

REGULAR MEETING OF THE CUYLER TOWN BOARD

January 12, 2023

Present were: Deputy Supervisor Lee Smith, Clerk Custer, Councilwoman Corbin and Councilmen Smith and White, and Superintendent Breed. Supervisor Randall was absent and Councilwoman Stafford.

Also present were: Justice Alan Fink.

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

On a motion from Councilwoman Corbin and seconded by Councilman White the minutes from the December 8, 2022 board meeting were approved.

All Ayes

On a motion from Councilman Smith and seconded by Councilwoman Corbin the board authorized payment of bills on abstract # 13 totaling \$ 21,79326 for 2022 and abstract # 1 totaling \$ 24,102.50 for 2023.

All Ayes

Superintendent Breed stated new truck is in Rochester getting the plow box and sander. He stated we have enough salt and sand as of now. Not much else going on.

Dog report was read by attending board members.

Code Enforcement report was read from the month of December.

Justice had nothing new to report but left his court books to be audited.

The Depot was discussed again about the driveway and Superintendent Breed would like the driveway marked out. The top soil needs to be taking off but not until spring.

The Clerk brought her town clerk books and the Supervisor Books to be audited. It was suggested that we audited the books before the meeting or another time.

On a motion from Councilwoman Corbin and seconded by Councilman White the board approved and audited the Clerks books and the Justice's books.

All Ayes

Resolution # 1 for auditing Clerk's books and Justice Books. (Resolution attached.)

New Business

ORGANIZATIONAL MEETING OF THE CUYLER TOWN BOARD

January 12, 2023

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 12<sup>th</sup> day of January 2023.

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  
Alan Fink- Town Justice  
Penny 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 2023, 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 2023 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 - \$ 500.00  
Newsletter Reporter: Wendy Custer  
Assessor: William Bearup, and Tim Bearup - \$ 6,000.00  
Deputy Assessor: A Lee Smith  
Town Code Enforcer: Charles Ladd - \$ 7,000.00  
Assistant Code Officer: A Lee Smith, and LouAnne Randall  
Hourly wages of Highway Employees:  
John Breed: Salaried  
Alan Fink: \$22.00

James Robbins: \$19.00

Part time worker: \$ 15.00

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 \$ 1,800

Sewer assistant

Court Clerk: Penny Fink \$ 1,750.00

Banks: NBT Bank of DeRuyter, and Tompkins Trust

Official Newspaper: Cortland Standard

Medical Insurance Carrier: Blue Cross/Blue Shield

Mileage Reimbursement: \$.65.5 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 2023 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

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 5<sup>th</sup> and November which it shall be held Thursday following election which will be the 9<sup>th</sup>.

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 2023.

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	1/1/2022-12/31/2023	14.92	Month
Highway Supt.	John Breed	8	1/1/2022-12/31/2025	22.00	Month

Supervisor	Lou Anne Randall	6	1/1/2022-12/31/2023	5.09	Month
Councilman	Russell Smith	6	1/1/2022-12/31/2025	6.00	Yearly
Justice	Alan Fink	6	1/1/2019- 12/31/2021	3.23	Month
Councilman	Keith White	6	1/1/2020-12/31/2023	6.00	Yearly
Councilwoman	Shelly Stafford	6	1/1/2022-12/31/2025	6.00	Yearly

Appointed Officials

Bookkeeper	Ardene Tiffany	6	10/01/2019-12/31/2023		
Assessor	William Bearup	6	7/7/2019-12/31/2025	to be determined	Month
Sewer Monitor	Douglas Randall	6	1/1/2022-12/31/2023		1 Month

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

STANDARD WORK DAY  
(HRS/DAY)

Highway Employees	8
Sewer Repair	8

Councilman Smith suggested that the town ask or advertise the variance board positions again. We have an even number and it should be odd number.

On a motion from Councilwoman Corbin and seconded by Councilman Smith the board approved the organizational meeting for January 12, 2023.

All Ayes

On a motion from Councilwoman Corbin and seconded by Councilman Smith the board voted to adjourn the regular town board meeting at 7:30pm.

All Ayes

Abstract # 13 – 2022

General Fund: \$ 14,012.53	Hwy Fund: \$ 9,344.97
Sewer: \$ 755.00	Totaling: \$ 24,102.50

Abstract # 1-2023

General Fund: \$ 4,786.08	Hwy Fund: \$ 17,007.18
Totaling: \$ 21,793.26	

Respectively submitted,

Wendy Custer, Cuyler Town Clerk

