

**A Work Session of the Town Board of the Town of Williamson, County of Wayne and State of New York was held in the Town Complex Court Room located at 6380 Route 21, Suite II, at 7:00 PM on Tuesday, July 09, 2013. The following were**

PRESENT: Supervisor James D. Hoffman  
Councilman Gary Orbaker  
Councilman Anthony Verno  
Councilman Michael Bixby  
Councilman Thomas D. Watson

ABSENT: None

The Board reviewed bills for payment.

**The Regular Meeting of the Town Board of the Town of Williamson was held in the Town Complex Court Room located at 6380 Route 21, Suite II, following the Worksession at 7:30 PM on Tuesday, July 09, 2013, by Supervisor Hoffman with the Pledge of Allegiance. The following were**

PRESENT: Supervisor James D. Hoffman  
Councilman Gary Orbaker  
Councilman Anthony Verno  
Councilman Michael Bixby  
Councilman Thomas D. Watson

ABSENT: None

Kurt Allman; Highway Superintendent, Phil Dean, Wilma Young; Sun & Record, Monica Deyo; Times of Wayne County and the undersigned Town Clerk were also present.

A notice having been published for a Public Hearing in accordance with Section 135-7 of the "Property Nuisance Abatement Code" regarding tax parcel # 65117-16-956455, Elaine Corso at 6118 Route 21, Williamson, New York, 14589, Williamson, New York 14589. Supervisor Hoffman then declared the Hearing open at 7:31 PM. As no one wished to comment or ask questions, the Public Hearing was closed at 7:32 PM with a motion made by Councilman Verno, seconded by Councilman Watson. The motion was carried

Supervisor Hoffman made a motion, seconded by Councilman Verno, to direct the Highway Superintendant to see that the property owned by Elaine Corso at 6118 Route 21, Williamson, New York, 14589, Williamson, New York 14589, tax parcel # 65117-16-956455 is mowed and the cost of doing so will be applied to the 2015 Town & County Tax bill. The motion was carried.

Public Comment: No one wished to comment.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to accept and/or file the letters and other forms of communication.

Correspondence from NYS DEC  
Letter from NYS Dept. of State

The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Orbaker, to accept the Consent Agenda containing the following items:

- a. previous minutes: June 25, 2013
- b. presentation of the Town Clerk's report
- c. monthly dept. reports
- d. approve the budgetary transfers

<u>FROM</u>	<u>AMOUNT</u>	<u>TO</u>
<i>General Fund</i>		
1990.9 Contingency	\$ 483.68	5010.4 Supt. of Highway CE
	\$ 67.18	7550.4 Celebrations CE
<i>Water Fund</i>		
8310.4 Admin CE Misc.	\$1,307.26	8310.440 Administration CE Trn
8340.4 Trans/Dist Meters	\$ 264.02	8340.460 Trans/Dist Misc
<i>Sewer Fund</i>		
1990.9 Contingent Acct	\$3,693.45	1440.4 Engineer CE

The motion was carried.

Councilman Bixby made a motion, seconded by Councilman Orbaker, to authorize the Town Supervisor to sign a maintenance agreement with WaterWise Inc. for a complete water treatment service program of the Evaporative Cooler, Glycol Loop and Hot Water Loop. The cost of this maintenance agreement will be (\$to be determined) from July 1<sup>st</sup>, 2013 to June 30<sup>th</sup> 2014. The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Verno, to authorize the Town Supervisor to sign a water/sewer budget review agreement with Bernard P. Donegan, Inc. for the 2013 water/sewer rate study. The cost for these services are not to exceed \$5,000.00. The motion was carried.

Supervisor Hoffman made a motion, seconded by Councilman Watson, to adopt the following Town of Williamson Fund Balance Policy. The motion was carried.

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***Town of Williamson  
Fund Balance Policy  
2013***

**PURPOSE:**

The purpose of a fund balance policy is to ensure that there will be adequate liquid resources to serve as a financial cushion and to help establish financial planning procedures.

Governmental fund balances will consist of Restricted and Unrestricted Fund Balances.

