

TOWN OF BIG FLATS ORGANIZATIONAL AGENDA
WEDNESDAY, JANUARY 14, 2015 AT 4:30 P.M.

CALL TO ORDER

Roberts Rules of Order
Time and Place set for Water Board Meetings
Time and Place set for Sewer Board meetings
Time and Place set for Town Board Meetings
Water, Sewer and /or Town Board Meeting Procedures
Board Member Committee Assignments
Health and Dental Insurance Premium
Designated Town Official Newspaper
Supervisor Directed to Publish Annual Report
Banks Designated
Supervisor Authorizations
Supervisor Authorize Advance Money
Attendance at Educational Programs
Authorization for Purchases
Justices and Town Council Authorized to Certify Papers
Blanket Bonds or Bonding Authorized for Town Officials
Travel Jurisdiction Authorization
Mileage Allowance
Debt Service Payments and Utility Prepayment
Effective date of Appointments
Wages set for Employees
Attorney for the Town Appointment
Deputy Town Supervisor Appointment
Town Board Appointments
Emergency Preparedness Committee Co-Chairperson
Compensation Authorized for Board Members
Compensation Authorized for the B.O.A.R. Members
Justices Authorized to Hire Stenographer
Receiver of Revenue / Community Center
Receiver of Revenue of Revenue for Water Districts
Town Supervisor/Highway Working Foreman DPW Commission Authorized Authority
Establish Petty Cash Funds
Town Contracts
Shared Services of Code Enforcement Officers
Prepayment
Clothing / Uniform Policy
Cell Phone Policy
Adopt the Fee Schedule
Virtual Towns & School Website Maintenance Agreement
Town Historian Appointment
County Municipal Clerks Meeting
Commissioner of Public Works Authorized to advertise for Bids
Commissioner of Public Works Authorized State and County Bids
Section 284 of Highway Law Agreement
Safety Officer Appointment
Senior Bus Trip Advisory Committee Appointment
Municipal Highway Agreement
Municipal Solutions, Inc. Agreement

WATER BOARD

CALL TO ORDER

NEW BUSINESS

Water Fee Schedule

ORGANIZATIONAL

NEW BUSINESS

PROPOSED RESOLUTION NO. 01-15

A RESOLUTION TO APPROVE ROBERTS RULES OF ORDER ADOPTED AS GUIDELINES

Resolution by:

Seconded by:

RESOLVE the Town Board adopt Robert Rules of Order, Association of Towns – State of New York Town Law Manual 2006, and Conducting Public Meetings and Public Hearings, as a guideline, and vote orally on resolutions.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 02-15

A RESOLUTION TO APPROVE THE TIME AND PLACE SET FOR WATER BOARD MEETINGS

Resolution by:

Seconded by:

RESOLVE the Town Board set the time and place for the Water Board Meetings: 4th Wednesday of each month at 7:00 p.m. at the Town Hall, when necessary, except for the month of November the meeting will be held on November 18, 2015 at 4:30 p.m. and the December meeting will be held on Monday, December 28, 2015 at 4:30 p.m.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 03-15

A RESOLUTION TO APPROVE THE TIME AND PLACE SET FOR SEWER BOARD MEETINGS

Resolution by:

Seconded by:

RESOLVE the Town Board set the time and place for the Sewer Board Meetings: 4th Wednesday of each month at 7:00 p.m. at the Town Hall, when necessary, except for the month of November the meeting will be held on November 18, 2015 at 4:30 p.m. and the December meeting will be held on Monday, December 28, 2015 at 4:30 p.m.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 04-15
A RESOLUTION TO APPROVE THE TIME AND PLACE SET FOR TOWN BOARD
MEETINGS

Resolution by:
Seconded by:

RESOLVE the Town Board set the time and place for the Town Board meetings: 2nd Wednesday of each month at the Town Hall at 4:30 p.m. at the Town Hall, and

FURTHER RESOLVE the Town Board set the time and place for Town Board meetings: 4th Wednesday of each month at the Town Hall at 7:00 pm or immediately following the Water Board and Sewer Board Meetings, except for the November meeting will be held on November 18, 2015 at 4:30 p.m. or immediately following the Water Board and Sewer Board meetings, and

FURTHER RESOLVED the December meeting will be held on Monday, December 28, 2015 at 4:30 p.m. following the Water Board and Sewer Board meetings.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 05-15
A RESOLUTION TO APPROVE THE WATER, SEWER AND/OR
TOWN BOARD MEETING PROCEDURES

Resolution by:
Seconded by:

RESOLVE the Town Board adopts the following policy for Water, Sewer and/or Town Board meetings and workshops:

1. All agenda items are submitted to the Town Clerk by 10:00 a.m. the Wednesday prior to the Water, Sewer and/or Town Board meeting. When a legal holiday and/or the responsible person submitting said documentation is not present, the documentation must be submitted prior to the date specified.
2. The first item of the meeting/workshop will be Call to Order followed by the Pledge of Allegiance.
3. Concerns of the People will be held immediately following the Call to Order at the Town Board meeting.
4. The Town Board meeting agenda categories be as follows:
Minutes
Reports
Unfinished Business
New Business
5. The Water Board meeting agenda categories be:
Unfinished Business
New Business
6. The Sewer Board meeting agenda categories be:
Unfinished Business
New Business

7. All monthly, activity reports, certificate(s), and/or minutes are to be submitted to the Town Clerk Thursday prior to the first monthly Town Board meeting.
8. Any item of urgency needing to be addressed before the next scheduled meeting, may be added to the agenda only if the subject has been previously discussed at a Water, Sewer and/or Town Board meeting. All other items must wait until the next scheduled meeting.
9. Vouchers for payment must be submitted by 3:00 p.m. 12 days prior to the Town Board meeting. Submittal is the responsibility of the Department Supervisors and they are responsible for vendor inquiries due to non-submittals.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 06-15
A RESOLUTION TO APPROVE THE BOARD MEMBER COMMITTEE ASSIGNMENTS

Resolution by:
Seconded by:

RESOLVE the Town Board Councilpersons to be assigned as Liaisons to the following Boards, Commissions, Committees, and/or departments:

Emergency Preparedness	Heman Fowler/Jane King
Community Service Award	Fairbrother & Saglibene
Deputy Supervisor	Gillette
Fireworks Commissioner	Giammichele
IT	Gillette
DPW Highway	Fairbrother/Adams
Community Center	Giammichele/ Adams
Parks	Gillette/Saglibene

RESOLVE the Town Board Councilpersons be assigned as Liaisons to the Planning Board as follows:

January through March	Giammichele
April through June	Saglibene
July through September	Gillette
October through December	Adams

RESOLVE the Town Board Councilpersons be assigned as Liaisons to the Zoning Board of Appeals as follows:

January through March	Giammichele
April through June	Saglibene
July through September	Adams
October through December	Gillette

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 07-15
A RESOLUTION TO APPROVE THE HEALTH AND DENTAL INSURANCE PREMIUM

Resolution by:
Seconded by:

RESOLVE that the Town Board requires current Town employees participating in health and dental insurance to pay 12% of the premium, and

FURTHER RESOLVED Town employees and/or employees who choose to participate in health, vision and dental insurance after January 1, 20015 to pay 15% of the premium.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 08-15

A RESOLUTION TO APPROVE THE DESIGNATED TOWN OFFICIAL NEWSPAPER

Resolution by:
Seconded by:

