

**TOWN OF URBANA
REORGANIZATIONAL MEETING
January 6, 2015**

The Urbana Town Board held its organizational meeting on Tuesday, January 6, 2015 at 6:30p.m., at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT:	John Webster	Supervisor
	Edward P. Stull	Councilman
	Alzina Turner	Councilwoman
	Tom Chadwick	Councilman
	Jim Presley	Councilman
	Mary Farmer	Town Clerk

OTHERS PRESENT:

Minutes

On a motion by Councilman Presley, seconded by Councilman Chadwick and carried, all voting Aye to approve the minutes of December 29, 2014.

Accounting Transfer

On motion by Councilman Presley, seconded by Councilman Stull and carried, all voting Aye to approve the following accounting transfers.

Debit:	A1990.400	Contingent Account	\$1560.00
Credit:	A1110.120	Court Clerks	\$1560.00

Wilkinson Enterprises

Supervisor Webster told the Board that he was in receipt of letters from all of the suppliers and that all bills have been paid. Councilman Chadwick and Architect Chris Todd reviewed the work and created a punch list.

On motion by Councilman Chadwick, seconded by Councilman Presley and carried, all voting Aye to approve paying Wilkinson Enterprises \$2,500.

Parks Advisory Committee

Monthly Report

December 10, 2014

Old Business Discussed:

Waterfront Revitalization Grant : [Good public turnout, waiting for report from planners.](#)

School land exchange : [No change at this time.](#)

Wambold ROW : [No reply at this time. Committee still feels that bridge connection should be from Town property to Town property.](#)

“Trailhead” at Town Hall; Wells have been decommissioned. Need to establish program to raise the matching \$5,000.

[Letter should be sent to Dickinson’s as “Thank You” for the well decommission.](#)

[Town Board should review and approve fund raising plan by the “Friends” group.](#)

[What does the Board want in the way of a press release?](#)

Wetland behind museum. [No change at this time.](#)

Triad Trail needs work. [Maybe FLT work crew in spring.](#)

[What needs to be used for volunteer workers? Release?](#)

[Official naming of trail as “TRIAD”.](#)

Cohocton River Trail. [County efforts will be monitored at this time.](#)

Art & Sculpture Trail.

➤ Donation expected after the new year for trail development in Curtiss Park. How will funds be used? Anyone donating should have an idea how funds will be used.

➤ Official naming of "CURTISS PARK"?

New Business:

J. O'Connell & Associates have contacted us about a potential grant.

➤ Committee recommends that the approval should be extended to apply for the grant. It is up to \$10,000 from the PeopleForBikesCommunity Grant Program. See attached e-mail. The suggestion is to ask for funds to build the Rails to Trails segment from Main St to the Mercury parking lot on Davis Ave. That would give a start and finish point and create a 1,650 foot segment. For matching "in kind", the potential value of the land (RR right of way) may be sufficient.

Fund Raising efforts by the Friends of Hammondsport Area Trails & Parks, Inc.

➤ Sample (attached) taken from "Cayuga Waterfront Trail" in Ithaca.

➤ A standard should be adopted for benches, signage, and any common item used throughout the trail and park system.

New Monthly Report Format. The Committee felt that items that should have action taken will be marked differently, with ➤ it would be easier for the Board to pick them out of the text. Please respond to these items.

➤ The Advisory Committee would like to meet with the Town Board on Jan. 20th. This would give us an opportunity to discuss details for the upcoming year.

Next Meeting: Jan. 14, 2015

Respectively submitted,

David C. Oliver

Chairman, Urbana Parks Advisory Committee

The Boards responded to some of the questions from the committee.

4b. Supervisor Webster wants to check with Attorney Ryan about accepting donations on behalf of the Friends.

6a. Supervisor Webster asked Sprague Insurance about volunteers being covered but hasn't heard back from them.

8b. The Committee has requested that the Triad Trail be officially named as well as Curtiss Park. In searching minutes the Clerk hasn't found any previous official naming of it.

2 under New Business. The Town and Committee will wait for the Waterfront Revitalization Committee's recommendation.

Signage for New Parking Laws

Supervisor Webster received wording from Attorney Ryan and the Board discussed the wording briefly.

Approve 2015 Designation and Appointment

On motion by Councilman Stull, seconded by Councilman Chadwick and carried, all voting Aye to approve the Designations and Appointments as presented below.

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	Diane Davis
Betty Walden	Dog Shelter
Substitute Dog Control Officer	Betty Walden
Town Historian	Terry Bretherton
Code Enforcement Officers	
Building Inspector	Mike Slowinski
Watershed Inspector	Mike Slowinski
Zoning Officer	Bob Magee
Ordinance Enforcement Officer	Bob Magee
Safety Committee	John Webster (chair)
	Dave Buckley
	James Presley
	Doug Robinson
Deputy Superintendent of Highways	Timothy Slayton
Planning Board (five year term)	*Randy Robinson (1/1/2015 – 12/31/2019)
Planning Board Alternate	_____
Zoning Board of Appeals	*Steve Catherman (1/1/2015 – 12/31/2019)
Zoning Board Alternate	_____
Parks & Recreation Committee	Ed Stull (chair)
	Don Howard
KWIC/KLOC Representative	John Webster
Alternate	Thomas Chadwick
Bookkeeper	Marietta Nye
Budget Officer	Marietta Nye
Board of Ethics	*Alzina Turner (Chair)
	Dennis LaMarche
	Nancy Clark
Sexual Harassment Committee	*Alzina Turner (chair)
	Rodney Pedersen
	Connie Cook
Parks Advisory Committee	*Dave Oliver (chair)
	Kyle Bower (*Alternate Nancy Clark)
	Tom Chadwick

