

Varick Town Board
Minutes
April 1, 2008

The regular meeting of the Varick Town Board was called to order by Supervisor Robert Hayssen at 7:10 p.m. Present at this meeting were Council members Jeff Case, John Saeli, Kathy Russo, and Richard Peterson, Highway Superintendent, Richard McCullough, Town Clerk, Donna Karlsen, Town Attorney, John Sipos, Code Enforcement Officer, Miles Persing, Bookkeeper, Carol Sipos, Planning Board, Bob Kayser and Kevin Swartley, Bonadio & Company, LLP, Gerald Archibald CPA, Nicholson Trucking, Damon Nicholson, and Finger Lakes Times, Paulette Likoudis. Also present were Joan Teichner, Mark Klossner, Josh Westervelt, John Saeli, Jr. and Linda Mastellar.

A motion by Richard Peterson, seconded by Jeff Case and so carried unanimously to approve Abstract 4, General, Vouchers A0008-034 in the amount of \$9,641.04, Varick Sewer District No. 2, Vouchers SSS08-07 to SSS08-09 in the amount of \$1,326.60, Seneca Lake Water, Vouchers SWS08-21 to SWS08-25 in the amount of \$23,526.40 and Highway, Vouchers DA008-19 to DA008-23 in the amount of \$2,415.03.

The bill submitted by Nicholson Trucking for the repair of the fire hydrant will be sent to the responsible party's insurance company for reimbursement.

Privilege of the Floor: Gerald Archibald reviewed the status of the 2006 audit and noted that they are unable to reconcile the bank statements with the figures provided by Sinicropi and Healy. He suggested that the town complete the audits for 2006 and 2007 at the same time and sought board approval to do this. He hopes to begin this work April 16th and have it completed by the middle of May 2008. Mr. Archibald would hope to be able to do a report to the board the beginning of June on both audits, which will include suggestions for procedures pertaining to internal controls. The cost to for the 2006 audit is \$7,350 and the 2007 audit would be \$8,150. He noted that the standard requirements have increased since the 2006 audit, which is reflected in the cost increase for 2007.

Mr. Hayssen noted that a 2006 preliminary AUD was submitted but the final report has not been done. He questioned Mr. Archibald what, if any penalties are realized as the result of this. Mr. Archibald was not aware of any penalties or restrictions that would apply, except that the town would be put on a list for incomplete AUD reports. It was noted that the town's bond rating could be affected by not having the AUD and audit reports completed which is a concern as the town is seeking funds for Fayette and Route 89 proposed water districts. He also reported that the Town's application for the 2007 AUD report extension for time was denied. Mr. Archibald stated that he would write a letter of explanation for Mr. Hayssen in hopes of securing this extension. Mr. Archibald indicated that they would charge approximately \$1,000 or less each to completed the 2006 and 2007AUD reports.

Mr. Archibald presented a contract to complete the 2006 and 2007 audit, which was reviewed by Mr. Sipos and approved.

A motion by Richard Peterson, seconded by Jeff case and so carried unanimously to approve the contracts submitted by The Bonadio Group to complete the 2006 audit in the amount of \$7,350 and the 2007 audit in the amount of \$8,150.

Mr. Hayssen noted the 2006 audit was budgeted in the 2007 budget, but no funds were carried over to the 2008 budget to pay the balance of this cost. A budget amendment may be required to pay this bill.

Seneca Lake Water District: Mr. Nicholson reviewed his written report which will be attached to these minutes. He also reported that the master meter is still not working correctly and has contacted the company who is to come and repair it with no further service charge. The drainage issue for the master meter was also discussed, but no decision was made at this time.

Route 89 Water: Mr. Hayssen is continuing his efforts in seeking funds for this project and continuing discussions with Rural Development.

