

**TOWN OF DRYDEN
TOWN BOARD MEETING
September 13, 2018**

Present: Supervisor Jason Leifer, Cl Daniel Lamb, Cl Linda Lavine,
Cl Kathrin Servoss, Cl Alice Green

Elected Officials: Bambi L. Avery, Town Clerk
Rick Young, Highway/DPW Superintendent

Other Town Staff: Jennifer Case, Bookkeeper
Ray Burger, Planning Director

Supv Leifer opened the meeting at 7:07 p.m.

ABSTRACT APPROVAL - The board reviewed the abstract and decided to withhold the payment to IV4 at this point. There is an on-going discussion with IV4 about their invoices.

RESOLUTION #123 (2018) – APPROVE ABSTRACT #9

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves Abstract #9, as audited, general vouchers #617 through #699 excepting #680 (\$258,251.94) and TA vouchers #19 and #20 (\$2,628.42), totaling \$260,880.36.

2nd Cl Servoss

Roll Call Vote	Cl Lavine	Yes
	Cl Green	Yes
	Cl Servoss	Yes
	Cl Lamb	Yes
	Supv Leifer	Yes

BUDGET MODIFICATIONS - Supv Leifer explained budget modifications have been requested from the Highway Department in connection with FEMA money received for severe winter storms in 2017 and by the Rec Department for the increased cost of hosting their registration program due to the migration to the cloud.

RESOLUTION #124 (2018) – APPROVE BUDGET MODIFICATIONS

From	To		
A7330.4 Rec Contractual	A7020.405 Software Annual Upkeep		500.00
	DA2701 Refund of Prior Year Expend.		5,576.36
	AD5142.4 Snow Removal Contractual		5,576.36

2nd Cl Lamb

Roll Call Vote	Cl Lavine	Yes
	Cl Green	Yes
	Cl Servoss	Yes

Cl Lamb	Yes
Supv Leifer	Yes

STAFFING UPDATES - R Burger reported that interviews will be completed by Friday for the Code Enforcement Officer position and they will have a recommendation for next week's meeting.

Supv Leifer said he has talked with a few people about the secretary job and offered the position to his current personal part-time secretary. He will have an answer by Monday. He would like to offer \$17-\$18 per hour for the 20-25 hour/week position. One goal with this position is to get more coverage from the media, so they would be responsible for doing press releases.

Supv Leifer presented three proposed resolutions for consideration for next week.

1 - Sherri Crispell and Janene Trojner were both doing double duty during the bookkeeper's absence and this would provide for payment of a stipend to each.

2 - Sherri Crispell was the onsite coordinator for the migration to the cloud and that added extra duties that weren't part of her job. This would provide for a one-time stipend for that.

3 - A change in the hourly rate for the new position for Sherri Crispell as assistant bookkeeper/payroll clerk/HR assistant. The transition began August 13 (while still functioning as the Supervisor's secretary) and Supv Leifer would like the pay rate to be \$20 per hour from August 13 through October 13. She would also be training the new secretary. After October 13 he suggests a rate of \$21 per hour for the remainder of 2018 and into 2019.

The Supervisor's secretary job has been budgeted for 25 hours a week, though it will range from 20 to 25/week and some weeks it may be less.

Cl Lamb noted it is unusual to retroactively give a stipend for extra hard work and he is concerned about the precedent it sets. After discussion the board determined it should be called "out of title pay." The amounts in the resolutions are suggested and will be determined next week.

BUDGET UPDATE - Department requests were distributed to board members. The biggest project the town is working on is the trail. Other items to consider are the Comp Plan, still managing BridgeNY, and the revolving loan fund. There will always be a few zoning updates. The Ag Committee moving to an actual board will not result in additional costs.