RESOLVE the Town Board designates the Star-Gazette as the Town's official newspaper.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 9-15

A RESOLUTION TO APPROVE THE SUPERVISOR DIRECTED TO PUBLISH ANNUAL REPORT

Resolution by:
Seconded by:

RESOLVE the Town Board directs the Supervisor to publish the Annual Report in the approved form.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 10-15

A RESOLUTION TO APPROVE THE BANKS DESIGNATED

Resolution by:
Seconded by:

RESOLVE the Town Board designates Chemung Canal Trust Company, Five Star National Bank and JP Morgan-Chase Bank the official depositories.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 11-15

A RESOLUTION TO APPROVE THE SUPERVISOR AUTHORIZATIONS

Resolution by:
Seconded by:

RESOLVE the Town Board authorizes the Supervisor to perform the following:

- Invest monies, not needed for immediate expenditures, according to the regulations of the State Department of Audit and Control and the investment policy adopted January 1988, and

- To approve overtime pay for Town employees as set forth in the Town Employee Handbook for emergencies only, and
- Authorize the Town Bookkeeper to conduct contingency and/or fund balance transfers when necessary, and
- Hire personnel, when prudent and necessary, with the range being \$9.00 to \$15.00 per hour not-to-exceed 30 days without Town Board approval, and
- To hire temporary help from either Peggy Zelko or Margaret LaLomia at a rate of \$11.28 per hour, and Deanne Williams at a rate of \$11.83 per hour, and Sharon Race at a rate of \$12.30 per hour as needed, and
- Where applicable, authorized to approve purchases or services during emergencies exceeding \$5,000.00.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 12-15

A RESOLUTION TO APPROVE THE SUPERVISOR AUTHORIZED TO ADVANCE MONEY

Resolution by:
Seconded by:

RESOLVE the Town Board be authorized to advance money for educational meetings or workshops as provided by General Municipal Law 77b.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 13-15

A RESOLUTION TO APPROVE THE ATTENDANCE AT EDUCATIONAL PROGRAMS

Resolution by:
Seconded by:

RESOLVE the Town Board authorize Town Officials and employees to attend educational programs concerning Town business, as approved by the Town Board, with all legal expenses charged to the Town, except for those Town Officials and employees.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 14-15

A RESOLUTION TO APPROVE THE AUTHORIZATION FOR PURCHASES

Resolution by:
Seconded by:

RESOLVE the Town Board requires approval prior to obtaining services, parts, and other equipment for all purchases over the amount of \$5,000.00, including engineering or as otherwise provided by the Town Board.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 15-15
A RESOLUTION TO APPROVE JUSTICES AND TOWN COUNCIL
AUTHORIZED TO CERTIFY PAPERS

Resolution by:
Seconded by:

RESOLVE the Town Justices and Town Council be authorized to certify papers and documents without charge.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 16-15
A RESOLUTION TO APPROVE BLANKET BONDS OR BONDING AUTHORIZED FOR
TOWN OFFICIALS

Resolution by:
Seconded by:

RESOLVE that blanket bonds or bonding be obtained for Town Officials, as required, and submit the names of Town Officers to the Insurance Agent, Haylor, Freyer, and Coon.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 17-15
A RESOLUTION TO APPROVE THE TRAVEL JURISDICTION AUTHORIZATION

Resolution by:
Seconded by:

RESOLVE the Town Board requires that all travel outside of New York State for the purposes of conferences and/or workshops will require previous approval by the Town Board.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 18-15
A RESOLUTION TO APPROVE THE MILEAGE ALLOWANCE SET

Resolution by:
Seconded by:

RESOLVE the Town Board set mileage at \$0.57.5 per mile for Town Officials and employees when using their personal vehicles for official Town business, when authorized by the Town Supervisor.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 19-15
A RESOLUTION TO APPROVE THE FIVE STAR VISA, SAM'S CLUB, DEBT SERVICE
PAYMENTS AND UTILITY PREPAYMENT

Resolution by:
Seconded by:

WHEREAS in order to avoid unnecessary fees and interest it is determined that it is in the best interest of the Town to pay the Five Star VISA, Sam's Club accounts, debt service payment and utility bills when it comes due, and

WHEREAS for environmental review, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5 (c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Supervisor is hereby authorized to pay the Five Star Visa, Sam's Club accounts, debt service payment and utility bills as it becomes due without prior approval of Town Board.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 20-15
A RESOLUTION TO APPROVE THE EFFECTIVE DATE OF APPOINTMENTS

Resolution by:
Seconded by:

RESOLVE the Town Board set the effective date for appointments, unless otherwise stated, as January 1, 2015.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 21-15
A RESOLUTION TO APPROVE THE WAGES SET FOR EMPLOYEES

Resolution by:
Seconded by:

RESOLVE that the Town Board set salaries for full time Town employees to be accepted and paid when due, including normal Town benefits listed in the Employee Handbook for the following:

Bookkeeper	42,413.00/Annual
Deputy Town Clerk/Tax Collector	30,911.00/Annual
Building Inspector/Code Enforcement Officer, Director	54,838.00/Annual
Building Inspector/Code Enforcement Officer	43,813.00/Annual
Secretary I, Planning and Code	36,603.00/Annual
Youth Program Coordinator	35,043.00/Annual
Secretary I, DPW	35,108.00/Annual
Working Foreperson, DPW	61,190.00/Annual

Deputy Commissioner	7,688.00/Annual
Water System Supervisor	57,122.00/Annual
Principal Account Clerk, DPW	32,595.00/Annual
Clerk to the Town Justice	30,316.00/Annual

FURTHER RESOLVE that the Town Board set wages of part-time employees to be accepted and paid when due, with the option of New York State Retirement System and Deferred Compensation; however, no Town fringe benefits, for the following:

Clerk for Assessor	11.78/Hourly
Clerk for the Town Justice	12.30/Hourly
Clerk for DPW	11.28/Hourly
Clerk for Community Center	11.28/Hourly
Custodian II (5)	12.30/Hourly
Custodian for Landscaping	12.30/Hourly
Program Assistant, Youth	10.25/Hourly
Recreation Specialist	9.74/Hourly
Recreation Specialist	8.97/Hourly
Recreation Specialist	9.23/Hourly
Director of Recreation	16.24/Hourly

FURTHER RESOLVED the salaries are for incumbents and if there shall be any vacancy, the Town Board may adjust the salary accordingly.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 22-15
A RESOLUTION TO APPOINT THE ATTORNEY FOR THE TOWN

Resolution by:
Seconded by:

BE IT THEREFORE RESOLVED the Town of Big Flats does hereby appoint Thomas Reilly of Corning, New York as Attorney of the Town of Big Flats, a part-time position with an annual salary of Forty Two Thousand Twenty Four Dollars (\$42,024.00), and

FURTHER RESOLVED that the Town Board hereby offers Thomas Reilly, health insurance, sharing the cost of premiums to the same extent or percentage as other employees, said health insurance to be provided by voucher and reimbursement to the existing health insurance currently in effect for said individual, and procured from prior municipal employment, said health insurance benefit to be a term of employment.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 23-15
A RESOLUTION TO APPOINT THE DEPUTY TOWN SUPERVISOR

Resolution by:
Seconded by:

RESOLVE the Town Board appoints Andrew Gillette, Deputy Town Supervisor, as recommended by the Town Supervisor.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 24-15
A RESOLUTION TO APPROVE THE TOWN BOARD APPOINTMENTS

Resolution by:
Seconded by:

