The Town Board of the Town of Trenton held an Organizational Meeting at the Trenton Municipal Center, 8520 Old Poland Road, Barneveld, New York. Supervisor Godfrey called the meeting to order at 7:00 pm. Present were: Councilmen Michael Bennison, Eric Taylor, and Chris Crumb. Town Clerk, Rachel Bunker. Also present: John Bunker, Andrew Bunker, Lydia Bunker, Grace Bunker, Jennifer Synakowski, Thomas Synakowski, Mark Scheidelman, Jim Farr, Joe Samson, and Kelli Samson.

**Organizational Meeting called to order by Supervisor Godfrey.**

**I. Appointments:**

| | |
|---|---|
| Town Attorney | Kathryn Festine |
| Deputy Town Supervisor | |
| Clerk to the Town Supervisor | Audrey Pincott |
| Registrar of Vital Statistics | Rachel Bunker |
| Deputy Registrar of Vital Statistics | Donna Mills |
| Records Management Officer | Rachel Bunker |
| Records Access Officer | Rachel Bunker |
| 1st Deputy Town Clerk | Donna Mills |
| 2nd Deputy Town Clerk | Florence Jones |
| Zoning Enforcement Officer | Leo Boulerice |
| Codes Enforcement Officer | Kenneth Cutler |
| Building Safety Inspector | Dave Constable |
| Assessor | Tonya Brown |
| Clerk to the Town Justice | Theresa Sciortino |
| Court Attendant | |
| Town Engineer | Boulder Consultants |
| Bookkeeping Service | Poland Bookkeeping LLC |
| Building & Grounds Superintendent | Rich Latus |
| Water/Sewer Plant Operator | Taylor Mills |
| Animal Control Care Center | Rome Humane Society |
| Animal Control Officer | Colleen O'Leary |
| Clerk to the ZBA/Planning Bd. | Theresa Inserra |
| Chairman-Planning Board | John Panzone |
| Chairman-Zoning Board of Appeals | Earl Davis |
| Chairman-Independent Board of Review | Scott Collins |
| Winter Recreation Director | |
| Chairman-Conservation Advisory Council | |
| Chairman-Greenbelt Committee | |
| Records Clerk | |
| Webmaster | Rachel Bunker |
| Information Technology Coordinator | Leo Boulerice |
| Deputy Tax Collector | Donna Mills |
| Deputy Tax Collector | |
| Historian | Betsy Mack |
| Deputy Historian | Michael Parker |
| Historic Clerk | Mary Haman |
| Grant Administrator | |
| Recycling Center Supervisor | Keith Lighthall |
| Publicity Clerk | |
| NOCCOG Representative | Betsy Mack |

Eric Taylor made motion to accept all appointments under I for 2024 on page 1, seconded by Chris Crumb, 4 ayes.

**II. Mileage Reimbursement:**

Payable at $.50 per mile while traveling in personal vehicles on town business outside the town. Exceptions to this are subject to prior approval of the Town Board.

**III. Town Board Meetings:**

All Town Board meetings shall operate under "The Rules of Procedure for Town Board Meetings" as adopted by the Town Board on July 9, 2003.

**IV. Dates of Regular Board Meetings:**

Meetings will be held at 7:00 p.m. at the Trenton Municipal Center, Barneveld, NY the 2nd Wednesday of each month: January 10, February 14, March 13, April 10, May 8, June 12, July 10, August 14, September 11, October 9, November 13, December 11, and such dates shall be published.

**V. Designation of Newspaper:**
Rome Sentinel for official business, Rural Oneida Star for informational purposes.

**VI. Designation of Depository:**
Adirondack Bank

**VII. Superintendent of Highways:**
Superintendent of Highways is authorized to purchase equipment, tools and supplies not to exceed $5,000.00 without prior approval of the Town Board.

**VIII. Annual Report:**
The Annual Report of the Town Supervisor submitted to the N.Y.S. Comptroller's Office Department of Audit and Control, will be accepted as the Annual Report to the Town Board.

