

**TOWN OF PLAINFIELD**  
**BOARD MEETING MINUTES**  
**Held at the Town Hall October 3, 2013 commencing at 7:03 pm**

Present:            Todd Lewis                    Deputy Supervisor  
                      Michael Laukaitis            Council Member  
                      Lorraine McNulty           Council Member  
                      Paul Sirtoli                    Council Member

Members of Public Present:  
                      Carlton Kendrick Wilcox Highway Superintendent  
                      Roger Parker                Assessor  
                      7 other people

Recording Secretary:  
                      Linda Ingber                 Town Clerk

Todd Lewis, Deputy Supervisor, with the Pledge of Allegiance to our flag, called the Meeting to order.

**MINUTES**

The board reviewed the minutes for the September 12, 2013 Board Meeting. Paul Sirtoli made a motion to accept the minutes with correction of changing RETURNED CHECK to LIFELINE DISCOUNT TELEPHONE SERVICE. Lorraine McNulty 2nd the motion. The board voted with Michael Laukaitis –abstained, Lorraine McNulty–aye, Paul Sirtoli-aye, and Todd Lewis-aye. The motion carried.

The board reviewed the minutes for the September 25, 2013 Special Board Meeting. Paul Sirtoli made a motion to accept the minutes. Michael Laukaitis 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–abstained, Paul Sirtoli-aye, and Todd Lewis-aye. The motion carried.

**REPORTS**

**HIGHWAY REPORT**

Kendrick Wilcox, Highway Superintendent, informed the board that tires are needed for 2001 Ford pickup and 2009 International truck. The 2009 also needs new oil pan. Kendrick suggests that try coating oil pan with zinc. The oil pan may last longer. The 2003 truck needs a new box. The beaver are still clogging the pipes. Armstrong Road (General Road Repairs) and South Road (CHIPS) will be completed in 2014. FEMA has authorized \$12,671.40. FEMA will pay \$9,503.55. New York State will pay \$1,583.925. The town could be responsible for the remaining \$1,583.925 unless New York State decides to pay that also.

**ASSESSOR REPORT**

Roger Parker, Assessor, informed the board that New York State Department of Taxation and Finance does not have copy of the town’s Grievance Day law. Linda Ingber, Town Clerk, will get them a copy. He also said that the town needs to notify NYS Department of taxation and Finance of education completed for the appointed assessor in January 2014. Roger has had lots of questions on the STAR exemption verification and who needs to do it. Andrew Criscolo has gone south for the winter. Roger discussed with the board about submitting mileage. Stonegate Golf Course had filed small claims papers, so had to meet to say grievance had to go to Supreme Court.

**SUPERVISOR REPORTS**

Todd Lewis, Deputy Supervisor, presented the board with the Supervisor’s report for August 2013. Paul Sirtoli made a motion to accept the report for \$-19,804.49. Lorraine McNulty 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli-aye, and Todd Lewis-abstained. The motion carried.

Todd Lewis, Deputy Supervisor, presented the board with Bank Reconciliations for August 2013. Paul Sirtoli made a motion to accept the reports. Lorraine McNulty 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli-aye, and Todd Lewis-abstained. The motion carried.

Todd Lewis, Deputy Supervisor, presented the board with Balance Sheet for August 2013. Paul Sirtoli made a motion to accept the report. Lorraine McNulty 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli-aye, and Todd Lewis-abstained. The motion carried.

Todd Lewis, Deputy Supervisor, presented the board with Profit and Loss report for August 2013. Paul Sirtoli made a motion to accept the report. Lorraine McNulty 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–abstained. The motion carried.

### **ABSTRACT #13**

#### **HIGHWAY FUND**

The board reviewed the Highway Fund. Lorraine McNulty made a motion to accept the Highway Fund in the amount of \$26,144.94 for Vouchers 111 to 118. Paul Sirtoli 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–aye. The motion carried.

#### **GENERAL FUND**

The board reviewed the General Fund. Paul Sirtoli made a motion to accept the General Fund in the amount of \$1,801.83 for Vouchers 185 to 196. Lorraine McNulty 2<sup>nd</sup> the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye with Lorraine abstaining from Voucher 190, Paul Sirtoli–aye, and Todd Lewis–aye. The motion carried.

