

TOWN OF URBANA
REGULAR BOARD MEETING
January 4, 2011

The Urbana Town Board held its regular meeting on Tuesday, January 4, 2011 at 7:00 p.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT:	Gordon Lanphere	Supervisor
	Joe Carroll	Councilman
	Paul Martuscello	Councilman
	Barb Yahn	Councilwoman
	Mary Farmer	Clerk
	Bob Magee	Zoning Officer
ABSENT:	Jim Presley	Councilman

OTHERS PRESENT: Erwin J. Robinson, Brian and Nancy Snyder, Jordan Burdick, Dick Leonberger and Steve Veley.

Supervisor Lanphere opened the regular meeting at 7:03p.m.

2011 Designations and Appointments

On motion by Councilwoman Yahn, seconded by Councilman Martuscello and carried, all voting Aye to approve the 2011 Designations and Appointments.

2011

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	William H. Reed
Registrar	Mary Farmer
Tax Collector	Mary Farmer
Deputy Town Clerk	Starr Perry
Town Constable	Ryan Sincerbox
Court Clerks	Kim Cruse Tammy Catherman
Dog Control Officer	Robert Perry
Dog Shelter	Betty Walden
Town Historian	Terry Bretherton

Code Enforcement Officers	
Building Inspector	Terry DeBuck
Watershed Inspector	Terry DeBuck
Zoning Officer	Robert Magee
Building Custodian/Groundskeeper	Margaret Gardiner
Safety Committee	Gordon Lanphere (chair) Dave Buckley Joe Carroll
Deputy Superintendent of Highways	Timothy Slayton
Planning Board (five-year-term)	Jim Mitchell (2015)
Planning Board Alternate	Tom Marshall
Zoning Board of Appeals	Nichole Dresser (2015)
Zoning Board of Appeals Alternate	Bob Domras
Parks & Recreation Commission	Barb Yahn Paul Martuscello
KWIC/KLOC Representative Alternate	Gordon Lanphere Paul Martuscello
Voting Machine Custodian	Luther Perkins
Bookkeeper	Sally Burleson
Budget Officer	Sally Burleson
Board of Ethics	Joe Carroll John Jensen Nancy Clark
Sexual Harassment Committee	Gordon Lanphere (chair) Paul Martuscello Barb Yahn
Highway Committee	Dave Buckley (chair) Paul Martuscello James Presley
To act on behalf of the absent supervisor by initialing a signature facsimile for the purpose of signing checks	Councilman Martuscello
Delegate to Association of Towns Conference Alternate	Appointed as needed
Health Officer	Dr. Curt Cranmer
Board of Assessment and Review	Bob Shuart (2015)

On motion by Martuscello, seconded by Councilman Carroll and carried, all voting Aye to approve the Meeting Rules and Procedures.

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.

On motion by Councilman Martuscello, seconded by Councilman Carroll and carried, all voting Aye to approve the 2011 Regular Board Meeting Schedule.

**Town of Urbana Board
2011 Meeting Dates
The 3rd Tuesday of each month @ 7 P.M.**

January 4	Reorganization
January 18	Final 2010 Audit
February 15	
March 15	
April 19	
May 17	
June 21	
July 19	
August 16	
September 20	
Board receives Supervisors tentative budget from the Town Clerk	
October 4	
Budget workshop	
October 11	
Budget workshop	
October 18	
Budget workshop with regular Board meeting to follow	
November 15	
Public Hearing (2012 budget) with regular Board meeting to follow	
December 6	
Pay abstracts	
December 27	
Pay the balance of the abstracts from 2011	
January 3, 2012	Reorganization

On motion by Councilwoman Yahn, seconded by Councilman Carroll and carried, all voting Aye to approve the 2011 Holiday Schedule.

Holiday Schedule

New Year's Day	Friday, December 31, 2010
Martin Luther King Day	Monday, January 17, 2011
President's Day	Monday, February 21, 2011
Memorial Day	Monday, May 30, 2011
Independence Day	Monday, July 4, 2011
Labor Day	Monday, September 5, 2011
Columbus Day	Monday, October 10, 2011
Veteran's Day	Friday, November 11, 2011
Thanksgiving Day	Thurs/Fri, November 24 & 25, 2011
Christmas Day	Monday, December 26, 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.

There was a discussion of all Town employees now being paid bi-weekly and union dues for the highway staff will be deducted monthly. Councilman Martuscello suggested that Board members be paid one time each year to save time and money.

On motion by Councilman Martuscello, seconded by Councilman Carroll and carried, all voting Aye to accept the 2011 payroll schedule dates.

2011 Payroll Dates

Biweekly

January 4, 2011	May, 10, 2011	September 13, 2011
January 18, 2011	May 24, 2011	September 27, 2011
February 1, 2011	June 7, 2011	October 11, 2011
February 15, 2011	June 21, 2011	October 25, 2011
March 1, 2011	July 5, 2011	November 8, 2011
March 15, 2011	July 19, 2011	November 22, 2011
March 29, 2011	August, 2, 2011	December 6, 2011
April 12, 2011	August 16, 2011	December 20, 2011
April 26, 2011	August 30, 2011	

Monthly

January 11, 2010	July 19, 2011
February 15, 2011	August 16, 2011
March 15, 2011	September 13, 2011
April 12, 2011	October 11, 2011
May 10, 2011	November 8, 2011
June 14, 2011	December 13, 2011

Other Business

Supervisor Lanphere thanked Steve Veley for his help in finding the used truck which the Town purchased for the highway and saved a great deal of money.

The Board discussed a grant writer who has approached the Town. Supervisor Lanphere will call and invite them to the January 18, 2011 meeting.

Brian Snyder talked to the Board about the expired commitment letter the Town had with Mr. Locey and asked if the Board intends to work with Mr. Locey in the future. Supervisor Lanphere explained that the Board is not working with any one person on a marina project. Mrs. Snyder noted that this is a hot button issue and should be open and upfront for the public. Councilman Martuscello and Councilwoman Yahn both commented on how the marina project and the intentions of Mr. Locey and the Town Board have been open to the public in every meeting and there has been nothing done behind closed doors.

Dick Leonberger asked questions about the Curtiss School and there was a lengthy discussion regarding the assessment vs. appraisal.

There was continued discussion of the Keuka Maid and Erwin Robinson had questions regarding reserved and unreserved funds which Councilman Martuscello and Supervisor Lanphere clarified.

With no further business, on a motion of Councilman Martuscello, seconded by Councilman Carroll, the meeting was adjourned at 7:44 p.m. Carried unanimously.

Respectfully submitted,

Mary M. Farmer
Town Clerk