

AGENDA
WARSAW TOWN BOARD
ORGANIZATIONAL & REGULAR MEETING
JANUARY 13, 2021

Call meeting to order

Pledge of allegiance

Guest time:

Library events:

Approve year end minutes of December 30, 2021

Approve Airport vouchers:

Approve Monthly Budget report:

Approve Supervisors report:

Approve vouchers as follows:

General: \$14,524.68 Voucher 226-241

Sewer: \$34.90 Voucher 59

Airport report:

Cemetery report:

Historian report:

Clerk report:

Calamar report:

Zoning report:

Highway report:

Community events:

Correspondence:

Economic development:

2021 Town Board meetings, Planning Board meetings and Holiday Schedules have been advertised in the Country Courier per the December 12-09-2020 meeting

Designate Five Star Bank for deposits for deposits for Supervisor, Town Clerk and Justices

Authorize Supervisor to withdraw, deposit or invest monies for the Town

Authorize payment of insurance and gas bill for the Gates House not to exceed \$4,000 annually

Approve mileage rate of ~~56~~ for using personal vehicle for Town business

Approved Country Courier as the official newspaper for the Town. Batavia Daily as secondary and Warsaw Penny Saver to be used as needed

Reappoint Bob Martin as Zoning Officer for a 1-year term to end 12-31-2021

Appointment of _____ as Deputy Supervisor

Appoint Theresa Radley as Deputy Clerk for a one-year term ending 12-31-2021

Appoint Theresa Radley as Deputy Tax Collector for a one-year term ending 12-31-2021

Approve Theresa Radleys pay rate of \$12.50 per hour

Approve part time MEO'S (Machine Equipment Operators) rate of \$12.50 per hour

Appointment of Deputy Highway Superintendent _____ for a one-year term ending 12-31-2021

Approve amount to be spent by Highway Superintendent Jeff Royce in case of an emergency without Town Board approval for an amount up to \$1,000 and for an amount up to \$3,000 with the Highway Committee or Supervisor approval

Appoint Sally Smith as Town Historian for a one ear term ending 12-31-2021

Town Salaries for elected officials:

Supervisor: Rebecca Ryan	\$6,200
Highway Superintendent: Jeff Royce	\$54,955
Town Clerk/Tax Collector: Cathy Smith	\$31,263
Councilman: Kevin Zeches	\$2,195
Councilwoman: Shani Jones	\$2,195
Councilman: Chris Lonneville	\$2,195
Councilman: David Mateer	\$2,195
Justice: Ron Errington	\$6,200
Justice: Bob Fusani	\$6,200

Approve Pat Wagner's pay of \$15.45 per hour

Approve Carolyn Post's pay of \$15.45 per hour

Retain David DiMatteo as Town Prosecutor with an annual compensation of \$2,750.00 for 1 year ending 12-31-2021. Received a letter with a \$275 credit for time that was not used due COVID. Retainer to be signed.

Retain David DiMatteo as Town Attorney with an annual compensation of \$3,600.00 for a one-year term ending 12-31-2021. Retainer to be signed

Appoint Committees for a one-year term ending 12-31-2021

Airport:

Highway: to meet the Friday before the Town Board at 8:00 a.m.

Library:

Cemetery:

Justice Audit:

Youth:

Economic Development:

Sewer/Water:

Approved previously to retain Superior now Kaufman & Utz LLC as Town Bookkeeper for one year ending 12-31-2021 in the annual amount of \$17,100 which will be billed at a monthly amount of \$1,445. Additional services will be billed monthly.

Supervisor, Highway Superintendent, Town Clerk, Zoning Officer, Justices and Board Members to attend respective schools/training for 2021

Review appointments of the following Warsaw Planning Board (town) members as follows:

Heather Aldrich: Chairman with a 5-year term ending 09-30-2022

Heather Aldrich: Vice Chair with a 5-year term ending 09-30-2022

Tim Meyer with a 5-year term ending 09-30-2026

Kim Sobus with a 5-year term ending 09-30-2024

Colleen Pac as Secretary for a 1-year term ending 09-30-2021

Review appointments of the following Warsaw Zoning Board of Appeals (town) members as follows:

Ron Smith: Chairman with a 5-year term ending 09-30-2022

Dan Lacey: Vice Chair with a 5-year term ending 09-30-2026

James Keough with a 5-year term ending 09-30-2026

Shannon Purdy with a 5-year term ending 09-30-2024. Has had no training

No designated secretary

Approve pay as follows: Chairman and Secretary \$35 per meeting, members to be paid \$30 per meeting attended. Chairman and Town Board Members to be paid by the Town. Secretary and Village Members to be paid by the Village

Review appointments of the Board of Assessment Review as follows:

