

**Danby Town Board
Minutes of Regular Meeting
September 16, 2019, 7pm, Danby Town Hall**

Present:

Councilpersons: Ric Dietrich (Supervisor), Jim Holahan, Jack Miller, Matt Ulinski

Not Present:

Councilpersons: Leslie Connors

Others Present:

Town Clerk	Pamela Goddard
Justices	Garry Huddle, Theresa Klinger
Historian	Mary Ann Barr
Code Officer	John Norman
Bookkeeper	Laura Shawley
Public	Ted Crane, Julie Clougherty, Ronda Roaring, Sarah Schnabel, Pat Woodworth, Alex Pfeifer, Bruce Richards, Joel Gagnon, Michael Rowell, Katharine Hunter.

Meeting Opened at 7:05 pm

Danby Community Park Association - Natural Playground grant update

Julie Clougherty made a report on progress installing the natural playground in the park. This project is being funded by a \$5,000 grant from the Tompkins County, co-written with the Town of Danby. The natural playground was designed by Rusty Keeler for a five acre section near the front entrance of the park. There are climbing hills with a slide, a boulder scramble, benches, a boardwalk, a willow tree “secret entrance” and a story walk geared to younger readers.

Approximately \$4,200 of the \$5,000 grant has been spent to date on the first phase of the natural playground. The remainder of the funds will cover the cost of signage for the playground areas. Clougherty outlined some of the plans for phase II, including an amphitheater for youth-gearred productions and other ideas common to natural playground design. The natural playground will officially open October 13 during the Harvest Festival.

Councilperson Ulinski asked whether there has been a noticeable increase in park use with the installation of a TCAT bus shelter. Clougherty reported that she often sees cars at the shelter but it is unclear whether there is increased use of the park. There has been an ongoing problem with occasional dumping of garbage. The park is considering installing a motion detection camera, should this problem increase. Board members voiced their encouragement and support for the playground project.

Privilege of the Floor

Mary Ann Barr, documents manager, reported to the Board. She presented a flowchart of document retention and disposal for use by all departments, boards, and committees. The retention of all municipal documents is covered in NYS law. She noted that there is sometimes confusion as to which documents are to be filed as “original” and which are copies that may be recycled. Original documents should be filed in the Town Clerk’s office. Barr additionally made a report/request as historian. It is recommended that all municipal historians have a deputy historian. There is not currently a Danby deputy historian. All other municipalities in Tompkins county have deputy historians to assist this work. She asked the Board to encourage people to contact her about becoming involved in local history as a deputy historian.

Ronda Roaring requested that consideration of closing Travor Road to vehicle traffic be put on an upcoming agenda. Dietrich stated that the Town has limited ability to monitor that area, as most of the land is NYS park land. He stated that he would consider adding this to a future agenda for discussion.

Resolution to Authorize Renewal of Loader Contract

Bookkeeper Shawley presented a resolution on behalf of the Highway Department. This was presented prior to approving the warrants, as the expenditure was included in the Highway Abstract, pending TB approval. The contract program for replacing heavy equipment annually, particularly a loader, is part of a multi-year program to reduce maintenance costs for highway vehicles and equipment. Shawley has done a cost effectiveness analysis, to show that the program has been saving the Town money. A new loader costs in the range of \$170,000. The trade-in value of the current loader reduces the cost, and the Town has avoided several thousand dollars in annual maintenance costs.

Ulinski asked whether maintenance is done quickly on equipment. Shawley pointed out that there is no maintenance cost on the heavy equipment for this program. Additionally, this important piece of equipment is always reliable in use during winter storms and road emergencies. Gagnon asked whether the Town has a spare loader, in the case of emergencies. Yes, an older loader in the highway fleet can be used as a spare. This program avoids the cost of expensive spare parts for the primary loader, in addition to maintenance costs.

RESOLUTION NO. 60 OF 2019 - APPROVAL BY THE TOWN BOARD TO ALLOW THE HIGHWAY SUPERINTENDENT TO ENTER INTO AN AGREEMENT WITH VANTAGE EQUIPMENT FOR THE CONTRACT OF A NEW LOADER FOR 2019-2020

Whereas, the Highway Department has entered into agreements over the last four years for the annual replacement of the loader, and

Whereas, the loader is a priority piece of equipment that must be in reliable condition from year to year to service winter emergencies, and

Whereas, an analysis has been done to be certain that the price of replacing the loader each year is cost effective for the town and it has been determined that the replacement in 2019-2020 will be comparable to a long-standing ownership and actually save the town money by the elimination of maintenance costs;

Now Therefore,

Be It Resolved, that the Town Board of the Town of Danby gives permission to the Highway Superintendent to enter into the sales contract with Vantage Equipment for the replacement of the loader for the remainder of the 2019 and 2020 years. The amount of the transaction will be \$14,772.00, which will be paid out of the fund balance of the highway fund.

