**REGULAR MEETING**

**BAINBRIDGE TOWN BOARD**

**MAY 14TH, 2019**

Present: Dolores Nabinger Supervisor

 Jennifer Sienko Councilwoman

 Kelly Hromada-Johnson Councilwoman

 Deborah Hromada Councilwoman

 Bob Evans Councilman

 Gary Richman Highway Superintendent

Recording Secretary: Aric McKown Town Clerk

Supervisor Nabinger called the Regular Meeting to order at 6:30PM.

Guest(s): Phil &Violet Wade, Bill Sherrick, Theresa Sherman, Jared Barnhart & John Harmon, Rich Johnson.

**RESOLUTION #1**

Motion was made by Councilwoman Sienko, second by Councilwoman Hromada, to approve the minutes of the Regular Meeting on April 9th, 2019.

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

Councilwoman Hromada inquired about the bill from WCDO, and what it was for. Town Clerk McKown replied that it was the advertising ad for the town's 'White Goods Day'.

Supervisor Nabinger confirmed that the bill from Sentry Alarms was removed.

The following claims as set forth on abstract #5 for 2019 were audited by theTown Board:

General Town Wide#69-105 for $33,400.04

General Town Outside#6-7 for $71.34

Bennettsville Lights#4 for $30.70

Highway Town Wide#25-36 for $4,121.22

Highway Town Outside#12-18 for $26,488.50

**RESOLUTION #2**

Motion was made by Councilwoman Johnson, second by Councilman Evans, authorizing clerk to issue warrant to Supervisor for payment of audited claims;

Ayes: Supervisor Nabinger, Councilwoman Sienko, Councilwoman Johnson, Councilwoman Hromada; Councilman Evans abstains from McDowell & Walker claim; No: none; Motion Carried.

Supervisor Nabinger stated the April 2019 Financial Report has been received and filed.

Councilwoman Hromada inquired about a transfer of funds from the Clinton Park Reserve Fund to cover the costs for the work that's been done at Clinton Park.

Supervisor Nabinger confirmed that will be reflected on the May Report, because the work was paid out in the month of May.

**Guest(s) Questions and Concerns:**

Theresa Sherman spoke to the town board about the financial reports and how they work. She gave account balances up to the 30th of April on the balance sheets, she provided. Sherman talked about the bills that had been this year and the copies of those checks for payment.

Supervisor Nabinger and Bookkeeper Sherman talked about the benefits of the 'Quick Report of Account Balances and Payments', and asked the board if this was something they wanted to continue to see.

Sherman told the board that if they wanted to see changes at any time, to just let her know.

Councilman Evans asked about doing a breakdown for Clinton Park Rentals and Camping separately. Bookkeeper Sherman confirmed that this could be done.

Sherman asked the town board for some guidance on the payment of bills and vouchers. She commented on the checks and balances when payment vouchers are done, and the importance of the itemized bills that go with the statement. Sherman talked about the steps that should be made, before payments are made, and asked if there is anything else she should be doing to make the process better accounted for.

Councilwoman Hromada stated that every bill that's paid needs to have an invoice, and that you don't pay by statement alone, because of a credit or an item being returned. Hromada said that if there isn't an invoice, then a call should be made to the vendor requesting that invoice. She suggested having the invoice faxed to the town clerk's office if need be too.

Bookkeeper Sherman brought up the issue with the uniform acccount and how she's been in contact with the company. She talked about the various items on their statements, that included shop supplies, uniforms and first aid kits rented and how they need to be appropriated to the right fund between our DA and DB accounts. Sherman stated she's asked this vendor repeatedly to split these items up on their invoices to help with payment but has not heard back.

She stated that because this is not being done by the vendor, that it's created this payment issue.

Councilwoman Sienko commented on the importance of the board paying close attention to any bills being submitted without an invoice.

The town board agreed on the importance of staying in communication with one another to make things run more smoothly.