Bob Martin: Chairman for a 5-year term ending 09-30-2025

W. Jerome Smith for a 5-year term ending 09-30-2024

Barb Barber for a 5-year term ending 09-30-2023

Approve pay as follows: Chairman \$200 and \$150 per member

Review Workplace Violence Policy – changes to page 6 “CONTROLS”

Review Hazmat Policy - equipment change

Review Purchasing Policy - no change

Review Joint Planning Board agreement and Bi-Laws - no change

Review Joint Zoning Board of Appeals agreement, no change and no Bi-Laws in place

Review Sexual Harassment policy - no change

Review MSWS Forms and First Aid information – added hand sanitizer and Microban 24-hour cleaner

Working on year one of three for Village of Warsaw Fire Protection in The Town of Warsaw

Calendar year 2021 \$63,579.00

Calendar year 2022 \$64,851.00

Calendar year 2023 \$66,148.00

Review annual Village Water Agreement of \$7,500 - no change

Review and sign BAS Clerk Licensing Agreement. \$650 annually, same as last year

Review and sign Williamson Law Annual Software Support Contract in the amount of \$363, same as last year

Review Original 2013 Town and Village agreement of \$75 monthly. The phone itself is \$95 monthly - no change

Review Bailiff Agreement. No agreement on file.

Review annual Village Elderly Agreement of \$2,000. Meeting minutes were received from the Village of Warsaw for 1974 and 1990 that mentioned the dollar amount but no agreement was found - no change

Review Joint Account with the Village of Warsaw. The Village did not find an agreement on file

Review and sign Koester agreement for an amount of \$5,040 annually to include 2 monthly visits with an additional amount of \$150 per hour for repairs beyond general maintenance. Same as last year

Review and sign Warrens agreement for an amount of \$27.50 for weekly cleaning which is a \$1.50 increase AND for an amount of \$75.00 for the monthly cleaning which is an increase of \$3.00

Review Warsaw Dry Cleaners contract. Town Hall \$41.50 carpets changed once a month. Highway \$37.00 carpet are changed weekly. Have not received agreement

Review Petty Cash Policy

MINUTES
TOWN OF WARSAW
ORGANIZATIONAL AND REGULAR MEETING
JANUARY 13, 2021

Supervisor Rebecca Ryan calls the meeting to order at 6:00 p.m. at the Warsaw Town Office located at 83 Center Street Warsaw, NY 14569 at which time and place the following were:

PRESENT:

Supervisor:	Rebecca Ryan
Councilman:	Kevin Zeches
Councilwoman:	Shani Jones
Councilman:	Chris Lonneville
Councilman:	Dave Mateer

ALSO, PRESENT:

Town Clerk:	Cathy Smith
Historian:	Sally Smith
Hwy. Super:	Jeff Royce
Zoning Officer:	Bob Martin

Pledge of Allegiance

Library events - Tic Tac Toe reading board and virtual events. Working on the renovation plans. There is a capital plan. Supervisor Ryan and Library President Travis Jones met to discuss bonding. Timeline and bonding need to be discussed further.

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve the year end minutes of December 30, 2020. Carried: AIF

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve the Airport vouchers. Carried: AIF

A motion was made by Shani Jones and seconded by Chris Lonneville to approve the Monthly Budget report. Carried: AIF

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the Supervisors report. Carried: AIF

A motion was made by Kevin Zeches and seconded by Dave Mateer to approve the Town vouchers as submitted. Carried: AIF

Airport report as follows: There was no meeting in December. Received Airfield Lighting Rehabilitation Design Independent Fee Estimate for a total of \$156,509 with a cost of \$8,250 for each the Town of Perry and the Town of Warsaw. All runway lighting is being removed and the runway will be widened. Pigtails will be added to the lights to accommodate if the lighting is done before the runway is widened.

A motion was made by Shani Jones and seconded by Dave Mateer to go out for the IFF. Carried: AIF.

Perry Supervisor James Brick to send out the letter.

A motion was made by Dave Mateer and seconded by Shani Jones to apply for and accept the grant application not to exceed \$165,000 for airport the lighting design. Carried: AIF

There will be a resolution coming from McFarland.

Cemetery report: nothing

Historian report given by Sally Smith. The depot on the corner of South Main and Washington Street was bull dozed and no one was advised. There was no discussion with Zoning Officer Bob Martin or the Joint Planning Board. A stop work order was given but the demolition continued. Sally submitted a FOIL request to the Village of Warsaw. They have until January 8th to provide a response.

Ms. Smith continues that the DEC was not notified. There were 4 loads of burnable wood and other debris that was hauled to a nonspecific site.

Ms. Smith stated that in 2019 historical properties were notified that they were eligible for free registry/listing on the Historic National Register.