Moved by Ulinski, Second by Holahan. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

Warrants

ABSTRACT #14 OF 2019:

GENERAL FUND

#420-436 for a total of \$20,205.81

Moved by Ulinski, Second by Miller. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

HIGHWAY FUND

#271-279 for a total \$21,093.49

Moved by Miller, Second by Ulinski. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

Resolution to Authorize Court Grant Application - revised

Justice Klinger presented a revised resolution. There was a brief discussion of the language in the final "resolved," whether it should be further clarified that the amount being requested is less than \$30,000. Justice Klinger confirmed that the wording in the final sentence is as specified by the NYS Court grant system. The amount actually being requested is in the range of \$6,000.

RESOLUTION NO. 61 OF 2019 - AUTHORIZE TOWN COURT GRANT APPLICATION

Whereas, the Danby Town Court is eligible to submit a grant application to the New York State Office of Court Administration for funding from the 2019-2020 Justice Court Assistance Program (JCAP) for the purchase of court related items, and

Whereas, Town of Danby Justice Theresa Klinger and Town of Danby Justice Garry Huddle are requesting authorization from the Town Board for the Danby Town Court to submit a grant application to the New York State Court Administration for funding from the 2019-2020 Justice Court Assistance Program (JCAP) in the amount up to \$30,000, or the exact amount being requested;

Now Therefore,

Be It Resolved, that the Town Board of the Town of Danby approves the request from the Danby Town Court to submit a grant application to the New York State Court Administration for funding from the 2019-2020 Justice Court Assistance Program (JCAP) in the amount up to \$30,000, or the exact amount being requested.

Moved by Dietrich, Second by Ulinski. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

Agreement to Spend Town Highway Funds - additional projects

Laura Shawley brought a report and motion on behalf of the Highway Department. The Highway Department would like to add two roads to the 2019 list for general repairs. Due to an expansion of need, following heavy rains in August, the HD would like to postpone work on Troy Road (already approved) until 2020. Troy will need more and better drainage. This delay will add time for work on Nelson Road and Lieb Road to be undertaken in 2019. The details of this work are described in the motion below.

This work will be done in the Fall of 2019, starting in September.

MOTION - AGREEMENT TO SPEND TOWN HIGHWAY FUNDS - 2019

Pursuant to the provisions of Section 284 of the Highway Law, we agree moneys levied and collected for the repair and improvement of highways, and received from the state for repair and improvements of highways, shall be expended as follows:

General Repairs:

1. A sum not to exceed \$65,000 shall be spent on Nelson Road from Ridgecrest Rd. to Route 96B. The road will be surfaced with three inches of cold-mix pave material and then further surface treated with one layer of 1A's chip sealing coating.
2. A sum not to exceed \$70,000 shall be spent on Lieb Road from Comfort Rd. to Bald Hill Rd. The road will be surfaced with three inches of cold-mix pave material and then further surface treated with one layer of 1A's chip sealing coating.

The funding for the projects listed above will come from the CHIPS Capital Improvement Program amount that is awarded to the Town of Danby from New York State.

Moved by Ulinski, Second by Dietrich. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

Highway Equipment to Auction

Bookkeeper Shawley presented a resolution, on behalf of the Highway Department, to send old highway equipment to auction. The funds received for the auction sales returns to the highway equipment reserve.

RESOLUTION NO. 62 OF 2019 - APPROVAL BY THE TOWN BOARD TO ALLOW THE HIGHWAY SUPERINTENDENT TO SEND OLD EQUIPMENT TO AUCTION

Whereas, the Highway Department from time to time had old equipment that is not being used, as equipment has been replaced by newer models, and the Highway Department has to reason to spend funds to maintain this older equipment that is not in use, and

Whereas, in the past, older equipment has been sent to auctions and the price received has been fair and often times more than expected;

Now Therefore,

Be It Resolved, that the Town Board of the Town of Danby gives permission to the Highway Superintendent to enter the following pieces of equipment into auction through Auctions International:

2003 Volvo 10-wheeler Dump Truck with Plow Equipment

1993 10-wheeler Chassis

1969 John-Deere Backhoe

Appraisals will be obtained and the lowest price will be accepted based on those records.

Moved by Ulinski, Second by Holahan. The motion passed.

In Favor: Holahan, Miller, Ulinski, Dietrich

Code Enforcement Report

John Norman made a verbal report of building and code violation matters addressed in the past month. There is new construction on Larue and Michigan Hollow Roads. All other building permits were for renovations to existing structures. He noted that the year-to-date revenue for building permits is a bit lower than the previous year, and that development is consistent for the Town. He has been very busy with construction inspections.

Norman has been trying to keep up with complaints about unsightly properties and problems related to salvage operations. He has contacted the NYS DEC regarding oil spills related to small operation auto repair activities. The DEC is following up with these problems.

Norman has been in communication with Ag and Markets and other offices in NYS regarding tasting room regulations related to cider and mead operations. There are multiple such businesses in the planning and development stages in Danby. Determinations from the State may result in future zoning updates related to this type of activity.

Norman is working on the Town emergency response plan. A preliminary action is to inventory various assets which would be used in the event of an emergency. This includes inter-municipal agreements for services and use of equipment. Having key personnel up-to-date with FEMA training is important and needed.