Councilwoman Hromada brought up the payments that were made to Justice Construction and Tim Harmon and how there should be bills & vouchers for these payments. She said that if Bookkeeper Sherman needs to cut a check between meetings, that there should always be an invoice and voucher, and to make sure its reflected on the abstract for the next meeting.

Jared Barnhart attended the board meeting to explain to the board how 'geocaching' works. Barnhart confirmed he'd been given the okay from John Harmon to set up the geocaching at Clinton Park during the regatta weekend. He provided the board with a brief explanation about what geocaching is, stating it's basically a 'treasure hunt with GPS coordinates'. Coordinates are hidden in small containers, a person needs to find those containers to navigate their way through the hunt until the end. Barnhart added that anyone of any age, can do it.

The town board asked Mr. Barnhart about advertising for geocaching, and thanked him for this information.

**WiFi at Clinton Park**

John Harmon came to the meeting to talk about the best possibilities for putting WiFi in at Clinton Park. He started his presentation by bringing up the wetness in the grounds at the park because of all the rain, and how he's preparing to set the regatta up differently this year. Harmon says he remains up optimistic with the weather, and we'll see how it goes.

Harmon spoke to the board about the internet service they've had in the park in past years, dealing with MKL and now Plexicon out of Binghamton. He said the problem with this service is that it's very slow. Harmon said that he had reached out to Spectrum/ Time Warner to see what they could for WiFi service. Spectrum/ Time Warner would utilize a couple of NYSEG poles by the upper end of the park and route them into the offices at Clinton Park. Harmon said to do things that way, the town would be looking at a 60-90 day turn around time to get the NYSEG approval, but thinks we could expedite the process with some connections at NYSEG. He stated that there is an order number in with Spectrum/Time Warner, but things have been halted until the town makes a decision on how they want to proceed.

Harmon brought up Mike Kauffman, who knows quite a bit about electronics, and was instructed not to buy WiFi equipment from Spectrum/ Time Warner, because of the costs to rent it. He's been told from many sources to buy the equipment from some place else, and then tie it in to the connections at Clinton Park. Harmon talked about 2 different companies, Ngenius and NetGear, that both come highly recommended for WiFi at campgrounds. He created quotes for the town, in case the town were to purchase the equipment from either company and explained how everything would be connected. Harmon gave an high-end figure of $5,000.00 for the equipment, but thinks the town can do better on costs, if they keep it on a small scale. He thinks the installation should be fairly simple.

Harmon said the price from Spectrum/Time Warner would be $59.00 per month for the first year, and then it would go to $80.00 per month after the first year, and then stay at that price without a contract. He stated it's better to run the WiFi with cable and not phone line, which will help with the amount of usage.

Supervisor Nabinger reviewed the quoted prices from Frontier in comparison with the prices that Harmon brought up. The town board asked Harmon if there was much difference, and Harmon said it really comes down to the amount of people using the WiFi.

John Harmon informed the board that Mike Kauffman expressed an interest in helping the town get things hooked up, but has been very busy. He said it might be best to start with the campground area first, and then expand out.

Supervisor Nabinger asked if the Bainbridge Chamber would help with financing the project. Harmon said he would bring it up to the Chamber, but thought that they would consider helping with the equipment.

Councilwoman Sienko asked if the WiFi would be a seasonal thing. Harmon thought that might be true, if the town owned the equipment. After some discussion, the town board agreed that it only needed to be seasonal/ 6 months.

Supervisor Nabinger suggested that John Harmon bring the matter to the Chamber's attention, get a closer quote on price, and also get quote from Mike Kauffman to see what the installation would be.

Harmon stated that realistically, we'd be looking at the end of summer, because of needing to get permission from NYSEG.

**Dog Park**

Supervisor Nabinger stated she had invited Robert Dann to tonight's meeting, but he had not attended. She asked anyone in attendance to feel free to speak on the matter.