Zoning Officer Bob Martin said that there was much discussion via ZOOM with Rob Fontaine (property owner) and Alyssa Cutcliffe at the January 12, 2021 Planning Board meeting. Village Code Enforcement Officer Alyssa Cutcliffe indicated that she had issued a demolition permit. Short form SEQR was submitted but the information was wrong. It was said that there was a misinterpretation on the Village Ordinance. It was thought that the depot property was commercial, but it is industrial.

Ms. Cutcliffe adds that a site plan and Public Hearing needs to take place. Dave Mateer asked if nothing was done wrong why is Ms. Cutcliffe now saying that a site plan and Public Hearing need to take place before they can go on. Chris Lonneville asked if the Town Law has any weight on the Village. Supervisor Ryan answered that it would be a part of the Comprehensive Plan and would involve Attorney DiMatteo.

Supervisor Ryan read a letter from SHIPO program analyst that stated there were no requests from the Village.

A motion was made by Shani Jones and seconded by Chris Lonneville to approve the Clerks report.

Calamar report was given by Bob Martin. WYCO dug up the leaking line and fixed the end of it. Items on the punch list still are not being addressed.

Zoning report was given by Zoning Officer Bob Martin. The Planning Board approved the division of Honey Hill into 3 parcels. Need to look at permit fee schedule. Dunkin signage is being contested and will be revisited in February.

Joint Agreements for Planning and Zoning need to clarify a price per meeting. Addressing 2 issues at the same meeting should not be considered back-to-back meetings.

Highway report was given by Highway Superintendent Jeff Royce. Eastman Tree Service was hired for tree removal. The truck sold at auction for \$33,000.

Correspondence: A motion was made by Shani Jones and seconded by Dave Mateer to approve the Animal Control contract ending December 31, 2025. Carried: AIF

TABLED until the February 10, 2021 meeting MOU with the County on a as needed basis.

ORGANIZATIONAL

A motion was made by Chris Lonneville and seconded by Shani Jones to approve the following:

Designate Five Star Bank for deposits for Supervisor, Town Clerk and Justices

Authorize Supervisor to withdraw, deposit or invest monies for the Town.

Authorize annual payment of insurance and gas bill for the Gates House not to exceed \$4,000 annually.

Approve mileage rate of .56 per mile for personal use of vehicle for Town business.

Approve Country Courier as the official newspaper for the Town. Batavia Daily as secondary and Warsaw Penny Saver to use as needed.

A motion was made by Shani Jones and seconded by Dave Mateer to reappoint Bob Martin as Zoning Officer for a one-year term ending 12-31-2021. Carried: AIF

Supervisor Ryan appointed Shani Jones as Deputy Supervisor for a one-year term ending 12-31-2021.

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve the following:

Appointment of Theresa Radley as Deputy Clerk for a one-year term ending 12-31-2021.

Carried: AIF

Appointment of Theresa Radley as Deputy Tax Collector for a one-year term ending 12-31-2021.

Carried: AIF

Approve Theresa Radleys pay of \$12.40 per hour.

Approve part time MEO (Machine Equipment Operators) pay of \$12.50 per hour.

TABLED Appointment of Deputy Highway Superintendent.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the amount to be spent by Highway Superintendent Jeff Royce in case of an emergency without Town Board approval for an amount up to \$1,000 and for an amount up to \$3,000 with the Highway Committee or Supervisor approval. Carried: AIF

A motion was made by Dave Mateer and seconded by Shani Jones to appoint Sally Smith as Town Historian for a one-year term ending 12-31-2021. Carried: AIF

A motion was made by Dave Mateer and seconded by Kevin Zeches to approve the Town salaries for elected officials as follows: Supervisor Rebecca Ryan: \$6,200, Highway Superintendent Jeff Royce: \$54,955, Town Clerk/Tax Collector Cathy Smith \$31,263, Councilman Zeches, Jones, Lonneville and Mateer \$2,195, Justice Errington and Fusani, \$6,200. Carried: AIF

A motion was made by Shani Jones and seconded by Chris Lonneville to approve Court Clerk Pat Wagner and Carolyn Posts pay of \$15.45 per hour. Pat will be filling in for the Town as needed. Carried: AIF.

A motion was made by Shani Jones and seconded by Chris Lonneville to retain David DiMatteo as Town Prosecutor with an annual compensation of \$2,750.00 and to retain David DiMatteo for Town Attorney with an annual compensation of \$3,600 for a one-year term ending 12-31-2021. Carried: AIF

Appointment of the following committees for a one-year term ending 12-31-2021.

Airport: Dave Mateer, Jack Rase, Rebecca Ryan

Highway: Dave Mateer and Chris Lonneville to meet the Friday before the Town Board meeting at 8:00 a.m.

