

Varick Town Board
January 3, 2012

The regular meeting of the Varick Town Board was called to order by Supervisor Robert Hayssen. Present at this meeting were Council Members John Saeli, Peter McDonald, Kathy Russo, and Robert Bauman, Town Clerk, Donna Karlsen, Town Attorney, John Sipos, Code Enforcement Officer, Larry Colton, Assistant Bookkeeper, Carol Sipos, Justice, David Ettman and Finger Lakes Community Papers, Aneta Glover.

Judge Ettman swore in newly elected officials: Supervisor Robert Hayssen, Councilmen Robert Bauman and John Saeli, and Town Clerk Donna Karlsen.

Privilege of the Floor: Judge Ettman reported on Hillside and explained that Hillside presents their programs they offer for youth offenders to county officials and that that they will accept these youths for a fee. He also briefly reviewed the costs to the town and county that is generated by them. He reported that he sees an average of 25 to 30 youths a month and generally spoke of some of the cases he has heard in his court and some of the outcomes. Jude Ettman reported that Hillside, the State Police, the Sheriffs Department and his court are working together to address the different circumstances and concerns as they arise.

Judge Ettman also reported that their annual report will be completed at the end of the month and he will look into a designated internet line and credit card service for the town and report back at a later date.

Code Enforcement Officer Larry Colton reviewed the dates and steps that have been taken regarding the Pasmusucans case and wanted the board's support for him to proceed with issuing an appearance ticket to Pasmusucans. Attorney Sipos will assist him in completing this appearance ticket.

Highway: Mr. McDonald will speak to Highway Superintendent Richard McCulloch regarding scrapping the metal equipment that is no longer being used by this department. Mr. McDonald will also get a better quality flag to be flown in front of the town hall.

Varick Sewer No. 1: The inspection of the man holes was tabled until spring due to weather and training requirements.

Varick Sewer District No. 2: Mr. Sipos has sent a letter to Seneca County regarding their debt service and quarterly billing and is waiting for a response.

Varick Water District No. 1: Mr. McDonald reported that the County has not moved forward with the Russell Street water line repair.

It was also reported that the work on John Spano's curb stop is still outstanding. Mr. Bauman will contact Peggy, at the Village of Waterloo regarding Spano's billing.

Mrs. Sipos reported that Water District No. 1 appears to be financially better off since the town took over its bookkeeping from the Town of Romulus.

Mr. Hayssen will check into water loss figures now that the new meters have been installed in our district as well as Romulus'.

Seneca Lake Water: Mr. Bauman reported that he did replace some more meters, but there are still more to be done.

Bill Kolbeck submitted a 2011 mileage report to the town clerk for the water truck.

Varick Water District No. 3: Mr. Hayssen reported that the closing for this project has moved to March and we will receive the same interest rate as was proposed for the December closing date. In order to close with Rural Development, the board needs to accept the amendment to Municipal Solution's original agreement as presented in theirs of September 13, 2011.

A motion by Peter McDonald, seconded by Robert Bauman and so carried unanimously to accept Municipal Solutions, Inc. Fiscal Services-Amendment Number 1 Agreement.

There has been no further work done by Fayette regarding the Intermunicipal Agreement for bookkeeping for Water District No. 3 and Fayette Water District No. 5. Mr. Hayssen will discuss this with Fayette's supervisor.

Varick Water District No. 4: A letter was written by Seneca County Health Department endorsing the town's efforts to construct a public water district along Route 89 stating that the project would provide safe as well as reliable drinking water for the residents of the proposed area. Mr. Hayssen will provide this to Rural Development and he reported he is unsure as to where this project is rated by Rural Development as of this date.

Water & Sewer Districts General Information: Mr. Bauman reported that Varick Water District No. 1 and Sewer District No. 1 equipment has been moved on to town of Varick property and a written inventory of this equipment is still in progress. Mr. Bauman is not sure what equipment of Varick Water District No. 3 is owned by that district or jointly owned by Varick Water District No. 3 and Fayette Water 5. He did report that the majority of the water meter pits are located in the county building.

John Yells has told Mr. Hayssen that he is ready to retire as the Town Water Maintainer, but will continue in this job until the town can replace him. Currently John Yells works for the Town of Fayette and the Town of Varick in this position and Mr. McDonald will contact Fayette Supervisor Cindy Lorenzetti about sharing this service.

Mr. McDonald questioned the accountability of the County to perform work required by the water and sewer districts and suggested that the town seek proposals for an in-house contractor with the necessary equipment to include backhoe and dump truck to complete required work for these districts.

A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to seek proposals for an in-house, on call contractor for water and sewer at an hourly rate.

Mr. McDonald will write a job specification for this position on an as need, hourly basis and review it with Mr. Hayssen prior to giving it to Attorney Sipos who has agreed to write the proposal for this position.

Town Clerk's Report: A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to approve the Town Clerk' report: Supervisor: \$75, NYS Ag & Markets: \$10, total Disbursement: \$85.

Bookkeeper's Report: A motion by Peter McDonald seconded by John Saeli and so carried unanimously to approve the written bookkeeper's report.

The board reviewed the "2009 Communicating Internal Control Related Matters Identified In An Audit" as presented by Raymond Wager CPA. It was noted that these are recommendations by the auditing firm for the board's review, but no action is required unless the board chooses to do so. Items of concern were addressed and many of them were not valid as they are already in place but were not noted at the time of audit by Ray Wager's firm. The board also recognized that some of the suggestions made were not financially feasible for a small town, but understood that the auditing firm had to so note them in their findings.