RESOLVE the Town Board appoints the following Secretaries to the respective Board:

Water and Sewer Board	Linda Cross
Planning Board	Brenda Belmonte
Zoning Board of Appeals	Brenda Belmonte
Board of Assessment Review	Deanne Williams

RESOLVE the Town Board appoints the following Officers:

Safety Officer	Chris Austin
Stormwater Officer	Timothy Gilbert
Floodplain Administrator	Timothy Gilbert
Senior Activities Advisory Committee	Mary Lee Fairbrother
	Donna Wren & Marge Flynn

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 25-15
A RESOLUTION TO APPROVE THE EMERGENCY PREPAREDNESS
COMMITTEE CO-CHAIRPERSON

Resolution by:
Seconded by:

RESOLVE the Town Board appoints Heman Fowler and Jane King as Emergency Preparedness Committee Co-Chairpersons for 2015.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 26-15
A RESOLUTION TO APPROVE THE COMPENSATION AUTHORIZED FOR BOARDS
MEMBERS

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Chairperson of the Big Flats Planning Board and Zoning Board of Appeals to be paid \$75.00 for each regularly scheduled monthly meeting actually attended by the Chairperson(s) and payment shall be made by a voucher and submitted to the Bookkeeper, and

FURTHER RESOLVED that each regular member of the Zoning Board of Appeals members and Planning Board members shall be paid \$25.00 not-to-exceed 18 meetings, actually attended by said member and payment shall be made by a voucher submitted to the Bookkeeper.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 27-15
A RESOLUTION TO APPROVE THE COMPENSATION AUTHORIZED FOR THE BOARD
OF ASSESSMENT REVIEW MEMBERS

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Chairperson of the Big Flats Board of Assessment Review to be paid \$100.00 for each session actually attended by the Chairperson and payment shall be made by a voucher and submitted to the Bookkeeper, and

BE IT FURTHER RESOLVED that each regular member of the Board of Assessment Review members shall be paid \$50.00 for each session actually attended by said member and payment shall be made by a voucher submitted to the Bookkeeper.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 28-15
A RESOLUTION TO APPROVE THE JUSTICES AUTHORIZED TO HIRE STENOGRAPHER

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Town Justices to hire a stenographer at the prevailing rate, as necessary, provided they are covered in the budget.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 29-15

A RESOLUTION TO APPROVE THE AGREEMENT AND RECEIVER OF REVENUE ON BEHALF OF THE BIG FLATS COMMUNITY CENTER

Resolution by:

Seconded by:

WHEREAS the Community Center Board has established a Use Policy and Agreement and a Fee Schedule for those who wish to use the Community Center, and

WHEREAS it has been determined that receivers of revenue will be required to collect the agreements and fees associated with the use of the Community Center, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board appoints Patricia Hartigan-Huten, Marge Tremaine, Margaret LaLomia, Peggy Zelko Terri O'Rourke and Ed Fairbrother as Receivers of Revenue for the Community Center.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 30-15

A RESOLUTION TO APPROVE THE RECEIVERS OF REVENUE FOR WATER DISTRICTS

Resolution by:

Seconded by:

RESOLVE the Town Board appoints Pamela Kowulich, Shawn Crater, Laura Sullivan, Linda Cross, Tammy Stein, Deanne Williams, Shondrea Cobb, and Ed Fairbrother Receivers of Revenue for the Water Districts.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 31-15

A RESOLUTION TO APPROVE THE TOWN SUPERVISOR/HIGHWAY WORKING FOREMAN DPW COMMISSIONER AUTHORIZED AUTHORITY

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Town Supervisor/Highway working Foreman DPW Commissioner to perform the following:

- Make purchases up to \$5,000.00 for parts, services, and other equipment for use in the Department of Public Works, as necessary, provided they are covered in the budget, and
- To advertise for bids on tires, salt, cinders, sand, parts and tools, as needed, and
- To accept State and County bids for any and all items under State and County bid system, provided they are covered in the Highway budget; with the exception that any bid for vehicles and equipment shall be subject to prior Town Board approval, and

- Where applicable, authorized to approve purchases or services during emergencies exceeding \$1,000.00, and
- Hiring of people from temporary agencies be pre-approved by the Town Board, Town Supervisor, where applicable.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 32-15
A RESOLUTION TO APPROVE THE ESTABLISH PETTY CASH FUNDS

Resolution by:
Seconded by:

RESOLVE the Town Board establishes the following Petty Cash Funds:

Tax Collector	\$100.00
Town Clerk	\$ 50.00
Town Justices	\$ 75.00
Water District #1, #2, #3, and #4	\$ 50.00 each
Bookkeeping	\$ 25.00
Department of Public Works	\$ 50.00
Community Center	\$100.00
Youth Department	\$100.00
Code and Planning	\$100.00

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 33-15
A RESOLUTION TO APPROVE THE TOWN CONTRACTS

Resolution by:
Seconded by:

BE IT THEREFORE RESOLVED the Town Board hereby authorizes the Town Supervisor to execute a service contract with the following:

- Mary Ann Holleran, Cooking Instructor – classes at the cost of \$20.00 with all sums collected first applied to the cost of the ingredients and the balance split 70-30% between the Instructor and the Town of Big Flats; and
- Tracey Wigley, Dance Instructor – at a rate of 80% of the fee charged in accordance with the terms and conditions of the agreement; and
- Vicki Rossettie, Zumba Instructor – at a rate of 80% of the fee charged in accordance with the terms and conditions of the agreement; and
- Amanda Wylie, Zumba Instructor – at a rate of 80% of the fee charged in accordance with the terms and conditions of the agreement; and
- Karen Clark Romans, Yoga Instructor – at a rate of 80% pf the fee charged in accordance with the terms and conditions of the agreement; and
- Department of Correctional Services for the purposes of providing labor services for the cleaning and maintaining of Town roads, parks, ditches, drainage swales, and other applicable services as necessary; and

- GST BOCES for the purposes of conducting the necessary drug and alcohol testing of the applicable Town at the annual cost not to exceed of \$130.00 per Town driver; and
- Davis-Ulmer, Inc. for the purpose of providing inspection, testing, and preventative maintenance on the sprinkler systems and backflow preventers for the Community Center and two Department of Public Works buildings at a cost of \$1,190.00 annually; and
- Briggs Appraisal Services for professional services at a cost not-to-exceed \$10,000.00; and
- Cranberry Fog for the purpose of services and consultation regarding Town computers for a monthly fee of \$2,400.00 with a total cost not-to-exceed \$15,000.00 for year 2015; and
- Chemung County Department of Aging and Long Term Care for the purpose of providing a community hall and kitchen areas, utilities and heat for the Congregate Meal Program.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 34-15
A RESOLUTION TO APPROVE THE SHARED SERVICES OF
CODE ENFORCEMENT OFFICERS

Resolution by:
Seconded by:

WHEREAS the Rural Association of Mayors and Supervisors has determined the necessity to provide an Intermunicipal Agreement for the purpose of shared services of Code Enforcement Officers, and

WHEREAS the Town Board desires to continues said shared services, now

BE IT THEREFORE RESOLVED that the Town Board hereby desires to continue said Code Enforcement Mutual Aid Agreement as outlined in Town Board Resolution No. 157-12 approved on July 11, 2012, and

FURTHER RESOLVED the Town Board is aware that any party may withdraw from this Agreement upon thirty (30) days written notice of the other party or parties to the Agreement.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 35-15
A RESOLUTION TO APPROVE THE PREPAYMENTS

