

**TOWN OF FORESTPORT  
REGULAR TOWN BOARD MEETING MINUTES  
FORESTPORT TOWN HALL  
December 20, 2017 @ 6:30 PM**

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**MEMBERS PRESENT**

Councilman Scott  
Councilwoman Kardash  
Councilman Rockhill  
Councilman Scouten  
Supervisor Entwistle

**MEMBERS**

Secretary, Bonnie LeBuis

**CALL TO ORDER:**

The meeting was called to order at 6:34.

**ABSTRACTS:**

**GENERAL:**

A motion was made by Councilman Rockhill and seconded by Councilman Scott to pay Abstract #12, Vouchers #696-#766 in the amount of \$49,841.10. Roll call vote:

Councilman Scott- yes  
Councilman Rockhill-yes  
Councilwoman Kardash-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

Retirement and health insurance came out of this abstract.

**HIGHWAY:**

A motion was made by Councilman Scouten and seconded by Councilwoman Kardash to pay Abstract #12, vouchers #351-#394 in the amount of \$112,917.39. Roll call vote:

Councilman Scott- yes  
Councilman Rockhill-yes  
Councilwoman Kardash-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

The health insurance, sander box and retirement came out of this.

**PLANNING BOARD ESCROW:**

Nothing this month.

**TOWN CLERK MINUTES:**

A motion was made by Councilman Rockhill and seconded by Councilman Scouten to accept the minutes from the

Regular Town Board Meeting- November 15, 2017  
Public Hearing: Truss Identification Law- November 15, 2017  
Special Meeting: Bond Anticipation Note 2014 Loader- December 13, 2017

Councilman Scott- yes  
Councilman Rockhill-yes  
Councilman Scouten-yes  
Councilwoman Kardash-yes  
Supervisor Entwistle-yes

**TOWN CLERK'S REPORT:**

**JUSTICE REPORT:**

**HIGHWAY:**

- Thank you to Bill and the Highway Department for how well the roads were last week. They are doing a good job and have had many compliments.

**PLANNING REPORT:**

**CODES:**

**ASSESSOR:**

**ANIMAL CONTROL OFFICER'S REPORT:**

**SUPERVISOR'S REPORT:**

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to approve the reports as a whole. Roll call vote:

Councilman Scott- yes  
Councilwoman Kardash-yes  
Councilman Rockhill-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

**NOCCOG:**

January 25, 2017 is a training in the Town of Trenton for Newly elected officials. Any municipal person can attend.

Reminder: the government conference is coming up. You have to return the registration form in. One person per municipality may attend.

**OLD BUSINESS BOARD:**

- The Truss Identification Law was passed last month. Lance is in the process of meeting with Bill Riley, the Town Attorney to finalize everything. Tracy Northrop will file the Law with NYS once complete.
- Amendment to Subdivision Law: Move forward with the amendment.  
A Motion was made by Councilman Scouten and seconded by Councilman Rockhill to approve the Subdivision Law. Roll Call Vote:
  - Councilman Scott- yes
  - Councilwoman Kardash-yes
  - Councilman Rockhill-yes
  - Councilman Scouten-yes
  - Supervisor Entwistle-yes
- Cold War Veteran's Exemption:  
A motion was made by Councilwoman Kardash and seconded by Councilman Rockhill to approve the Cold War Veteran's Exemption Law.  
Roll call vote:
  - Councilman Scott- yes
  - Councilwoman Kardash-yes
  - Councilman Rockhill-yes
  - Councilman Scouten-yes
  - Supervisor Entwistle-yes
- Variance for Mr. and Mrs. Abriel: Supervisor Entwistle ran through the 5 questions that have to be considered when giving a variance. Discussion took place.  
A motion was made by Councilman Rockhill and seconded by Councilman Scott to approve the Abrial Variance. Roll Call Vote:
  - Councilman Scott- yes
  - Councilwoman Kardash-yes
  - Councilman Rockhill-yes
  - Councilman Scouten-yes
  - Supervisor Entwistle-yes
- Bond Anticipation Note for 2014 Loader for the Highway Department was signed in the amount of \$27,000.
- Direct Deposit: Originally Supervisor Entwistle spoke with Dawn Campbell and is able to do it from her software, but the logistics make it difficult. He has reached out to payroll services and has received quotes out of house. It will be \$1500 a year minus the cost of checks. It will be \$200/ month, they mail the w-2 to employees, quarterly report. Two main issues are because there have been

