

**Danby Town Board  
Minutes of Regular Meeting  
December 8, 2014  
Draft**

**Present:**

Supervisor: Ric Dietrich  
Councilpersons: Leslie Connors, Jim Holahan, Jack Miller

**Excused:**

Councilperson: Rebecca Brenner

**Others Present:**

Town Clerk Pamela Goddard  
Bookkeeper Laura Shawley  
Public Ronda Roaring, Garry Huddle, Ted Crane, Katherine Hunter, Sherry Huddle

**The Danby Town Board Meeting was opened at 7:00pm**

**Privilege of the Floor**

Garry Huddle informed the Board that the search for a new Court Clerk (to start Jan. 2015) is going well. There are 19 applicants for the position. There was a discussion of paying hourly rate during training time/first year for the new Court Clerk. The position has been advertised with a starting salary range \$13-19 per hour. There are Danby residents in the applicant pool, as well as residents of Candor and Ithaca. Huddle asked about creating a certificate of appreciation for Jim Herson for years of service to the court system. This will be created and presented sometime in January, 2015.

Dietrich shared information with Huddle regarding discussions at the County level for shared service agreements and shared services in the municipal court system.

Ronda Roaring expressed concern that, historically, the TB has not done enough to manage the properties it owns. She particularly advocated for a management plan for the parcel owned by the West Danby Water District. She asked the TB to do more in regards charging the Conservation Advisory Council to draft management plans for Town-owned property. There was a discussion regarding directing the boards with specific tasks and asking them to set goals for 2015.

Ted Crane added that the CAC should be held to task for its responsibility to create an Open Space Inventory.

**Warrants**

**ABSTRACT #11 OF 2014: GENERAL FUND**

#499-540 for a total of \$51,751.31

**Moved by Miller, Second by Dietrich. The motion passed.  
In Favor: Connors, Holahan, Miller, Dietrich**

**HIGHWAY FUND**

#242-256 for a total \$19,029.74

**Moved by Connors, Second by Holahan. The motion passed.  
In Favor: Connors, Holahan, Miller, Dietrich**

## **WATER DISTRICT**

#062-066 for a total of \$1,005.66

**Moved by Holahan, Second by Connors. The motion passed.**

**In Favor: Connors, Holahan, Miller, Dietrich**

## **Approve Invoice for West Danby Water District Improvement Grant**

Clerk Goddard presented two vouchers related to the West Danby Water District improvement project.

### **RESOLUTION NO. 115 OF 2014 - AUTHORIZATION TO PAY - WATER DISTRICT GRANT**

**Resolved**, that the Town Board of Town of Danby approves special payment of TWO invoices related to the OCR WDWD Improvement Grant: a) Professional Engineering Services to T. G. Miller, P.C. totaling \$2,362.90, b) Contractor's Application by Statewide Aquastore, Inc. totaling \$30,960.50. The total of this invoice is, \$33,323.40, to be paid out of a dedicated checking account for this purpose.

**Moved by Dietrich, Second by Holahan. The motion passed.**

**In Favor: Connors, Holahan, Miller, Dietrich**

## **Approve Minutes**

### **RESOLUTION NO. 116 OF 2013 - APPROVE MINUTES**

**Resolved**, that the Town Board of Town of Danby approves the minutes of November 10, 2014.

**Moved by Connors, Second by Miller. The motion passed.**

**In Favor: Connors, Holahan, Miller, Dietrich**

Connors made a request for a change of wording in the section related to the draft Community Council contract and the addition of a sentence, regarding the process to amend minutes in the section related to approval of minutes, in the minutes of Nov. 17, 2014. She expressed the view that information about the "ownership" of minutes by the Town Clerk, and the process whereby the Board may suggest changes which the Clerk may accept or not, might be of interest to citizens. The Clerk accepted these suggestions.

### **RESOLUTION NO. 117 OF 2013 - APPROVE MINUTES**

**Resolved**, that the Town Board of Town of Danby approves the minutes of November 17, 2014, as amended.

**Moved by Connors, Second by Holahan. The motion passed.**

**In Favor: Connors, Holahan, Miller, Dietrich**

## **Set Year-End Meeting**

There was a discussion about setting a year-end financial meeting for the Town. Bookkeeper Shawley explained that the purpose of this meeting is to review an additional warrant for December, to pay year-end bills, and to discuss whether and how funds may be allocated in the fund balance. December 29 was preferred by Bookkeeper Shawley. Holahan and Miller informed the Board that they not able to make that date. Other dates were discussed. The choice of a date will be postponed until the next meeting.

## **Water District Project Update**

Supervisor Dietrich gave an update on the Water District Improvement Project. The Community Development Block Grant agency has approved the use of funds from the grant for emergency repairs to the pump. The deadline for the grant has been extended 30 days. Repair work is anticipated to be complete by the new deadline, in mid-January.