Resolution by:
Seconded by:

RESOLVE the Town Board authorizes the following prepayments:

Association of Towns for 2014 Association Membership Dues	\$ 1,200.00
KVS Information Systems	\$ 5,115.00

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 36-15
A RESOLUTION TO APPROVE THE CLOTHING / UNIFORM POLICY

Resolution by:

Seconded by:

WHEREAS the Town Board had received request and purchases have been made for the purpose of purchasing clothing with the Town of Big Flats logo to easily identify Town employees in specific departments, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c)(20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board requires all clothing and uniform purchases be approved by the Town Board prior to orders being placed, except for those purchases as identified and approved under union contract, Youth Department for Summer TAFFY employees and Community Center Custodians. Code enforcement, Highway department.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 37-15
A RESOLUTION TO APPROVE THE BIG FLATS TOWN CELL PHONE POLICY

Resolution by:

Seconded by:

WHEREAS the Town of Big Flats cell phones have been supplied by the Town of Big Flats, and WHEREAS employees of the town have elected to not carry the town cell phones along with their own cell phone, and

WHEREAS the FOIL law is also applied to the use of a personal cell phone when used for town business, and

WHEREAS the county of Chemung and several other government agencies policies have a reimbursement policy for the use of personal cell phones for town business, and

WHEREAS the cost of reimbursement is less than cost to supply town cell phones and the FOIL laws will apply either by town cell phone or personal cell phones, and

WHEREAS several departments are in need to carry and communicate with town business daily and whereas the Town Supervisor will determine the need of each employee's approval for reimbursement, and

THEREFORE BE IT RESOLVED that the Town of Big Flats will reimburse employee's cell phones at a rate of \$40.00 per month, by monthly vouchers and as approved annually by the Town Supervisor.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 38-15
A RESOLUTION TO ADOPT THE FEE SCHEDULE

Resolution by:
Seconded by:

WHEREAS to alleviate any undue burden to the tax payers in the Town of Big Flats and to adequately reimburse the Town for services provided to private citizens and developers by employees of the Town, and

WHEREAS the Town has evaluated and considered the cost associated with various application reviews, variances, permits, inspections and licensing finds that the cost for the services provided by the Town are reasonable and attributable to the applicant for such considerations, review, licensing or permit, and

WHEREAS for environmental review purposes the adoption of a Fee Schedule is a Type II action under SEQRA, 6NYCRR part 617.5(c)(19) and (26), now

BE IT THEREFORE RESOLVED that all expenses incurred by the Town relating to applications and licensing as required by the Town Code are to be paid by the applicant for such actions, and

FURTHER RESOLVED that the fees listed in this resolution are in addition to the consultant, inspection and/or legal pass-through fees pursuant to Local Law No. 10, 2001, Chapter 2.08 of the Town Code, and

FURTHER RESOLVED that the following application and licensing fee schedules are hereby adopted and in effect for the listed activities or actions:

COMMUNITY CENTER RENTAL FEES

GROUP	ROOM	SECURITY DEPOSIT	8:00 am - 9:00 pm M-F	Saturdays
1. Town Sponsored Groups	A, B, C, D, Kitchen-catering, Kitchen- classroom, Great Room, Conf Rm			
2. Government (Sec. Dep N/A) & 3. Private Big Flats Resident & 4. Local Non-profit (Chemung County) or Social Big Flats Group	A	\$30		\$20.00/hour
	B	\$30		\$20.00/hour
	C	\$30		\$20.00/hour
	D	\$30		\$20.00/hour
	Conference Room	\$30		\$20.00/hour
	Kitchen- classroom	\$50		\$20.00/hour
	Great Room	\$100		\$50.00/hour 1-75 people \$75.00/hour 76+ people
	Kitchen- catering	\$50		\$50.00 flat fee*
5. Private Non-resident & 6. Non local - Non Profit or Non Big Flats Social Group	A	\$50	\$25.00/hour	\$30.00/hour
	B	\$50	\$25.00/hour	\$30.00/hour
	C	\$50	\$25.00/hour	\$30.00/hour
	D	\$50	\$25.00/hour	\$30.00/hour
	Conference Room	\$50	\$25.00/hour	\$30.00/hour
	Kitchen- classroom	\$75	\$25.00/hour	\$75.00/hour
	Great Room	\$150	\$100.00/hour	\$125.00/hour 1-75 people \$150.00/hour 76+ people
	Kitchen- catering	\$75	\$125 flat fee	\$200 flat fee*

COMMUNITY CENTER RENTAL FEES

GROUP	ROOM	SECURITY DEPOSIT	8:00 am - 9:00 pm M-F	Saturdays
7. Business Resident	A	\$50	\$25.00/hour	\$40.00/hour
	B	\$50	\$25.00/hour	\$40.00/hour
	C	\$50	\$25.00/hour	\$40.00/hour
	D	\$50	\$25.00/hour	\$40.00/hour
	Conference Room	\$50	\$25.00/hour	\$40.00/hour
	Kitchen- classroom	\$75	\$50.00/hour	\$75.00/hour
	Great Room	\$150	\$75.00/hour	\$100.00/hour 1-75 people \$150.00/hour 76+ people
	Kitchen- catering	\$75	\$125 flat fee	\$200 flat fee*
8. Business Non-resident	A	\$75	\$50.00/hour	\$75.00/hour
	B	\$75	\$50.00/hour	\$75.00/hour
	C	\$75	\$50.00/hour	\$75.00/hour
	D	\$75	\$50.00/hour	\$75.00/hour
	Conference Room	\$75	\$50.00/hour	\$75.00/hour
	Kitchen- classroom	\$100	\$75.00/hour	\$100.00/hour
	Great Room	\$200	\$200.00/hour	\$200.00/hour 1-75 people \$300.00/hour 76+ people
	Kitchen- catering	\$100	\$150 flat fee	\$250 flat fee*
Round Tables *	Great Room		\$10.00/table	All Days *

*** For use with Great Room Only**

BUILDING PERMIT APPLICATION FEE SCHEDULE

PROJECT TITLE	BASE FEE	ADDITIONAL FEES
1 & 2 Family Properties NEW	\$ 50.00	Add \$1.00 per thousand of construction cost AND
1 & 2 Family Properties REMODEL	\$ 30.00	Add \$0.10 per square foot for New Const. Add \$0.02 per square foot for Remodel
Roofing / Residential	\$ 30.00	Add \$1.00 per thousand of construction cost
Roofing / Commercial	\$ 50.00	Add \$2.00 per thousand of construction cost
Open Decks	\$ 30.00	Add \$0.10 per square foot
Multi-family and Apartments	\$ 75.00	Add \$1.00 per thousand of construction cost AND Add \$0.10 per square foot for new construction (living space)
Commercial & Industrial	\$ 75.00	Add \$2.00 per thousand of construction cost AND Add \$0.02 per square foot for remodeling AND Add \$0.10 per square foot for new construction
Demolition and Removal Permits	\$ 25.00 \$ 50.00	Residential Commercial
Driveway / Curb Cut	\$ 25.00 \$ 50.00	Residential Commercial
Mobile Home Setup	\$ 100.00	NA
Sheds	\$ 30.00	With NO dimension larger than 16'
Swimming Pools	\$ 35.00	In ground and above ground
Signs	\$ 25.00	PLUS \$0.25 square foot Add \$50.00 for freestanding sign
Systems Permits (HVAC, plumbing, electric, other mechanical)	\$40.00 \$ 75.00	Residential Commercial
Building without a Permit	\$ 75.00	PLUS cost of permit
Permit Renewal	50% of cost of original permit	NA – renewal for 6 months.
Fuel Tank Removal / Installation (Commercial)	\$40.00	NA
Fuel Dispensing Island with canopy	\$50.00	NA

FIRE INSPECTION FEES FOR COMMERCIAL BUILDINGS

Square foot of floor space	Base fee¹	Each visit over base fee
0 to 3000 sq. ft.	\$50.00	\$25.00
3,001 to 10,000 sq. ft.	\$100.00	\$30.00
10,001 to 50,000 sq. ft.	\$150.00	\$40.00
50,001 to 100,000 sq. ft.	\$200.00	\$50.00
100,001 sq. ft. and over	\$500.00	\$100.00

In multiple occupants building each tenant will be charged a separate fee.

