

TOWN OF URBANA
REGULAR BOARD MEETING
January 3, 2012

The Urbana Town Board held its regular meeting on Tuesday, January 3, 2012 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
	Tom Chadwick	Councilman
	Christine Kolo	Councilwoman
	Dave Buckley	Highway Superintendent
	Tim Slayton	Deputy Superintendent
	Mary Farmer	Town Clerk

OTHERS PRESENT: Bev Webster, Joe Carroll, Pat French, Brett Steeves, Dick Leonberger, and Bub Robinson.

Supervisor Webster opened the meeting at 6:30 pm.

On motion by Councilman Jensen, seconded by Councilman Presley and carried, all voting Aye to approve the 2012 Designations and Appointments, Meeting Rules of Procedure and Members of the Public Meeting Policies, Board Meeting Dates, and Holiday Schedule.

2012

DESIGNATIONS AND 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.
Registrar	Mary Farmer
Tax Collector	Mary Farmer
Deputy Town Clerk	Kelly Harris
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	Terry DeBuck
Watershed Inspector	Terry DeBuck
Building Custodian/Groundskeeper	Margaret Gardiner
Safety Committee	John Webster (chair) Dave Buckley James Presley
Deputy Superintendent of Highways	Timothy Slayton
Planning Board (five-year-term)	Norm Hann (2016)
Planning Board Alternate	Tom Marshall
Zoning Board of Appeals	Scott Burg (2016)
Parks & Recreation Commission	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
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
Health Officer	Dr. Curt Cranmer
Board of Assessment and Review	Leslie Burg (2017)
To act on behalf of the absent supervisor by conducting meetings	James Presley
Board of Assessment Review Secretary	Sally Burleson

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
2012 Meeting Dates
Meetings start @ 6:30 P.M. (unless otherwise noted)**

January 3	Reorganization
January 17	Final 2011 Audit
February 14	
March 20	
April 24	
May 15	
June 19	
July 17	
August 21	
September 18	
Board receives Supervisors tentative budget from the Town Clerk	
October 2 (9 a.m.)	
Budget workshop	
October 9 (9 a.m.)	
Budget workshop	
October 16	
November 20	
December 4	
Pay abstracts	
December 27 (9 a.m.)	
Pay the balance of the abstracts from 2011	
January 8, 2013	Reorganization

Holiday Schedule

New Year's Day	Monday, January 2, 2012
Martin Luther King Day	Monday, January 16, 2012
President's Day	Monday, February 20, 2012
Memorial Day	Monday, May 28, 2012
Independence Day	Wednesday, July 4, 2012
Labor Day	Monday, September 3, 2012
Columbus Day	Monday, October 8, 2012
Veteran's Day	Monday, November 12, 2012
Thanksgiving Day	Thurs/Fri, November 22 & 23, 2012
Christmas Day	Tuesday, December 25, 2011

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. For full time hourly employees the paid holiday is eight (8) hours.

2012 Salaries & Hourly Wages

Salaries:

Town Council Members:		\$2,340.00 each
Town Justices:	William Hewson	\$12,360.00
	Thomas Kressly	\$5,000.00
Supervisor:	John Webster	\$10,800.00
Assessor:	David Oliver	\$26,300.00
Bookkeeper:	Sally Burleson	\$12,500.00
Budget Officer:	“ “	\$2,100.00
Tax Collector:	Mary Farmer	\$4,450.00
Town Clerk:	“ “	\$19,700.00
Registrar:	“ “	\$7,300.00
Deputy Clerk:	Kelly Harris	\$10,000.00
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	\$43,500.00

Building Inspector:		
	Terry DeBuck	\$19,600.00
Watershed Inspector:		
	“ “	\$19,600.00

Planning Board and Zoning Board Member		
		\$25 per meeting

Zoning Officer:	Robert Magee	\$17,300.00
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Chair of the Planning and Zoning Board - \$35 per meeting

Board of Assessment Review Secretary \$150

Old Business

Superintendent Buckley and Deputy Slayton talked to the Board about the pole barn needed for the highway equipment. There was discussion concerning wood vs. steel, cost vs. durability and life expectancy. Supervisor Webster asked them to obtain average prices with life expectancy in addition to advantages and disadvantages. Mr. Buckley said he will try to have them at the January 17th meeting.

Hourly Wages:

Court Clerks:	
Kimberly Cruse	\$12.35
Tammy Catherman	\$11.85
Highway Crew:	
Laborer Step #17:	
Justin Buckley	\$12.60
MEO Step # 3:	
Lucas Calafiore	\$10.80
MEO Step #13:	
Michael Kenville	\$15.60
MEO Step #11:	
Corey Rice	\$14.70
MEO Step #17:	
Douglas Robinson	\$17.10
MEO Step #2:	
Richard Rowland	\$10.50
MEO/Mechanic Step #23:	
	\$22.00
Tim Slayton	
	\$22.30
Deputy position (add'l)	
	\$1.30

Planning Board Secretary	\$9.00
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ZBA Secretary	\$9.00
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KWIC

Supervisor Webster talked about the updated law and how all towns around the lake have adopted it except Urbana. Mr. Webster would like to schedule a Public Hearing in February. Mr. Webster asked that all Board members review the law and get back to him by Friday the 6th if they would like a KWIC representative to attend the meeting on the 17th.

Inter-Municipal Agreements

Supervisor Webster spoke to the Board about updating the agreements for Building Inspector, Code Enforcement and Zoning Officer that have been in place for several years. Supervisor Webster will talk to Mayor Cummings regarding any proposed changes.

Pre-paying bills

The Board talked about approving pre-paid bills and Supervisor Webster will get a list from the bookkeeper for the next meeting.

Association of Towns Annual Meeting

On motion by Councilman Chadwick, seconded by Councilwoman Kolo and carried, all voting Aye to approve Councilman Presley and Supervisor Webster's attendance at the annual meeting for The Association of Towns in February.

Other Business - none**Input**

Joe Carroll had questions about the Zoning Officer not being appointed and talked about areas of concern with the KWIC Law. He expressed the past Boards concern about the excessive cost to less fortunate people.

Bub Robinson asked about a bulletin board with lighting and recording systems. Mr. Robinson also asked for copies of the abstract at all meetings.

The Board was given the Town of Ulysses law suit filings which could have an impact on Municipal Home Rule Law rights for their review.

On motion by Councilwoman Kolo, seconded by Councilman Presley and carried, all voting Aye to enter into executive at 7:14 p.m. on a personnel matter.

On motion by Councilman Presley, seconded by Councilman Chadwick and carried, all voting Aye to close the executive session and reopen the regular meeting at 7:40 p.m.

With no further business, on a motion by Councilwoman Kolo, seconded by Councilman Presley, the meeting was adjourned at 7:43 p.m. Carried unanimously.

Respectfully submitted,

Mary M. Farmer
Town Clerk