Budget workshops were set for:

Monday, September 24 at 7:00 p.m. (Overview and Planning Dept)

Thursday, October 4 at 6:00 p.m. (Clerk, Rec Dept, possibly Court)

Thursday, October 11 at 6:00 p.m. (Highway - Prior to the agenda meeting)

Revision to the tentative version will result in a preliminary budget that will be presented for public hearing (held by the first Thursday after election day at the latest). The board will take public comment at that hearing and vote on the budget at the agenda meeting in November. The budget must be adopted by November 20.

NYSEG LICENSE - This is necessary for the rail trail. It is a license, not an easement, and like the agreement we have with DEC through the Game Farm property. The board should review the document in anticipation of authorizing the Supervisor to sign it next week.

FIRE DEPARTMENT UPDATES – Most of the department budget requests have been received for consideration for the 2019 town budget.

COMPUTER MIGRATION UPDATE – Supv Leifer reviewed the list of problems employees continue to experience: multiple reoccurring errors in the payroll program, worktime lost screenshotting those error messages and communicating with IV4 and Williamson Law Books, printing delays all over building, lag time in opening and saving documents, file explorer is slow, Outlook stops responding, users must enable editing with most documents, and everyone’s work flow has slowed down. The board discussed the issues and what the steps forward should be. It is not acceptable that this is the new normal. The delays being experienced are unreasonable. The Williamson programs are being run through a remote desktop application at a new expense to the town. The migration process had been described by IV4 as something that would be seamless and invisible and only take a short period of time. Two months later we are still having issues.

The board discussed the matter and a path forward. Supv Leifer will contact IV4 and give them the name of a company that has successfully moved Williamson programs to the cloud. He will report to the board on the progress next week.

PARK & RECREATION IMPACT FEES LOCAL LAW – Supv Leifer said he will introduce this law next week. The fees under this law will be set by resolution. The Planning Board will be asked to review and comment on this proposed law. Cl Lamb and Cl Green would like input from the town attorney on this. There is time for that prior to holding a public hearing in October.

DRYDEN VILLAGE CODE ENFORCEMENT AGREEMENT – Ray Burger reported that we have been operating without a contract for a few months. The annual amount has been increased to \$28,000. The Village Board will vote on this next week. It will be on the town’s agenda next week.

COUNTY ROAD PLOWING AGREEMENT - R Young said he is looking to put on two new employees. The county has asked the town to take over 28.88 miles of county road (North Road, Hanshaw Road and others). The county pays the town for plowing their roads. They have lost some staff. It’s a long trip out here from Bostwick Road and they are concentrating their efforts toward Danby. Cl Green confirmed that the town will be fully reimbursed for all materials, wages and benefits. R Young said the town is not making money, but not losing money. Salt will be stored at the county facility on Caswell Road. The boards need to approve agreement with county and we are waiting on an updated agreement from them. Board members will be provided with a copy when it is received.

There was some discussion about what other duties two additional employees would have. R Young explained that the Highway/DPW Department has taken on additional responsibilities and there is plenty of work to be done.

There are several pieces of equipment and some trucks that the Highway Superintendent would like to dispose of via an auction service and sale to another municipality. He will have a resolution prepared for next week.

ACCEPTANCE OF TRAIL EASEMENTS - A public hearing for acceptance of trail easements (Hanson Aggregates and any others received) will be set for October 18.

FREESE ROAD BRIDGE – The Town Board needs to continue narrowing alternatives from four to one. The board can hold a public information meeting before or after that happens, but it needs to move forward. Cl Servoss will present the four alternatives to the County Facilities and Infrastructure Committee on September 20 to keep them updated and get their input. DOT will not move forward until the town makes a final choice. The consultants will provide additional information if necessary in order to make the decision. DOT, SHPO and Federal Highway will need to concur with the town’s choice.

All work to be done to change the curve of road on the north side of the bridge would be within the road right of way. There will be some trees removed.

The board agreed to discuss this further after the budget meeting on September 24.

Cl Servoss left the meeting.

REVOLVING LOAN FUND – Cl Lamb presented a proposal from Thoma Development Consultants for assistance with administering the revolving loan fund.

