

**TOWN OF URBANA
REORGANIZATIONAL MEETING
JANUARY 7, 2014**

The Urbana Town Board held its Reorganizational Meeting Tuesday, January 7, 2014 at 6:30 p.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

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| PRESENT: | John Webster | Supervisor |
| | Jim Presley | Councilman |
| | Edward P. Stull | Councilman |
| | Tom Chadwick | Councilman |
| | Christine Kolo | Councilwoman |
| | Mary Farmer | Town Clerk |

OTHERS PRESENT: Bub Robinson

Supervisor Webster opened the meeting at 6:32.

Parks Advisory Committee

The Board reviewed the Park Use and Event Policy and made changes. Supervisor Webster will make the changes and the Board will review again on the 14th.

The Board discussed the recommendation of Park Zoning. They discussed not including the 186 acres on the Town Barn site, the Fire Hall and Little League.

The Board briefly discussed the Campers Zoning changes.

Appointments and Designations

Councilman Stull asked about the cleaning positions vote to be put out for bid. Supervisor Webster said that he spoke to Councilman Presley, Councilman Chadwick and Councilwoman Kolo about it and that the position will be ongoing as it is until they make any other decisions.

Supervisor Webster asked Councilman Stull if he would like to be on the Parks & Rec Committee. Mr. Stull said that he would chair the committee.

On motion by Councilwoman Kolo, seconded by Councilman Presley and carried, all voting Aye to approve the appointments and designations.

2014

DESIGNATIONS AND APPOINTMENTS

*New appointments

| | |
|------------------------|---|
| Official Newspaper | The Corning Leader |
| Official Depositories: | Community Bank Five Star Bank Chemung Canal Trust J.P. Morgan Chase Bank |
| Attorney for the Town | John J. Ryan Jr. |

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| Registrar | Mary Farmer |
| Tax Collector | Mary Farmer |
| Deputy Town Clerks | Kelly Harris Marietta Nye |
| Town Constable | Ryan Sincerbox |
| Court Clerks | Kim Cruse Tammy Catherman |
| Dog Control Officers | Starr Perry Robert Perry |
| Dog Shelter | Betty Walden |
| Substitute Dog Control Officer (contractual) | Betty Walden * |
| Town Historian | Terry Bretherton |
| Code Enforcement Officers Building Inspector Watershed Inspector | Terry DeBuck Terry DeBuck |
| Zoning Officer | Bob Magee |
| Ordinance Enforcement Officer | Bob Magee |
| Building Cleaner | Margaret Gardiner |
| Safety Committee | John Webster (chair) Dave Buckley James Presley Doug Robinson |
| Deputy Superintendent of Highways | Timothy Slayton |
| Planning Board (five year term) | Betty Fitzpatrick (1/1/14 – 12/31/2018) * |
| Planning Board Alternate | _____ |
| ZBA Board | Mike Adams (1/1/14 – 12/31/2018) * |
| Parks & Recreation Committee | Christine Kolo (chair) * Vacant |
| KWIC/KLOC Representative Alternate | John Webster Thomas Chadwick |
| Bookkeeper | Sally Burleson |
| Budget Officer | Sally Burleson |
| Board of Ethics | Ed Stull (Chair) * Dennis LaMarche Nancy Clark |

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|---|---|
| Sexual Harassment Committee | Ed Stull (chair) * Rodney Pedersen Connie Cook |
| Parks Advisory Committee | Dave Oliver (chair) * Kyle Bower Tom Chadwick Lee Dickson Mary Farmer John Jensen Bee Keck David Luppino Rachael Nichols Carla Ridge Bub Robinson |
| Highway Committee | Dave Buckley (chair) Thomas Chadwick James Presley |
| To act on behalf of the absent supervisor by initialing a signature facsimile for the purpose of signing checks | Thomas Chadwick |
| Delegate to Association of Towns Conference | John Webster |
| Alternate to Association of Towns Conference | Jim Presley |
| Health Officer | Dr. Curt Cranmer |
| Board of Assessment and Review | none needed |
| To act on behalf of the absent supervisor by conducting meetings and Town Business | James Presley |
| Board of Assessment Review Secretary | Marietta Nye |
| Zoning Board of Appeals Secretary | Marietta Nye |
| Planning Board Secretary | Marietta Nye |
| Watershed Officer Secretary | Kelly Harris |

