

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

PRESENT: Supervisor Teresa Dean
Council Edward Fairbrother
Mike Smith
Mike Saglibene
Attorney Frederick Ahrens Jr.
Town Clerk Linda Cross

ABSENT: Council Andy Gillette

Supervisor Dean called the Organizational Town Board meeting to order at 4:30 p.m. and requested those present to participate in the Pledge of Allegiance.

RESOLUTION NO. 01-13

ROBERTS RULES OF ORDER ADOPTED AS GUIDELINES APPROVED

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:

RESOLUTION NO. 02-13

TIME AND PLACE SET FOR WATER BOARD MEETINGS APPROVED

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 20, 2013 at 4:30 p.m. and the December meeting will be held on Monday, December 30, 2013 at 4:30 p.m.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 03-13

TIME AND PLACE SET FOR SEWER BOARD MEETINGS APPROVED

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 20, 2013 at 4:30 p.m. and the December meeting will be held on Monday, December 30, 2013 at 4:30 p.m.

CARRIED: AYES:
NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

RESOLUTION NO. 04-13

TIME AND PLACE SET FOR TOWN BOARD MEETINGS APPROVED

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 20, 2013 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 30, 2013 at 4:30 p.m. following the Water Board and Sewer Board meetings.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 05-13

WATER, SEWER AND/OR TOWN BOARD MEETING PROCEDURES APPROVED

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:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

RESOLUTION NO. 06-13

BOARD MEMBER COMMITTEE ASSIGNMENTS APPROVED

Resolution by:

Seconded by:

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

Emergency Preparedness	Dean
Community Service Award	Smith & Saglibene
Deputy Supervisor	Fairbrother
Fireworks Commissioner	Mike Smith

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

January through March	Smith
April through June	Saglibene
July through September	Gillette
October through December	Fairbrother

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

January through March	Smith
April through June	Saglibene
July through September	Fairbrother
October through December	Gillette

CARRIED: AYES:
NAYS:

RESOLUTION NO. 07-13

HEALTH AND DENTAL INSURANCE PREMIUM APPROVED

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 and dental insurance after January 1, 2006 to pay 15% of the premium, and

FURTHER RESOLVED for those Town employees and/or employees who choose to participate in Blue PPO health and dental insurance pay 7.5% of the premium.

CARRIED: AYES:
NAYS:

RESOLUTION NO. 08-13

DESIGNATED TOWN OFFICIAL NEWSPAPER APPROVED

Resolution by:

Seconded by:

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

CARRIED: AYES:
NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 09-13
SUPERVISOR DIRECTED TO PUBLISH ANNUAL REPORT APPROVED**

Resolution by:

Seconded by:

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

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 10-13
BANKS DESIGNATED APPROVED**

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:

**RESOLUTION NO. 11-13
SUPERVISOR AUTHORIZATIONS APPROVED**

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 setforth 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 \$8.25 to \$12.00 per hour not-to-exceed 21 days without Town Board approval, and
- To hire temporary help from either Peggy Zelko or Margaret LaLomia at a rate of \$9.59 per hour; and Deanne Williams at a rate of \$11.31 per hour as needed, 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 or Commissioner of Public Works, where applicable.

CARRIED: AYES:
NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 12-13
SUPERVISOR AUTHORIZED TO ADVANCE MONEY APPROVED**

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:

**RESOLUTION NO. 13-13
ATTENDANCE AT EDUCATIONAL PROGRAMS APPROVED**

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 supervised by and including the Commissioner of Public Works.

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 14-13
AUTHORIZATION FOR PURCHASES APPROVED**

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 \$999.99, including engineering or as otherwise provided by the Town Board.

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 15-13
CONTINGENCY TRANSFERS APPROVED**

Resolution by:

Seconded by:

RESOLVE the Town Board requires all transfer requests exceeding \$1,000.00 from contingency and/or fund balance must come before the Town Board prior to obtaining services, parts, and other equipment not covered in their budget.

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 16-13
JUSTICES AND TOWN COUNCIL AUTHORIZED TO CERTIFY PAPERS APPROVED**

Resolution by:

Seconded by:

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

CARRIED: AYES:
NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

RESOLUTION NO. 17-13

BLANKET BONDS OR BONDING AUTHORIZED FOR TOWN OFFICIALS APPROVED

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.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 18-13

TRAVEL JURISDICTION AUTHORIZATION APPROVED

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:

RESOLUTION NO. 19-13

MILEAGE ALLOWANCE SET APPROVED

Resolution by:

Seconded by:

RESOLVE the Town Board set mileage at \$0.565 per mile for Town Officials and employees when using their personal vehicles for official Town business, when authorized by the Town Board.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 20-13

CHEMUNG CANAL VISA, SAM'S CLUB, DEBT SERVICE PAYMENTS AND UTILITY PREPAYMENT APPROVED

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 Chemung Canal 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 Chemung Canal VISA, Sam's Club accounts, debt service payment and utility bills as it becomes due without prior approval of Town Board.