issues with payroll on payday. If something happened to Dawn, there is no one else in the building that can perform that task. Councilman Rockhill asked if they would still receive a check stub. Supervisor Entwistle stated he will look into that.

- Tech Support: Total solutions in Clinton sent a proposal for a comprehensive plan. It will be \$11,400 a year that includes everything excluding hardware.

A motion was made by Councilman Rockhill and seconded by Councilman Scott to initiate a contract with Total Solutions of Clinton for technical support for 2018. Roll Call Vote:

Councilman Scott- yes  
Councilwoman Kardash-yes  
Councilman Rockhill-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

### **NEW BUSINESS BOARD:**

- Horton Road Bridge: The Town will be responsible for less than \$45,000 of the \$1.1 million project. The Town has to choose an engineer. Bill Gardner and Supervisor Entwistle are in charge with Dennis Davis' help. They chose Barton & Loguidice. Next month at the regular meeting, one of the men that works for Dennis Davis will be coming to explain the project.
- Employee Handbook: Section 4.1: Supervisor read the improvised Handbook. He clarified this does not apply to the highway department.

#### 4.1 EMPLOYEE HOLIDAYS, SICK DAYS, VACATIONS, DEATH IN FAMILY, JURY DUTY, FAMILY MEDICAL LEAVE ACT

Due to the diverse nature of positions within the Town of Forestport, there are several employee classifications. These include but are not limited to:

- Salaried
- Hourly
- Appointed
- Elected
- Part Time
- Full Time

Each of these classifications is typically paired with another, i.e: Elected and Salaried, or Hourly and Part Time. Therefore, paid time off is directly linked to specific positions. Employees must review and sign an Employee Memorandum annually, which outlines their specific hours, paid time off, as well as eligibility for health insurance, and retirement benefits.

Additionally, the following guidelines apply:

- Part-time employees are not eligible for paid vacation, sick or personal time.
- Those eligible for sick/personal time will receive **three** personal days after one year of service (not accumulative)
- Those eligible for sick time will receive **six** sick days after one year of service
- **Twenty-four** sick days is the maximum to be carried over year to year
- Those eligible for paid vacation time will receive the following:
  - **Five** days after one year of service
  - **Ten** days after five years of service
  - **Fifteen** days after ten years of service
- All employees are eligible for salary benefit in the event of Jury Duty provided service falls on a scheduled workday. Employees are expected to attend work while on call.
- All employees are eligible for **three** days in the event of a death in the family.
- Any employee absent for two consecutive days with an illness will be required to present a doctor's certification upon their return to work.

A motion was made by Councilman Scott and seconded by Councilman Rockhill to approve the following resolution. Roll Call Vote:

Councilman Scott- yes  
Councilwoman Kardash-yes  
Councilman Rockhill-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

RESOLUTION

AT A REGULAR meeting of the Town of Forestport held on Wednesday, December 20, 2017 at the Town Hall, Town of Forestport, the following Resolution was made by CHARLES SCOTT, and seconded by WILLIAM ROCKHILL

WHEREAS, the Town of Forestport currently provides employee benefits to a portion of its' employees, and;

WHEREAS, THE Town of Forestport has an Employee Handbook outlining said benefits, and;

WHEREAS the Town Board believes it is in the best interest of the Town to amend the benefits portion of the Employee Handbook in order to clarify items within.

NOW THEREFORE, BE IT RESOLVED that Section 4.1 of the Town of Forestport Employee Handbook shall be amended as follows. (see attached.)

