

**TOWN OF DRYDEN
TOWN BOARD MEETING
January 3, 2007**

Present: Supv Steven Trumbull, Cl Stephen J. Stelick, Jr., Cl Martin Christofferson; Cl Mary Ann Sumner, Cl David Makar

Elected Officials: Bambi L. Hollenbeck, Town Clerk

Supv Trumbull called the meeting to order at 5:00 p.m. and led the board in the pledge of allegiance.

RESOLUTION #1 - APPROVE BUDGET MODIFICATIONS

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves the following 2006 year-end budget modifications:

<u>FROM</u>	<u>TO</u>	<u>AMOUNT</u>
A1110.2	A1110.4	455.00 COURT CONTRACTUAL
A1990.4	A1110.4	2,272.74 COURT CONTRACTUAL
A599	A1620.1	12,269.23 PERSONAL SERV.
A599	A1620.410	280,227.40 NEW TOWN HALL EXPENSE (to capital fund)
A1330.4	A3120.1	0.21 BINGO
A1330.4	A1410.4	435.66 TOWN CLERK CONTRACTUAL
A1990.4	A1450.4	3,136.00 ELECTION EXPENSES
A7330.410	A7020.4	147.39 RECREATION ADMIN CONTRACTUAL
A7110.4	A7110.1	419.92 PERSONAL SERV. DRYDEN LAKE PARK
A1490.1	A7110.1	1,843.26 PERSONAL SERV. DRYDEN LAKE PARK
A1990.4	A7510.4	400.00 TOWN HISTORIAN
A8745.401	A8745.1	1,607.93 PERSONAL SERV. FLOOD/EROSION CONTROL-CRISPELL DAM
B8010.104	B8010.121	48.14 ZBA SECRETARY
B8030.1	B8020.101	229.47 PLANNING BOARD SECRETARY
B8030.1	B8020.4	248.82 PLANNING BOARD CONTRACTUAL
B8030.2	B8030.4	907.53 MAPPING SUPPLIES
DB5112.21	DB5110.4	17,442.56 HWY- STREET MAINT
SS3-8130.4	SS3-8110.4	4,414.63 CRS D ADMINISTRATIVE CONTRACTUAL (ATTY FEES)
SS4-8110.4	SS4-8110.1	30.96 MONKEY RUN PERSONAL SERV. EXPENSE
SS6-8110.4	SS6-8110.1	51.50 PERIGRINE PERSONAL SERV. EXPENSE
SS7-8130.4	SS7-8110.4	999.26 ROYAL RD ADMINISTRATIVE CONTRACTUAL (ATTY FEES)
SW1-8310.4	SW1-8310.1	585.30 VARNA PERSONAL SERV. EXPENSE
SW5-8310.4	SW5-8310.1	383.20 TURKEY HILL PERSONAL SERV. EXPENSE
SW5-8310.4	SW5-9030.8	14.96 TURKEY HILL SOCIAL SECURITY EXPENSE
SW5-8310.4	SW5-9089.8	2.01 TURKEY HILL MEDICARE EXPENSE

SW6-8310.1	SW6-8310.4	448.25 ROYAL ROAD ADMINISTRATIVE CONTRACTUAL (ATTY FEES)
SW6-8320.4	SW6-8310.4	20.79 ROYAL ROAD ADMINISTRATIVE CONTRACTUAL (ATTY FEES)
SW6-9030.8	SW6-8310.4	21.04 ROYAL ROAD ADMINISTRATIVE CONTRACTUAL (ATTY FEES)
SW6-599	SW6-8310.4	121.52 ROYAL ROAD ADMINISTRATIVE CONTRACTUAL (ATTY FEES)

2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #2 – RULES OF PROCEDURE

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board use Town Law Section 63.

2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

There was some discussion about there being a different mileage rate for motorcycles and whether employees should distinguish between motorcycle and car/truck mileage when claiming mileage for work. Supv Trumbull will discuss it with the bookkeeper, and the board decided to not distinguish between the two in this resolution.

RESOLUTION #3 – MILEAGE

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that mileage will be paid to Town officials and employees when using their own car for official town business (other than town meetings or travel to and from the job site) at the rate set by the Internal Revenue Service and Treasury Department.