**IX. Designation of Delegate and Alternate:**
Designation of delegate and alternate to the Association of Towns Meeting and authorizing the payment of necessary expenses in connection therewith, to be paid at New York State per diem rates:

Delegate –
Alternate –

Chris Crumb made Motion to accept all items II through IX with correction of typo, seconded by Bennison, 4 ayes.

**X. Training Sessions:**
While the Town Board encourages participation in Training Sessions for all Town Officials, authorization for Town officials to attend NOCCOG meetings and other such training meetings and sessions shall be made to the Town Board prior to the session. For all overnight stays, per diem rates will apply unless the Town Board approves of something different. For all one-day meetings, sessions or events the actual cost of such, along with meals and any other necessary expenses shall be paid. Mileage shall be paid at the rate of $.50 per mile. Travel advances in amounts audited and approved by the Town Board may be paid in advance. No official shall attend such meetings, sessions or events and expect reimbursement for expenses unless money has been budgeted or allocated by the Town Board.

Eric Taylor made motion to approve item X, Training Sessions, seconded by Chris Crumb, 4 ayes.

**XI. Salaries**:

| | |
|---|---|
| <u>To be paid Monthly</u>: | |
| Town Supervisor | $36,000 |
| Deputy Town Supervisor | 2,400 |
| Grant Administrator | |
| Town Councilman (4) | 7,200 |
| Town Clerk | 38,600 |
| Town Justice | 22,500 |
| Clerk to the Town Justice | 12,000 |
| Court Attendant | 4,000 |
| Town Attorney | 15,000 |
| Registrar of Vital Statistics | 3,000 |
| Zoning Enforcement Officer | 14,400 |
| Codes Enforcement Officer | 36,000 |
| Building Safety Inspector | 10,800 |
| Webmaster | 2,400 |
| | |
| <u>To be paid Annually</u>: | |
| Winter Recreation Director | |
| Independent Board of Review Member (4) | 150 |
| Independent Board of Review Chairman | 200 |
| Planning Board Member (6) | 800 |
| Planning Board Chairman | 3,200 |
| Zoning Board of Appeals Member (4) | 700 |
| Zoning Board of Appeals Chairman | 2,000 |
| Information Technology Coordinator | 6,000 |

To be paid Bi-Weekly:

| | |
|---|---|
| Highway Superintendent | $73,710/yr. |
| Highway Employees | per Union Contract |
| Clerk to Supervisor | 16.00/hr. |
| Supt. Of Buildings and Grounds | 54,600/yr. |
| Recycling Center Laborers | 15.00/hr. |
| Recycling Center Supervisor | 19,760/yr. |
| Laborer | 20.00/hr. (not to exceed) |
| Records Clerk | 17.00/hr. |
| Clerk to Zoning Board of Appeals | 16.50/hr. |
| Clerk to Planning Board | 16.50/hr. |
| Recreation Attendant | 17.50/hr. (not to exceed) |
| Deputy Town Clerk | 17.00/hr. |
| Animal Control Officer | 17.00/hr. |
| Publicity Clerk | |
| Historical Clerk | 16.00/hr. |
| Water/Sewer Plant Operator | 39,650 |
| Temporary Office Help/Clerks | 15.00/hr. (not to exceed) |

Bennison made motion to approve item XI, employee salaries, seconded by Chris Crumb, 4 ayes.

**XII. Appointment of the Records Advisory Board**:

**XIII.** Approval of general Public Officials and Employees Bond in the amount of $10,000.00 to provide indemnification against losses of officers or employees to faithfully perform their duties or by fraudulent or dishonest acts and authorizing the Supervisor to file this undertaking at the Town Clerk's Office. Additional coverage as follows:

| | |
|---|---|
| Supervisor and Deputy Supervisor(s) | $500,000.00 |
| Tax Collector and Deputy | $325,000.00 |
| Town Justice | $ 15,000.00 |

**XIV.** Authorization for the supervisor to sign contracts as per budget with the following:
Animal control Shelter Agreement
Libraries
Senior citizen Organization
Foothills Rural Community Ministry

**XV. Review and Approval of Town's Procurement Policy (as adopted 4/24/2019).**

**XVI. Review and approval of Town's Investment Policy (as adopted 2/13/2008).**

**XVII. Appointment of Committee Liaisons:**

| | |
|---|---|
| Planning | Stephen Godfrey |
| Independent Board of Review | Michael Bennison |
| ZBA | |
| CAC | |
| Greenbelt | Steve Godfrey |