Councilwoman Johnson reminded the town board that on May 29th , 2018 the town board had approved a motion to build a dog park at an expense not to exceed $7,500.00. She stated that there was not a designated location for the dog park at the time and that they would look into fund raising to help with those expenses. Johnson said that any prior conversations by email, pertaining to the dog park, should be held at our public meetings.

She also talked about putting the public meeting in the paper, when it's been decided to hold this discussion, so that the public is welcome to attend and express their opinion. Johnson spoke about the responsibility the town board has to do their 'due diligence' and take some tours of other municipal dog parks to become educated about it. She mentioned the insurances involved and paperwork that would be dealt with. Johnson said it's really important to see what the people of Bainbridge want or don't want, and for us to consider it.

Councilman Evans stated that he's adamantly opposed to sighting the dog park at Clinton Park.

Councilwoman Sienko said at the time of last year's meeting, that she was ok with a dog park, but didn't know where it would be going. She commented that as a board, that we need to be careful as to what we do at the park. Sienko talked about the improvements that are being done with the 'green space' at Clinton Park, and that by adding other structures to that space, that you're only filling it up. She stated the town board should give some good thought to this, before approving anything else. Sienko stated she didn't think a dog park at Clinton Park was good idea, given the concerns of it being in a flood plain and wondered who would pay to take care of it.

The town board held discussion on the matter of keeping the dog park picked up.

Councilwoman Hromada reminded the board that they were having a discussion on a motion that had already been passed, and felt that now was not the best time to have that discussion, unless someone wanted to rescind that motion. She added that she was not in favor of rescinding that motion, and that the board needed to do their own 'background work' to see what needs to be done before having that discussion.

Councilwoman Johnson brought up the fact that there are strong opinions on both sides, and that we should go and visit other dog parks and people that are involved in those dog parks.

Park Superintendent Richman spoke about the potential of having a real 'mud hole' up there with the soil at the park.

Supervisor Nabinger said we'd table the discussion of the dog park for a later time, she would keep it on her list of things to do, and asked the board to do some more research on this. She also stated they would decide on a special meeting at the June Regular Meeting.

**JAC**

Phil Wade of the Jericho Arts Council expressed how proud and pleased he was with the work that had been on the ticket booth by Justice Construction. He talked about the quote he'd been given from Justice Construction for the wainscoting in the upstairs of the town hall. He thanked Gary Richman and Marc Johnson for replacing bulbs on the stage of the theater.

Supervisor Nabinger confirmed with Wade that the JAC did not want a partition in the upstairs bathroom, and Wade said they would hold off on that for now.

He asked the town board about the AC units that had been recently installed in the meeting and court room, because he was considering those same units for the theater through grant money. Wade wondered about the increase in electrical expenses with the new use of these units.

**OLD TIME BAND**

Wade inquired about the space downstairs that can used for storing the music of the Old Time Band. Supervisor Nabinger said that there still is some cleaning that needs to be done, and that Paul Davis mentioned he'd be coming to clean that area.

**VILLAGE**

Mayor Wade brought up the DEC fishing access site, and if there was anything new to report. Supervisor Nabinger spoke about her recent communication with the DEC, and was informed by a representative that there was still more 'complicated' paperwork to be done. She is waiting for that paperwork to be sent, but does not foresee an issue.

Wade talked about the recent water break issue and the current work that had been done with the interconnects of the main water lines over by Lambrecht Auctions, to reestablish a sufficient supply of water to support the water lines in the village.

Reports were received from the Assessor, Dog Control Officer, and Sanitation Officer and filed. Nabinger mentioned there was no Recreation Director's report.

Supervisor Nabinger noted that DCO Sherrick passed his inspection and is in fine shape. Sherrick gave the town board a review of his report, giving his #'s for delinquent dogs and those dog licenses that have been turned over to the court. He brought up his recent conversation with the representative from Ag & Markets, and how Dog Control Officers have more control over dog licenses within our own township than with the state. The Ag & Markets representative said that the Town of Morris has a very good dog control law, and Sherrick told the board he had attained a copy of their law. He informed the board of a problem that the Town of Morris had with pure bred licenses, being breeders, and becoming known as being a 'puppy mill town'.

