McKown's meeting with the NYS Retirement System and explained that they were very helpful and answered all our questions. Hromada stated that Highway Superintendent Richman and Town Clerk McKown would be redoing their 3 month calendars and that there were some issues with Court Clerk Pamela Wylubski's reporting, but that NYS Retirement would help us to get them straightened out. She said that once Richman corrected his calendar, that his retirement would not be affected.

Councilman Evans asked if he would need to do any kind of disclosure for approving the bills for McDowell and Walker. Councilwoman Hromada said that there is an annual disclosure that he would need to sign, stating that he was an employee.

Evans asked about whether or not our vendors would need to do their own vouchers. Supervisor Nabinger explained that the board thought that that was the case, but had learned that our vendors don't need to do their own vouchers. He brought up that the Lions Club was approached by the Sidney Elks that have the capability to apply for a grant that addresses the needs of our communities. Evans said that this involves working with other organizations, such as the Lions Club, to identify our community's needs and can be addressed by this type of grant. The grant monies can go up to \$10,000.00.

Supervisor Nabinger said that BG School District Superintendent Ryan could be helpful in addressing those needs, as the school is currently addressing poverty in our community, by taking care school supplies for kids in our school.

Councilman Evans mentioned the addressing of our court clerk's hours and pay. Supervisor Nabinger said she spoke to Court Clerk Bickford about her hours, and was told by Bickford that she does in fact work more than 15 hours, because she does work on Monday but is not available to the public during that time. Nabinger said that Bickford come in and do a 9AM-Noon on Mondays. Councilwoman Sienko asked about the hours, Bickford currently has on Monday. Nabinger asked the town board if she should ask her to open Mondays 9AM-Noon, as of the first of the year.

Councilman Evans thanked the board for his appointment and that he's looking forward to it.

Councilwoman Johnson mentioned she made contact with Real Property Tax at the County and inquired about Assessor trainings. She said she was referred to the NYS Assessors website and learned that there are required trainings each year for

continuing education credits. Johnson said that if assessors don't maintain their continuing credits, that they're no longer considered to be assessors. The Assessor's website states that requiring annual credits went from 24 to 12 recently. She recommended sending a general letter out to Assessor Koppenaal, Sanitation Officer Lieb, DCO Sherrick, and Recreation Director Palmer to attend our December meeting and provide the board with their end of the year reports. Johnson concluded that Assessor Koppenaal provide the board with his continuing education credits and his plan for continuing education for the 2019 year.

Supervisor Nabinger suggested Councilwoman Johnson get the letter out right away.

Nabinger brought up the Employee Handbook and how it needs to be done. She said she had asked Deputy Clerk Cooper to put an article in the paper about the new fire alarm system in the town hall.

She stated the town made their bond payment for the truck and informed the board that Clinton Park had brought in over \$5,000.00 in camping.

Nabinger talked about the compressed trucks traveling up and down the highway carrying natural gas and parking on the land by the Speedway Gas Station as a stopping station.

She confirmed that the Frog Pond Farm is NOT going out of business, but are only 'scaling' back their business.

The following claims as set forth on abstract #11 for 2018 were audited by Town Board:

General Town Wide# 1343-1374 for \$13,370.81

General Town Outside# 83-84for \$151.20

Bennettsville Lights# 44 for \$31.98

Highway Town Wide#498-509 for \$7,270.53

Highway Town Outside#295-302 for \$21,598.72

RESOLUTION #7

Motion was made by Councilwoman Sienko, second by Councilwoman Johnson, authorizing clerk to issue warrant to Supervisor for payment of all audited claims, Ayes: Supervisor Nabinger, Councilwoman Hromada, Councilwoman Johnson, Councilwoman Sienko, Councilman Evans; No: none; Motion Carried.

RESOLUTION #8

Motion was made by _____, second by _____ to go into executive session to discuss an employee's performance

RESOLUTION #9

Motion was made by _____, second by _____ to come out of executive session.

The next Regular Meeting will be held on December 11th, 2018 @ 7PM.

Motion to Adjourn

Respectively Submitted,

Aric McKown
Bainbridge Town Clerk