**XVIII. Resolution:**

Pursuant to Town Law, 29 [16] it is RESOLVED that the Town Board of the Town of Trenton hereby authorizes and delegates to the Town Supervisor all powers and duties of the day-to-day administration and supervision of all Town and Special District facilities and their employees consistent with an in furtherance of any and all State and Federal Laws applicable thereto and with any and all local laws resolutions or policies heretofore adopted by this town Board.
Bennison made motion to accept items XII through XVIII, seconded by Eric Taylor, 4 ayes.

End of Organizational Meeting 7:15 pm

**I. Regular Board Meeting called to order by Supervisor Godfrey at 7:15 pm**

**II. Pledge to the Flag**

Godfrey first wanted to say that the last couple of weeks were very hectic with the transition and being left with no Clerk, but the staff in the Clerk's Office, Donna Mills, and Florence Jones, along with the new Clerk, Rachel Bunker did a great job on getting all the tax information and the bills mailed out on time. Also, Claudette Johnson, Betsy Mack and Joe Smith have all been great during the transition.

**III. Privilege of the Floor**

Tom Synakowski said there is another sawmill and wanted to know what's going on. Godfrey advised that it's a priority issue and they are looking into it.

**IV. Officers Reports**

**Highway Superintendent** :

Stiehl advised everything is good – winter has finally showed up. Stiehl wanted to talk about the CHIPS funding. They are getting behind on the roads from the last 3 winters. Last year the budget was $250,000 for roadwork and it didn't get everything done that should have been done. The last CHIPS payment for 2023 never made it. He explained the 4 categories; Pave NY for approximately $46,000, CHIPS, for approximately $198,000, Extreme Winter Recovery for approximately $40,000 and Pot Holes for approximately $30,000. He has budgeted $250,000 and is asking for an increase of $50,000 to get some work done. His paving list this year is Middle Road and Trenton Falls Street in Prospect and that's $200,00 for just those 2 roads. Godfrey asked what he would like to adjust it to and Stiehl said at least $300,000. Godfrey said he would take it under advisement and doesn't see a problem. Stiehl will put it together and present it to the board.

Highway Abstract #1 -18 in the amount of $15,852.87. Bennison made motion to pay vouchers numbered 1–18 in the amount of $15,852.87, seconded by Chris Crumb, 4 ayes.

**Assessor:** – nothing new to report.

**Zoning, Codes**:

Zoning – Boulerice presented written report. Looking to revisit transient merchant. Boulerice said there are no real restrictions. Wants to align the definitions of mobile homes with NYS. Single wides are regulated to mobile home parks, double wides are allowed in the town. They may look like manufactured home, but they are not – they do have a shelf life.

Codes – Cutler presented written report. He has 16 to 20 placards on buildings. Still has more to do. Cutler tried 15 years ago to tax the people. He said now if you put a placard on a building, people walk away. Godfrey would like to get the attorney, Leo and the Board together and see what can be done because two thirds of Cutler's report is placarded buildings. Festine advised that there is a law that allows demolition if there is a hazard to the public. There is a code proceeding for buildings that have placards and we could proceed in town court or Supreme Court. Cutler said the Code Official has the right to look at the property and assess if it's a threat to public safety and legal counsel will advise if we should board up the windows or put a fence around it.

Constable advised that he has 2 or 3 inspections that he's trying to get in compliance. They are working with him.

**Attorney:**

Festine went over the contract from Brian D. Fogg, LLC Consulting Services. Back in 2020 the Town of Trenton and Holland Patent School District agreed to share the expenses for their services related to Prospect Hydro and Trenton Falls Hydro. There are already 4 years of outstanding court cases where Erie Hydro is seeking a reduction. The agreement, which the Board needs to approve is Phase I, at a total cost of $3,000 which has already happened. This is where Fogg inspected the Erie Boulevard Hydropower Plant site. Phase II is a fixed fee of $9,000 total is doing an actual evaluation. Once it's passed, the town will be billed $1500. Phase II's fee is $9,000 and the town will be billed $4500. Bennison made motion to allow the Supervisor to sign the contract with Brian D. Fogg, seconded by Eric Taylor, 4 ayes.

