

**Fenner Town Board
Minutes
December 13, 2021 ZOOM
Attendance: Supervisor Jones, Councilperson Strack, Councilperson Wester,
Councilperson Cody, Councilperson Pushlar**

Call to Order 8:15 pm

Recognition to Bill McGee and the work he provided.

Previous Month's Minutes: motion to accept made by Councilperson Cody seconded by Councilperson Pushlar

Town Clerk's Monthly Report: motion to accept made by Councilperson Strack seconded by Councilperson Cody

Supervisor's Monthly Report: motion to accept made by Councilperson Strack seconded by Councilperson Cody

Highway Superintendent's Monthly Report:
Roads plowed and sanded, roads mapped for adjoining roads and towns in case of a COVID outbreak maintenance on trucks and equipment
Still waiting for the remaining CHIPS money - Dave and Dan are looking into.
Wyss/Mutton Hill Rds will be straightened out so it's not so sharp. Dan will look into updating one of the highway trucks.

New Business:

Filling Vacancies – **ZBA** motion to accept Katie Pushar made by Councilperson Cody seconded by Councilperson Strack

Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye,
Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye,
Councilperson Adam Pushlar - abstained from vote

Planning board members Monica Cody reinstated Motion to accept Councilperson Wester and seconded by Councilperson Strack.

Role call: Supervisor David Jones-aye, Councilperson Bill Cody - abstained from vote,
Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye, Councilperson Adam Pushlar -aye

Planning Board Pete Synder reinstatement Motion by Councilperson Strack and seconded by Councilperson Pushlar

Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye, Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye, Councilperson Adam Pushlar -aye

Free Center - Phil Rose is now the director at the Free Center.

RESOLUTION 2021 - 1
OF THE TOWN BOARD OF THE TOWN OF FENNER
ORGANIZATIONAL APPOINTMENTS

Official Newspaper	Cazenovia Republican & www.townoffenner.com
Health Officer	Madison County
Zoning Board of Appeals Secretary	\$15.00 per hour
Planning Board Secretary	Judy Carmen
Registrar of Vital Statistics @ \$300.00 per year	Lisa Dolan
Zoning and Codes Officer	Roger Cook
Town Attorney	James Stokes
Youth Recreation Committee Reps Costello	Bill Wester & Mark
FREE Center Board liaison	Bill Wester
Hannah Strack	Highway Dept. liaison
Official Bank	Community Bank
Grievance Board @ \$50.00 per member / per meeting	Gregory Gavula, Bill Parry & Fred Bosworth

Town Historian @ \$100.00 per year	Gerald A. Davies
Dog Control Officer @ \$1,750.00 per year	Gordon Baker
Secretary to Supervisor & Bookkeeper @ \$14,8000.00 per yr.	Carol Roberts
Budget Officer @ \$2,500.00 per year	David Jones
Deputy Supervisor	Hannah Strack
Election Board Inspectors Elections	Madison County Board
Mileage rate per mile Bd)	\$0.485 (pre-approved by
Salaries of Elected Officials per year	Supervisor \$7830.00
	Councilmen 4 @ \$1890.00
	Highway Supt.
\$54,400.00	
	Town Justice
\$5,875.00	
	Town Clerk
\$8,550.00	
Assessor @ \$13,000.00 per year (Deputy)	Brian Fitts, Larry Fitts
Monthly salaries to be paid month	Between 25th & end of
Purchases without Town Board approval	\$1000
Zoning and Planning Clerk @ \$1300.00/Year	Lisa Dolan
	Deputy Town Clerks @\$15.00
Record Access Officer	Lisa Dolan

Investment Policy 2021

No change from 2020

Procurement Policy 2021

No change from 2020

IT and Computer Use Policy

Fee Schedule

Municipal Building Use Policy

Town Property Leases

Health Insurance – Highway Department ONLY-2021

	Town portion of Single Coverage	Town portion of Family Coverage	Employee portion of Family Coverage	NO INS BONUS
Highway Superintendent	0% 10	0% 10	0%	Maximum 3000.00 to be paid in 4 installments
Full-time highway employees hired prior to January 1, 2015	0% 10	% 60	40%	YES (1/2) as below