## **Web Site Management Committee**

There was a lengthy discussion regarding the establishment of a Web Site Management Committee. Supervisor Dietrich provided information on behalf of the staff/department heads. The departments in the Town offices would like an oversight committee with key staff/personnel to assist in making additions and changes to the new townofdanby.org web site and to draft a policy for what is appropriate content and the procedures for content to be added. The Supervisor recommended that this committee include Jordie VanHam (webmaster), Jim Holahan (Town Board), Pamela Goddard (town clerk), and Matt Cooper (Code Office).

Connors provided information about a Communications Committee, which existed briefly during 2009, when the web site was last changed. The make-up of that committee was originally proposed to include substantially the same representatives as the new one (webmaster, Town Clerk, Town Board representative, department point people) as well as two community members. Connors asked that the Communications Committee be reformed, in the configuration from that time. Dietrich supported the idea of such a committee, but suggested that it start with "in house" core committee for now and that community members be added at a later date.

There was a brief discussion of the training now in process for departments to be able to manage their web pages. Holahan expressed support for a committee to be formed to handle questions as they come up. He thought that it would be a good idea to have the committee draft a policy for appropriate content.

Dietrich reported that Brenner had strong ideas about this proposal, which might be different from that being discussed at this meeting. He asked that a final decision as to the formation of a web site management or communications committee be tabled until the next TB meeting, when Brenner could attend. The discussion will remain on the agenda for that meeting.

## **Community Council Update**

Clerk Goddard reported that the Danby Community Council has reviewed the draft contract, but that representative Julie Clougherty is not able to attend the December TB meetings. She asked that further consideration of the contract between DCC and the Town of Danby be held in January 2015. DCC representatives Crane and Hunter confirmed this, and further advised the Board that the DCC intended to send comments on the proposed contract in the next few weeks. Several members of the DCC would like to attend in January.

Dietrich asked questions about the current status of youth programs, the program leader, and use of the Town Hall for programs. Connors asked whether the DCC needed any help on this issue from the Town Board? Crane and Hunter provided some information, advising the TB that a sub-committee of the DCC, working with County Youth Services, is exploring the suitability of several locations for youth program use. At this time, the Danby Federated Church is working well. In addition, the program is growing and the DCC is reviewing program components.

Connors noted that the DCC contract and youth program space needs are separate issues and she would like to keep them separate. Resolving the contract issue is her priority.

## **Conservation Advisory Council Liaison Report**

A Conservation Advisory Council Liaison report was given by Miller. This was an extensive report, with questions for the TB and discussion of the same. The CAC wanted to know the status of closing on the Palmer and Melchen easements. These closings are in process, and need attention by the CAC. The CAC wanted more information about the proposed support for the Finger Lakes Land Trust Allport property acquisition.

There was a discussion about photos documenting the current condition of Town property, particularly the West Danby Water District property, taken by Ronda Roaring. Roaring wanted to know the best way to store and distribute these photos to members of the CAC and Town Board, in a secure manner or on a secure web site. Roaring suggested that the Town may want to have image file archives of photo documentation of Town property and conservation easements. The new

townofdanbyny.org web site is not set up to contain files that have limited access. It was suggested that the photos be loaded onto a flash drive and given to the CAC. Clerk Goddard offered to find out whether the Laserfiche document storage program being used by the TSSERR group (of which Danby is a member) could be used in this way.

There was a discussion regarding potential logging on Town property, particularly the West Danby Water District property. Who has authorization to allow or deny logging and where money from logging sales goes. Dietrich gave the opinion that the Water District or Fire District has control of its land and can choose to do what it decides is best. The income from that activity would go to the District that owns the land. Dietrich informed Roaring that deed research (on possible restrictions) and records collection regarding the WDWD property is currently underway. Roaring wanted to have the Town Attorney's opinion on the general matter of whether logging can or should be allowed on town property.

Miller reported that the CAC is aware of the need to create property management plans for each of the Town-owned parcels. An inventory of Town property needs to be completed. The CAC would like the Town to provide guidance and set priorities as to which Town properties have a higher management need. There was a preliminary discussion about how to begin this inventory and assessment.

Miller reported that the Conservation Advisory Council is interested in setting up a page on the Town web site. Holahan will help facilitate this.

### **Short Reports**

Justices' reports were circulated to the Board. Huddle reported on a surprise wedding party for a marriage ceremony that he performed in the past months.

The Town Clerk's report included a Records Management document destruction update, primarily of duplicate and obsolete records more than ten years old. Some West Danby Water District records have been transferred to the archives in the Town Hall. More will be coming. November disbursements of \$1,371.07 to the Town Supervisor include \$662 in building permits and \$500 in 34 dog license renewals and five new dog licenses. There was a reminder that Congressman Tom Reed will hold a "Town Hall Meeting" on Saturday December 13 at 10:30am.

Dietrich gave an update on the status of the Broadband build-out in Danby. Everything is ready to go and is waiting on NYS to release the grant money awarded for the project. Many of the major towers are up. Funds to set smaller poles and hang the equipment to make the project work is stalled. This may take place in late winter or early spring.

### **Adjourn**

The meeting was adjourned at 8:35 pm

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Pamela Goddard, Town Clerk