

**REGULAR MEETING, TOWN OF REDFIELD, January 09, 2018**

The regular monthly meeting of the Redfield Town Board was held on January 09, 2018 at the Redfield Municipal Building starting at 7:30pm. Roll call was taken and the following board members were present:

- Tanya Yerdon - Supervisor
- Carla Bauer - Councilwoman
- Elaine Yerdon - Councilwoman
- Erwin Webb - Councilman
- Matthew Tompkins - Councilman

In addition, Susan Hough -Town Clerk, Paul Pratt -Highway Superintendent, Rob Brenner – Nixon Peabody LLP, Richard Palmer – Mad River Club, Jim Cheney, John Yerdon, Jim Muscato – Young/Sommer LLC, Walter Mersnek – Avangrid, Sue Harlander – Tax Collector, Terry Harlander, Michael Yerdon, Tom Jones, Francis Adams, Shirley Mahaffey, Mitch Yerdon, Angela Kimball - Tug Hill Commission, Matt Smith – Woodwise and John Howland – Code Enforcement Officer

Pledge of the Allegiance was said.

**Resolution 18-01**

Motion was made by Erwin Webb and seconded by Elaine Yerdon that the  
General Fund Bills - Abstract #01 Vouchers 001-022, 034 Totaling \$ 17,348.68 and  
Light District #1 - Abstract #01 Vouchers 033 Totaling \$ 722.43

Be paid.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

**Resolution 18-02**

Motion was made by Carla Bauer and seconded by Elaine Yerdon that the  
Highway Fund Bills - Abstract # 01 Vouchers 022-031 Totaling \$ 30,105.57

Be paid.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

**Resolution 18-03**

Motion was made by Carla Bauer and seconded by Erwin Webb that the Supervisor's Report and Payroll Sheets be accepted as presented.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

**TOWN CLERK – SUSAN HOUGH**

**Resolution 18-04**

Motion was made by Carla Bauer and seconded by Erwin Webb to authorized Supervisor Tanya Yerdon to sign the Williamson Law Books software contracts for Accounting and Payroll.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

**Resolution 18-05**

Motion was made by Elaine Yerdon and seconded by Matthew Tompkins to approve the blanket undertaking bond covering all Town employees as required by Section 25 of the Town Law; and it is further RESOLVED, that Town Justices are specifically covered under said Blanket Undertaking, as required by Public Officers Law Section 11(2).

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

Town Clerk – Susan Hough stated that the minimum wage has increased to \$ 10.40, although the woman that cleans and her deputy clerk are not official employees of the Town she feels they should minimum wage, the deputy clerk already does.

**Resolution 18-06**

Motion was made by Elaine Yerdon and seconded by Carla Bauer to increase the clean woman Mary Hallock’s wage to \$ 10.50 per hour.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

Town Clerk – Susan Hough will be going on vacation in March and would like the board to consider changing the March meeting to the week before.

**Resolution 18-07**

Motion was made by Carla Bauer and seconded by Elaine Yerdon to authorize the Town Clerk Susan Hough to advertise the March 13<sup>th</sup> regular meeting is changed to Friday, March 9<sup>th</sup> at 7:30pm.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

Town Clerk – Susan Hough asked Sue Harlander – Tax Collector what days she is accepting tax payments. The tax bills have Friday on them and the Legal Notice in the paper had Saturday in it. Sue is accepting payments on Saturday, but if someone calls and she is home she will accept payment.

**HIGHWAY SUPERINTENDENT - PAUL PRATT**

Paul stated they have had quite a bit of snow repairs on the all three (3) tandems. The new loader was delivered the week before we got all the snow. They had an accident in the Village – Terry was backing up to go down a side street and backed into a car. He couldn’t see it as it was very close to the back of the truck, it really was not his fault. There was a witness and the authorities came – no tickets were issued. They rebuilt the sander on the back of the truck so there wasn’t an insurance claim – the new parts were not in stock and we would have had to wait for them.

**CODE ENFORCEMENT OFFICER**

John handed out his Annual Report. He has one building permit for January. The property on County Route 17 that was questioned regarding an outhouse – he talked to the owner and it is a storage shed not an outhouse.

**DOG CONTROL OFFICER – JOHN YERDON**

John received a notice from the Town Clerk that there were still eleven (11) individuals that have not bought dog licenses.

He has met with each of them and gave them until January 15, 2018 to get the dogs licensed or receive an appearance ticket, it is the last time he is talking to them. Supervisor Tanya Yerdon asked if there was heat at the kennel. John stated yes.