Full-time highway employees hired after January 1, 2015	0%	10%	45%	55%	NO
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Highway Superintendent - Town will provide coverage (both individual & family)

For all full-time highway employees hired prior to January 1, 2015:

Health insurance will be provided for individual employees

Town will pay 60% of family coverage

For all full-time highway employees hired after January 1, 2015:

Health insurance will be provided for individual employee

Town will pay 45% of family coverage

Pay Scale – Highway Department ONLY-2020

3 - Machine Equipment Operators (MEO) at \$21.65/hour

New employees will receive \$1 less per hour for their first year (\$20.65/hour)

1 - MEO/Mechanic at 75 cents more per hour (\$21.85/hour + \$0.75/hour (22.40)

1 - MEO/Deputy at 75 cents more per hour (\$21.80/hour+\$0.75/hour) (22.40)

***It is up to the individual employee to take overtime hours as comp time, all at once, or apportioned but must be used by December 31 of the year accrued.**

HIGHWAY DEPARTMENT 2020

The longevity is as follows:

5 years of service - \$400.00 per year

10 years of service - \$800.00 per year

15 years of service - \$1,000.00 per year

Holidays: New Year's Day, Memorial Day, Fourth of July, Labor Day, Election Day,

Thanksgiving, Christmas and 6 floating days - a total of 13 days.

Vacation: 2 weeks after 1 year
3 weeks after 5 years

Sick & Personal days for Full Time Employees:

Employees will be granted six (6) sick days (48 hours) annually; unused sick time will be carried over to the next year to be used for sick time only. Sick days are granted without loss remuneration annually on January 1st.

Unused sick leave shall carry over and accumulate to a maximum of 120 days (towards NYSLRS, if the employee is eligible).

PER NYSLRS for all Tier 3 and 4 members:

Section 41(j) of the Retirement and Social Security Law (RSSL) provides an optional sick leave benefit. If your employer has chosen to offer this benefit, you may receive service credit for your unused, unpaid sick leave days at retirement. To be eligible for this benefit, you must retire directly from public employment or within a year after separating from service.

The additional credit is determined by dividing the total unused, unpaid sick leave days by 260. For most members, the maximum number of sick leave days allowable is 165. However, for some members employed by New York State, the maximum is 200 days. Contact your employer or refer to your Member Annual Statement to determine if your employer has adopted this benefit.

The additional credit is determined by dividing the total unused, unpaid sick leave days by 260. For most members, the maximum number of sick leave days allowable is 165. However, for some members employed by New York State, the maximum is 200 days. Contact your employer or refer to your Member Annual Statement to determine if your employer has adopted this benefit.

Employees will be granted six (6) personal days (48 hours) annually. Upon separation of employment, the employee cannot be paid for the unused balance. Personal days are granted without loss of remuneration annually on January 1st.

New Employees starting after the New Year

Twelve (12) month employees commencing work after the start of the work year will be immediately credited with one (1) day of personal leave for each three (3) remaining months of their work year to a maximum of three (3) days for that initial partial year.

Unused personal days may not be carried over to succeeding years.

Health Insurance: Will be provided for all full time highway employees. *All new employees will pay 55% of the Family Coverage. Health Insurance will be provided for the Highway Superintendent.

Comp Time:

Compensatory time must be used before the end of each calendar year (December 31)

David Jones, Town Supervisor

Date

motion to accept Resolution 2021-1 made by Councilperson Strack seconded by Councilperson Pushlar
Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye, Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye, Councilperson Adam Pushlar -aye

**RESOLUTION NO. 2021 - 2
OF THE TOWN BOARD of FENNER**

A RESOLUTION APPROVING AN INTERMUNICIPAL AGREEMENT WITH THE COUNTY OF MADISON FOR INFORMATION TECHNOLOGY SERVICES

WHEREAS, the County of Madison has proposed an intermunicipal agreement to provide information technology services to the Town of Fenner; and

WHEREAS, the Town Board finds it in the best interest of the Town to enter into said agreement.