OPERATIONAL PERMITS:

Assembly – yearly will be included with base inspection fee.

Commercial – every three (3) years will be included in base inspection fee.

Single Event – Pyrotechnics, outdoor events and all others = \$100.00

RESIDENTIAL:

1 and 2 family exempt

Apartments \$15.00 each

APPLICATION TO THE PLANNING BOARD
--

Site Plan Review

- Residential \$250.00, plus \$50.00 per 1,000 sf gross floor area
- Non-Residential \$500.00, plus \$150.00 per 2,500 sf gross floor area
- Concept Plan \$200.00, fee goes toward full review

Subdivision

- 2 lots or less \$200.00 plus \$50.00 per lot
- 3 lots or more \$500.00 plus \$100.00 per lot
- Concept Plan \$200.00, fee goes toward full review

Planned Unit Development

- Application Fee \$150.00

APPLICATION FEES FOR SPECIAL PERMIT, VARIANCE, ZONING AMENDMENT	
APPLICATION	BASE FEE
SPECIAL PERMIT	
ALL	\$150
VARIANCE	
RESIDENTIAL AREA	\$250*
NON-RESIDENTIAL AREA	\$500*
SIGN	\$250 – Residential* \$500.00 – non-residential *
USE	\$1,000
ZONING AMENDMENT	
UP TO 5 ACRES	\$100
5 - 25 ACRES	\$250
25+ ACRES	\$500
OTHER PERMITS FEE SCHEDULE	
APPLICATION	BASE FEE
TIMBER HARVEST PERMIT	\$35 plus the required Performance Bond or Certified Check at the rate of \$30.00 per acre or a maximum of \$2,500 for the purposes outlined in Chapter 5.16 of the Town Code
FLOODPLAIN DEVELOPMENT PERMIT	\$50.00
JUNK DEALERS' LICENSE	\$50
PEDDLERS AND SOLICITORS LICENSE	\$25 plus \$10 for each additional person or vehicle used for the purposes outlined in Local Law # 8 of 2001, Chapter 5.12 of the Town Code
UNREGISTERED MOTOR VEHICLE PERMIT	
1 – 60 DAYS	\$25
61 – 120 DAYS	\$50
121 – 270 DAYS	\$150
271 – 365 DAYS	\$300

PHOTO COPYING FEES

SIZE/DOCUMENTS	\$ PER PAGE
<9" X 14"	\$.25
>9" X 14", plans, Subdivision Plat, books, codes & other large documents	Actual cost of reproduction or procurement

DOG LICENSES FEES

	FEE²
Spayed Females/Neutered Males	\$5.00
Un-spayed Females/Un-neutered Males	\$17.00
Late Fee for unpaid dog licenses after 60 days	\$5.00

¹Based on initial visit and on follow-up visit.

²State fees are in addition to the local fees listed in this table.

PENALTY RATES: A one-time late payment penalty rate of ten percent (10%) shall be imposed for any fee not paid within thirty days of written notice of such fee. After November 1, any amount remaining due for any unpaid permit fees will be included in the annual Town tax levy, and the amount so levied will include an administrative service fee of twenty-five dollars (\$25.00) and a delinquent account penalty of one hundred seventy five dollars (\$175.00).

NOTE: A consultant, inspection and/or legal pass-through fee pursuant to Chapter 2.12 of the Town Code may be applicable in addition to any application fee listed in this schedule

CARRIED: AYES:
 NAYS:

**PROPOSED RESOLUTION NO. 39-15
A RESOLUTION TO APPROVE THE MAINTENANCE AGREEMENT WITH VIRTUAL TOWNS & SCHOOL WEBSITE SERVICES**

Resolution by:
Seconded by:

WHEREAS an Agreement with Virtual Towns & School Website Services Web Design, and

WHEREAS the Town Supervisor or Councilperson Gillette to enter into an Maintenance Agreement with Virtual Towns & School Website Services for the purpose of, site implementation, content development, CMS/Users, website deployment, and user training, and

WHEREAS for environmental purposes the contracting of such services is a Type II administration action in accordance with SEQRA 6NYCRR, Part 617.5(c) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Town Supervisor to sign the necessary Maintenance Agreement with Virtual Town & School for the purpose, site implementation, content development, CMS/Users, website deployment, and user training, at a

cost not-to-exceed Four Thousand Dollars (\$4,000.00), contingent upon the review and approval by the Attorney for the Town.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 40-15
A RESOLUTION TO APPOINT THE BIG FLATS HISTORICAL SOCIETY AS
THE TOWN HISTORIAN

Resolution by:
Seconded by:

WHEREAS necessary by state law to have a Town Historian and to maintain the history of the Town of Big Flats, and

WHEREAS the Big Flats Historical Society maintains the history of Big Flats, and

WHEREAS for environmental review purposes, the adoption of regulations, policies, procedures and local legislative decisions is a Type II action in accordance with SEQRA 6 NYCRR, Part 617.5 (c) (27) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED AND DETERMINED that the Big Flats Historical Society shall be appointed as the Town of Big Flats Historian at \$2,000 per year.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 41-15
A RESOLUTION TO APPROVE THE ATTENDANCE OF THE TOWN CLERK AND DEPUTY
TOWN CLERK TO ATTEND THE COUNTY MUNICIPAL CLERKS MEETINGS

Resolution by:
Seconded by:

RESOLVE the Town Board authorize the attendance at County Municipal Clerks meetings, as authorized in their 2015 budget, for Linda Cross, and Tammy Stein, at the Town's expense.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 42-10
COMMISSIONER OF PUBLIC WORKS AUTHORIZED TO ADVERTISE FOR BIDS

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Commissioner of Public Works to advertise for bids on tires, salt, cinders, sand, parts and tools, as needed.

CARRIED: AYES:
 NAYS:

RESOLUTION NO. 43-15
COMMISSIONER OF PUBLIC WORKS AUTHORIZED TO ACCEPT STATE & COUNTY
BIDS

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Commissioner of Public Works to accept State and County bids for any and all items under State and County bid system, provided they are covered in the Highway budget; with the exception that any bid for vehicles and equipment shall be subject to prior Town Board approval.

CARRIED: AYES:
 NAYS:

RESOLUTION NO. 44-10
A RESOLUTION TO APPROVE THE SECTION 284 OF THE HIGHWAY LAW AGREEMENT

Resolution by:

Seconded by:

WHEREAS in accordance with Highway Law, Section 284, the Town Supervisor, Town Board, and Commissioner of Public Works are required to enter into an agreement regarding moneys levied and collected in the Town for repair and improvement of highways, and

WHEREAS for environmental review, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5 (c) (19) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED, in accordance with Highway Law, Section 284, the Town Supervisor, Town Board and Commissioner of Public Works are authorized to enter into the Agreement for the Expenditure of Highway Moneys.