	Lee Dickson
	Mary Farmer
	John Jensen
	Bee Keck
	David Luppino
	Ed Wightman
	John 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
To act on behalf of the absent supervisor by conducting meetings and Town Business	James Presley
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
Board of Assessment Review Secretary	Marietta Nye
Zoning Board of Appeals Secretary	Marietta Nye
Planning Board 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

2015 Meeting Dates

Meetings start @ 6:30 P.M. (unless otherwise noted)

January 6 Reorganization

January 20

Final 2014 Audit (complete by 1/20/15)

February 10

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 6 Budget workshop

October 13 Budget workshop

October 20

November 17

December 15

December 28 Pay the balance of the abstracts from 2015

January 5, 2016 Reorganization

January 19, 2016

Holiday Schedule 2015

New Year's Day	Thursday, January 1, 2015
Martin Luther King Day	Monday, January 19, 2015
President's Day	Monday, February 16, 2015
Good Friday	Friday, April 3, 2015
Memorial Day	Monday, May 25, 2015
Independence Day	Friday, July 3, 2015
Labor Day	Monday, September 7, 2015
Columbus Day	Monday, October 12, 2015
Veteran's Day	Wednesday, November 11, 2015
Thanksgiving Day	Thurs/Fri, November 26 & 27, 2015
Christmas Day	Friday, December 25, 2015

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.

2015

Salaries & Hourly Wages

Salaries:

Town Council Members: \$2,340.00 each

Town Justices: William Hewson \$13,664.00
Thomas Kressly \$5,535.00

Supervisor: John Webster \$11,160.00

Assessor: David Oliver \$29,077.00

Bookkeeper: Marietta Nye \$19,110.00
Budget Officer: Marietta Nye \$2,365.00

Tax Collector: Mary Farmer \$4,924.00
Town Clerk: Mary Farmer \$21,787.00
Registrar: Mary Farmer \$8,069.00
Park & Rec. Mary Farmer \$2,000.00

Dog Control: Diane Davis \$4,000.00

Highway Superintendent:
David Buckley \$48,080.00
Planning/Zoning Chair \$35 per mtg.

Building Inspector:
Mike Slowinski \$20,000.00
Watershed Inspector:
Mike Slowinski \$20,000.00

Zoning Officer: Robert Magee \$19,144.00

Ordinance Enforcement Officer:
Robert Magee \$25.00/callout

Substitute Dog Control Officer:
Betty Walden \$25.00/callout

Hourly Wages:

Court Clerks:
Kimberly Cruse \$13.24/hour
Tammy Catherman \$12.72/hour

Highway Crew:
MEO Step #10:
Justin Buckley \$18.25/hour
MEO Step # 2:
Shawn Parker \$14.95/hour
MEO Step # 5
Corey Rice \$16.75/hour
MEO Step #10:
Douglas Robinson \$18.25/hour
MEO/Mechanic Step #26:
Tim Slayton \$24.10/hour
Deputy Superintendent \$1.30/hour
\$25.40

Planning/Zoning Board \$25 per mtg.
Planning/ZBA Secretary \$10.50/hr

Board of Assess Rev Sec \$150.00
Board of Assess. & Rev. \$12.50/hr

Deputy Clerk: Kelly Harris \$10.50/hr

2015

Town of Urbana Health Insurance

Family Plan for BC/BS SimplyBlue Plus Platinum: (monthly Premiums)

Medical	\$ 1,702.11
Dental	111.31
Vision	16.62
Total	\$1,830.04

Employee Contribution will be \$403.69 per month or \$186.31 each Biweekly Payroll.

Subscriber & Spouse Plan for BC/BS SimplyBlue Plus Platinum: (monthly Premiums)

Medical	\$ 1,194.47
Dental	71.72
Vision	<u>12.38</u>
Total	\$1,278.57

Employee Contribution will be \$251.22 per month or \$115.94 each Biweekly Payroll.

Subscriber & Child(ren) Plan for BC/BS SimplyBlue Plus Platinum: (monthly Premiums)

Medical	\$ 1,015.30
Dental	71.72
Vision	<u>12.38</u>
Total	\$1,278.57

Employee Contribution will be \$251.22 per month or \$115.94 each Biweekly Payroll.

Single Plan for BC/BS SimplyBlue Plus Platinum: (monthly Premiums)

Medical	\$ 597.24
Dental	38.15
Vision	<u>5.17</u>
Total	\$ 640.56

Employee Contribution will be \$128.88 per month or \$59.48 each Biweekly Payroll.

PLEASE NOTE! All Insurance Premiums

are paid a month ahead, and Insurance Payments are deducted from each Payroll for all employees.

2015 Payroll Dates

Biweekly Payrolls:

January 13
January 27
February 10
February 24
March 10
March 24
April 07
April 21
May 05
May 19
June 02
June 16
June 30
July 14
July 28
August 11
August 25
September 08
September 22
October 06
October 20
November 03
November 17
December 01
December 15
December 29

Monthly Payrolls:

January 13
February 10
March 10
April 07
May 05
June 02
June 30
August 11
September 08
October 06
November 03
December

Submitted by Marietta Nye

Town of Urbana

Bookkeeper

Revised 12/17/2014

Other

Chamber of Commerce Sign Application

On motion by Councilman Presley, seconded by Councilwoman Turner and carried, all voting Aye to approve and authorize Supervisor Webster's signature on the Chamber of Commerce's sign application.

With no further business, on a motion by Councilman Chadwick, seconded by Councilman Stull, the meeting was adjourned at 7:15pm. Carried unanimously by all present.

Respectfully submitted,

Mary M. Farmer
Town Clerk