NOW, THEREFORE BE IT RESOLVED by the Town Board of the Town of Fenner that the intermunicipal agreement with the County of Madison to provide information technology services to the Town of Fenner at an hourly cost of \$45.59 per hour, plus

travel expenses, and upon such other terms and conditions as are set forth in the agreement, is hereby approved, and it

RESOLVED that the Town Supervisor be, and hereby is authorized to execute said intermunicipal agreement with the County of Madison to provide information technology services to the Town of Fenner, and to execute all such other documents and to take all such other actions as may be necessary and/or appropriate to carry out the intent of said contract and this resolution.

Motion to accept Resolution 2021-2 made by Councilperson Wester and seconded by Councilperson Strack

Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye, Hannah Strack - aye, Councilperson Bill Wester - aye, Councilperson Adam Pushlar -aye

RESOLUTION 2021-3

OF THE TOWN BOARD OF THE TOWN OF FENNER

Municipal Building Use Policy

Town of Fenner - Town Municipal Building Use Policy

The Town of Fenner Town Municipal Building (the “Municipal Building”) shall be available for use by Town of Fenner community organizations and Town of Fenner residents only. The Municipal Building is not available for the following purposes:

- Sale or promotion of business products or services
- Religious proselytization
- Political campaign activities
- Events for which an admission fee or donation is required
- Any use or manner of use prohibited by law. Prohibited uses do not limit or exclude other uses which may be prohibited by the Town of Fenner (the “Town”)
- Restriction of political campaign activities is not intended to restrict use of the facilities by elected or appointed officials for Town meeting purposes or any other Town related business, including elections.

Granting permission for the use of the facilities for any purpose does not imply Town approval of the group utilizing the facility or of the ideas presented at the event.

Use of the Municipal Building shall be scheduled through the Town Clerk's Office. Reservations will be taken no more than 90 days in advance of the reservation date and are on a first-come, first-served basis. Town and Election process utilization shall always take priority.

The Municipal Building shall be available for public use only during hours that do not conflict with Town and Election Day use. The Municipal Building shall not be available for public use at any time before 8:00AM or after 10:00PM.

Groups using the Municipal Building may not exceed the number of individuals lawfully permitted inside the building as determined and posted by the Code Enforcement Officer. Any group that includes minors shall also include adequate adult supervision at all times.

Smoking and Alcoholic beverages are not permitted in the Municipal Building or on Town property generally. All Posted rules and regulations shall be adhered to.

Profanity, objectionable language, disorderly acts or illegal activities of any kind shall be absolutely prohibited anywhere on Town property, and those violating this prohibition will be ejected from the premises.

Use of the Municipal Building shall NOT include the use of any Town equipment. Groups shall be responsible for bringing their own equipment and supplies and shall NOT use Town equipment or supplies nor ask Municipal Building staff to provide needed supplies.

The Justice's Bench is ABSOLUTELY OFF LIMITS. There shall be NO persons or activity behind the Justice Bench. Groups found to be in violation of this will NOT be allowed to use the Municipal Building.

The Municipal Building will be left in the clean orderly state it was found. If furniture is moved it must be returned to its original location. In the event that the Municipal Building is not left in the orderly state it was found, a cleaning fee may be assessed by the Town and future use of the Municipal Building by the group in question may be restricted. Lights are to be turned off and the building is to be locked and secure at the conclusion of the event.

Organizations using the Municipal Building, on behalf of his, hers or its heirs, successors, assigns and representatives, to the extent permissible by law, hereby releases and agrees to hold harmless, defend and indemnify the Town, its officers,

officials, representatives, agents and/or employees with respect to any and/or all injury, disability, death or loss, damage to person or property, attorneys' fees and/or any loss or claim whatsoever that results from any failure to adhere to the terms and provisions of this Use Policy and from any occurrence upon Town premises in any way related to the use of the Municipal Building by any organization.

Organizations using the Municipal Building shall procure and keep in effect comprehensive general liability insurance, including contractual liability coverage, issued by a company licensed by the State of New York with minimum limits of \$1,000,000 per occurrence for bodily injury, death and property damage.