**POLICY STATEMENT:**

Town finances will be managed so as to maintain balances of the various funds at levels sufficient to mitigate current and future risks, such as revenue shortfalls, unanticipated expenditures, ensure stable tax rates, user fees and to protect the Town's creditworthiness.

To assure the appropriate level, in the General and Highway Funds the Town will maintain an unrestricted fund balances of approximately six months of fund expenditures.

To assure the appropriate level in the Water and Sewer Funds the Town will maintain a minimum of unrestricted fund balances of six months of fund expenditures.

**RESTORATION OF MINIMUM FUND BALANCE:**

If the fund balance of either the General Fund or the Highway Fund fall below the target level, the Town Supervisor will prepare a plan for restoration of the balance. The plan will outline how the target level will be achieved as soon as practicable within the next year. The plan will be presented to the Williamson Town Board for review and approval for implementation.

DEFINITIONS:

Cash Balance: The sum of cash and investment of an accounting fund.

Unrestricted Fund Balance: The total of the committed, assigned and unassigned.

Fund Balance: The difference between the assets and liabilities reported in a governmental fund. Fund Balance is not the cash balance of the town, the fund balance consists of other assets such as money due from the state and federal government, taxes receivable, and accounts receivable. Fund balances are classified into various components depending on the limitations placed on the use of the funds. The hierarchy indicates the extent to which a government is bound to observe spending constraints that govern how it can use amounts reported in the governmental funds balance sheet. GASB 54 established the following classifications depicting how specific amounts can be spent:

- Nonspendable fund balance includes amounts that are not in a spendable form or are required to be maintained intact.
- Restricted fund balance includes amounts that can be spent only for specific purpose stipulated by external resources providers (for example, grant providers), constitutionally, or through laws or regulations of other governments.
- Committed fund balance includes amounts that can be used only for the specific purpose determined by a formal action of the Town Board (self imposed limitations set in place prior to the end of the period). Commitments may be changed or lifted only by the Town Board taking the same formal action that imposed the constraint originally.
- Assigned fund balance comprises amounts intended to be used by the government for specific purposes. Intent can be expressed by the Town Board, or the Budget Officer. Encumbrances that are carried forward to the subsequent year are classified in the assigned fund balance. It is the assigned fund balance that is
- used to reflect the appropriation of a portion of the existing fund balance to eliminate a projected deficit in the subsequent year's budget.
- Unassigned fund balance is the residual classification for the general funds only and includes all amounts not contained in the other classifications. (i.e., surplus) Unassigned amounts are technically available for any purpose.

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Councilman Orbaker made a motion, seconded by Councilman Verno, to declare the following equipment as surplus and advertise it for sale, as determined by the Town Board, the week of July 14, 2013 with bids being accepted until August 7, 2013.

2002 Sterling Acterra Dump Truck with plow

2010 Caterpillar front end loader

PC Corner CPU with 512 mg of memory (2)

Microworx CPU

Xerox Workcenter M24 Copier with supplies

Dehumidifier – doesn't work

The motion was carried.

Supervisor Hoffman presented the following Resolution and moved its adoption. It was seconded by Councilman Verno.

WHEREAS: The New York State Legislature has enacted and Governor Cuomo has signed Chapter 24 of the Laws of 2013, which, inter alia, adds a new Section 53 to the General Municipal Law, effective June 15, 2013; and

WHEREAS: Chapter 24 of the Laws of 2013 permits claimants to serve notices of claim upon the Secretary of State rather than effecting personal service of such notices upon the municipality which is the subject of the claim; and

WHEREAS: The statute directs the Secretary of State to forward copies of notices of claim served in the above-referenced manner to the municipalities involved; and

WHEREAS: Section 53 of the General Municipal Law requires that municipalities, including Town of Williamson, within thirty (30) days after the effective date of the law, file a certificate in the office of the Secretary of State designating the Secretary of State as the agent for service of notices of claim and providing the name, post office address and electronic mail address of an officer, person or designee, nominee or other agent-in-fact for the transmittal of notices of claim served upon the secretary,

