

TOWN OF URBANA BOARD MEETING
JANUARY 3, 2008

The Urbana Town Board held its 2008 Organizational meeting on Thursday, January 3, 2008 at 7:00 p.m. in the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT: Gordon Lanphere	Supervisor
Connie Cook	Councilwoman
Paul Martuscello	Councilman
Jim Presley	Councilman
Barb Yahn	Councilwoman
Mary Farmer	Clerk

OTHERS PRESENT: Terry Debuck, Dawn Hawley, Terry Bretherton, Chris Kolo, Bub Robinson, and Bob Magee.

Supervisor Lanphere called the Meeting to order at 7:00 p.m. with the Pledge to the Flag.

ORGANIZATIONAL MEETING

On Motion of Councilman Presley, seconded by Councilman Martuscello and carried, all voting Aye, to adopt and reaffirm Designations and Appointments (See attached) excluding Town Attorney, Town Newspaper (See additional notes).

On Motion of Councilman Presley, seconded by Councilman Martuscello and carried, all voting Aye, to readopt Town of Urbana Meeting Rules of Procedure, Outline of Board Meeting Agenda, Town Policies, Salary Schedules, 2008 Board Meeting dates and times, Holiday Schedule, and Payroll Dates (See attached).

In the matter of Zoning Appointments, there was discussion regarding the positions and responsibilities. The Zoning Officer position had previously been split between Bob Magee as Zoning Officer and David Oliver as Co-Zoning Officer. The Board granted sub-division authority to Bob Magee.

On Motion of Councilwoman Cook, seconded by Councilman Martuscello and carried, all voting Aye, to amend the 2008 budget for the Zoning Officer salary transfer.

D B-8010-400	\$1,000.00
C B-8010-130	\$1,000.00

Designation of Official Newspaper

In the matter of designating the Official Newspaper, there was discussion of using the Leader, the Shopper, or the Observer. Realizing the importance of time sensitive situations, the Board designated the Leader. There was concern of fair reporting by the Leader but the Board stated that it can change the designation at any time. On Motion of Councilman Presley, seconded by Councilwoman Cook and carried, 4 – Ayes, Councilman Martuscello – Nay.

Publishing Minutes

The Board discussed publishing unapproved minutes and Councilwoman Cook reported that that the previous board did not approve submitting unapproved minutes. The topic was tabled for further discussion at the next Board Meeting.

Appointment of Town Attorney

Supervisor Lanphere presented the designation of William H. Reed as the new Town Attorney.

There was discussion of possible conflict appointing an attorney that also represents the Village. The Supervisor proposed that if there appears to be a conflict of interest or personality issues, the Board can come together and as a Board change or terminate the contract at anytime. There was discussion regarding the previous attorney and the expense of him attending all Board meetings. When the retainer had been exhausted, the town would pay him each month after that for his time. There were statements that this will be saving the Town money given that Attorney Reed would only attend meetings when the Board requested. There were also comments and concerns that if Attorney Reed has to recuse himself from a matter that it may end up costing the Town more money if they have to hire another attorney.

On motion of Councilman Martuscello seconded by Councilwoman Yahn and carried, 3 – Ayes, Council Cook – Nay, Councilman Presley – Nay.

OTHER BUSINESS

New Building Unfinished Business

The board discussed unfinished items on the construction of the new Town Hall. The list includes doors, locks, windows, water, and water pressure, exterior to include parking lot and landscaping, sign and notice board. There was no conclusion as to these matters but the items will continue to be worked on.

Urbana Town Hall Justice Court Sign

Councilman Presley presented the history and an update on the design of an official sign for the outside of the new Town Hall. Jim reported on several quotes from sign companies with the most competitive being 'Top Dog' at \$2,500.00. Supervisor asked Councilman Presley to bring a rendering of the sign to the next Board meeting.

Terry Bretherton's - Park Purchase Concern

Terry Bretherton addressed the Board referencing his letter to the Board regarding landowner's concerns on Liberty St. In his letter, which was received by the previous Board on December 20, 2007, Mr. Bretherton believes that the right of way now reverts back to the landowners. He further stated that litigation will be pursued if matters are not addressed.

With no further business, on a motion of Councilman Presley, seconded by Councilman Martuscello, the meeting was adjourned at 9:05 p.m. Carried unanimously.

Respectfully submitted,

Mary M. Farmer
Town Clerk

2008

DESIGNATIONS AND APPOINTMENTS

Official Newspaper	Corning Leader
Official Depositories:	Community Bank Five Star Bank Chemung Canal Trust J.P. Morgan Chase Bank
Town Attorney	
Deputy Town Clerk	Starr Perry
Registrar	Mary Farmer
Tax Collector	Mary Farmer
Town Constable	John (Jack) Merriam
Court Clerks	Kim Cruse Tammy Catherman
Dog Control Officer	Marvin Rethmel
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 Dawn Hawley
Deputy Superintendent of Highways	Timothy Slayton
Planning Board	James J. Mitchell (2010) Andrew R. Mazzella (2012)
Zoning Board of Appeals	Charles Egresi (Chair 2012)
Fire Commissioner (five-year-term)	Michael Day (2012)
Parks & Recreation Commission	Barb Yahn (chair) Frances Pierce Connie Cook
KWIC/KLOC Representative	Gordon Lanphere

Alternate	Paul Martuscello
Voting Machine Custodian	Luther Perkins
Bookkeeper to the Supervisor/ Budget Officer	Dawn Hawley
Board of Ethics	Starr Perry Dawn Hawley
Sexual Harassment Committee	Gordon Lanphere (chair) Connie Cook Dawn Hawley
Highway Committee	Paul Martuscello (chair) James Presley
To act on behalf of the absent supervisor by initialing a signature facsimile for the purpose of signing checks	Paul Martuscello
Alternates to the Zoning and Planning Boards	Undecided
Delegate to Association of Towns Conference Alternate	Undecided

Holiday Schedule

New Year's Day	January 1, 2008
Martin Luther King Day	January 21, 2008
President's Day	February 18, 2008
Memorial Day	May 26, 2008
Independence Day	July 4, 2008
Labor Day	September 1, 2008
Columbus Day	October 13, 2008
Veteran's Day	November 4, 2008
Thanksgiving Day	November 27 & 28, 2008
Christmas Day	December 25, 2008

Some dates may not coincide with the actual holiday. Holidays which fall on Saturday are celebrated on Friday. Holidays which fall on Sunday are celebrated on Monday.

**Town of Urbana Board
2008 Meeting Dates
3rd Tuesdays @ 7 P.M.**

January 3rd Organization Meeting

January 15th Final 2007 Audit

February 19th

March 18th

April 15th

May 20th

June 17th

July 15th

August 19th

September 16th

Council receives Supervisors tentative budget from the Town Clerk

October 7th

Preliminary budget workshop

October 14th

Public Hearing (budget) with regular Board meeting to follow

November 18th

December 2nd

Pay abstracts

December 29

Pay the balance of the abstracts from 2008

January 6, 2009

Organization

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.