Any questions regarding interpretation of this policy shall be referred to the Town Board at their next regularly scheduled meeting. In the event that the reservation date requested will be prior to the next regularly scheduled meeting, then the Town Supervisor, his or her designee, or the Town Clerk, in their sole discretion, shall have the authority to respond to questions, and make determinations regarding interpretation of the policy.

Motion to accept Resolution 2021-3 made by Councilperson Strack seconded by Councilperson Pushlar

RESOLUTION 2021- 4

OF THE TOWN BOARD OF THE TOWN OF FENNER

Renewal and Review of Town owned Real Property Leases

FREE Center – lease in place expires 2021

12.5 Acres off Buyea Rd Tax map parcel 78.-1-28.1 - 5 year lease executed to Henry W. Stoker of 4955 Nelson Rd. Lease expired end of 2021. \$500 per year due November of each year

3161 Fenner East Rd. – FCC Radio Tower – lease from Dec 2021-Dec 2022 \$300 per year

Motion to accept Resolution 2021-4 made by Councilperson Wester seconded by Councilperson Strack

A RESOLUTION 2021 - 5

OF THE TOWN BOARD OF THE TOWN OF FENNER

Required Audit and Review of Fenner Town Court Records

WHEREAS. the audit and review of Fenner Town Court Records is required by section 2019-a of the Uniform Justice Court Act and Justice Watts has prepared the information for review and audit,

NOW THEREFORE, the Town Board has reviewed and audited Town of Fenner Court records from 01/01/2020 – 12/31/2021.

Motion to amend Resolution 2021-5 made by Councilperson Pushlar seconded by Councilperson Cody

Motion to accept as amended Resolution 2021-5 Councilperson Strack seconded by Councilperson Cody

2020 GENERAL - DECEMBER Budget Modifications (for JANUARY mtg)

**RESOLUTION 2021 -6
Town of Fenner**

GENERAL

Transfer (from) to Increase

Current Appropriation Shortfall

Appropriation (cover shortfall)

A1355.1 Assessors - Personal Services (\$1,083.34)

A1990.4 Contingency \$1,083.34

TOTAL (\$1,083.34)

TOTAL \$1,083.34

Motion to approved Resolution 2021-6 made by Councilperson Strack seconded by Councilperson Wester

Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye, Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye, Councilperson Adam Pushlar -aye

2020 HIGHWAY - DECEMBER Budget Modifications (for JANUARY mtg)

**Town of Fenner
RESOLUTION 2021-7**

		Transfer (from) to Increase	
Current Appropriation Shortfall		Appropriation (cover shortfall)	
DA5110.1 Gen Rpr - Personal Services	(\$3,02 9.85)	DA5142.1 Snow Removal - Personal Srv	\$3,02 9.85
TOTAL	(\$3,02 9.85)	TOTAL	\$3,02 9.85

Motion to accept Resolution 2021-7 made by Councilperson Wester seconded by Councilperson Cody
 Role call: Supervisor David Jones-aye, Councilperson Bill Cody - aye,
 Councilperson Hannah Strack - aye, Councilperson Bill Wester - aye,
 Councilperson Adam Pushlar -aye

Old Business:

Handbook updates will look at it for next months meeting,

Public Comment: none

Motion to accept highway funds made by Councilperson Pushlar
seconded by Councilperson Cody

Motion to accept general funds made by Councilperson Cody
seconded by Councilperson Strack

ADJOURNMENT 9:17 pm Councilperson Wester Councilperson Strack

HANDOUTS AND REPORTS:

On file in the Town Clerk's Office.

Town Clerk Report – December 2020

Supervisors Report – December 2020

Dog Control Report – December 2020

Highway Superintendent Report –December 2020

Resolution 2021 -1

Resolution 2021-2

Resolution 2022-3

Resolution 2021-4

Resolution 2021-5

Resolution 2021-6

Resolution 2021-7

Respectfully submitted,

Lisa Dolan
Town Clerk