

**TOWN OF URBANA
REORGANIZATIONAL BOARD MEETING
January 2, 2013**

The Urbana Town Board held its Regular Meeting Wednesday, January 2, 2013 at 6:30 p.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT: John Webster Supervisor
 John Jensen Councilman
 Jim Presley Councilman
 Christine Kolo Councilwoman
 Mary Farmer Town Clerk
 Dave Buckley Highway Superintendent

ABSENT: Tom Chadwick Councilman

OTHERS PRESENT: Darrick Marris, Bev Webster, Bub Robinson, and Gary Vogt.

Supervisor Webster opened the meeting at 6:30 p.m.

Open 2013 Loader Bids

1. Five Star Equipment

2013 John Deere	\$142,643.00
Minus trade-in	<u>60,000.00</u>
Net Bid	\$ 82,643.00

2. Monroe Tractor

Offer 821F Tier IV Articulate Loader	\$167,375.93T
Trade-in	<u>54,000.00</u>
Net Bid	\$113,375.93

3. Vantage Equipment

2013 Volvo L90G	\$146,541.00
Trade-in	<u>\$ 52,000.00</u>
Net Bid	\$ 94,541.00

4. George & Swede Sales & Service

Hyundai 757TM-9 or Hyundai 757-9 Z-Bar	\$145,000.00
Trade-In	<u>\$ 57,000.00</u>
Net Bid	\$ 88,000.00

Old Business

Highway Storage Barn

Superintendent Buckley will schedule a meeting with Councilmen Presley, Councilman Chadwick and Charlie Fink to get more information.

New Business

Board Audit

Supervisor Webster told the Board they are responsible for auditing anyone who handles money by January 20, 2013. The Town Clerk's records are ready to be examined, the Court is working on printing reports and the bookkeeper will not be able to close out until the week of the 14th.

On motion by Councilman Presley, seconded by Councilwoman Kolo and carried, all voting Aye to approve the following Designations and Appointments for 2013.

2013

DESIGNATIONS AND APPOINTMENTS

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank Chemung Canal Trust J.P. Morgan Chase Bank
Town Attorney	John J. Ryan Jr.
Registrar	Mary Farmer
Tax Collector	Mary Farmer
Deputy Town Clerk	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
Town Historian	Terry Bretherton
Code Enforcement Officers Building Inspector Watershed Inspector Zoning Officer	Terry DeBuck Terry DeBuck Bob Magee
Building Cleaner Temporary Replacement	Margaret Gardiner Greg Gardiner
Safety Committee	John Webster (chair) Dave Buckley James Presley
Deputy Superintendent of Highways	Timothy Slayton
Planning Board (five-year-term)	(2017)

Planning Board Alternate	Tom Marshall
Zoning Board of Appeals	Charlie Egresi (2017)
Zoning Board of Appeals Alternate	
Parks & Recreation Committee	Christine Kolo (chair) Barbara Fries
KWIC/KLOC Representative Alternate	John Webster Thomas Chadwick
Bookkeeper	Sally Burleson
Budget Officer	Sally Burleson
Board of Ethics	John Jensen (chair) Dennis LaMarche Nancy Clark
Sexual Harassment Committee	John Jensen (chair) Rodney Pedersen Connie Cook
Parks Advisory Committee	John Jensen (chair) Kyle Bower Tom Chadwick Bob DeSeyn Lee Dickson Mary Farmer Bee Keck David Luppino Rachael Nichols Dave Oliver 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	Roger Tompkins (9/30/17)
To act on behalf of the absent supervisor by conducting meetings	James Presley
Board of Assessment Review Secretary	Marietta Nye

**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
2013 Meeting Dates
Meetings start @ 6:30 P.M. (unless otherwise noted)**

January 2	Reorganization
January 15	Final 2012 Audit (complete by 1/20/13)
February 12	
March 19	
April 16	
May 21	
June 18	
July 16	
August 20	
September 17	
October 1	Budget workshop
October 8	Budget workshop
October 15	
November 19	
December 3	
December 27 (9 a.m.)	Pay the balance of the abstracts from 2013
January 7, 2014	Reorganization
January 21, 2014	

Holiday Schedule

New Year's Day	Tuesday, January 1, 2013
Martin Luther King Day	Monday, January 21, 2013
President's Day	Monday, February 18, 2013
Good Friday	Friday, March 29, 2013
Memorial Day	Monday, May 27, 2013
Independence Day	Thursday, July 4, 2013
Labor Day	Monday, September 2, 2013
Columbus Day	Monday, October 14, 2013
Veteran's Day	Monday, November 11, 2013
Thanksgiving Day	Thurs/Fri, November 28 & 29, 2013
Christmas Day	Wednesday, December 25, 2013

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.