**Supervisor:**
No Supervisor's Report to go over. Will take care of that within the next couple of weeks.
**Clerk**:
Town Clerk's report – total shares remitted $1,467.00

**NOCCOG**:
Rowlands welcomed the two new members of the council and the new Clerk. He then gave an overview of upcoming Webinars. Run your Highway Workshop, Reasonable Suspicion Webinar, Local Government Conference Registration is still ongoing for May 1 and 2nd at the Turning Stone. This year NOCCOG will pay for one member of each municipality to go.

**I. Resolutions:**

**Appointments**:
Jim Farr for Councilman in the seat vacated by Steve Godfrey. Bennison made motion to appoint Jim Farr as Councilman for the term 1/1/24 to 1/31/24, seconded by Chris Crumb, 4 ayes.

Spencer Farr as Planning Board Appointment to replace Chris Crumb from 1/1/24 to December 31, 2025. Motion made by Chris Crumb, seconded by Eric Taylor, 4 ayes.

Rachel Bunker, Clerk swore in James Farr to his appointment.

**Abstracts:**
Hinckley Sewer Abstract 1 and 2 in the amount of $107.31. Bennison made motion to pay vouchers 1 and 2 in the amount of $107.31 seconded by Chris Crumb, 5 ayes.

General Abstracts #1 to 57 in the amount of $33,726.11. Bennison made motion to pay vouchers 1 to 57 in the amount of $33,726.11, seconded by Eric Taylor, 5 ayes.

**Minutes:**

Godfrey said working on minutes. Will get them to the Board to get caught up.

**II. Priority Issues**:

**NY Class Investment -** Godfrey advised it's working out great with a 5% return ADK Bank not happy and came back with a proposal of 0.02%. It's just a verbal and Godfrey would like it in writing.

**Placard Buildings** – Godfrey has gotten a couple of emails about buildings that residents are not happy with so will be working on that with Cutler.

**Amish Saw Mills** - Another one has gone up. Boulerice said he saw it on his way home from work the other day on 365. He will talk to Godfrey about it.

**Bridge Design Phase** - We should have the full design release in the Spring. County working on it with us.

**Short Term Rentals** - Godfrey has put a directive out to the Planning Board. Boulerice said someone came to him to get a permit for a short term rental. Need to look at addressing it. Festine and Cutler advised it is not addressed in Codes. There was a discussion about changing a family residence to a business Airbnb.

**III. Committees:**

**Planning Board**:
Samson advised just sent out for review of the plans for Dollar General. Planning on having a public hearing on it in February. It will be published. Also they approved the property where the Leach property will have 4 sheds on site for sale by Byer. There will be no attendant but sign and a phone number to refer people to. The plan is to have traffic signs and barriers on the walkway to show that it's not for public use. Cutler wanted to bring to the Board's attention that Leach owns the property and now he is leasing out the property. Festine advised there must be a contract between both parties, signed and notarized that they an attendant is responsible for the fire safety. Samson advised

that they do have a letter from Leach advising what responsibilities Byer has with having the sheds on site. Festine advised that maybe in any application with the Planning Board they either have the owner of the property sign written authorization from the owner for the tenant to apply.

**ZBA**:

Boulerice

**Greenbelt**:

Will get it going in the spring again.

**Infrastructure Committee:**

Cancelled until next week. Godfrey had a meeting with Bernier Carr and trying to get things moving in the right direction and will be looking for help from Infrastructure for waste water procedure. Samson brought to the Committee's attention a program available now that can document if you want to do stream sampling, take pictures. The thing with sampling is we just have one data point and you need multiple.

**Communications**:

Next meeting is work session on January 24, 2024.

Board went into Executive Session to discuss pending litigation. Farr made motion to go into Executive Session, seconded by Bennison, 5 ayes.

Motion to come out of Executive Session by Chris Crumb, seconded by Taylor, 5 ayes.

Meeting Adjourned 9:12 pm

Respectfully submitted,

Rachel I. Bunker
Town Clerk