Sherrick said the Town of Morris didn't like that and sought to make changes. They had learned that you don't have to issue pure bred licenses and that it's at the discretion of the town. Sherrick stated breeders have to have a breeder's license, which requires veterinarians to come in each month to inspect the dogs and give the dogs shots. He said that without this license the breeder can do whatever they want, and the state is against that. Sherrick also mentioned that 'AKC' doesn't mean anything on a license anymore. He said he would do some further research on this, and compare our dog control law with the Town of Morris' Dog Control Law.

Highway Superintendent Richman asked about the status of the pure bred license over on Mertz Road. Sherrick said that he needs to wait until the end of the month to see if a fence will be put up. The town board held some discussion on this, and the control the dog control officer has with dogs that are neglected, if the town chooses to not issue pure bred licenses.

**POOL**

Pool Superintendent Richman informed the board that the pool has been drained and cleaned. Richman said he would get with Recreation Director Palmer to see when his guards plan to start painting, so he could fill the pool with water.

He commented that the Payne Park Playground needs mulch still, but that he's behind because of his road work.

**CLINTON PARK**

Park Superintendent Richman said the park grounds are very wet, and are not able to be mowed. He commented on the new electronic sign at the park, and has received a lot of good compliments. Richman mentioned that Dale Fox has been running it, and has found it to be challenging. Down the road, he's hoping that Jennifer Cooper or Town Clerk McKown will be working the sign from a lap top that will be wired from the information booth at the park.

Supervisor Nabinger suggested working the sign like you work a newspaper, which involves having a deadline of when the information comes in, and the information gets advertised one time each week.

The town board held discussion about using the electronic sign primarily for public notices, but to still use the wooden sign for special events like weddings.

Richman brought up the poor condition of the roof on the upper bathroom at the park, and how it needs a new roof. He said the Lions Club would do the work, if the town provided the materials.

**HIGHWAY DEPARTMENT**

Highway Superintendent Richman informed the board that his Gradall had broken down and had the replacement part it needed in a junkyard in Florida. His department has been putting culvert pipes in all over Bainbridge, with the help of the Town of Guilford's backhoe. He mentioned he was too late for bidding on a replacement dump truck, and would need to wait until July to bid again. Richman presented the Shared Services Agreement with the County for Supervisor Nabinger to sign and have notarized.

**RESOLUTION #3**

Motion was made by Councilwoman Sienko, second by Councilwoman Hromada, to have Supervisor Nabinger sign the Shared Services Agreement with Chenango County.

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

Richman talked about the ' White Goods Day', and how it went very well. He commented that they filled a whole dumpster, and the cost for the dumpster was reasonable. Richman said he took 86 tires to the dump.

The town board was very happy with the turn out of the day.

Richman brought up the town board's road trip for the inspection of the town roads, and how he felt it went very well. The town board agreed.

**TOWN CLERK**

Town Clerk McKown gave an update on the Sentry Alarm in the back meeting room, and how the 'trouble' indicator light is now off, and how the alarm has stopped going off. He told the board that he had recently coordinated a meeting with technicians from Sentry and Frontier to 'trouble shoot' why this alarm has been periodically going off. From that meeting, both Sentry and Frontier concluded that this was not a Frontier issue. After doing some testing here in the town hall, both companies decided to change their autotesting times from 6:30am to 2:30am. Both technicians felt the 2:30am time would be less busy and help fix the alarm from continuously going off. This seems to have fixed the problem.

McKown talked about an email he had received from a recruiting assistant with the US Census Bureau, to ask the town's permission to post an advertising lawn sign for recruitment purposes, at Clinton Park during the Regatta. The town board gave the ok for her to do this as long as the sign gets taken down, after the recruiting is done.

He brought up another email he had received from Universal Advertising Associates that work with advertising parks, and is interested in advertising Clinton Park. Supervisor Nabinger asked Councilwoman Sienko to look into this, and see if it's anything the town wants to do.