A motion by Peter McDonald, seconded by Kathy Russo and so carried unanimously to adopt New York State's Municipal Accounting Policies and Procedures manual as the town's own accounting policies.

A motion by John Saeli to table recommendations as submitted by Raymond Wager. Motion died for lack of a second.

Personnel: Mrs. Russo reported that she will submit the grant application for the Summer Recreation Program to the Youth Bureau.

Appointments:

Auditing Committee for all funds: John Saeli and Kathy Russo, Alternates: Peter McDonald and Robert Bauman

A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to appoint Lawrence Colton as Code Enforcement Officer to a term to expire December 31, 2013.

A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to appoint John Vincent as Dog Control Officer to a term to expire December 31, 2013.

A motion by Peter McDonald, seconded by Robert Bauman and so carried unanimously to appoint John Sipos as Town Attorney to a term to expire December 31, 2013.

A motion by Peter McDonald, seconded by John Saeli, and so carried unanimously to appoint Donna Karlsen as Records Manager to a term to expire December 31, 2013.

A motion by Peter McDonald, seconded by John Saeli and so carried unanimously to appoint Donna Karlsen as Tax Collector to a term to expire December 31, 2013.

A motion by Peter McDonald, seconded by John Saeli and so carried unanimously to appoint Donna Karlsen as Registrar to a term to expire December 31, 2013.

Appointment of Town Historian was tabled.

Supervisor Hayssen appointed Peter McDonald as Deputy Supervisor to a term to expire December 31, 2015.

Supervisor Hayssen appointed Cheryl Poormon as bookkeeper with Carol Sipos as her assistant to a term to expire December 31, 2015.

Town Clerk Donna Karlsen appointed Donna Brandow as Deputy Town Clerk to a term to expire December 31, 2015.

Donna Brandow will also act as appointed Deputy Tax Collector and appointed Deputy Registrar in Donna Karlsen's absence to a term to expire December 31, 2013.

Deputy Highway Superintendent was tabled due to the absence of Rick McCulloch, Highway Superintendent.

A motion by Kathy Russo, seconded by Peter McDonald and so carried unanimously to appoint Linda Mastellar to the Varick Planning Board to a term to expire December 31, 2016.

A motion by Kathy Russo, seconded by Robert Bauman and so carried unanimously to appoint Jeff Hogue as Zoning Board Chairman for a term to expire at the pleasure of the board.

A motion by Robert Bauman, seconded by Peter McDonald and so carried unanimously to designate Community Bank, Five Star Bank and First Niagara as the banks for the Town of Varick.

A motion by Peter McDonald, seconded by John Saeli and so carried unanimously to designate the Reveille Between the Lakes as the town's official newspaper.

It was noted that the town would designate the Ovid paper as well, but it would be cost prohibitive with regards to the required legal notices.

A discussion was held as to the pay rate for assistant bookkeeper and bookkeeper for 2012.

A motion by Peter McDonald, seconded by Robert Bauman and so carried unanimously to pay Carol Sipos as assistant bookkeeper for 2012, \$5,000 and Cheryl Poorman, as bookkeeper for 2012, \$12,275.

A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to approve the minutes of December 28, 2011 with the correction to the year in Mr. Saeli's written resolution pertaining to the 2009 audit.

A motion by Cathy Russo, seconded by Robert Bauman and so carried unanimously to approve the minutes of December 6, 2011 with the changing of the word from presented to prepared by Raymond Wager.

A motion by Peter McDonald, seconded by Robert Bauman and so carried unanimously to approve to have Carol Sipos complete the 2011 AUD.

Mrs. Russo requested permission from the board to purchase town law books published by the Association of Towns but was unsure of the cost at this time. The board determined that they would like her to purchase 7 of them, not to exceed a cost of \$100 and once received they could be reimbursed from the supervisor's expense account.

A motion by Kathy Russo, seconded by Peter McDonald and so carried unanimously to approve Kathy Russo to order up to 7 town law books from the Association of Towns at a cost not to exceed \$100.

It was suggested that Cheryl Poorman take the course offered by the State Comptroller's office pertaining to municipal accounting. Mrs. Sipos will look into the dates this is offered.

A motion by John Saeli, seconded by Peter McDonald and so carried unanimously to approve Abstract No. 1, Varick Sewer District No. 2, Voucher SSS12-001 in the amount of \$300., Varick Sewer District No. 1, Voucher No. VS112-001, in the amount of \$250.00, Varick Water District No. 1, Voucher No. VW112-001, in the amount of \$250., Varick Water District No. 3, Voucher No. VW312-001, in the amount of \$175., Highway, Vouchers DAO12-001 to DAO12-004 in the amount of \$10,667, Seneca Lake Water District, Vouchers SWS12-001 to SWS12-002 in the amount of \$1,900., General, Vouchers A0012001 to A0012008 in the amount of \$37,497.79.

Code Enforcement Officer Larry Colton submitted a 2011 Building report.

A motion by Robert Bauman, seconded by Peter McDonald and so carried unanimously to adjourn the meeting at 9:40 p.m.

Respectfully Submitted:

Donna Karlsen
Varick Town Clerk