Varick Sewer District No. 2: Mr. Nicholson returned one grinder pump to Seiwert to be repaired that is still under warranty. Mr. Hayssen spoke to Mike Gable from Yaws and they have replaced the grinder pump at Crenner's four times and are not sure what is causing the pumps to malfunction. Mr. Nicholson and Mr. Gable had some suggestions, but until Mr. Nicholson, at the direction of the board, looks at the pumps, the problem is not resolved. It was felt an inspection was not completed at the time of Crenner's connection and the problem may have to do with the homeowner's electric hookup. It was noted that better communication is needed to take place between Yaws Environmental and the town. Yaws reported to Mr. Hayssen that the master pump should be in Wednesday, April 2. After some discussion, it is felt that Yaws is the only one that has a key to the pump station and there is no back up plan if the master pumps should go down. Mr. Hayssen will check with Yaws with regards to the keys to the pump station. It was noted that the responsibility of servicing the generator and repair of the grinder pumps was assigned to Mr. Nicholson at the January board meeting.

Mr. Kayser, who is a member of the water/sewer committee brought the following suggestions to the board:

- a. Establish recommended procedures and identify contact people
- b. Replacement of bolts
- c. Curb boxes to be repaired
- d. Backflow prevention on water lines

Prepared minutes of this committee's meetings will be filed with the town clerk.

It was noted that the town follows the Village of Waterloo's written emergency plan in case of contamination of the water system, but this plan was never filed in the clerk's office. One will be provided to the clerk for filing. Mr. Nicholson also reported that all

new meter pits do have back flow preventors and the hydrant he repaired has the stainless steel bolts in place.

Planning Board: Mr. Peterson, stated after reviewing the applications received for the planning board position, he felt the most qualified was Susan Ottenweller.

A motion by Richard Peterson, seconded by Jeff Case and so carried to appoint Susan Ottenweller to the Planning Board.

Roll Call:

Jeff Case:	Yes
John Saeli:	Yes
Kathy Russo:	No
Richard Peterson:	Yes
Robert Hayssen:	Abstained

Motion Carried

Ms. Ottenweller has volunteered to represent the Town at the Housing Summit to be held by Finger Lakes Housing Consortium on May 16, 2008.

Mr. Kayser reviewed some items that the Planning Board will look to fine tune in the newly adopted zoning codes. Mr. Sipos is assisting in this process and submitted a draft copy of policies and procedures for the Planning Board to review, make additions and corrections and then submit for Town Board approval. Mr. Kayser reported that there is nothing new on the Sessler project.

Zoning Board of Appeals: Mr. Sipos reported that he has submitted to Mr. Taylor a draft copy of policies and procedures for the Zoning Board to review, make additions and corrections to and then submit to the Town Board for approval. He also provided them with a copy of the policy and procedures he provided to the Planning Board.

Code Enforcement: Miles Persing reported that two building permits were turned over to the Zoning Board of Appeals. One was granted and one was denied as of this date based on drainage issues. Bob Taylor has also asked him to look into past variances that have been granted by the board and report back to the Zoning Board of Appeals. It was noted that the town does not require demolition permits and it was agreed to continue to have Seneca County issue these.

Highway: Mr. McCulloch reviewed the increasing cost of oil and the effect it will have on what road repairs he schedules for this year. He informed the board that highway road funds will be spent sealing roads, addressing drainage issues, and cutting brush back to assist in preserving the roads. He also suggested the board consider drainage and surfacing of the town parking lot. He estimated the cost to be less than \$2,000 in material. It was indicated that the expense for this could be allocated to building expense and/or highway as long as the repairs pertain to the highway department and their use of the driveway.

The cost of heating the building was also discussed and it was suggested that an outdoor wood furnace be installed. Mr. Hayssen will review different options to address this issue, and bring suggestions back to the board for their review.

Mr. Peterson suggested using different programs to clean up the roadsides. Mr. McCulloch expressed his concern over liability and job performance. Spring Clean-up is scheduled to be held in May and Mr. McCulloch will notify Mr. Hayssen of the dates and times.

Jim Hogan, who is assisting in the Muscleman Triathlon race, requested a letter from the town granting permission to use the public roads for the bicycle portion of the race on July 13th.

A motion by Jeff Case, seconded by Richard Peterson and so carried unanimously to send a letter approving the use of the public roads in the Town of Varick for the bicycle portion of the Muscleman Triathlon race to be held July 13, 2008.