NOW THEREFORE BE IT RESOLVED: That the Town Clerk be, and hereby is, authorized and directed to file not later than July 12, 2013 a certificate with the Secretary of State designating the Secretary of State as Town of Williamson's agent for the service of notices of claim, and

BE IT FURTHER RESOLVED: That the Town Clerk is hereby designated to receive such notices of claim served in the manner set forth herein, and

BE IT FURTHER RESOLVED: That the Town Supervisor in such certificate, and in amendments thereof as from time to time may be necessary, provide the Secretary of State with the name, post office address and electronic mail address of the Town Clerk.

Roll call vote on the Resolution was as follows:

AYES: Supervisor James D. Hoffman  
Councilman Gary Orbaker  
Councilman Anthony Verno  
Councilman Michael Bixby  
Councilman Thomas D. Watson

NAYES: None

The Resolution was declared adopted.

The Board discussed hiring a groundskeeper. The Park Committee will be reviewing the applications and will recommend a candidate to the Town Board.

Councilman Watson made a motion, seconded by Councilman Verno, to accept the resignation from Jordan Szklany, Zoning Board member. His resignation will be effective as of June 23, 2013. The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Verno, to instruct the Town Clerk to advertise in the official Town papers the week of July 14, 2013 to receive applications for the opening on the Zoning Board. The position will be to fulfill the term which began on January 1, 2010 and which will expire on December 31, 2014. Applications will be accepted until Thursday, August 8<sup>th</sup>, 2013 at 4:00 PM. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Orbaker, to instruct the Town Clerk to advertise in the official Town papers the week of July 14, 2013 to receive RFP's for engineering services for upgrades to our Water Treatment Plant. Specifications may be obtained from the Town Clerk's office and RFP's will be accepted until August 2, 2013 at 2:00 PM. The motion was carried.

Councilman Verno made a motion, seconded by Councilman Bixby, to approve the disposal of dirt and stone as per agreement, at 7648 Stoney Lonesome Road due to the watermain replacement project. The motion was carried.

The Board discussed an engineering agreement with Barton & Loguidice for engineering services that has been received for the watermain replacement project on Ridge Road from Miller Street to Locust Street. A meeting with them has been scheduled for Wednesday, July 10<sup>th</sup>, 2013 to review the agreement.

Councilman Orbaker made a motion, seconded by Councilman Verno, to advertise in the official Town papers the week of July 14, 2013 to receive applications for a part time laborer for the Highway Department. Applications will be accepted until August 2<sup>nd</sup>, 2013 at 4:00 PM. The position will be on an as needed basis and the rate of pay will be \$10.56 per hour. The motion was carried.

The Board discussed with the Highway Superintendant the purchase of a new unused 2014 10 wheeler dump truck under the Oneida County bid, not to exceed \$117,000.00 for Class 8 cab and chassis and that not to exceed \$73,000.00 for the plow equipment. The funds for this purchase would come out of Chips moneys - \$24,000, interfund transfer funds - \$60,000, General Repair funds - \$30,000 and Machinery funds - \$4,000 totaling \$118,000.

Public Comment: Phil Dean mentioned he felt there is a safety issue at the corner of Locust and Main Streets regarding the hedge row blocking the view at that intersection for motor vehicles. The Highway Superintendant will be looking into it.

Supervisor Hoffman made a motion, seconded by Councilman Bixby, to pay the following bills as audited:

Abstract Number: 13  
Voucher #s: 898 - 955

GENERAL FUND	\$ 24,927.14
HIGHWAY	\$ 96,237.04
WATER	\$ 8,415.34
<u>SEWER</u>	<u>\$ 2,018.11</u>
GRAND TOTAL:	\$131,597.63

The motion was carried.

Councilman Orbaker made a motion, seconded by Councilman Bixby, to adjourn the meeting at Verno 7:47 PM. The motion was carried.

Respectfully Submitted,  
*Marlene A. Gulick*  
Marlene A. Gulick, Town Clerk