CHARLES SCOTT Yay or Nay  
NANCY KARDASH Yay or Nay  
PON SCOUTEN Yay or Nay  
WILLIAM ROCKHILL Yay or Nay

- 
- Records Management Grant: Supervisor Entwistle has applied for a records management grant. There is a small grant available and if they are approved, they will be working on his office.
  - The end of year meeting will be December 27, 2017 at 10 am.
  - The Organizational Meeting will be January 2, 2017 at 6:30pm.
  - Supervisor read over the following General Budget Amendment:

TO: Town of Forestport Town Board Members  
FROM: Dawn Campbell

FUND: **General**

SUBJECT: Budget Amendment

**Transfer to cover overdraft in Bookkeeper CE**

Entries:  
Transfer from 13102.01 Bookkeeper EQ \$34.54  
to 13104.01 Bookkeeper CE \$34.54

**Transfer to cover overdraft in Buildings PS**

Entries:  
Transfer from 16204.01 Buildings CE \$556.51  
to 16201.01 Buildings PS \$556.51

**Transfer to cover overdraft in Central Communications CE**

Entries:  
Transfer from 19904.01 Contingency CE \$1,871.82  
to 16504.01 Central Communications CE \$1,871.82

**Transfer to cover overdraft in Fire Protection CE**

Entries:  
Transfer from 19904.01 Contingency CE \$942.58  
to 34104.01 Fire Protection CE \$942.58

Done 12/19/17

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A motion was made by Councilman Rockhill and seconded by Councilman Scouten to approve the General budget amendment. Roll Call Vote:

Councilman Scott- yes  
Councilman Rockhill-yes  
Councilwoman Kardash-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

- Supervisor Entwistle read over the following Highway Budget Amendment:



TO: Town of Forestport Town Board Members  
FROM: Dawn Campbell

FUND: Highway

SUBJECT: Budget Amendment

**Transfer to cover overdraft in Hwy Administration CE**

Entries:			
Transfer	from	50102.03 Hwy Admin EQ	\$233.64
		90108.03 State Retirement	\$229.01
	to	50104.03 Hwy Admin CE	\$462.65

**Transfer to cover overdraft in General Repairs PS**

Entries:			
Transfer	from	51104.03 General Repairs CE	\$15,408.94
	to	51101.03 General Repairs PS	\$15,408.94

**Transfer to cover overdraft in Permanent Improvement (chips)**

Entries:			
Transfer	from	51304.03 Machinery CE	\$24,653.84
	to	51122.03 Perm Improvemt-chips	\$24,653.84

**Transfer to cover overdraft in Hwy Garage Bldg CE**

Entries:			
Transfer	from	90108.03 State Retirement	\$1,648.15
	to	51324.03 Hwy Garage Bldg CE	\$1,648.15

**Transfer to cover overdraft in Snow Removal EQ**

Entries:			
Transfer	from	51424.03 Snow Removal CE	\$14,541.00
	to	51422.03 Snow Removal EQ	\$14,541.00

Done 12/19/17

A motion was made by Councilman Rockhill and seconded by Councilwoman Kardash to approve the Highway Transfers. Roll call vote:

Councilman Scott- yes  
Councilman Rockhill-yes  
Councilwoman Kardash-yes  
Councilman Scouten-yes  
Supervisor Entwistle-yes

- There have been issues with the phone systems. The phone system is about 4 years old. This phone system and the parts are no longer available. He asked the sales rep to get a quote for him. The quote for a new system without the wiring is \$6,700 which includes the wiring. The Town should start budgeting this for 2019.

**OLD BUSINESS PUBLIC:**

**NEW BUSINESS PUBLIC:**

**ADJOURNMENT:**

A motion was made by Councilwoman Kardash and seconded by Councilman Scouten to adjourn the meeting. Roll call vote:

Councilman Scott- yes

Councilman Rockhill-yes

Councilwoman Kardash-yes

Councilman Scouten-yes

Supervisor Entwistle-yes

There being no further business, the meeting was adjourned at 7:15 pm by Supervisor Entwistle.

Respectfully submitted,

Tracy M. Northrop  
Forestport Town Clerk