

REGULAR MEETING OF THE CUYLER TOWN BOARD

January 14, 2021

Present were: Supervisor Randall, Clerk Custer, Councilwomen Stafford and Corbin and Councilmen White and Smith. Superintendent Breed.

Also present were: Alan Fink, Lee Smith, and Code Enforcer Neil Williams.

Supervisor Randall led the Pledge of Allegiance and the regular meeting was called to order at 7:00pm.

On a motion from Councilwoman Stafford and seconded by Councilman White the board approved the minutes from December 10, 2020 board meeting.

All Ayes

On a motion from Councilman White and seconded by Councilwoman Corbin the board authorized payment of bills.

All Ayes

Superintendent Breed stated that the F550 was down because the turbo went and they are waiting on parts. He also stated that the town had three washouts the day it rain very hard.

He stated he had enough sand and salt and would order more if needed.

No dog report.

Code officer Neil Williams stated he had been suspended until he takes the classes required. He has been unable to get on line and has corrected the problem and is taking the classes now. He may think about retiring but is unsure at this time.

Justice Penny Fink has been working remotely for court.

The town board audited the town clerks books.

The town board audited the justice's books.

The supervisor will bring her books to next month's board meeting.

ORGANIZATIONAL MEETING OF THE CUYLER TOWN BOARD

January 14, 2021

The organizational meeting for the Cuyler Town Board, County of Cortland and the State of New York was held at the Cuyler Fire Station Rte 13, Cuyler, NY 13158 on the 14th day of January 2021.

Lou Anne Randall-Supervisor
A Lee Smith-Deputy Supervisor

Keith White-Councilman
Russell Smith-Councilman
Michele Stafford-Councilwoman
Nancy Corbin-Councilwoman
Wendy Custer-Town Clerk/Collector/Cemetery
John Breed-Superintendent of Highways
Penny Fink- Town Justice
Alan Fink - Court Clerk

Whereas, the Town Of Cuyler requires a number of annual appointments, designations and policy decisions to be made at the first hearing of the year 2021, and

Whereas, the Town Board of the Town of Cuyler is empowered to make such appointment, designations and decisions,

NOW, THEREFORE, BE IT RESOLVED: that the following appointments, designations and policies shall be in effect for the year 2021 in the Town Of Cuyler:

Town Attorney: Donald Armstrong
Registrar of Vital Statistics: Wendy Custer
Deputy Registrar of Vital Statistics: Dan Custer
Deputy Town Clerk: Dan Custer
Dog Control Officer: Country Acres Animal Shelter (Lindsay Kemp) (@ \$5,400.00 per Contract)
Fair Housing Officer: Lou Anne Randall
Town Historian: Michael Denkenberger
Newsletter Reporter: Wendy Custer
Assessor: William Bearup, and Tim Bearup
Deputy Assessor: A Lee Smith
Town Code Enforcer: Neil Williams
Assistant Code Officer: A Lee Smith, and LouAnne Randall
Hourly wages of Highway Employees:
John Breed: Salaried
Alan Fink: \$ 18.43
Part time worker: \$ 14.23
Part time in accordance with HIGHWAY POLICY
Sewer Pump Repair: Doug Randall \$80.00 per hour
Sewer Back Up Repair: \$50.00 per hour?
Sewer Monitor Doug Randall \$ 1,650
Sewer assistant Paul Rose \$ 15.00
Court Clerk: Alan Fink \$ 1,500
Banks: NBT Bank of Cortland, and Tompkins Trust
Official Newspaper: Cortland Standard
Medical Insurance Carrier: Blue Cross/Blue Shield
Mileage Reimbursement: \$.56 a mile

Bank Charge of Non-Sufficient Funds: \$33.00

Set pay for Variance Board Members: \$25.00 per meeting

Set pay for Assessment Review Board: \$75.00 per year

Salaries of all elected and appointed Officials shall be fixed as per the 2021 budget.

Approve Blanket Bond for the Town of Cuyler

Authorize the Supervisor to sign the Ambulance Contract (\$19,000.00)

Authorize the Supervisor to employ a bookkeeper, Ardene Tiffany

Authorize the Town Clerk to keep a petty cash of \$50.00

Authorize the Town Highway Superintendent to make purchases for the Town in Accordance with State Law and Town Policy (Procurement Policy)

Not to exceed \$ 9,999.00

All Equipment / Repair purchases in excess of \$ 3000.00 requires a written purchase order signed by Department head and by the Supervisor and two councilpersons.

Approve membership in the Associations of Towns.

Confirm that the member of the "Board of Assessment Review "shall be James Custer, Martin Young, Nancy Corbin with a new local law.

Confirm the members of the Planning Board shall be the town board members (clerk to advertise)

Variance board of appeals are Dan Custer, Doug Randall, A Lee Smith, and Jake Gaebler.