Assessor: Mr. Hayssen spoke to Ronald Rasmussen who didn't get his agriculture exemption submitted by the mandated date and wanted the board to approve his application for exemption, as the assessor wouldn't accept it.

A motion by Jeff Case, seconded by Richard Peterson and so carried unanimously to ask the assessor, Anne Morgan, to consider accepting Ronald Rasmussen's Agricultural Exemption.

Mr. Hayssen also presented a request by Dorothy Hill to have her parcel number 13-1-37 removed from the Romulus/Varick Light District, as this property does not run along Route 96 where the lighting is.

A motion by Jeff Case, seconded by Richard Peterson and so carried unanimously to have Parcel Number 13-1-37, currently owned by Steven and Dorothy Hill, removed from the Romulus-Varick Light District and refund the Hills the \$6.43 charge that was assessed on their 2008 Town and County Tax bill.

A motion by Jeff Case, seconded by Kathy Russo and so carried unanimously to approve the Assessor's written report. A copy of this report will be attached to the minutes.

Town Clerk's Report: A motion by Jeff Case, seconded by Kathy Russo and so carried unanimously to approve the Town Clerk's Report: Revenue to Supervisor: \$65.90, Amount paid to County Treasurer: \$14.10, Amount paid to Ag. & Markets: \$3.00, Total Disbursements: \$83.00

Supervisor's Report: Mr. Hayssen reviewed an email that he received from Mr. Bjorkman who stated that the minutes are posted on the town's web site. Mr. Bjorkman also reminded the board that they should continue to pursue getting the clerk updated computer equipment as the system currently in place is antiquated and posting of minutes

should require the clerk no more than five or ten seconds extra, which is not the case with the system she has in place.

Mr. Hayssen reviewed the meetings he has attended and the work that has been accomplished over the past month. He is working with Seneca County Sewer and Water and Mr. Gabriel to reduce the sewer rates to Varick Sewer District No. 2 users.

Bookkeeper's Report: Mrs. Sipos reviewed the work that she has completed since taking over her position in January and submitted a Revenue and Expenditure Report for the board's review. She reported that several accounts showed deposit and withdrawal transactions on January 2, 2008, which should have been done in December 2007 and were not made by her or Mr. Hayssen. She will not include these in her records for 2008 as they pertained to 2007 bookkeeping transactions. A deposit for Judge Case will be recorded in 2008. She also reported that the Trust and Agency Account has been overdrawn since November 2007 in the amount of \$537.55. Due to the timing of deposits into this account and cashing of payroll checks, no checks have been returned for insufficient funds. She also received a letter from the IRS pertaining to December 2005, 941-tax payment. This payment was underpaid and the IRS is requesting a \$1,162.43 payment that includes a \$172.49 interest penalty. She spoke to the State Comptroller who recommended using the Contingency fund to pay this. She has not closed out 2007 books as she is waiting for Bonadio to complete the audit and is unsure of the accuracy of the figures she is using for 2008 until the 2007 books are reconciled.

Personnel: Mrs. Russo reported that she has posted in the local schools a sheet advertising the positions open for the Summer Recreation Program. She will get a news release in the Finger Lakes Times for the positions as well. She also reported that the Summer Recreation Program did not receive grant funding this year from the Youth Bureau and she will continue to seek donations. She also reported that last year's attendance would approximately run from 46 to 60 students a day.

A motion by Jeff Case, seconded by Richard Peterson and so carried unanimously to approve the minutes with the replacement of Mr. Sipos' name with Mr. Hayssen's to try to set up a meeting with the principals for the Proposed Route 89 Water project.

Correspondence: Mrs. Karlsen reported that she received from South Seneca Ambulance a financial and run activity reports for 2007 and the first two months of 2008 which she will file in her office for review.

A motion by Kathy Russo, seconded by Richard Peterson and so carried unanimously to adjourn the meeting at 9:30 p.m.

Respectfully Submitted,

Donna Karlsen
Town Clerk