## **TUG HILL COMMISSION – ANGELA KIMBALL**

**REMINDER:** The Association of Towns has scheduled their Newly Elected Training School for January 10-12<sup>th</sup> at the Albany Marriott and January 17-19 at the Double Tree by Hilton in Rochester. The school costs \$200 for members and \$250 for non-members. Visit [www.nytowns.org](http://www.nytowns.org) for more information, agendas and registration forms. **REMINDER:** The NYS Archives is holding a winter webinar series in 2018. The remaining webinars are on January 24<sup>th</sup> from 10-11 am on “Records Appraisal for Records Managers”; on February 14<sup>th</sup> from 10-11 am on “Introduction to Information Technology for Records Managers”; on March 7<sup>th</sup> from 10-11 am on “Introduction to Historical Records for Local Governments “ and on March 21<sup>st</sup> from 10-11 am on “Developing or Renewing a Records Management Plan”. Visit the NYS Archives website at <http://www.archives.nysed.gov/workshops/schedule> for more information or to register for one of the webinars. **REMINDER:** The NYS Archives and the NYS Local Government Advisory Council have announced the 2018-19 Local Government Records Management Improvement Fund (LGRMIF) grants have opened for applications. Three types of projects are supported: individual projects with a single applicant; shared services projects with two or more applicants and demonstration projects to develop model electronic records programs which can be duplicated by other local governments. Application guidelines are available on the Archives website at [http://www.archives.nysed.gov/grants/grants\\_lgrmif.shtml](http://www.archives.nysed.gov/grants/grants_lgrmif.shtml) and all applications must be submitted via the State Archives eGrants system by 5 pm on January 16, 2018. Grant projects will run from July 1, 2018 to June 30, 2019. There are in person grant workshops in Manlius on 11/14 and Virgil on 11/16 as well as webinars on 11/14 and 12/13. Visit <http://www.archives.nysed.gov/workshops/schedule> for more information on these classes and registration details. Not for profit groups and municipalities are encouraged to attend a free information session on Preserve New York and Technical Assistance Grants (TAG), which will be held January 10<sup>th</sup> from 6-8 pm at Northern New York Community Foundation (131 Washington St., Watertown). There is no cost for the session and to RSVP visit [www.preservenys.org/grants](http://www.preservenys.org/grants) or call (518) 462-5658 X10. Applications for TAGs can be used for historic structure reports, building condition reports, cultural landscape reports and cultural resource surveys and will be due 3/26/18. The grants are likely to range between \$3,000 and \$10,000 and require a 20% local cash match. Applications are not available online; you must meet with Frances Gubler at the League to discuss your project. More information is available at <https://www.preservenys.org/preserve-new-york.html>. A workshop is being held 1/27 from 1-3:45 pm at Delta Lake State Park (8797 St. Rt.46, Rome) about the Hemlock Woody Adelgid, an invasive forest pest which kills hemlock trees. The session is presented by the St. Lawrence Eastern Lake Ontario Partnership for Regional Invasive Species Management (SLELO PRISM), Cornell University, NYS DEC, NYS Office of Parks and Rec and iMapinvasives.org. For more information or to pre-register contact Megan Pistolese from SLELO PRISM at [megan.pistolese@tnc.org](mailto:megan.pistolese@tnc.org) or (315)387-3600 X 7724. The Fiscal Year 2017 (FY2017) Assistance to Firefighters Grants (AFG), sponsored by FEMA and the Dept. of Homeland Security, began accepting applications as of 12/26/17. The AFG program allows applications in three areas 1) Operations and Safety; 2) Vehicle Acquisition and 3) Regional Projects. Each of the activities has its own eligibility requirements so you will need to consult the grant documents at <https://www.fema.gov/welcome-assistance-firefighters-grant-program> for more information. There is a requirement of matching funds for the AFG grants, which is determined by community size, which for all of our Tug Hill communities is 5%. Deadline to apply is 2/2 at 5 pm Eastern time.

*Sustain our Great Lakes* is soliciting applications for funding to restore and enhance the habitat in the Great Lakes Basin. 2018 grant funding will be awarded in four categories: 1) stream and riparian habitat; 2) coastal wetlands; 3) green stormwater infrastructure and 4) technical assistance for Michigan landowners. Pre-proposals are due 2/13 and there will be a webinar on January 16 at 11 am for those wishing more information. For more information on the program or sign up information for the webinar visit [www.sustainourgreatlakes.org](http://www.sustainourgreatlakes.org). The Geography Department of the New York Regional Census Center has scheduled **LUCA Technical Webinars** to help prepare LUCA (Local Update of Census Addresses) participants for the review process. The webinars will cover what to expect in the LUCA review materials package, visual examples of address and map materials, how to appropriately add and update addresses, and how to submit updated materials to the Census Bureau. The webinars will be targeted to a participant's product preference selection including: **The Geographic Update Partnership Software (GUPS) on** Tuesday, January 23<sup>rd</sup>, Thursday, January 25<sup>th</sup> and Wednesday, January 31<sup>st</sup> all from 10am to Noon; **Digital address list/Digital maps - GIS users on** Wednesday, January 24<sup>th</sup>, Friday, January 26<sup>th</sup> and Thursday, February 1<sup>st</sup> all from 10am to Noon; **Paper address list/Paper maps** Monday, January 22<sup>nd</sup> from 10am to Noon and **Digital address list/Paper maps** on Tuesday, January 30<sup>th</sup> from 10am to Noon. Anyone interested in watching a webinar, contact your circuit rider and we will send you the appropriate link. The first Tug Hill Commission meeting for 2018 will be held Monday January 22<sup>nd</sup> from 10-11:30 am at the West Monroe Town Hall (Co. Rt. 11. West Monroe). The public is welcome to attend and there is a public comment period at the end of the meeting. Angie reminded that she needed the CTHC resolution.