2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #4 – DESIGNATE OFFICIAL DEPOSITORIES

Cl Sumner offered the following resolution and asked for its adoption:

RESOLVED, that the Town Board designate The First National Bank of Dryden and the Tompkins Trust Company as the official depositories for the Town of Dryden for the year 2007.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #5 - AUTHORIZE SIGNATURES ON ACCOUNTS

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby authorizes the following individuals to sign on Town of Dryden accounts: Steven M. Trumbull, Bambi L. Hollenbeck, and Patricia C. Millard.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #6 - OFFICIAL ADVERTISING

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board designate The Ithaca Journal for official newspaper of the Town of Dryden for the year 2007.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #7 - ADVANCE PAYMENT OF UTILITIES

Cl Sumner offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board authorize the Supervisor to pay in advance of the audited claims the utility bills, all claims to be presented at the next regular board meeting.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #8 - PETTY CASH

Cl Sumner offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board authorize a petty cash fund for the Town Clerk not to exceed \$100.00, and Receiver of Taxes and Assessments not to exceed \$200.00, as needed for postage, and Justice's petty cash fund not to exceed \$100.00, and for the Recreation Department not to exceed \$200.00 for the year 2007.

2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #9 - APPOINTMENTS

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board appoint the following:

- Town Supervisor as Service Officer and Fire Warden
- Town Supervisor has the power and duties of administration and supervision of the Town of Dryden on Special Assessment Fund functions to be performed on behalf of the Town Board.
- Town Supervisor is authorized to pay Fire & Ambulance Contracts
- Town Supervisor has the power and duties of administration and supervision of the Town of Dryden on Special Improvement District functions to be performed on behalf of the Town Board.
- Bambi L. Hollenbeck as Receiver of Taxes and Assessments
- Bambi L. Hollenbeck as licensor for Games of Chance and Bingo.
- Henry Slater as Subdivision Control Officer and Multiple Residence Inspector.
- Zoning Office personnel as Bingo Inspector (\$150 annual salary)
- Patricia Millard as Secretary for Planning Board, Zoning Board of Appeals and Conservation Board
- Barbara Caldwell as Planning Board Chair (\$400 annual salary)
- Oers Kelemen as ZBA Chair (\$400 annual salary)
- Craig Schutt, Conservation Board Chair (\$400 annual salary)
- Historian, (\$400 annual salary) to be appointed at a later date

2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #10 - APPOINT TOWN ENGINEER

Cl Sumner offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints TG Miller PC as Town engineers and that they will be consulted on an as needed basis.
2nd Cl Christofferson

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #11 - ANNUAL SALARIES FOR TOWN OFFICERS

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that the annual salaries for Town Officers as stated in the 2007 General Town Budget be as follows:

Town Supervisor	\$16,224
Council (4)	\$5,682
Town Clerk	\$24,813
Highway Superintendent	\$56,809
Town Justice (2)	\$16,863

BE IT FURTHER RESOLVED, that the Supervisor be authorized to pay the above salaries.
2nd Cl Sumner

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #12 - 2007 ANNUAL SALARIES

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that the Town Board does hereby adopt the 2007 wages that were discussed and agreed upon during the budget process.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

Contracts were discussed and it was noted that no information had been received from the Learning Web though they were asked to document what they do and how many people from Dryden they serve. It was decided to omit them from the list until the information is received.

RESOLUTION #13 - CONTRACTS

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board contract with the following:

Mahlon Perkins as the Attorney for the Town at an annual contract amount of \$27,600 (paid monthly) to do regular agreed upon Town business, with other business and reimbursable business at the rate of \$180 per hour, when signed contract received.

Randall Marcus – Attorney for Zoning Board of Appeals – paid monthly at a rate of \$210-225/hr

S.P.C.A. - \$18,751.78, paid monthly.

Gadabout at a rate of \$6,500 – when funds are available, when signed contract received

T.C. Seniors - \$3,600 – when funds are available, when signed contract received

Dryden Seniors - \$500 – when funds are available, when signed contract received

Southworth Library - \$11,500 – when funds are available, when signed contract received

Women’s Opportunity Center of Tompkins Center - \$500 – when funds are available, when signed contract received

Dryden Historical Society - \$1,100 – when funds are available, when signed contract received

And the Supervisor is hereby authorized to sign the contracts.

2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #14 - APPOINT BUDGET OFFICERS

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that Steven Trumbull be named Budget Officer and that Dawn Bogdan be named Co-Budget Officer for the year 2007.