**Town Of Urbana Board
Meeting Rules of Procedure**

1. Three or more Board members are needed to conduct official business.
2. With few exceptions three votes are necessary to pass a motion or resolution.
3. The presiding officer is the Supervisor or the Board approved appointee.
4. Robert's Rules of Order will be used as the basis for conducting an orderly meeting. These rules will be interpreted and applied informally by the Supervisor.
5. The vote on every question will be taken by ayes and nays, and the names of the members present and their votes will be entered into the minutes.
6. No member of the public shall be permitted to address the Board without first being recognized by the Supervisor and remarks made must be directed to the Supervisor who may either respond or refer the matter to a Board member.
7. Individuals who address the Board should state their name and their address as a matter of courtesy to those who might not otherwise know them.
8. The Supervisor is authorized to adjourn or recess the meeting.

Members of the Public Meeting Policies

Any observing public member may upon recognition by the supervisor address any item on the agenda relative to this section. Please keep comments non-personal, as factual as possible and in a time frame of five minutes or less.

Any Board member or public member upon recognition by the Supervisor may bring forth at this time any item of their concern with the understanding that the item will not be discussed nor acted upon at this meeting but will be noted and acted upon at a later date in accordance with the nature of the item.

If you wish to put an item on the agenda, please notify the Supervisor's office and fill out a form which will require your name, the group you represent, the date you wish to present the item and the nature of the item. This must be done no later than the Tuesday before a regular monthly meeting.

Agendas will normally be available one calendar day prior to the scheduled meeting.

**Town of Urbana Board
2014 Meeting Dates
Meetings start @ 6:30 P.M. (unless otherwise noted)**

| | |
|----------------------|--|
| January 7 | Reorganization |
| January 14 | Final 2013 Audit (complete by 1/20/14) |
| February 11 | |
| March 18 | |
| April 22 | |
| May 20 | |
| June 17 | |
| July 15 | |
| August 19 | |
| September 16 | |
| October 7 | Budget workshop |
| October 14 | Budget workshop |
| October 21 | |
| November 18 | |
| December 9 | |
| December 29 (9 a.m.) | Pay the balance of the abstracts from 2013 |
| January 6, 2015 | Reorganization |
| January 20, 2015 | |

Holiday Schedule

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|------------------------|-----------------------------------|
| New Year's Day | Wednesday, January 1, 2014 |
| Martin Luther King Day | Monday, January 20, 2014 |
| President's Day | Monday, February 17, 2014 |
| Good Friday | Friday, April 18, 2014 |
| Memorial Day | Monday, May 26, 2014 |
| Independence Day | Friday, July 4, 2014 |
| Labor Day | Monday, September 1, 2014 |
| Columbus Day | Monday, October 13, 2014 |
| Veteran's Day | Tuesday, November 11, 2014 |
| Thanksgiving Day | Thurs/Fri, November 27 & 28, 2014 |
| Christmas Day | Thursday, December 25, 2014 |

Some dates may not coincide with the actual holiday. Holidays which fall on Saturday are observed on Friday and those that fall on a Sunday are observed on Monday.

2014 Salaries & Hourly Wages

Salaries:

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|-------------------------------|-----------------|
| Town Council Members: | \$2,340.00 each |
| Town Justices: William Hewson | \$13,266.00 |
| Thomas Kressly | \$5,374.00 |
| Supervisor: John Webster | \$11,160.00 |
| Assessor: David Oliver | \$28,230.00 |
| Bookkeeper: Sally Burleson | \$17,750.00 |

Hourly Wages:

| | |
|-----------------|--------------|
| Court Clerks: | |
| Kimberly Cruse | \$12.85/hour |
| Tammy Catherman | \$12.35/hour |
| Highway Crew: | |
| MES Step #19: | |
| Justin Buckley | \$17.95/hour |
| MEO Step # 5: | |
| Lucas Calafiore | \$11.85/hour |