CARRIED: AYES:

NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 21-13
EFFECTIVE DATE OF APPOINTMENTS APPROVED**

Resolution by:

Seconded by:

RESOLVE the Town Board set the effective date for appointments, unless otherwise stated, as January 1, 2013.

CARRIED: AYES:

NAYS:

**RESOLUTION NO. 22-13
WAGES SET FOR EMPLOYEES APPROVED**

Resolution by:

Seconded by:

RESOLVE that the Town Board set wages 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	37,019.00/Annual
Deputy Town Clerk	25,750.00/Annual
Tax Collector	3,000.00/Annual
Deputy Tax Collector	2,800.00/Annual
Building Inspector/Code Enforcement Officer, Director	52,451.00/Annual
Building Inspector/Code Enforcement Officer	41,906.00/Annual
Secretary I, Planning and Code	35,010.00/Annual
Youth Program Coordinator	33,518.00/Annual
Secretary I, DPW	33,580.00/Annual
Working Foreperson, DPW	58,527.00/Annual
Water System Supervisor	54,636.00/Annual
Senior Account Clerk, DPW	31,176.00/Annual
Clerk to the Town Justice	28,997.00/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 to the Town Justice (2)	12.00/Hourly
Clerk for Assessor	11.26/Hourly
Secretary for Community Center	10.50/Hourly
Custodian I (3)	9.85/Hourly
Custodian II (2)	9.00/Hourly
Custodian for Landscaping	9.79/Hourly
Plumber	25.00/Hourly
Program Assistant, Youth	9.02/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:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 23-13
COMMUNITY CENTER DIRECTOR, PART-TIME APPOINTED**

Resolution by:

Seconded by:

WHEREAS Patricia Hartigan-Huten was duly appointed the Community Center Director on October 10, 2012, and

WHEREAS Mrs. Hartigan-Huten has completed the appropriate probationary period and thus is entitled to a review, now

BE IT THEREFORE RESOLVED the Town Board appoints Patricia Hartigan-Huten as the Community Center Director, Part time, with the successful completion of her probationary period the Town Board approves a salary increase of 3%, and

FURTHER RESOLVED the Town Board approves the total rate of \$15.38 per hour for 2013.

CARRIED: AYES:

NAYS:

**RESOLUTION NO. 24-13
TOWN HISTORIAN APPOINTED**

Resolution by:

Seconded by:

RESOLVE the Town Board appoints Carol Christian as Town Historian, at \$837.00 annually to be paid bi-annually.

CARRIED: AYES:

NAYS:

**RESOLUTION NO. 25-13
ATTORNEY FOR THE TOWN APPOINTMENT APPROVED**

Resolution by:

Seconded by:

BE IT THEREFORE RESOLVED the Town of Big Flats does hereby appoint Frederick H. Ahrens, Esq. of Corning, New York as Attorney for the Town of Big Flats, a part-time position with an annual salary of Forty One Thousand Two Hundred Dollars (\$41,200.00), and

FURTHER RESOLVED that the Town Board hereby offers Frederick H. Ahrens, Esq. 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, and

CARRIED: AYES:

NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 26-13
TOWN BOARD APPOINTMENTS APPROVED**

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	Larry Wagner
Stormwater Officer	Timothy Gilbert
Floodplain Administrator	Timothy Gilbert
Senior Activities Advisory Committee	Albert & Linda Redner and Marge Tremaine

CARRIED: AYES:

NAYS:

RESOLUTION NO. 27-13

EMERGENCY PREPAREDNESS COMMITTEE CO-CHAIRPERSON APPOINTED

Resolution by:

Seconded by:

RESOLVE the Town Board appoints Teresa Dean and Jane King as Emergency Preparedness Committee Co-Chairpersons for 2013.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 28-13

COMPENSATION AUTHORIZED FOR BOARDS MEMBERS APPROVED

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:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 29-11
BOARDS AND COMMISSION APPOINTED**

Resolution by:

Seconded by:

RESOLVE the Town Board appoints the following members to the listed Board/Commission with a term ending as specified:

Scott Esty	Planning Board	December 31, 2018
John Hunter	Planning Board, Alternate	December 31, 2013
Diane Lantz	Zoning Board of Appeals	December 31, 2017

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 30-13
COMPENSATION AUTHORIZED FOR THE BOARD OF ASSESSMENT REVIEW
MEMBERS APPROVED**

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:

**RESOLUTION NO. 31-13
JUSTICES AUTHORIZED TO HIRE STENOGRAPHER APPROVED**

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:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

RESOLUTION NO. 32-13
AGREEMENT AND RECEIVER OF REVENUE ON BEHALF OF THE BIG FLATS
COMMUNITY CENTER APPROVED

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, Fawn Pavlino, Margaret LaLomia, Peggy Zelko, and Deanne Williams as Receivers of Revenue for the Community Center.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 33-13
RECEIVERS OF REVENUE FOR WATER DISTRICTS APPOINTED

Resolution by:

Seconded by:

RESOLVE the Town Board appoints Pamela Kowulich, John Dufresne, Laura Sullivan, Deanne Williams, and Larry Wagner as Receivers of Revenue for the Water Districts.

CARRIED: AYES:

NAYS:

RESOLUTION NO. 34-12
COMMISSIONER OF PUBLIC WORKS AUTHORIZED AUTHORITY APPROVED

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the Commissioner of Public Works 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 or Commissioner of Public Works, where applicable.

CARRIED: AYES:

NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 35-13
ESTABLISH PETTY CASH FUNDS APPROVED**

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

CARRIED: AYES:

NAYS:

**RESOLUTION NO. 36-13
TOWN CONTRACTS APPROVED**

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 \$15. with all sums collected first applied to the cost of the ingredients and the balance split 60-40% 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
- 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 of \$125.00 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 total cost not-to-exceed \$19,260.00; 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:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 37-13
MUNICIPAL HIGHWAY AGREEMENT APPROVED**

Resolution by:

Seconded by:

WHEREAS the Town of Big Flats entered into an agreement dated January 3, 2007 as outlined in Resolution No. 67-07 for the purpose of a Municipal Highway Contract of Shared Services, and WHEREAS the Town Board hereby desires to continue said Municipal Highway Contract of Shared Services Agreement, now

BE IT THEREFORE RESOLVED the Town Board approves the Municipal Highway Contract of Shared Services for another five (5) year period.

CARRIED: AYES:
NAYS:

**RESOLUTION NO. 38-13
SHARED SERVICES OF CODE ENFORCEMENT OFFICERS APPROVED**

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 continue 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:

**RESOLUTION NO. 39-13
PREPAYMENT APPROVED**

Resolution by:

Seconded by:

RESOLVE the Town Board authorizes the following prepayments:

W.J. Farmer Insurance	\$ 66,518.28
PERMA, Workers Compensation Premium	\$ 61,555.00
Association of Towns for 2013 Association Membership Dues	\$ 1,200.00
KVS Information Systems	\$ 4,619.00

CARRIED: AYES:
NAYS:

MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 9, 2013

**RESOLUTION NO. 40-13
CLOTHING / UNIFORM POLICY APPROVED**

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.

CARRIED: AYES:

NAYS:

**RESOLUTION NO. 41-13
ADOPT THE FEE SCHEDULE APPROVED**

Resolution by:

Seconded by:

WHEREAS to alleviate any undo 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:

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COMMUNITY CENTER RENTAL FEES				
GROUP	ROOM	SECURITY DEPOSIT	8:00 am - 9:00 pm M-F	Saturdays
1. Town Sponsored Groups & 2. Government	A, B, C, D, Kitchen-catering, Kitchen-classroom, Great Room, Conf Rm			
3. Private Big Flats Resident & 4. Local Non-profit (Chemung County) or Social Big Flats Group	A	\$30		\$15.00/hour
	B	\$30		\$15.00/hour
	C	\$30		\$15.00/hour
	D	\$30		\$15.00/hour
	Kitchen- catering	\$50		\$50.00 flat fee*
	Kitchen- classroom	\$50		\$15.00/hour
	Great Room	\$100		\$50.00/hour 1-75 people \$75.00/hour 76+ people
	Conference Room	\$30		\$15.00/hour
5. Private Non-resident & 6. Non local - Non Profit or Non Big Flats Social Group	A	\$50	\$15.00/hour	\$20.00/hour
	B	\$50	\$15.00/hour	\$20.00/hour
	C	\$50	\$15.00/hour	\$20.00/hour
	D	\$50	\$15.00/hour	\$20.00/hour
	Kitchen- catering	\$75	\$100 flat fee	\$200 flat fee*
	Kitchen- classroom	\$75	\$25.00/hour	\$50.00/hour
	Great Room	\$150	\$75.00/hour	\$100.00/hour 1-75 people \$150.00/hour 76+ people
	Conference Room	\$50	\$15.00/hour	\$20.00/hour