Roaring asked whether Norman has instructed, by any person associated with the administration of the Town, that he must sell building permits? Norman responded that no one has so instructed him.

CDBG Housing Survey grant - Update

Holahan made a reported on a meeting he attended with the Town Supervisor, Town Planner, and Jim Thatcher (representing the firm that has applied to conduct the CBDG grant housing survey project). This \$30,000 grant will survey the quality of housing stock in the town of Danby. The applicant has over 20 years of experience in this field and is well qualified. The proposal was reviewed and some adjustments made. It is now with the Town Attorney for review. Holahan reviewed the various components of the survey project, including a general "drive by" survey, reviewing senior housing and senior needs, a closer

look at housing in the Central and West Danby hamlets, attending “launch” meeting. The survey will cover the entire Town and all types of housing. A survey form will be provided and sent to residents.

The information gathered through this grant project will support future grants for improving housing in Danby. The current grant project is to be completed in February 2020. A presentation will be made to the Town Board at that time.

Legislator’s Report

Legislator Klein submitted a written report to the Board via email. Sections of this report were read into the record by Clerk Goddard.

In response to a request from a resident that the legislature coordinate a community “active shooter” training, Klein reported that he has spoken with the Sheriff, who is willing to assist with this activity. However, Klein will not pursue this due to his, “belief that focusing on mass shootings seems to have a copycat effect. Also, the overall number of guns deaths in smaller incidents is far greater than the number of deaths in mass shootings.” Klein noted that this is his personal view, and that he does not want to organize an activity focused on mass shootings. [Additional discussion on this topic followed later.]

Klein reported that the County has begun its budget process. At the time of this meeting, there was an anticipated 2.76% increase in the tax levy. This decreases the tax rate by 1.58%. Klein reported that this is the sixth year with a decrease in the County tax rate. Klein further reported that there will be a \$2 per household increase in the solid waste fee this year. This is in response to a collapse in recycling markets. Klein reported that several adjustments of the recycling program, over the next few years, will hopefully stabilize the budget for the recycling program.

Klein further reported on capital expenditures anticipated at the County level, including a new downtown office building, renovations to the County jail, upgrades to the Department of Emergency Response, and efforts to make all county operations energy net-zero by 2035. Most of these expenditures will actually take place in 2021 and 2022.

Active Attack Response and Emergency Management

In response to Klein’s communication, there was further discussion of “active shooter” and emergency response training for the community. Ulinski noted that he had learned that the Village of Trumansburg offered an “active shooter and natural disaster” training through the National Guard. He wondered whether this is something a community organization such as the Danby Community Council might consider organizing? This might be something which would come out of the emergency management plan work currently being done. Active attack is a new area which needs to be addressed in that plan.

John Norman responded that he had done several of these trainings as a SWAT officer. In his experience, these are most effective when they are site specific. He noted that there is good general information and training available online through the internet. Part of the comprehensive Emergency Plan will be to identify locations likely to have an active attack. Once identified, training could be done there. There was agreement that having this plan in place is a priority.

Roaring spoke regarding her concern about a major fire in the Danby State Forest and emergency response for residents adjacent to the forest. There was a general discussion of different natural disasters and emergency situations and their different needs. Dietrich noted the need to address emergency shelter needs, both for Danby residents and in the event that the Town is asked to house people from other locations during a natural disaster.

Crane, one of the Community Council Directors, asked for a clarification of the several different ideas discussed: that the Community Council might arrange a training (Ulinski), that trainings might be seen as leading to copycat effects (Klein), that site-specific training is most effective (Norman), and that the Town has just held a fairly general training presented by the Sheriff’s Department. No guidance was given.

Municipal Obligations and Ongoing Projects

There was continued discussion regarding transition of Town Supervisor in January 2020. Dietrich outlined, in detail, information about agencies he's involved with and meetings he has attended. Some of these are monthly meetings. These include the Tompkins County Council of Governments (TCCOG), the Health Care Consortium, meetings with County Planning, the Broadband Access Committee, and the Cayuga Watershed Inter-municipal Organization (IO). There are several committees and initiatives that have developed out of TCCOG, including the South Hill Trail expansion and an initiative to have municipal Code Enforcement Officers meet and exchange information and support.

Dietrich noted that most of Danby's major projects are intermunicipal in nature. This includes such work as the Brown Road remediation project. He emphasized the importance of collaborative projects and meetings as a way to get to know other municipal officers and build helping relationships. Some collaborative projects have been in response to a NYS mandate for shared services and revenue sharing, as a way to bring down the cost of government at the local level. Dietrich would like to see the County commit to supporting a staff person who would help small municipalities oversee grant management.

There was related discussion about Danby's involvement in TCAT, the Transportation Council, the Recreation Partnership, Tompkins County Youth Services, and the Environmental Management Council. Each of these will need continued involvement in 2020 and beyond.

Adjournment

The meeting adjourned at 8:55 pm.

Pamela Goddard, Town Clerk