CARRIED: AYES:
 NAYS:

RESOLUTION NO. 45-10
A RESOLUTION TO APPROVE THE SAFETY OFFICER APPOINTMENT

Resolution by:

Seconded by:

WHEREAS the Town Board has determined a need to appoint a safety officer for the Town of Big Flats, now

BE IT THEREFORE RESOLVED the Town Board appoints Chris Austin, Deputy Commissioner of Public Works as Safety Officer.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 46-011415
A RESOLUTION TO APPROVE THE SENIOR BUS TRIP ADVISORY COMMITTEE
APPOINTMENT

Resolution by:

Seconded by:

WHEREAS the Town Board has determined that a committee should be established for senior trip activities, and

WHEREAS for environmental purposes this is a Type II Action in accordance with 6NYCRR, Part 617.5(c)(20) and as such no further review is necessary, now

BE IT THEREFORE RESOLVED an Advisory Committee be established comprising of Mary Lee Fairbrother, Donna Wren, and Marge Flynn to plan Senior Bus Trips and other activities appropriate for the Big Flats Senior Citizen Committee Appointments.

CARRIED: AYES:
 NAYS:

PROPOSED RESOLUTION NO. 47-10
MUNICIPAL HIGHWAY AGREEMENT

Resolution by:

Seconded by:

WHEREAS, all municipalities, including the Town of Big Flats have the power and authority to contract for the purpose of renting, leasing, exchanging or borrowing of machinery and equipment, with or without operators, with other municipalities, and

WHEREAS, all municipalities, including the Town of Big Flats have the power and authority to borrow or lend materials and supplies to other municipalities, and

WHEREAS, it is hereby determined that the Town of Big Flats and other municipalities have machinery and equipment which is not used at all times but lie idle during certain periods, and

WHEREAS, it is determined that the Town of Big Flats and other municipalities often have materials and supplies on hand which are not immediately needed, and

WHEREAS, it is hereby determined that by the renting, borrowing, exchanging or leasing of highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Big Flats and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of or keeping a large inventory of certain extra materials and supplies, thereby saving the taxpayers money, and

WHEREAS, all municipalities have the power and authority to contract for the purpose of renting, leasing, exchanging or borrowing of machinery and equipment, with or without operators, with other municipalities, and

WHEREAS, all municipalities have the power and authority to borrow or lend materials and supplies to other municipalities, and

WHEREAS, it is hereby determined that the Town of Big Flats and other municipalities have machinery and equipment which is not used at all times but lie idle during certain periods, and

WHEREAS, it is determined that the Town of Big Flats and other municipalities often have materials and supplies on hand which are not immediately needed, and

WHEREAS, it is hereby determined that by the renting, borrowing, exchanging or leasing of highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Big Flats and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing of or keeping a large inventory of certain extra materials and supplies, thereby saving the taxpayers money, and

WHEREAS, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing or renting of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement has to receive prior approval by the Town Board and governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing board are not in session , and

WHEREAS, it is incumbent upon each municipality to design a simple method whereby materials and supplies, equipment and machinery, including the operators thereof, may be quickly obtained with a minimum of paperwork and inconvenience and with a swift approval process, and

WHEREAS, it is the intent of this Town Board to give the Commissioner of Public Works the authority to enter into renting, exchanging, borrowing and lending agreements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual agreement, and

WHEREAS, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities which contract will grant the person holding the position comparable to that of superintendent authority to make similar agreements, and

WHEREAS, it is hereby determined that it will be in the best interests of the Town of Big Flats to be a party to such an agreement, and

NOW, THEREFORE, BE IT RESOLVED, that the chief executive officer of Town of Big Flats is hereby authorized to sign on behalf of the Town, the following contract:

CONTRACT OF SHARED SERVICES

§1. For the purposes of this contract, the following terms shall be defined as follows:

"Designated filing Agent" shall mean the central place where all similar contracts for highway shared services are filed as agreed upon by all participating municipalities.

"Municipality" shall mean any city, county, town or village which has agreed to be bound by a contract of shared services identical in terms and effect with this contract and has filed a certified copy of a resolution to that effect with the designated filing agent as defined herein.

"Contract" shall mean the text of this agreement which is identical in terms and effect with similar agreements, notwithstanding that each such contract is signed only by the Chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect if each chief executive officer had signed each individual contract.

"Shared Services" shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but shall not be limited to:

- the renting, exchanging, or lending of highway machinery, tools and equipment, with or without operators, conditioned on such other municipality providing a similar service, or a service of equal value, in exchange;
- the borrowing or lending of supplies between municipalities on a temporary basis conditioned upon the replacement of such supplies or conditioned upon the obtaining of equal value through the provision of a service by the borrower or by the lending of equipment by the borrow, the value of which is equal to the borrowed supplies;
- the providing of a specific service for another municipality, conditioned on such other municipality providing a similar service, or a service of equal value, in exchange.

"Commissioner of Public Works" shall mean, the case of a county, the county superintendent of highways, or the person having the power and authority to perform the duties generally performed by county superintendents of highways; in the case of a town, "superintendent" shall mean the town superintendent of highways; in the case of a village, "superintendent" shall mean the superintendent of public works.

§ 2. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract and it will consider this contract to be applicable to any municipality which

has filed a similar contract in the office of the designated filing agent and which has sent a notice of such filing to the officer signing this agreement and the Superintendent of the Town of Big Flats.

§ 3. The undersigned municipality by this agreement grants unto the Commissioner of Public Works the authority to enter into any shared service agreement with any other municipality or other municipalities subject to the following terms and conditions.

a. The Town of Big Flats agrees to rent or exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for the purposes of the Town. The determination as to whether such machinery, with or without operators, is needed by the Town shall be made by the Superintendent. The value of materials or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of equal value, to be determined by mutual agreement of the respective Superintendents.

b. The Town of Big Flats agrees to rent, exchange or lend to any municipality any and all materials, machinery, and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery or material is available for renting, exchanging or lending shall be made by the Superintendent. In the event the Superintendent determines that it will be in the interests of the Town/Village to lend to any other municipality, the Superintendent is hereby authorized to lend to another municipality. The value of supplies or materials loaned to another municipality may be returned to the Town of Big Flats by the borrowing municipality in the form of similar types and amounts of materials or supplies, or by the use of equipment or receipt of services of equal value, to be determined by mutual agreement of the respective Superintendents.

c. An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the Commissioner of Public Works of the borrowing municipality in relation to the manner in which the work is to be completed. However, the method by which the machine is to be operated shall be determined by the operator.

d. When receiving the services of an operator with a machine or equipment, the receiving Commissioner of Public Works shall make no request of any operator which would be inconsistent with any labor agreement that exists for the benefit of the operator in the municipality by which the operator is employed.

e. The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator. In the event damages are caused as a result of directions given to perform work, then the lending municipality shall be held harmless by the borrowing municipality.

f. Each municipality shall remain fully responsible for its own employees, including salary, benefits and workers compensation.