**SUPERVISOR - TANYA YERDON**

Margaret won't be here tonight she is under the weather. There were questions on who needs to sign an oath of office. Angie Kimball stated anyone elected or appointed.

Supervisor Tanya Yerdon stated that Michael Yerdon was interested in the Code Enforcement Officer/Building and Fire Code Inspector position as well as John Howland.

The following appointments were made for 2018:

Budget Officer	Tanya Yerdon
Deputy Supervisor	Carla Bauer
Deputy Highway Superintendent	Roy Davis
Dog Control Officer	John Yerdon
Historian	Liz Grant
Cemetery Superintendent	Elaine (Suz) Yerdon
Registrar of Vital Statistics	Susan Hough
Deputy Registrar and Clerk	Yvonne Phelps
Tug Hill Representatives	Tanya Yerdon & Carla Bauer
Bonding Agency	Hill Agency/NGM Insurance Co.
Town Attorney	Robert Genant
Code Enforcement Officer/Building And Fire Code Inspector	Michael Yerdon
Town Bank	Pathfinder
Town Newspaper	Salmon River News and Queen Central
Town Meeting Date	2 <sup>nd</sup> Tuesday of the Month, Bills at 7pm, Meeting at 7:30pm
Board of Assessment Review	Donna Turner, Bart Cheney & Wendy Ranieri (Appointed at various times)
Board of Appeals	John Yerdon (2016), Tom Jones (2015), Bill Falcheck (2015)

There was discussion regarding the Code Enforcement Officer appointment. The board feels John doesn't have enough time to spend in the Town of Redfield. Jim Cheney – stated John has done a good job, why doesn't the position have to be advertised. Supervisor Tanya Yerdon stated because it is an appointed position. Francis Adams stated why would the Board appoint someone that has failed in the last two (2) positions of Code Officer he has had. Michael Yerdon stated he has not failed, or been fired from any position.

**Resolution 18-08**

Motion was made by Erwin Webb and seconded by Elaine Yerdon to approve the 2018 Appointments.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

**Resolution 18-09**

Motion was made by Elaine Yerdon and seconded by Carla Bauer to authorize Town Clerk Susan Hough to advertise a Special Meeting on Thursday, January 25, 2018 at 7:00pm at the Redfield Municipal Building located at 4830 County Route 17, Redfield, NY 13437. The purpose of this meeting is to resume the Public Hearing on the proposed Town of Redfield Zoning Law, and to review the proposed Windmill project and any other business that may come before the board.

ADOPTED Ayes 5 T. Yerdon, M. Tompkins, E. Yerdon, E. Webb, C. Bauer  
Nays 0

Supervisor Tanya Yerdon handed out a Harassment Policy from NYMIR would like the board to review it so we can adopt it. She read the following Procurement Policy:

**Resolution 18-10**

**TOWN OF REDFIELD - PROCUREMENT POLICY**

WHEREAS, Section 104-b of the General Municipal Law (GML) requires every town to adopt internal policies and procedures governing all procurement of goods and services not subject to the bidding requirements of GML, Section 103 or any other law; and

WHEREAS, general discussion has been held between town board members and or the town representatives leading to a formation of a procurement policy;

NOW, THEREFORE, on motion duly made by Elaine Yerdon, and seconded by Erwin Webb, be it RESOLVED: That the Town of Redfield, does hereby adopt the following procurement policies and procedures:

**Guideline 1.** Every prospective purchase or goods or services shall be evaluated to determine the applicability of GML, Section 103 for public work involving an expenditure of more than \$ 20,000.00 and all purchase contracts involving an expenditure of more than \$ 10,000.00 shall be awarded through the lowest responsible bidder... after advertisement for sealed bids...". Every town officer, board, department head, or other personnel with the requisite purchasing authority (hereinafter Purchaser) shall estimate the cumulative amount of the items of supply or equipment needed in a given fiscal year. That estimate shall include the canvass of other town departments and past history to determine the likely yearly value of the commodity to be required. The information gathered and conclusions reached shall be documented and kept with the file or other documentation supporting the purchase activity.