McKown spoke about an email he had received from Roger Barnhart who had expressed an interest in holding a Boy Scouts Camporee at Clinton Park, but wants to know if the town will waive their camping fees. The town board talked about how the scouts used to do this years ago, and agreed to waive the camping fees.

The town board asked Town Clerk McKown to talk about the matter with the 'extra' key to the Records Room. McKown shared his story about finding another key only feet away from the Records Room door. He discovered that after talking to Highway Superintendent Richman, that the key he found, was Richman's key. He had thought this key would be on Richman. Clerk McKown had no knowledge of that key being there, and so he took key to keep in his possession. He informed the board that the Town Clerk Manual clearly states that, 'The town clerk has absolute control over access to records and neither the members of the town board, nor any other town officers, are entitled to have the keys to the town vault'.

Councilwoman Johnson talked about the Sexual Harassment Training, and all who attended. She informed everyone of the next round of this training for June 6th at 3:30pm, and will be held in the theater. Johnson gave a list of the town employees that still needed to attend, to Supervisor Nabinger to reach out to those people. She also spoke to Recreation Director Palmer to make sure his guards and playground program staff would be in attendance.

Phil Wade of the JAC said we need to make sure that the theater is clean after it's done being used.

Councilman Evans brought up his correspondence with the NYSEG LED Street Light Conversion Program. He said there are 8 lights in the town that can be changed out, costing us $377.00 to have it done, with the payback being 7 months of reduced electric costs. The savings per year is $635.00. The town board talked about the location of these lights.

**RESOLUTION #4**

Motion was made by Councilwoman Hromada, second by Councilwoman Sienko, to have Councilman Evans move forward with NYSEG.

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

Councilwoman Hromada talked about the NYS Retirement calendars the board had received from Highway Superintendent Richman and Town Clerk McKown. Hromada said she has found the calendars to be an accurate representation of the time that they worked. She said that she calculated Gary's time as full time, but wanted Town Clerk McKown to do a calculation of his own time and to confirm that calculation with a representative at the NYS Retirement. Hromada said her calculation came out at slightly under the full time mark for McKown, but said she would like to move forward with this by contacting NYS Retirement System.

**RESOLUTION #5**

Motion was made by Councilwoman Hromada, second by Councilwoman Johnson, to move forward with these time calendars by contacting the NYS Retirement.

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

Councilwoman Sienko spoke about the grant information that Town Clerk McKown had sent to her to be put on Facebook. She explained that she was unable to download the information as a PDF, and asked about just copying the information and posting it to the town's Facebook page. Supervisor Nabinger said that would be fine, and then also mention, 'that more information is available at the town clerk's office'. Sienko spoke about her difficulty with downloading PDF's with other Facebook posts as well

Violet Wade offered to help Councilwoman Sienko with this.

Supervisor Nabinger thanked Councilwoman Johnson for doing a nice job at the Sexual Harassment Training on April 9th. She confirmed with the board that the County will be auctioning off the Old Jericho in July, but did not see anything about anything the Great American on that list.

Mayor Wade stated that the owners of the Great American have filed bankruptcy, which have held things up.

Nabinger spoke about the 'junkyard situation' on Kirby Flats, but said that Steve Fox is taking care of that, and will be filing with the court.

Highway Superintendent Richman mentioned to the board that the windows for the meeting room and the court will be going in next week, with some painting to follow.

Supervisor Nabinger also brought up an email she had received from Robin Haddad about the train for Clinton Park, that is now being built.

Richman talked about another email that had been received by Robin Haddad with a list of trees that will be planted down at Payne Park.

Rich Johnson brought up the broken bucket swing down at Payne Park, and the yellow swing that he had put a seat belt on for safety.

Next Regular Meeting will be June 11th, 2019 @ 6:30PM

Motion to Adjourn @ 8:17PM.

Respectively Submitted,

Aric McKown

Town Clerk