§ 4. The renting, borrowing or leasing of any particular piece of machinery or equipment, or the exchanging or borrowing of materials or supplies, or the providing of a specific service shall be evidenced by the signing of a memorandum by the Superintendent. Such memorandum may be delivered to the other party via mail, personal delivery or by facsimile machine. In the event there is

no written acceptance of the memorandum, the using of the machinery, the receipt of the materials or supplies or the acceptance of a service shall be evidence of the acceptance of the offer to rent, exchange or lend.

§ 5. In the event any shared agreement is made without the memorandum at the time of receipt of the shared service, the Superintendent receiving the shared service shall, within five (5) days thereof, send to the provider a memorandum identifying the type, time and date of the acceptance of the shared service. In the event such shared service related to or included the receipt of any materials or supplies, such memorandum shall identify such materials or supplies and the time and place of delivery.

§6. In the event a municipality wishes to rent machinery or equipment from another municipality or in the event a municipality wishes to determine the value of such renting for purposes of exchanging shared services of a comparable value, it is agreed that the value of the shared service shall be as set forth in the memorandum.

§7. All machinery and the operator, for purposes of workers compensation, liability and any other relationship with third parties, except as provided in §3e of this agreement, shall be considered the machinery of and the employee of the municipality owning the machinery and equipment.

§8. In the event machinery or equipment being operated by an employee of the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.

§9. Records shall be maintained by each municipality setting forth all machinery rentals, exchanges, borrowings or other shared services. Such records will be available for inspection by any municipality which has shared services with such municipality.

§10. In the event any dispute arises relating to any shared service, and in the event such dispute cannot be resolved between the parties, such dispute shall be subject to mediation, as may be promulgated.

§11. Any action taken by the Commissioner of Public Works pursuant to the provisions of this contract shall be consistent with the duties of such official and expenditures incurred shall not exceed the amounts set forth in the Town budget for highway purposes.

§12. A record of all transactions that have taken place as a result of the Town participating in the services afforded by this contract shall be kept by the Commissioner of Public Works and a statement thereof, in a manner satisfactory to the Town Board, shall be submitted to the Town Board semi-annually on or before the first day of June and on or before the first day of December of each year following the filing of the contract with the designated filing agent, unless the Town Board requests the submission of records at different times and dates.

§13. If any provision of this agreement is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid and operative, or if it cannot be so modified, then severed and the remainder of the contract shall continue in full force and effect

as if the contract has been signed or filed with the designated filing agent with the invalid person s modified or eliminated.

§14. Any party to this contract may revoke such contract by sending a notice of such revocation to the designated filing agent and a copy thereof to each participating municipality filing as required by paragraph 1 of this contract, within the definition of "Municipality". Upon the revocation of such contract, any outstanding obligations shall be settled within thirty days of such revocation unless the parties with whom an obligation is due agree in writing to extend such date of settlement.

§15. This contract shall be reviewed each year by the Town Board and shall expire five (5) years from the date of its signing by the Chief Executive Officer. The Town Board may extend or renew this contract at the termination thereof for another five (5) year period.

CARRIED: AYES:
NAYS:

PROPOSED RESOLUTION NO. 48-15
A RESOLUTION AUTHORIZING EXECUTIO OF PROPOSAL FOR FINANCIAL
CONSULTING SERVICES OF MUNICIPAL SOLUTIONS, INC.

Resolution by:
Seconded by:

WHEREAS the Town of Big Flats will be Banning several projects in 2015, and

WHEREAS the Town of Big Flats Water Board and Town Board will need a financial consultant,
and

WHEREAS Municipal Solution, Inc. has been designed to be the Towns Financial Consultant in the
past, and

WHEREAS the need to have a consultant on staff to render their service in helping the town to find
the best rates and to help execute and deliver these financial services, and

WHEREAS this resolution shall take effect immediately, and

THEREFORE BE IT RESOLVED that the Town of Big Flats Board authorizes the Town
Supervisor to enter into an agreement with Municipal Solutions Inc.

CARRIED: AYES:
NAYS:

WATER BOARD

PROPOSED RESOLUTION NO. 49-15
A RESOLUTION TO APPROVE THE WATER DISTRICT FEE SCHEDULE

Resolution by:

Seconded by:

RESOLVE the Water Board adopts the following Water District Fee Schedule effective immediately:

<u>ITEM DESCRIPTION</u>	<u>FEE</u>
Minimum Annual Line Charge, per meter, <u>included</u> in minimum water charge	\$40.00
Transfer/Turn On Fee (new owner or lessee)	\$35.00
Disconnect Fee	\$50.00
Water Application Fee- In district only (new service installation, residential and commercial):	
	Residential.....\$75.00
	Commercial.....\$150.00
Hydrant Fee, temporary use	\$50.00
Residential Water Usage Rate for Hydrants: per 1,000 gallons	\$ 5.00
	Minimum charge \$ 5.00
Commercial Water Usage Rate for Hydrants: per 1,000 gallons	\$10.00
	Minimum charge \$10.00
Inspection Fees	As established in Local Law #10 of 2001
Water Main Shut-off, for private repairs	Parts & Labor Minimum charge \$75.00
Shut off at Curb Box for repairs	\$25.00
Shut Off for non-payment	First Offense \$50.00 Each Subsequent Offense, an additional \$50.00
Water Taps (up to & including 1") on Mains The BF Water Department taps the main.	Parts & Labor
Water Taps (over 1") on Mains (Administrative Fee Only, customer responsible for tap and all associated costs.)	\$150.00
Meter Installation	Parts & Labor
Meter Removal	\$65.00

RESOLUTION NO. 40-14, WATER DISTRICT FEE SCHEDULE APPROVED continued

Meter Repair / Replacement due to damage	Parts & Labor
Meter Testing Fee (by customer request)	\$50.00

Water Rates Per District

District 1:	Quarterly-	Includes up to 10,000 gallons every 1,000 gallons over 10,000 gallons	\$45.00 \$ 3.53
	Monthly-	Includes up to 4,000 gallons every 1,000 gallons over 4,000 gallons	\$17.00 \$ 3.53
District 2 and 3:	Quarterly-	Includes up to 10,000 gallons every 1,000 gallons over 10,000 gallons	\$28.75 \$ 1.65
	Monthly-	Includes up to 4,000 gallons every 1,000 gallons over 4,000 gallons	\$12.00 \$ 1.65

District 4:	Quarterly-	Includes up to 10,000 gallons	\$28.75
		every 1,000 gallons over 10,000 gallons	\$ 2.65

Private Fire Protection, Annual Fees

Sprinkler Systems:	4" Main	\$50.00
	6" Main	\$75.00
	8" Main	\$100.00
	10" Main	\$125.00
	12" Main	\$150.00
Per Yard Hydrant		\$75.00

Administrative Fees:

Returned Check Fee	\$20.00
Per record fee for CCSD billing	\$0 .75

Penalties:

One time penalty of 10% of outstanding balances

Service Charge:

Delinquent Accounts put on Tax Roll \$175.00

Capital Charges: An annual charge to cover annual debt service payments. Shown on the Tax Bill as WD242, WD243 or WD244, depending on Water District.

Criteria used to determine property eligibility for debt responsibility:

- The property must be located within the metes and bounds of the District description.
- The property must have access to a Town water main. Access includes having a water main on either side of the road adjacent to the property.
- Vacant parcels are included.
- Apartment and commercial buildings will be assessed one (1) unit per building. If more than one meter is present in building, assessment will be total number of meters.

CARRIED: AYES:
NAYS:

TOWN OF BIG FLATS AGENDA
WEDNESDAY, JANUARY 14, 2015 AT 4:30 P.M.