RESOLUTION #125 (2018) – APPROVE PROPOSAL FROM THOMA DEVELOPMENT

Supv Leifer offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby accepts the proposal from Thoma Development Consultants to provide services in connection with the Town’s revolving loan fund as outlined in their proposal dated September 10, 2018 (attached) and authorizes the Town Supervisor to execute any related documents.

2nd Cl Green

Roll Call Vote	Cl Lavine	Yes
	Cl Green	Yes
	Cl Servoss	Absent
	Cl Lamb	Yes
	Supv Leifer	Yes

REC DEPARTMENT BUILDING REQUEST – The Recreation Department has need of a new, larger building for storage of equipment and supplies and has quotes for purchase and placement of a large storage building near the town hall. R Young said the Highway Department could do any necessary earthwork for the project. The board determined the funding source should be the Recreation Reserve and there will be a resolution next week to appropriate funds subject to permissive referendum.

PLANNING BOARD APPOINTMENT – Applications have been received for the Planning Board vacancy by Deborah Cipolla-Dennis, Joe Osmeloski, and David Bravo-Cullen. Marty Moseley’s last meeting will be in September. An appointment will be made next week.

OTHER ITEMS - Supv Leifer will send the proposed Park and Recreation Impact Fee Law to the town attorney and check with her about the water service agreement for 802 Dryden Road. He will contact IV4 and give them the name of a company who has experience with moving the Williamson Law Books programs to the cloud and report back by Wednesday.

Ray Burger said the Cayuga Lake Watershed group has received a grant to select projects to further the watershed goals. They are contracting with Central New York Regional Planning & Development Board to do that. They will look at organization to see if there are

improvements to be made to the organization itself and then look for watershed improvement projects.

R Burger said over the last few years when a cell tower needs to upgrade equipment, we've gone through the process of a special use permit amendment. There is also a recertification that is supposed to take place every five years that hasn't been done very regularly. There are now about four pending applications for cell tower equipment upgrades. He expects there will be more. He proposed that we amend the telecommunications law to bring the amendments to the special use permits and recertifications back to being an administrative duty of the Planning Department. Initial permits would still be a special use permit process before the Town Board. The board agrees and he will move forward to make that change.

There being no further business, on motion made, seconded and unanimously carried, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

Bambi L. Avery
Town Clerk

September 10, 2018

Dan Lamb
Town Board, Deputy Supervisor
Town of Dryden
93 East Main Street
Dryden, New York 13053

Dear Mr. Lamb:

I would like to thank you again for considering Thoma Development Consultants to assist the Town in the implementation of your business loan program. As you know, we have assisted many communities with implementing similar programs. Below is a summary of the assistance we can provide, along with a cost for such assistance:

- 1) Development of a Program Application that will be used by program applicants: \$500.
- 2) Completion of individual project environmental checklists, not including completion of SEQRA. Review will be based on information provided by applicant and/or Town Staff.

Exempt projects: \$250
Categorically Excluded or "Neither" projects:
Hourly
- 3) Application Intake, Review, Processing, and documentation of expenditures: Hourly
- 4) Preparation of loan documents: \$250

Our current hourly rates are:

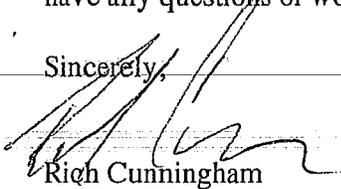
Senior Consultant:	\$125
Program Manager:	\$85
Clerical:	\$45

Hourly rates are subject to change no more than annually at the beginning of each year. All the above fees are exclusive of reimbursable costs which would include items such as copying, phone calls, photographs, etc. Hourly fees, if any, and all reimbursable costs associated with the project will be charged as identified in our Grant Writing Service contract.

We can provide all of the services above, or a portion of the services depending on the needs and wishes of the Town. Should the Town wish to contract with Thoma for services, we can provide a contract for execution.

Thank you again for the opportunity to provide this proposal, and please contact me if you have any questions or would like to discuss this in more detail.

Sincerely,



Rich Cunningham
Senior Consultant