2nd Cl Sumner

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #15 - APPOINT PLANNING BOARD MEMBER

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board reappoint Barbara Caldwell to the Town of Dryden Planning Board whose term will expire on December 31, 2013.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #16 - APPOINT ZONING BOARD OF APPEALS MEMBER

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board reappoint Oers Kelemen to the Town of Dryden Zoning Board of Appeals for a term to expire December 31, 2011.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #17 - APPOINT CONSERVATION BOARD MEMBERS

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Stanley Marcus, Milo Richmond, Charles Smith and Robert Beck to serve on the Conservation Board for terms to expire December 31, 2009.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

There is still one vacant seat on the Conservation Board.

RESOLUTION #18 - APPOINT RECREATION PARTNERSHIP REPRESENTATIVE

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby appoints Jennifer Dube to serve as its representative on the Recreation Partnership for 2007.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes

RESOLUTION #21 - MANDATORY JUSTICE SCHOOLING

Cl Christofferson offered the following resolution and asked for its adoption:

RESOLVED, that the Justices be authorized to attend training schools during the year 2007 and be reimbursed for actual expenses.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #22 - INVESTMENT POLICIES/GUIDELINES FOR TOWN OF DRYDEN

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that the objectives of the Investment policy of the Town of Dryden are to minimize risk; to insure that investments mature when the cash is required to finance operations; and to insure a competitive rate of return. In accordance with this policy, the Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds in: - Certificates of Deposits issued by a bank or trust company authorized to do business in New York State;

- Time Deposit Accounts in a bank or trust company authorized to do business in New York State;

- Obligations of New York State;

- Obligations of the United States Government;

- Only reserve funds may be invested in Obligations of the Town of Dryden.

All other Local Government officials receiving money in their official capacity must deposit such funds in negotiable order of withdrawal accounts.

All investments made pursuant to this investment policy shall comply with the following conditions:

1. COLLATERAL

a. Certificates of Deposits shall be fully secured by insurance of the Federal Deposit Insurance Corporations or by obligations of New York State or obligations of the United States or obligations of federal agencies, the principal and interest of which are guaranteed by the United States, or obligations of New York State local governments. Collateral shall be delivered to the Town of Dryden or a custodial bank. The market value of collateral shall at all times equal or exceed the principal amount of the certificate of deposit. Collateral shall be monitored no less frequently than quarterly.

b. Collateral shall not be required with respect to the direct purchase of obligations of New York State, obligations of the United States, and obligations of federal agencies the principal and interest of which are guaranteed by the United States Government.

2. DELIVERY OF SECURITIES

a. Payment shall be made by or on behalf of the Town of Dryden for obligations of New York State, the principal and interest of which are guaranteed by the United States. United States Obligations, certificates of deposits, and other purchased securities upon delivery thereof to the custodial bank. All transactions shall be confirmed in writing.

3. WRITTEN CONTRACTS

a. Written contracts may be required for the purchase of all certificates of deposit.

4. DESIGNATION OF CUSTODIAL BANK

a. The First National Bank of Dryden and Tompkins Trust Company, both authorized to do business in the State of New York, and having an office for the transaction in the Town of Dryden, are designated to act as custodial banks of the Town of Dryden's investments.

5. FINANCIAL STRENGTH OF INSTITUTIONS

a. All trading partners must be credit worthy. Their financial statements may be reviewed annually by the Supervisor to determine satisfactory financial strength or the Supervisor may use credit rating agencies to determine credit worthiness.

b. Investments in time deposits and certificates of deposits are to be made with banks or trust companies. Their annual reports may be reviewed by the Supervisor to determine satisfactory financial strength.

6. OPERATIONS, AUDIT AND REPORTING

a. The Supervisor or Deputy Supervisor shall authorize the purchase and sale and execute contracts for certificates of deposit on behalf of the Town of Dryden.

b. At the time independent auditors conduct the annual audit of the accounts and financial affairs of the Town of Dryden, the independent auditors shall audit the investments of the Town of Dryden for compliance with the provisions of this investment policy.

c. Within sixty (60) days of the end of each of the first three quarters of the fiscal year, the Supervisor shall prepare and submit to the Town Board a quarterly investment report, which indicates the new investments, the inventory of existing investments, and such other matters as the Supervisor deems appropriate.

d. Within 120 days of the end of the fiscal year, the Supervisor shall prepare and submit to the Town Board an annual investment report; recommendations for change in these investment guidelines; the results of the annual independent audit, the investment income record; and such other matters as the Supervisor deems appropriate.

At least annually, at the Organizational meeting of the Dryden Town Board, the board shall review and amend, if necessary these investment policies.

The provisions of these Investment Guidelines and any amendments hereto shall take effect prospectively and shall not invalidate the prior selection of any Custodial Bank or prior investment.