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COMMUNITY CENTER RENTAL FEES				
GROUP	ROOM	SECURITY DEPOSIT	8:00 am - 9:00 pm M-F	Saturdays
7. Business Resident	A	\$50	\$20.00/hour	\$30.00/hour
	B	\$50	\$20.00/hour	\$30.00/hour
	C	\$50	\$20.00/hour	\$30.00/hour
	D	\$50	\$20.00/hour	\$30.00/hour
	Kitchen- catering	\$75	\$100 flat fee	\$200 flat fee*
	Kitchen- classroom	\$75	\$25.00/hour	\$50.00/hour
	Great Room	\$150	\$75.00/hour	\$100.00/hour 1-75 people \$150.00/hour 76+ people
	Conference Room	\$50	\$20.00/hour	\$30.00/hour
8. Business Non-resident	A	\$75	\$25.00/hour	\$50.00/hour
	B	\$75	\$25.00/hour	\$50.00/hour
	C	\$75	\$25.00/hour	\$50.00/hour
	D	\$75	\$25.00/hour	\$50.00/hour
	Kitchen- catering	\$100	\$150 flat fee	\$250 flat fee*
	Kitchen- classroom	\$100	\$50.00/hour	\$75.00/hour
	Great Room	\$200	\$200.00/hour	\$200.00/hour 1-75 people \$300.00/hour 76+ people
Conference Room	\$75	\$25.00/hour	\$50.00/hour	
9. Employee	A, B, C, D, Kitchen-catering, Kitchen-classroom, Great Room, Conf Rm			
Round Tables	Great Room		\$5.00/table	All Days

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BUILDING PERMIT APPLICATION FEE SCHEDULE

PROJECT TITLE	BASE FEE	ADDITIONAL FEES
1 & 2 Family Properties	\$ 30.00	Add \$1.00 per thousand of construction cost AND Add \$0.10 per square foot for new construction (living space)
Roofing / Residential	\$ 30.00	Add \$1.00 per thousand of construction cost
Roofing / Commercial	\$ 50.00	Add \$2.00 per thousand of construction cost
Multi-family and Apartments	\$ 40.00	Add \$1.00 per thousand of construction cost AND Add \$0.10 per square foot for new construction (living space)
Commercial & Industrial	\$ 50.00	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	\$ 75.00	NA
Sheds	\$ 25.00	With NO dimension larger than 16'
Swimming Pools	\$ 30.00	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)	\$ 25.00 \$ 75.00	Residential Commercial
Building without a Permit	\$50.00	PLUS cost of permit
Permit Renewal	50% of cost of original permit	NA – renewal for 6 months.
Fuel Tank Removal / Installation (Commercial)	\$30.00	NA
Fuel Dispensing Island with canopy	\$50.00	NA
Roofing/Residential	\$30.00	Add \$1.00 per thousand of construction cost
Roofing/ Commercial	\$50.00	Add \$2.00 per thousand of construction cost

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FIRE INSPECTION FEES FOR COMMERCIAL BUILDINGS

<i>Square foot of floor space</i>	<i>Base fee¹</i>	<i>Each visit over base fee</i>
Up to 1,000 sq. ft.	\$25.00	\$10.00
1001 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

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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	\$25
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

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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

	FEE ²
Spayed Females/Neutered Males	\$5.00
Un-spayed Females/Un-neutered Males	\$17.00

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:

Councilperson _____ made a motion, seconded by Councilperson _____, to adjourn the Town Board meeting at _____ p.m. All in favor, motion carried.

WATER BOARD

Supervisor Dean called the Water Board meeting to order at _____ p.m.

**RESOLUTION NO. 42-13
 WATER DISTRICT FEE SCHEDULE APPROVED**

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

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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 \$150.00
(Administrative Fee Only, customer responsible for tap and all associated costs.)

Meter Installation Parts & Labor

Meter Removal \$65.00

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

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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:

Councilperson _____ made a motion, seconded by Councilperson _____ to adjourn the Town Board meeting at _____ p.m. All in favor, motion carried.

Date approved: _____

Linda J. Cross
Town Clerk