

**Urbana Town Board Meeting
Regular Board Meeting
January 15, 2019**

The Urbana Town Board held its regular meeting on Tuesday January 15, 2019 at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

PRESENT:	Alzina Turner	Councilwoman
	David Shaw	Deputy Supervisor
	Jim Presley	Councilman
	Edward Stull	Councilman
	John Webster	Supervisor
	Deanna Tompkins	Town Clerk

ABSENT: Edward Stull Councilman

Others Present: Douglas Robinson, Dave Oliver, Bee Keck, Mary Farmer, Ariel Bard, Andrew Tompkins, Ed Wightman, Stephen Butchko

Supervisor Webster called the meeting to order at 6:30 p.m.

Pledge of Allegiance

Minutes

On a motion made by Councilwoman Turner, seconded by Deputy Supervisor Shaw and carried, all voting Aye to approve the minutes from December 18, 2018.

On a motion made by Councilwoman Turner, seconded by Deputy Supervisor Shaw and carried, all voting Aye to approve the minutes from December 31, 2018.

Abstracts

On a motion made by Deputy Supervisor Shaw, seconded by Councilman Presley and carried, all voting Aye to approve Abstract #14 of 2018.

On a motion made by Councilman Presley, seconded by Deputy Supervisor Shaw and carried, all voting Aye to approve Abstract #1 of 2019.

Department Reports

On a motion made by Deputy Supervisor Shaw, seconded by Councilman Presley and carried, all voting Aye to accept the Department Reports.

Public Input on Agenda Items

No public input

Reorganizational

On a motion made by Councilman Presley, seconded by Deputy Supervisor Shaw and carried, all voting Aye to approve the following:

2019

DESIGNATIONS AND APPOINTMENTS

(New appointees are indicated by *)

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank Chemung Canal Trust
Attorney for the Town	John J. Ryan Jr.
Registrar	Deanna Tompkins

Tax Collector	Deanna Tompkins
Deputy Town Clerk	Karen Cole
Town Constable	*Mike Slowinski
Court Clerks	Kim Cruse Tammy Catherman
Dog Control Officer	Diane Davis
Animal Control Officer	Diane Davis
Dog Shelter	*Tobin Kennels
Substitute Dog Control Officer	Deanna Tompkins
Town Historian	Terry Bretherton
Code Enforcement Official Building Inspector Zoning Officer	Mike Slowinski Mike Slowinski
Watershed Officer	Mike Slowinski
Watershed Administrative Assistant Safety Committee	Karen Cole John Webster (chair) Doug Robinson James Presley
Deputy Superintendent of Highways	Timothy Slayton
Planning Board (five year term)	Barbara Fries (1/1/2019 – 12/31/2023)
Planning Board Alternate	_____
Zoning Board of Appeals	*Ryan Sincerbox (1/1/2019 – 12/31/2023)
Zoning Board Alternate	_____
Parks & Rec Administrator	Deanna Tompkins
KWIC/KLOC Representative Alternate	John Webster Dave Shaw
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 *Marilyn Conklin

Parks Advisory Committee	Jim Presley (co-chair) Bee Keck (co-chair) Mary Farmer (Town resident) Ed Wightman (Town businessman) Rick Drain (Chamber) Dave Oliver (Friends)
Highway Committee	James Presley (chair) Ed Stull Doug Robinson
Deputy Supervisor	Dave Shaw
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	*Robin Sherman (10/1/2018 – 9/31/2023)
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 Deputy Supervisor.
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 or the majority of the Board are authorized to adjourn or recess the meeting.

Members of the Public Meeting Policies

Any observing public member, upon recognition by the supervisor, may address any item on the agenda. Please keep comments non-personal, factual, on topic and within a two (2) minute time limit. You may address the same agenda item twice.

Any Board member or public member upon recognition by the Supervisor and after the agenda items have been completed 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. The speaking

time limit for the public will be the same as it was for the agenda items, except you may only address the Board once.

If a member of the public wishes 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.

Agenda items are not added after noon on the Thursday before the meeting and the meeting agenda will normally be available, at the Clerk's office or on our website by midday the Friday before the meeting. Items that may have significant discussion, as determined by the supervisor, will have additional information posted on the Town's website.

**Town of Urbana Board
2019 Meeting Dates
Meetings start @ 6:30 P.M. (unless otherwise noted)**

January 15 Reorganizational and regular meeting
January 29 Audit meeting for 2018 materials
February 12
March 19
April 16
May 21
June 18
July 16
August 20
September 17
October 1 (budget meeting)
October 8 (budget meeting, if needed)
October 15
November 19
December 17
December 30 (9 a.m.)
January 21, 2020 (Reorganizational and regular meeting)
January 28, 2020 (Audit meeting for 2019)

Holiday Schedule 2019

New Year's Day	Tuesday, January 1, 2019
Martin Luther King Day	Monday, January 21, 2019
President's Day	Monday, February 18, 2019
Good Friday	Friday, April 19, 2019
Memorial Day	Monday, May 27, 2019
Independence Day	Thursday, July 4, 2019
Labor Day	Monday, September 2, 2019
Columbus Day	Monday, October 14, 2019
Veteran's Day	Monday, November 11, 2019
Thanksgiving Day	Thurs/Fri, November 28 & 29, 2019
Christmas Day	Wednesday, December 25, 2019
New Year's Day	Wednesday, January 1, 2020

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.