### **OLD BUSINESS**

#### **SNOW AND ICE CONTRACT**

Todd Lewis, Supervisor, presented the board with the Otsego County Snow and Ice Contract for 2014. Discussion ensued. Paul Sirtoli made a motion to make a resolution to approve the Otsego County Snow and Ice Contract for 2014. Michael Laukaitis 2<sup>nd</sup> the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–aye. The motion carried.

Paul Sirtoli made a resolution to approve the Otsego County Snow and Ice Contract for 2014. Michael Laukaitis 2<sup>nd</sup> the resolution. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–aye. The resolution passed and was adopted by the Town Board. **So be it resolution #9 for the year 2013.**

#### **COURT HOUSE, TOWN HALL, & GARAGE PAINTING**

Lorraine McNulty informed the board that she had a call from the corrections department and the prisoners might be back to finish up the painting.

#### **FIRE DEPARTMENT CONTRACTS**

Todd Lewis, Deputy Supervisor, told the board that he had talked to the lawyer about contracts with the fire departments. Lawyer was not necessary for the town to have the contracts, but should talk to insurance agency. Todd will call Tracy Hula, the town insurance agent.

#### **HAZARD MITIGATION ACTION PLAN 5-YEAR UPDATE**

Linda Ingber, Town Clerk, had emailed town board where to view the complete Otsego County’s Hazard Mitigation Action Plan 5-Year update. The board may want Erik Scrivener, Otsego County Planner, to attend a meeting, but would be after work on the 2014 budget is completed.

#### **RETURNED CHECK**

Linda Ingber, Town Clerk, informed the board that the returned check for \$5.00 was made good and she did not have to deposit money from petty cash.

#### **TOWN WEBSITE**

Linda Ingber, Town Clerk, informed the board that she had received more training from Jim Thomson, Driven Media, on updating the town website. Because of other work, she had no time to work on website.

#### **CRIMINAL BACKGROUND CHECK FOR NEW EMPLOYEES**

Linda Ingber, Town Clerk, provided the board with a suggested release form from the lawyer for the Criminal Background Check and information from HCC Public Risk.

#### **2014 TENTATIVE BUDGET**

The 2014 Tentative budget was reviewed and changes discussed.

## NEW BUSINESS

### HIGHWAY INVENTORIES

Linda Ingber, Town Clerk, presented to the board the FORM 4, Inventory of Highway Machinery, Tools and Equipment and the more detailed inventory that the board requested that Chris Williams, former Highway Superintendent, had submitted. Discussion ensued. If the town sells an old truck on EBAY, the town might receive more then on a trade-in.

### BUDGET TRANSFER

Linda Ingber, Town Clerk, presented to the board one budget transfer:

From:	A7520.4 COURT HOUSE	\$1,000.00
To:	A5132.4 GARAGE CONTRACTUAL	

Reason: To offset unbudgeted expenses of \$226.31 for signs requested by insurance; \$799.05 for Hazardous Materials Cabinet also requested by insurance; and \$1,500 for patching coating Machinery Storage roof

Lorraine McNulty made a motion to approve the budget transfer. Paul Sirtoli 2nd the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–aye. The motion carried.

### DEPUTY SUPERVISOR SALARY

Lorraine McNulty made a motion to make a resolution to approve Todd Lewis, Deputy Supervisor, receiving the Supervisor salary. Michael Laukaitis 2<sup>nd</sup> the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–abstained. The motion carried.

Lorraine McNulty made a resolution to approve Todd Lewis, Deputy Supervisor, receiving the Supervisor salary. Michael Laukaitis 2<sup>nd</sup> the resolution. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–abstained. The resolution passed and was adopted by the Town Board. **So be it resolution #10 for the year 2013.**

### NEXT MEETING

The next meeting of the town board will be held on Thursday, October 10, 2013 at 7:00pm at the Plainfield Town Hall.

### MEETING ADJOURNED

Lorraine McNulty made a motion to adjourn the meeting. Paul Sirtoli 2<sup>nd</sup> the motion. The board voted with Michael Laukaitis –aye, Lorraine McNulty–aye, Paul Sirtoli–aye, and Todd Lewis–aye. The motion carried. Meeting adjourned at 10:14 pm.

Respectfully Submitted by

Linda Ingber, Town Clerk