2nd Cl Christofferson

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #23 - TOWN OF DRYDEN FAIR HOUSING OFFICER

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

RESOLVED, that this Town Board designate Code Enforcement Officer Henry Slater as the Fair Housing Officer to coordinate all actions of the Fair Housing Plan.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #24 - TOWN BOARD MEETING SCHEDULE

Cl Sumner offered the following resolution and asked for its adoption:

RESOLVED, that this Dryden Town Board will hold its regular monthly meetings on the second Thursday of each month at 7:00 p.m. at the Town Hall, East Main Street, Dryden.
2nd Cl Stelick

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

There was some discussion about the vehicle benefit and that it should be included on the W-2 for those employees who have a vehicle benefit. Supv Trumbull will have the bookkeeper look into this.

RESOLUTION #25 - VEHICLE BENEFIT

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that the Dryden Town Board authorize the Highway Superintendent and Deputy Highway Superintendent the use of town vehicles as long as they are clearly marked with the Town of Dryden logo and provided they are not used for personal use, other than travel to and from work.
2nd Cl Sumner

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #26 - REQUEST EXTENSION TO FILE ANNUAL REPORT

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board authorize the Town Supervisor to write to the New York State Office of the State Comptroller and request a 60 day extension for the filing of the 2006 annual report, if necessary.
2nd Supv Trumbull

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

Formation of committees and appointment and committee assignments for 2007 were discussed and made by the Supervisor as follows:

Bookkeeper to Supervisor-----	Dawn Bogdan
Deputy Supervisor-----	Stephen Stelick, Jr.
Finance Committee-----	Cl Sumner, Supv Trumbull
Highway & Public Works Committee-----	Cl Sumner, Cl Stelick
Assessment Review Committee-----	Cl Sumner, Cl Stelick
Insurance Committee-----	Cl Christofferson, Cl Sumner
Representative to Planning Board-----	Cl Sumner
Representative to Zoning Board of Appeals-----	Cl Christofferson
Representatives to IAWWTF-----	Cl Makar
Representatives to Fire Depts & Emergency Services-----	Cl Sumner, Cl Makar
Recreation & Youth Committee-----	Cl Stelick, Cl Makar
Community Block Grant Review & Grants Comm-----	Cl Stelick, Cl Makar
Rep to MPO Policy Committee-----	
Rep to ITCTC -----	Supv Trumbull
Human Resources Committee-----	Cl Sumner, Cl Christofferson
Town Hall Building Committee-----	Cl Stelick, Cl Christofferson
Representative to Conservation Board-----	Cl Sumner
Representative to Cayuga Lake Watershed IO-----	Dan Kwasnowski
Liason Officer to Bolton Point (SCLIWC)-----	Supv Trumbull & Steve Lipinski
Technology Committee-----	Cl Christofferson & Cl Makar

Supv Trumbull said there is money in his budget to hire someone to help with duties such as attending certain meetings in his stead and providing reports. The position would be about 10 hours a week and a job description needs to be developed. It could be filled with a board member. Cl Sumner is interested in the position and suggested the position be advertised and she will apply unless the board thought it would be inappropriate. The board has no problem with her applying for the position.

Cl Stelick said the board needs to look at the Recreation Commission and Youth Commission, differences and similarities, and whether they can be put together under the Recreation Department.

Supv Trumbull will check with Fernando de'Aragon about the requirements for the representative to MPO Policy Committee.

Supv Trumbull will attend the Tompkins County Council of Governments meetings.

RESOLUTION #27 - APPROVE CHANGE ORDER FOR TOWN HALL

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves the following change order in the amount indicated for the town hall project.

CRP #HC-003 - additional cost for geothermal well drilling \$4,000.00
2nd Cl Christofferson

Roll Call Vote	Cl Makar	Abstain
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

RESOLUTION #28 - APPROVE ABSTRACT #13

Cl Stelick offered the following resolution and asked for its adoption:

RESOLVED, that this Town Board hereby approves Abstract #13, as audited, vouchers #1074 through #1150, totaling \$123,445.81.

2nd Cl Christofferson

Roll Call Vote	Cl Makar	Yes
	Cl Christofferson	Yes
	Supv Trumbull	Yes
	Cl Stelick	Yes
	Cl Sumner	Yes

The next meeting of the Town Board will be held January 11, 2007 at 7:00 p.m.

On motion made, seconded and unanimously carried, the meeting was adjourned at 6:45 p.m.

Respectfully submitted,

Bambi L. Hollenbeck
Town Clerk