**2019
Salaries & Hourly Wages**

Salaries:

Town Council Members:	\$2,470.50 each
Town Justices: William Yahn	\$7,950.00
John Merriam	\$7,420.00
Supervisor: John Webster	\$11,782.00
Assessor: David Oliver	\$37,972.00
Bookkeeper: Marietta Nye	\$23,830.00
Budget Officer: Marietta Nye	\$2,739.00
Tax Collector: Deanna Tompkins	\$5,703.00
Town Clerk: Deanna Tompkins	\$25,235.00
Registrar: Deanna Tompkins	\$9,346.00
Park & Rec. Deanna Tompkins	\$5,142.00
Dog/Animal Control: Diane Davis	\$5,730.00
Highway Superintendent: Douglass Robinson	\$55,689.00
Building Inspector: Mike Slowinski	\$29,150.00
Zoning Office: Mike Slowinski	\$29,150.00
Watershed Officer: Mike Slowinski	\$2,400.00
Deputy Clerk: Karen Cole	\$13.00/hour
Watershed Administrative Assistant	\$3,180.00

Hourly Wages:

Court Clerks:	
Kimberly Cruse	\$15.50/hour
Tammy Catherman	\$14.98/hour
Highway Crew: <small>(Step is number of years consecutively employed)</small>	
MEO Step# 2:	
Paul Venema	\$16.02/hour
MEO Step# 2:	
Hysten Guerin	\$16.02/hour
MEO Step # 4:	
Lucas Califore	\$16.47/hour
MEO Step#6	
Shawn Parker	\$17.34/hour
MEO/Mechanic Step #30:	
Tim Slayton	\$27.06/hour
Deputy Superintendent	<u>\$ 1.30/hour</u> \$28.36
Planning/Zoning Board	\$35 per mtg.
Planning/ZBA Secretary	\$12.48/hour
Planning/Zoning Chair	\$45.00/mtg.
Planning/Zoning Chair	\$45 per mtg.
Board of Assess. & Rev.	\$13.00/hour
Board of Assess. & Rev Sec.	\$150.00
Substitute Dog Control Officer:	
*Deanna Tompkins	\$35.00/callout

2019 Town of Urbana Health Insurance

Union Employees

Single

Town \$ 798.94 (Includes HRA)	Employee \$30.86
Two Person	
Town \$1596.28 (Includes HRA)	Employee \$61.69
Family	
Town \$1969.51 (Includes HRA)	Employee \$82.83

Clerks (Non-Highway Employees)

Single

Town \$ 823.85 (Includes HRA)	Employee \$32.05
Two Person	
Town \$1646.06 (Includes HRA)	Employee \$63.95
Family	
Town \$2037.93 (Includes HRA)	Employee \$86.68

Board Members

Town \$165.65	Board Member \$33.08
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2019 Payroll Dates

Biweekly Payrolls:

- January 08
- January 22
- February 05
- February 19
- March 05
- March 19
- April 02
- April 16
- April 30
- May 14
- May 28
- June 11
- June 25
- July 09
- July 23
- August 06
- August 20
- Sept. 03
- Sept. 17
- October 01
- October 15
- October 29
- Nov. 12
- Nov. 26
- Dec. 10
- Dec. 24

Monthly Payrolls:

- January 08
- February 05
- March 05
- April 02
- May (April) 30
- May (June) 28
- July 09
- August 06
- September 03
- October 01
- Oct. (Nov.) 29
- December 10

On a motion made by Councilwoman Turner, seconded by Councilman Presley and carried, all voting Aye to adopt all policies in the handbook.

Old Business

On a motion made Councilman Presley, seconded by Deputy Supervisor Shaw and carried all voting Aye to go into Executive Session at 6:46 p.m. for possible litigation.

On a motion made by Councilwoman Turner, seconded by Councilman Presley and carried, all voting Aye to come out of executive session at 7:01 p.m.

Public Input

No Public Input

Pier Project Update – Engineering Firm Update

Saratoga and Associates were selected as the Engineering Firm for the Pier Project. Councilman Presley will move forward with the contract.

Bridge Project Update

Six proposals were received for the Bridge Project. There is a committee meeting scheduled for Tuesday January 22 to review the proposals. The Board will meet on February 5 at 6:30 p.m. for engineer interviews.

Water District Project Update

A meeting was held with the engineering firm to look at basic information as a start. Once we get enough information it will go to the public for their input.

Local #1 of 2019

On a motion made by Deputy Supervisor Shaw, seconded by Councilman Presley and carried, all voting Aye to set the Public Hearing for Local #1 of 2019 on February 12, 2019 at 6:30 p.m.

On a motion made by Councilman Presley, seconded by Councilwoman Turner and carried, all voting Aye to approve paying for the John Deere Tractor and Mower in the amount of \$99,612.62 when our 30 days is up for the Permissive Referendum and the repairs are made on the tractor.

Assessor Contract

On a motion made by Deputy Supervisor Shaw, seconded by Councilman Presley and carried, all voting Aye to approve sending Wayne's Assessor Contract.

New Business

Road Repair Agreement

On a motion made by Councilman Presley, seconded by Deputy Supervisor Shaw and carried, all voting Aye to approve the Road Repair Agreement for 2019.

Urbana Viewshed Map

The Viewshed map was in the board packets, it will be used for Solar Law and other references in the zoning law. Supervisor Webster would like the board to take some time to look it over. The Viewshed map is needed to proceed with the Solar Law. David Oliver recommended reviewing the 54 corridor overlay that was suggestion on the comprehensive plan.

Consider Expanding Business District on Route 54

The board was asked to give some consideration for the next meeting as to whether or not they would like to look for additional business areas and re-zone the Business District.

Public Input on Non Agenda Items

Steve Butchko thanked the Town for renewing the contract with the assessor. He also said that Wayne's Deputy Highway Superintendent Kyle Dusenburg will be their interim Superintendent.

With no further business, on a motion made by Councilman Presley, seconded by Deputy Supervisor Shaw, the meeting was adjourned at 7: 26 p.m. Carried unanimously by all present.

Respectfully submitted,

Deanna Tompkins
Town Clerk