Library: Shani Jones

Cemetery: Chris Lonneville

Justice Audit: Dave Mateer and Rebecca Ryan

Youth: Kevin Zeches and Chris Lonneville

Economic Development: TBD

Sewer/Water: Chris Lonneville and Dave Mateer

A motion was made to retain Kaufman & Utz (formerly Superior Bookkeeping) as Town Bookkeeper for a one-year term ending 12-31-2021 for an amount of \$17,100 which will be billed at a monthly amount of \$1,425. Additional services will be billed monthly. Carried: AIF

A motion was made by Shani Jones and seconded by Dave Mateer to approve Supervisor, Highway Superintendent, Town Clerk, Zoning Officer, Justices and Board members to attend respective schools/training for 2021. Carried: AIF

Review of the Warsaw Town Planning (town) members as follows:

Heather Aldrich Chairwoman with a 5-year term ending 09-30-2022.

Kim Sobus with a 5-year term ending 09-30-2022.

Tim Meyer with a 5-year term ending 09-30-2026.

Don McKeown with a 5-year term ending 09-30-2024.

Collen Pac as Secretary with a one-year term ending 09-31-2021.

Review of the Warsaw Zoning Board of Appeals (town) members as follows:

Ron Smith Chairman with a 5-year term ending 09-30-2022.

Dan Lacey with a 5-year term ending 09-30-2026.

James Keough with a 5-year term ending 09-30-2026.

Shannon Purdy with a 5-year term ending 09-30-2024. Has had no training.

No designated secretary.

Chairman and secretary to be paid \$35 per meeting, members to be paid \$30 per meeting. Chairman and Town board members to be paid by the Town. Secretary and Village board members to be paid by the Village.

Appointments of the Board of Assessment Review as follows:

Bob Martin Chairman for a 5-year term ending 09-30-2025.

Barb Barber for a 5-year term ending 09-20-2023.

Vacancy for a 5-year term ending 09-30-2024.

A motion was made by Dave Mateer and seconded by Shani Jones to approve Chairman pay of \$200 and \$150 per ZBA member. Carried: AIF

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the following:

Workplace Violence Policy- changes to page 6 "CONTROLS".

Hazmat Policy – no changes

Purchasing Policy – no changes Carried: AIF

TABLED until the February 10, 2021 meeting is the review of the Joint Planning Board agreement and By-Laws – no change.

TABLED until the February 10, 2021 Joint Zoning Board of Appeals agreement – no change and no By-laws in place.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the following:

Sexual Harassment Policy – no change

MSWS forms and First Aid – hand sanitizer and Microban 24 hour added. Carried: AIF.

A motion was made by Shani Jones and seconded by Kevin Zeches to approve the 3-year Fire Contract with the Village as follows:

Calendar year 2021 = \$63,579.00

Calendar year 2022 = \$64,851.00

Calendar year 2023 = \$66,148.00

Carried: AIF

A motion was made by Dave Mateer and seconded by Kevin Zeches to approve the Annual Water Agreement with the Village in the amount of \$7,500 annually. Carried: AIF

A motion was made by Chris Lonneville and seconded by Shani Jones to approve and sign the Williamson Law Annual Software Support Contract in the amount of \$363, same as last year. Carried: AIF

A motion was made by Shani Jones and seconded by Kevin Zeches to approve and sign the BAS Clerk Licensing Agreement in the amount of \$650 annually, same as last year. Carried: AIF

Original 2013 Town and Village Agreement of \$75 monthly. Set up a meeting to go over the agreement. The phone itself is \$95 monthly.

Bailiff Agreement, nothing on file at either office. Need to discuss further.

Elderly Agreement in the amount of \$2,000 annually, nothing on file at either office. Need to discuss further and inquire with the Village on the 2020 programs.

Joint Town and Village Account, nothing on file at either office. Need to discuss further.

A motion was made by Kevin Zeches and seconded by Shani Jones to approve and sign the Koester Agreement for \$5,040 annually to include 2 monthly visits with an additional amount of \$150 per hour for repairs beyond general maintenance. Same as Last year. Carried: AIF

A motion was made by Shani Jones and seconded by Dave Mateer to agree and sign Warrens Commercial Cleaning Agreement in the amount of \$27.50 (\$1.50 increase) weekly and \$75.00 (3.00 increase) monthly for cleaning the Town Hall. Carried: AIF

No agreement was received by Warsaw Dry Cleaners. Currently carpets at the Town Offices are changed monthly for \$41.50 and at the Highway carpets are changed weekly for \$37.00.

A motion was made by Kevin Zeches and seconded by Shani Jones to adopt the Petty Cash Policy. Carried: AIF

A motion was made by Kevin Zeches and seconded by Shani Jones to adjourn at 8:00 p.m.