2013 Salaries & Hourly Wages

Salaries:

Town Council Members:		\$2,340.00 each
Town Justices:	William Hewson	\$12,768.00
	Thomas Kressly	\$5,172.00
Supervisor:	John Webster	\$11,160.00
Assessor:	David Oliver	\$27,170.00
Bookkeeper:	Sally Burleson	\$16,198.00
Budget Officer:	Sally Burleson	\$2,210.00
Tax Collector:	Mary Farmer	4,602.00
Town Clerk:	Mary Farmer	20,358.00
Registrar:	Mary Farmer	7,540.00
Deputy Clerk:	Kelly Harris	\$9.00/hour
	Marietta Nye	\$9.00/hour
Dog Control:	S. & R. Perry	\$3,800.00
Cleaning:		
Town Hall	Annie Gardiner	\$6,600.00
Parks/Rec.	“ “	\$3,400.00
Highway Superintendent:		
David Buckley		\$44,928.00
Building Inspector:		
Terry Debuck		\$20,254.00
Watershed Inspector:		\$20,254.00
Zoning Officer:	Robert Magee	\$17,888.00

Hourly Wages:

Court Clerks:		
Kimberly Cruse		\$12.60/hour
Tammy Catherman		\$12.10/hour
Highway Crew:		
MES Step #18:		
Justin Buckley		\$17.40/hour
MEO Step # 4:		
Lucas Calafiore		\$11.10/hour
MEO Step #14:		
Michael Kenville		\$16.08/hour
MEO Step #12:		
Corey Rice		\$15.14/hour
MEO Step #18:		
Douglas Robinson		\$17.40/hour
MEO Step #3:		
Richard Rowland		\$10.80/hour
MEO/Mechanic Step #24:		\$22.50
Deputy Superintendent		<u>1.30</u>
Timothy Slayton		\$23.80/hour
Planning/Zoning Bd		\$25 per mtg.
Planning/Zoning Board Sec		\$9/hr.
Planning/Zoning Chai		\$35 per mtg.
Board of Assess Rev Sec		\$150
Board of Assess & Rev		\$12.50/h

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.***

Other

Supervisor Webster let the Board know the Village has signed the Inter-Municipal Agreements for Building, Watershed, and Zoning Officers.

Mr. Webster also reported that the Purchase Agreements with the Town of Rathbone are complete for the two trucks which will be delivered March 5, 2013 or sooner.

Antique Boat Museum

Supervisor Webster talked to the Board about pursuing the idea and making an offer of having the Antique Boat Museum relocate to the Town of Urbana. The Board unanimously agreed to have Mr. Webster approach the Museum.

Fire Commissioner

Mayor Cummings received a letter of interest from Ed Stull for Fire Commissioner. On motion by Councilwoman Kolo, seconded by Councilman Jensen and carried all voting Aye to approve Edward Stull as Fire Commissioner, contingent upon Village Board approval.

The Board talked about scheduling a meeting with the Village to discuss possible shared services. Supervisor Webster will talk to the Mayor.

Loader Bid Purchase

Superintendent Buckley recommended the Board approve the Five Star Equipment offer. On motion by Councilman Presley, seconded by Councilman Jensen and carried, all voting Aye to approve the purchase of a 2013 John Deere 624K Loader for \$142,643.00 less trade in allowance of \$60,000.00 for a total of \$82,643.00.

Public Input

No input.

With no further business, on a motion by Councilman Presley, seconded by Councilman Jensen, the meeting was adjourned at 7:05p.m. Carried unanimously.

Respectfully submitted,

Mary Farmer
Town Clerk