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|--------------------------------|-------------|--|
| Budget Officer: Sally Burleson | \$2,296.00 | MEO Step #15: Michael Kenville \$16.75/hour |
| Tax Collector: Mary Farmer | 4,781.00 | MEO Step #13: Corey Rice \$15.85/hour |
| Town Clerk: Mary Farmer | 21,152.00 | MEO Step #19: Douglas Robinson \$17.95/hour |
| Registrar: Mary Farmer | 7,834.00 | MEO Step #4: Richard Rowland \$11.35/hour |
| Dog Control: Starr & Bob Perry | \$3,800.00 | MEO/Mechanic Step #25: \$23.05 |
| Cleaning: | | Deputy Superintendent <u>1.30</u> |
| Town Hall Margaret Gardiner | \$6,600.00 | Timothy Slayton \$24.35/hour |
| Parks/Rec. Margaret Gardiner | \$3,400.00 | Planning/Zoning Board \$25 per mtg. |
| Highway Superintendent: | | Planning/ZBA Secretary \$9.75/hr |
| David Buckley | \$46,680.00 | Planning/Zoning Chair \$35 per mtg. |
| Building Inspector: | | Board of Assess Rev Sec \$150.00 |
| Terry Debuck | \$21,044.00 | Board of Assess. & Rev. \$12.50/hr |
| Watershed Inspector: | | Deputy Clerk: Kelly Harris \$9.75/hr |
| Terry DeBuck | \$21,044.00 | Marietta Nye \$9.75/hr |
| Zoning Officer: Robert Magee | \$18,586.00 | Watershed Secretary: Kelly Harris \$9.75/hr |
| | | Ordinance Enforcement Officer: Robert Magee \$25.00/callout |
| | | Substitute Dog Control Officer: contractual Betty Walden \$25.00/callout |

2013 Town of Urbana Health Insurance and Payroll Information

Family Plan for BC/BS Simply Blue:

| | |
|--------------|-------------------|
| Medical | \$1,546.22 |
| Dental | 106.55 |
| Vision | 15.65 |
| Total | \$1,668.42 |

Insurance Payments:

The insurance payments are deducted **from each Payroll** for all employees.

Employee Contribution will be \$322.17 per month or \$148.70 each Biweekly Payroll.

Two Person Plan for BC/BS Simply Blue:

| | |
|--------------|-------------------|
| Medical | \$1,169.06 |
| Dental | 75.64 |
| Vision | 11.66 |
| Total | \$1,256.36 |

Employee Contribution will be \$240.12 per month or \$110.83 each Biweekly Payroll.

Single Plan for BC/BS Simply Blue:

| | |
|--------------|------------------|
| Medical | \$ 575.89 |
| Dental | 37.19 |
| Vision | 4.87 |
| Total | \$ 617.95 |

Employee Contribution will be \$117.58 per month or \$54.27 each Biweekly Payroll.

2013 Payroll Dates

Biweekly Payrolls:

| | | |
|-------------|-----------|--------------|
| January 15 | May 21 | September 10 |
| January 29 | June 04 | September 24 |
| February 12 | June 18 | October 08 |
| February 26 | July 02 | October 22 |
| March 12 | July 16 | November 05 |
| March 26 | July 30 | November 19 |
| April 09 | August 13 | December 03 |
| April 23 | August 27 | December 17 |
| May 07 | | December 31 |

Monthly Payrolls:

| | |
|-------------|--------------|
| January 15 | July 02 |
| February 12 | August 13 |
| March 12 | September 10 |
| April 09 | October 08 |
| May 07 | November 05 |
| June 04 | December 03 |

*****All Insurance Policies are paid a month ahead.**

Association of Towns Resolutions

Supervisor Webster asked the Board to review the Resolutions for him to be able to vote at the conference in February.

Board Audit by 1/20/14

Supervisor Webster reminded the Board of the audit needed to be completed by January 20, 2014. The Town Clerk told the Board her books are ready for auditing.

Moratorium Public Hearing

On motion by Councilman Chadwick, seconded by Councilwoman Kolo and carried, all voting Aye to schedule a Public Hearing on February 11, 2014 for the purpose of a Moratorium on Fracking.

Casino Endorsement

The Board discussed a request that came asking for their endorsement. It was decided not to act on the request.

With no further business, on a motion by Councilwoman Kolo, seconded by Councilman Stull, the meeting was adjourned at 7:55 a.m. Carried unanimously by all present.

Respectfully submitted,

Mary M. Farmer
Town Clerk