**Guideline 2.** All purchases of (a) supplies or equipment which will exceed \$10,000.00 in the fiscal year or (b) public works contracts over \$ 20,000.00 shall be formally bid pursuant to GML, Section 103.

**Guideline 3. All estimated purchases of:**

- a. Less than \$ 10,000.00 but greater than \$ 4,999.00, may be bid at the option of the town board or in the alternative shall require a written and or faxed quotes from at least three or more vendors where available.
- b. Less than \$ 5,000.00 but greater than \$ 999.00, may be bid at the option of the town board, or the alternative require an oral request for the goods and written and/or faxed quotes from two vendors where available.
- c. Less than \$ 1,000.00 are left to the discretion of the purchasers but shall be documented by invoice for future reference.

**All Estimated Public Works Contracts of:**

- d. Less than \$ 20,000.00 but greater than \$ 9,999.00 may be bid at the option of the town board or in the alternative shall require written and/or faxed proposals from three contractors where available.
- e. Less than \$ 10,000.00 but greater than \$ 4,999.00 may be bid at the option of the town board or shall require a written and/or faxed proposal from two contractors where available.
- f. Less than \$ 5,000.00 may be bid at the option of the town board or shall be left to the discretion of the purchaser providing adequate documentation by invoice or otherwise as supplied for future reference.

**Guideline 4.** Any purchaser shall compile a list of all vendors from whom written, fax, or oral quotes have been requested and/or offered, and all information gathered and complying with the procedures of this Guideline shall be preserved and filed with the documentation supporting the subsequent purchase or public works contract.

**Guideline 5.** The lowest responsible proposal or quote shall be awarded the purchase or public works contract unless the purchaser whether town board or not, prepares a written justification and providing reasons why it is in the best interest of the town and its payers to make an award to other than the lowest bidder. If a bidder is not deemed responsible, facts supporting that judgment shall also be documented and filed with the record supporting the procurement, where available.

**Guideline 6.** A good faith effort shall be made to obtain the required number of proposals or quotations. If the purchaser is unable to obtain the required number of proposals or quotations, the purchaser shall document the attempt made at obtaining the proposals. In no event shall the inability to obtain the proposals or quotes be a bar to the procurement.

**Guideline 7.** Except when directed by the town board, no solicitation of written proposals or quotations shall be required under the following circumstances:

- a. Acquisition of professional services;
- b. Emergencies;
- c. Sole source situations;
- d. Goods purchased from agencies for the blind or severely handicapped;
- e. Goods purchased from correction facilities;
- f. Goods purchased from another governmental agency;
- g. Goods purchased at auction;
- h. Goods purchased under state bid;

**Guideline 8.** This policy shall be reviewed annually by the town board at its organizational meeting or as soon thereafter as is reasonably practicable.

Motion duly passed.

Carla Bauer	- aye	Matthew Tompkins	- aye
Elaine Yerdon	- aye	Tanya Yerdon	- aye
Erwin Webb	- aye		

January 9, 2018 Susan C. Hough – Town Clerk

The board thanked John Howland for his service, she feels John have done a great job, they feel he will not have the time if the zoning is passed.

Rob Brenner asked if there would be a revised map and zoning law before the January 25<sup>th</sup> meeting so they can review it. Supervisor Tanya Yerdon stated it will be available at the end of this week. Rob Brenner stated you talk about the Wind project – is there a wind law or something that is going to be considered or discussed that we could review to prepare. Supervisor Tanya Yerdon stated it will be presented at an opening meeting that night. Rob Brenner stated so there is a draft document. Jim Muscato - Young /Sommer LLC - Avangrid Attorney - stated do you have a copy of that draft document available. Supervisor Tanya Yerdon stated no not until it becomes a public document and it's presented at an open meeting. Jim Muscato- just so he understands we are talking about something different than the revised zoning law. Supervisor Tanya Yerdon stated you are talking about the zoning – yes you can have that at the end of the week. Jim Muscato so there is a document that will be revised zoning law, so there is also a wind law that will be presented on January 25<sup>th</sup>. Supervisor Tanya Yerdon stated it will be presented at the January 25<sup>th</sup> meeting.

Motion was made by Erwin Webb seconded by Carla Bauer to adjourn the meeting at 8:22pm.

ADOPTED Ayes 5 T. Yerdon, E. Yerdon, E. Webb, C. Bauer, M. Tompkins  
Nays 0

The next Town of Redfield Town Board meeting will be held Tuesday, February 13, 2018 at 7:30pm.

January 09, 2018  
Susan Hough, Town Clerk

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