WATER BOARD

CALL TO ORDER

NEW BUSINESS

Hunt Engineering / 2015 Water Department Projects

TOWN BOARD

CONCERNS OF THE PEOPLE

REPORTS

UNFINISHED BUSINESS

Intermunicipal Agreement DPW Highway / Parks/ Drainage

NEW BUSINESS

2015 Resolutions/ Association of Towns Meeting

Purchase / Jacobsen mower State Bid

Three Rivers Development Foundation Agreement

Vacation time carried over

Communication Log

Water/ Town Board Meeting

PROPOSED RESOLUTION NO. 01-011415

A RESOLUTION TO APPROVE THE HUNT ENGINEERING TO PROVIDE PROFESSIONAL SERVICES FOR MISCELLANEOUS WATER DEPARTMENT PROJECTS IN 2015

Resolution by:

Seconded by:

WHEREAS the Big Flats Water Department is considering numerous changes and improvements to our water system. Prior to actual projects being established the Water Department has requested the professional services of Hunt Engineers, Architects & Land Surveyors, PC (HUNT) be available to assist with any miscellaneous needs the Water Department may need, and

WHEREAS the Big Flats Water Department received a proposal from Hunt Engineering to establish a retainer for 2015 to provide assistance on an as needed basis. The intent of this agreement is to provide routine professional services such as but not limited to; Water system operations and troubleshooting, development of a valve exercising program, DOH inquiries or inspections, Susquehanna River Basin Commission (SRBC) tasks, assist in water operator selection, etc. The preparation of specific project scope of services and fee quotations for capital projects or specific consulting services such as surveys or design will not be charged under this agreement, and

WHEREAS for environmental purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5 (c) (20) and no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Town Supervisor to enter into a contract with Hunt Engineering to provide professional engineering tasks associated with the Big Flats Water Department for 2015, for a rate, billed on an hourly basis, not to exceed a fee of nine-thousand dollars (\$9000) plus disbursements.

CARRIED: AYES:

NAYS:

ABSENT:

Town Board

THIS WAS TABLED FROM 12-29-14

PROPOSED RESOLUTION NO. 02-011415

A RESOLUTION TO APPROVE THE INTERMUNICIPAL AGREEMENT CHEMUNG
COUNTY AND TOWN OF BIG FLATS DPW FOR HIGHWAY/PARKS/DRAINAGE

Resolution by:

Seconded by:

WHEREAS, the State of New York initiated The Shared Municipal Services Incentive (SMSI) Grant Program in 2005 “to improve the efficiency of local governments through cooperation, consolidation, dissolution or merger”, and

WHEREAS, the Town of Big Flats and County of Chemung desire to collaborate by means of intermunicipal agreements which save taxpayer dollars while maintaining quality of service for residents, and

WHEREAS, the Town and the County are desirous of pursuing the “Goals” hereinabove set forth and towards that objective, representatives of the parties have been meeting to consider the options and means for improving the effectiveness and efficiency of Town and County governments, and

WHEREAS, as a result of said meetings, the parties have identified certain administrative support and public works categories which potentially are conducive to a collaborative effort through intermunicipal agreements and which may eventually result in the merger, consolidation, or cooperative operation of such services, and

WHEREAS, while the Town and the County each enter into this Agreement with a good faith commitment to succeed in attaining one or more of any established “Goals”, the parties believe that it is prudent to identify the strategy to be implemented in the event of termination of this Agreement and any related intermunicipal agreements without merger or consolidation, and

WHEREAS for environmental review purposes, administration is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c)(20) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Town Supervisor to sign the one year Intermunicipal Agreement for the Shared Municipal Services Incentive (SMSI), with Chemung County for the year of 2015.

CARRIED: AYES:
NAYS:

ABSENT:

PROPOSED RESOLUTION NO. 04-011415

A RESOLUTION TO APPROVE THE JACOBSEN MODEL WG R311T MOWER PURCHASE

Resolution by:

Seconded by:

WHEREAS the Commissioner of Public Works recognizes the need to purchase a new mower, and

WHEREAS the mower will be replacing the 2005 JD 1600T mower VIN: TC1600T040156. Which shall be surplused in 2015, and

WHEREAS the purchase of a new mower was planned for purchase for the year 2015, and

WHEREAS State Bid for the new Jacobsen model WG-R311T is \$55,917.50, and

WHEREAS for environmental review purposes, purchasing is a Type II action in accordance with SEQRA 6NYCRR, Part 617.5(c) (25) and as such no further action is necessary regarding the same, now

BE IT THEREFORE RESOLVED the Town Board authorizes the Deputy Commissioner of Public Works to purchase a Jacobsen Mower – model R311T as outlined on State Bid Contract #PC64364 for the sum not to exceed \$55,917.50.

CARRIED: AYES:
 NAYS:

RESOLUTION NO.05-011415

RESOLUTION TO ENTER INTO AN AGREEMENT WITH THREE RIVERS DEVELOPMENT
FOUNDATION AT A FEE NOT TO EXCEED \$16,917

Resolution by:

Seconded by:

WHEREAS the Town of Big Flats has several parcels for development for the next twenty years,
and

WHEREAS the Town of Big Flats has a major infrastructure, such as sewer, water, I86 along with a
major airport and two major Business Development areas with the IDA, and

WHEREAS for the economic opportunity plan for the I-86 Corridor extending from I-99/Rt15
along I-86 to Rt13 making this the cornerstone project effort to manage this devolving area, and

WHEREAS Three Rivers Development Foundation completed a study of I-86 in 2007 and with
their key consultants involved with this project to update and set the marketing for this area, and

WHEREAS for environmental review purposes, interpreting an existing code, and adoption of
regulations, policies, or procedures and local legislative decisions are Type II action in accordance
with SEQRA 6 NYCRR, Part 617.5 © (18) and as such no further action is necessary regarding the
same, now

THEREFORE BE IT RESOLVED that the Town of Big Flats commits to Three Rivers
Development a fair share of \$16,917 to the I-86 Project and approves the Town Supervisor to enter
into an agreement with Three Rivers Development.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 06-011415
A RESOLUTION TO APPROVE UNUSED VACATION HOURS TO BE CARRIED OVER
UNTIL MARCH 31, 2015

Resolution by:

Seconded by:

WHEREAS a memo was received from Merlyn Tiwari on December 31, 2014 requesting to have her vacation hours, and also noted Pam Kowulich has excess vacation hours to carry over until March 31, 2015, and

WHEREAS the excess is largely due to them being unable to take their allotted time during the year, and

BE IT THEREFORE RESOLVED the Town Board authorizes Merlyn Tiwari, 9.25 vacation hours and Pam Kowulich 3.50 vacation hours to be used in the first quarter of 2015, and not to exceed March 31, 2015.

CARRIED: AYES:

NAYS:

PROPOSED RESOLUTION NO. 07-011415
A RESOLUTION TO APPROVE THE COMMUNICATION LOG FOR JANUARY 14, 2014 AS
PRESENTED BY THE TOWN CLERK

Resolution by:

Seconded by:

BE IT RESOLVED that the following communications were received, accepted and filed by the Town Clerk of the Town of Big Flats and referred to the appropriate Department Head for information and/or action:

January 7, 2015

Time Warner Cable – RE: January 7, 2015 Programming Notice Changes (CNY/JT). *Referred to: Town Board and Town Clerk for filing.*

CARRIED: AYES:

NAYS: