

**Danby Town Board  
Minutes of Regular Meeting  
May 21, 2018**

**Present:**

Councilpersons: Leslie Connors, Ric Dietrich (Supervisor), Jim Holahan, Matt Ulinski

**Not Present:**

Councilperson: Jack Miller

**Others Present:**

Town Clerk	Pamela Goddard
Code Enforcement	Paul Hansen
Bookkeeper	Laura Shawley
Public	Ted Crane, Ronda Roaring.

**Regular Meeting Opened at 7:03pm**

**Privilege of the Floor**

There were no comments from the public this night. Crane requested the opportunity to speak on the Electric Charging Station during the discussion of that topic.

**Fiscal Report and Budget Transfers**

Bookkeeper Shawley gave a report of the final 2017 fiscal status, including expense/revenue budget vs. actual and available cash in checking and reserve accounts in the General, Highway, and West Danby Water District Funds. The 2017 Annual Fiscal Report for the Town of Danby was completed at the end of April, 2018.

The *General Fund* was under budget in expenses (\$48,068) and over budget in revenues (\$8,480, primarily from Mortgage tax revenue). Total revenues \$802,730 minus total expenditures \$781,182; total added to the 2017 fund balance \$21,548. The General Fund has \$617,560 in the checking account, \$255,882 in the building reserve, and \$13,505 in the retirement reserve.

The *Highway Fund* was under budget in expenses (\$176,226) and under budget in revenue (\$54,779). Total revenues \$1,321,090 minus total expenditures \$1,215,687; total added to the 2017 fund balance \$105,403. The Highway Fund has \$347,732 in the checking account, \$30,797 in the equipment reserve, \$16,534 in the retirement reserve, and \$4,005 in the salt shed reserve.

The *West Danby Water District Fund* was under budget in expenses (\$30,703) and under budget in revenues (\$185). Total revenues \$68,462 minus total expenditures \$37,944; total added to the 2017 fund balance \$30,518. The Water District Fund has \$248,350 in the checking account and \$13,010 in a reserve CD.

Shawley related the 2017 financial report to needed budget transfers, required for accounting purposes to balance the end-of-year budget. These transfers are to adjust the budget in order to balance specific areas which had higher than expected expenditures. The revised resolution names the account numbers involved in transfers. Shawley provided detailed explanations of the reasons for cost overruns in some budget lines. Cost overruns occur when there are unexpected or emergency needs. Shawley stated that a goal for 2018 is to do budget transfers more frequently, as needed, perhaps monthly.

Shawley spoke to the need to add funds to some of the town reserve accounts. She particularly encouraged the Board to add to the salt shed reserve in the Highway Fund.

There was a brief discussion regarding the amount in the WDWD Fund checking account, in relation to the yearly budgeted expenses. The WDWD checking account acts as a general reserve account, in the

case of unexpected equipment or infrastructure needs. The relative larger cash amount is in planning for expected improvement needs in future years. In a related question, there are guidelines from the NYS Comptroller's office as to how much fund balance is appropriate for a Town to carry. The answer, received during finance training sessions, is that there is no specific rule.

The fund balances in Danby are within recommended guidelines. There should be a justification for maintaining high fund balances. Adding funds to reserve accounts is a good idea. It may be appropriate to set up an equipment reserve for the West Danby Water District. It would also be appropriate to set up a reserve account for buying out the solar array installed at the highway department. Dietrich suggested that there may be a need for a reserve account related to required demolition related to decrepit buildings and similar code violations.

**RESOLUTION NO. 47 OF 2018 - APPROVAL FROM THE TOWN BOARD TO MAKE BUDGET TRANSFERS**

**Whereas**, it is necessary to modify the budget between accounts when there have been expenditures that exceed the budget in some accounts and are under the budget in others.

**Resolved**, that the Town Board authorizes the following budget transfers to be made to the 2017 budget.

**HIGHWAY FUND**

FROM.....	TO .....	AMOUNT
DA5130.100.....	DA5130.200 .....	\$13,507.23
Machinery Pers. Serv. ....	Machinery Equip.	
DA5140.400.....	DA5130.200 .....	247.77
Misc. Contractual.....	Machinery Equip.	
DA5110.400.....	DA5130.400 .....	9,628.58
Gen. Repairs-Contr. ....	Machinery Contractual	
DA5140.400.....	DA5142.11.....	6.36
Misc.-Contractual.....	Snow Removal	
.....	(Deputy Hwy Super.)	

**WATER FUND**

FROM.....	TO .....	AMOUNT
SW8320.400.....	SW8310.400.....	122.92
Power & Pump.-Contr. ....	Water Admin.-Contr.	
SW8340.102.....	SW8340.101.....	01
Assist. Plant Operator .....	Water Plant Operator .....	
SW8320.400.....	SW8340.400.....	2,617.88
Power & Pump.-Contr. ....	Trans Dist.-Contr.	

**GENERAL FUND**

FROM.....	TO.....	AMOUNT
A1010.100.....	A1110.100.....	01
Town Board-Pers. Serv. ....	Justices-Pers. Serv.	
A1010.100.....	A1110.110.....	03
Town Board-Pers. Serv. ....	Court Clerk-Pers. Serv.	
A1220.100.....	1220.110.....	03
Supervisor Pers. Serv.....	Bookkeeper-Pers. Serv.	
A1110.400.....	A1220.112.....	42.32
Justices-Contr.....	Deputy Supervisor	
A1220.200.....	A1220.400 .....	500.00
Supervisor-Equip.....	Supervisor-Contr.	
A1110.400.....	A1220.400 .....	356.96
Justices-Contr.....	Supervisor.-Contr.	

A1345.200 .....	A1345.400 .....	421.10
Purch.-Equip.....	Purch.-Contr.....	
A1410.400 .....	A1410.480 .....	358.08
Town Clerk-Contr.....	Legal Ads .....	
A1410.113 .....	A1410.100 .....	147.64
Proj. Assist.-Pers. Serv. ....	Deputy Town Clerk	
A1990.400 .....	A1620.400 .....	6,768.00
Contingent Acct. ....	Building-Contr. ....	
A1620.420 .....	A1620.410 .....	537.45
Website & Email Maint. ....	Bldg.-Info Technology	
A5010.400 .....	A5010.100 .....	03
Hwy Super.-Contr. ....	Hwy Super.-Pers. Serv.	
A5010.400 .....	A5010.110. ....	11
Hwy Super.-Contr. ....	Hwy Super -Clerical	
A1420.400 .....	A5132.400 .....	13,655.36
Attorney-Contr. ....	Garage-Contr.	
A7150.400 .....	A7410.400 .....	290.81
Pond Program .....	Library	
A8010.200 .....	A7620.400 .....	131.40
Zoning-Equip. ....	Senior Citizens	
A8010.200 .....	A8010.130 .....	8.53
Zoning-Equip. ....	Code Enforcement Official	
A8010.200 .....	A8010.140 .....	346.50
Zoning-Equip. ....	-Zoning-Gen. Support	
A8020.100 .....	A8020.400 .....	1,232.62
Planning-Pers. Serv. ....	-Planning-Contr.	

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

**Code of Ethics review - update**

Ulinski and Connors presented a draft of a revised and updated Code of Ethics for the Town of Danby. Danby adopted a Code of Ethics in 2007 and it has not been updated since then. Connors and Ulinski compared the current Danby CoE with examples and templates from Tompkins County, the Town of Ithaca, and the NY Association of Towns. The draft revision is primarily based on the template from the Association of Towns. There were several elements lacking in the current Danby Code of Ethics: Use of Municipal Resources, Nepotism, Political Solicitation, and a procedure for addressing concerns. The Danby document also lacked clear definitions and could use improvement in prescribed standards of conduct.

Ulinski said that the biggest change in the 5/21/18 draft revision is an inclusion of annual disclosures of conflicts of interest for members of the Town Board and voting members of other boards and committees. The revision also sets a procedure for Board members to recuse themselves from a vote.

There was a preliminary discussion of a procedure for addressing concerns and complaints. This could be through a Board of Ethics, or complaints could go to the TB and then to the Town Attorney as needed.

Connors and Ulinski recommended that the Board review the document over the next few weeks. The TB will review this document and discuss more fully during the June TB meetings. The Board will also review the Code of Ethics adopted by the Health Insurance Consortium.

## **Highway Superintendent Appointed/Elected Referendum**

Dietrich open a discussion as to whether the Board thinks this is a good time to put the question of changing the Highway Superintendent from elected to appointed to the voters. One or more members of the Board would need to agree to take charge of this project.

Connors provided material from previous years when this issue was raised. There was a preliminary discussion of the timeline for the project. The previous draft Local Law making the change from elected to appointed would need only minor revisions. A public hearing and adoption of the LL, contingent on approval by the voters, would be held in late summer. The matter would then be presented as a ballot proposition during the November election.

While no Board member was ready to assume responsibility for this initiative, there was agreement to continue discussion of the topic during the June TB meetings.

## **Charging Station Report/Update**

There was an extended discussion regarding the potential installation of electric vehicle charging station at the Danby Town Hall. Dietrich noted that there are several options for a charging station. He stated his preference for the NYSERDA package, even though this is more expensive, as being connected into the NYSERDA database of station locations, and having more flexibility in relation to payment systems. If the Town is interested in pursuing this option, there is an application deadline at the end of May. Dietrich suggested that Board members direct the Town Planner to make an application.

There was a discussion based on questions related to installation expense. Installation may cost between \$2-4,000, depending on the unit purchased and where it is located on Town property. The DEC system is simpler, with a smaller installation cost. Some of this cost may be reimbursed by the funding agency.

Crane noted that the NYERDA database of station locations is actually a Federal database, and there is an easy way for stations to be added directly to that database. He noted that the most effective charging systems would be offered for free, aimed at Town residents who have business in Town Hall, and would result in a negligible annual cost. While the NYSERDA grant requires expensive equipment, the DEC grant covers 80% of equipment and installation cost; a single station might cost the Town about \$300, with extra stations in the same location as little as \$150 extra. The cost savings could cover the expense of several year of free charging.

Comparison information was provided of options available through NYSERDA and the NYS DEC. The DEC package is less than half the cost of the NYSERDA deal. There are options for single and dual port charging units. These are new programs to encourage installation of EV charging stations. Discussion included whether it was possible to collect information from businesses and locations that have already installed electric vehicle charging stations. Clerk Goddard gave some information about the stations at the Cayuga Medical Center. That station has a stipulation that parking is restricted to two hours. This is so that a single car does not monopolize the station all day. Holahan will gather information, including the effective income realized, from his employer, Taitem Engineering, which has a station in the City of Ithaca.

There was general agreement to follow through, but no particular Board preference for package. Dietrich asked the Board to direct further thoughts to Hansen and Randall.

## **Code Report**

A Code Enforcement report was made by Paul Hansen. He commented on several topics.

The Town is attempting to sell the biomass boiler (part of a failed heating system for the Highway Barns), but without success so far. There may be other interested buyers.

The Brown Road restoration project and the Gunderman Road bridge projects are moving ahead slowly. There was no real progress to report on either project. A Bridge NY grant application has been submitted for the Gunderman Road bridge.

The NYSERDA Clean Energy Community grant for energy improvements the Highway Barns has been granted and approved. No funds have been released, and are not anticipated for some months. This project may not begin until sometime in the second half of 2018. Meetings are being held to scope out all of the elements and the total cost of the project.

The billing system for the combined municipal Solar distribution has been worked out. The percentages for the first months of service have been calculated. This has been complicated, as market values fluctuate month by month. Over the course of a year, the average should be 1.5 cents per kWh.

The draft Forestry/Timber Harvest Local Law was scheduled to be discussed at CAC the following night. Hansen stated that he was favorably impressed with the current draft, although there are some minor changes he would suggest. There was a general discussion of the draft land use Local Law (still in process) and amendments related to timber harvesting which should be made to the road use LL.

Connors asked about the status of construction and operation of Eagle Auto. Hansen stated that the building is not being used for auto repair and the project seems to be at an unfinished and uncertain state. There was a brief discussion of other code concerns and violations. Hansen is following up with several compliance concerns. There are concerns about what to do with compliance which result in large costs to the Town. This question has not been resolved.

## **Adjournment**

The meeting adjourned at 8:45 pm.

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Pamela Goddard, Town Clerk