Set the times for the regular meetings of the Town Board as follows: The second Thursday of every month at 7:00 pm, except for October, which will be a Tuesday, the 5th and November which it shall be held Thursday following election which will be the 4th.

Set Town Fiscal Policy as follows: The Supervisor shall be the official authorized to make investments and expenditures for the Town, as per the investment policy.

Designate the Town Supervisor as Official Budget Officer for the year 2021.

Designate the Cuyler Fire Station as the Official Polling place for Elections.

Designate the Highway Superintendent to present an inventory of all the tools and machinery.

Designate the Sewer Rates to be \$ 265.00 per parcel plus \$ 110.00 per additional housing units.

Authorize the Town Board, pursuant to State Law (Home Rule 13.3) to pay utility bills, postage and freight charges prior to audit.

Set Town Board Meeting Policy as follows: Old business shall be discussed first, new business shall be discussed next, and comments and questions shall be as they arise. Time limits may be set on subjects.

Set Public Hearing Meeting Policy as follows: Comments will be limited to the subject of the hearing. The meeting will be conducted in as orderly and civil fashion.

Any video cameras to be set 12 feet away from the Town Board table.

Designate that there will be **NO SMOKING** during Town functions.

Authorize Deputy Supervisor A Lee Smith and Town Clerk Wendy Custer to act as the Town's Financial Officers in the Supervisor's absence, including the signing of the Town's checks.

Resolve the Standard Work Day for the NYSS Retirement System shall be as follows:

Highway Employees and Highway Superintendent – 8 hour's equal work day

Clerical / Administrative- 6 hour work day – positions include

Supervisor

Bookkeeper
 Clerk/Collector
 Justice
 Sewer Monitor
 Sewer Maintenance
 Code Enforcer

Per NYS Retirement rules, each salaried position has been evaluated and the following have been designated as the number of days to be credited to each position per pay period (if he person holding that position is or becomes a member): **As Previous Resolution.**

ESTABLISHING THE STANDARD WORK DAY AND REPORTING DAYS FOR CERTAIN TOWN OFFICIALS

WHEREAS, The Office of the State Comptroller New York State and Local Employees' Retirement System requires that a Standard Work Day and Reporting Resolution be established for retirement credit reporting purposes for elected and appointed officials;

NOW, THEREFORE, BE IT RESOLVED, that the Town of Cuyler hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the Town Clerk:

TITLE PERIOD	NAME	STANDARD WORK DAY	TERM BEGINS ENDS	DAYS REPORTED	
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Elected Officials

Town Clerk	Wendy Custer	6	1/1/2019-12/31/2021	14.92	Month
Highway Supt.	John Breed	8	1/1/2018-12/31/2021	24.19	Month
Supervisor	Lou Anne Randall	6	1/1/2019-12/31/2021	5.09	Month
Councilman	Russell Smith	6	1/1/2018-12/31/2021	6.00	Yearly
Justice	Penny Fink	6	1/1/2019- 12/31/2021	3.23	Month
Councilman	Keith White	6	1/1/2020-12/31/2023	6.00	Yearly

Appointed Officials

Bookkeeper	Ardene Tiffany	6	10/01/2019-	4.33	Month
Assessor	William Bearup	6	7/7/2019-12/31/2025	2.81	Month

Sewer Monitor Douglas Randall 6 1/1/2021-12/31/2022 1 Month

Standard Work Day for Appointed Officials not being reported at this time:

Code Enforcer Neil William 6 Not on State Ret. at this time

Hourly Employees (reported by actual hours reported on time sheets/vouchers)

STANDARD WORK DAY
(HRS/DAY)

Highway Employees 8
Sewer Repair 8

The Town Board of the Town of Cuyler affirms that it is not discriminate on basis of age, sex, marital status, handicapping conditions or in any other considerations in compliance with Federal Statutes, in the awarding of any contract, employment, or other transactions by the town.

On a motion from Councilman Smith and seconded by Councilwoman Stafford the board moved to approve the organizational appointments for the year 2021.
All Ayes

I, Wendy Custer, clerk of the governing board of the Town of Cuyler of the State of New York, do hereby certify that I have compared the forgoing with the original resolution passed by such board at a legally convened meeting held on the 14th day of January 2021 on file as part of the minutes of such meeting, and that same is true therefore and the whole of such original.

The town board would like Doug Randall to turn in a voucher each time he does a sewer repair with a summary of work.

The clerk will advertise for planning board.

Councilwoman Stafford asked about state retirement and Supervisor Randall states she needs to talk to Ardene Tiffany the book keeper.

On a motion from Councilwoman Corbin and seconded by Councilman Smith the board moved to adjourn the board meeting at 7:21pm.
All Ayes

General Fund: \$ \$13,600.71 Hwy Fund: \$ \$22,246.13
Sewer Fund: \$ 27.77 Total\$ 35,874.61

Respectively submitted,
Wendy Custer, Town Clerk

