

A REGULAR meeting of the Town Board of the Town of Brookfield, County of Madison, State of New York was held at the Brookfield Town Hall, Brookfield, NY on March 11, 2019.

PRESENT:	Supervisor	Loren Corbin
	Councilman	Clinton Abrams
	Councilman	Dewitt Head ABSENT
	Councilman	Joseph Walker
	Councilman	Jefferson Mayne
	Town Clerk	Sherry Perretta
	Highway Supt.	Paul Owens
	Town Attorney	Tina Weyland-Smith ABSENT

OTHERS PRESENT: approximately 12 guests

Supervisor Corbin called the meeting to order at 7:00 pm with the Pledge to the Flag.

**RESOLUTION 52-2019**  
**APPROVAL OF MINUTES**

On a motion by Abrams, seconded by Walker, the following resolution was

**ADOPTED**

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the minutes of February 11, 2019 Regular and February 18, 2019 Codes Workshop be approved as presented.

**REPORTS OF TOWN OFFICIALS**

**Planning**

- Subdivision for Visentin on McIntyre Road was approved.
- Reviewing proposal for subdivision for Kent White on Skaneateles Tpke.
- Next meeting scheduled for Thursday, April 4, 2019.

**Town Clerk/Tax Collector**

- Town Clerk Perretta presented the Town Clerk monthly report for February 2019 with total disbursement of \$123.50.
- Presented update on Retirement Reporting for 2019.
- Researching options for telephone/internet services for Town Hall and Highway.

- NYMIR seminars on Discrimination & Harassment Complaint/Investigation Process – Train the Trainer are scheduled for several dates between March 21 and May 1. Clerk to review other training options through NYMIR to provide this required training on-site.
- Information received on New Election Laws passed in 2019.
- Email received asking to provide a link on Town website for senior resources on behalf of Caring.com

### **Supervisor**

- Supervisor Corbin presented his monthly report. Copy is attached.

### **Highway**

- Highway Committee met with Highway Superintendent Owens to review bills and coding.
- Councilman Abrams is reviewing Cintas' agreement to secure better pricing for renewal.
- Chase Road issue was discussed.
- Highway Superintendent Owens provided the Committee with an equipment inventory and condition evaluation. A new tamper is needed before spring road work starts. Committee authorized the purchase.
- Highway Superintendent Owens requested 5 lighted 'EXIT' emergency signs for Town Garage. Clerk Perretta to place order.
- A new kill switch is needed on the pump.
- Committee reviewed the current debt service schedule.
- Two (2) training sessions have been scheduled for Highway Personnel.
- A new laptop and printer/scanner/copier is needed for the Highway Dept. Town Clerk Perretta has specifications and pricing for both.
- Committee, Highway Supt. Owens and Town Clerk are researching options for the purchase of an oil/water separator system for the Town Garage. A Highway Facility SPDES permit would have to be obtained from DEC for this project.
- Options were discussed regarding equipment purchases vs. equipment rentals.
- Supervisor Corbin is researching purchase options for a new grader and new truck(s).
- Highway Supt. Owens provided an update on cost to upgrade to a better sand quality next year.

### **Town Attorney (Tina Weyland-Smith)**

- No report.

### **Buildings/Insurance**

- Councilman Mayne reported that the new hot water heater at the Town Hall has been installed.
- The Emergency lighted 'EXIT' signs have been delivered for the Town Hall. Arrangements will be made with Don Brown to have them installed.

### **Rules/Special Districts**

- No report.

### **Finance**

- Supervisor Corbin gave a summary of the balance sheet.
- Finance Committee audited Justice Court and Town Clerk records on February 18, 2019.

### **Parks**

- Brookfield Park Committee will be having a Clean-Up day in April.
- Brookfield Park will be hosting Little League Opening Day on May 5<sup>th</sup>.
- Brookfield Park's 2<sup>nd</sup> Annual Fun Day is scheduled for June 8, 2019.
- The Brookfield Park Committee would like to put up a small building for a refreshment stand (similar to what North Brookfield Park has).

### **Safety**

- No report

### **Comprehensive Planning Committee**

- The 2019 Citizen's Survey is complete. Committee is working on next phase.
- Next meeting scheduled for Thursday, March 14, 2019 at the Town Hall at 7:00 pm.

### **Codes Enforcement**

- Letter received from DEC Division of Water regarding an evaluation of our floodplain management program. The Codes Enforcement Officer is designated as our floodplain administrator. CEO Trudell is working with DEC to get this evaluation completed.
- Supervisor Corbin updated on the issue regarding unkempt properties. Madison County has a plan already in place for dealing with this issue. They have requested a list of properties in this situation. CEO Trudell, Town Clerk Perretta and the Board will work on compiling a list to provide to the County for review.

### **Dog Control Officer**

- Supervisor Corbin reported that resolutions will be presented later to conduct a dog enumeration and advertise for a dog enumerator.

### **Justice Court**

- February receipts totaled \$1,741.00.
- Justice Rhodes confirmed the Court Safety Assessment scheduled for 10 am on March 15, 2019.

### **Town Hall Improvement Committee**

- No report.

### **Historian**

- The Historical Society meets on the 4<sup>th</sup> Tuesday of each month.
- The theme for this year will be Neighboring Historical Societies. A different Historical Society in the area is scheduled to speak at monthly meetings.
- Historian Stalter has been responding to several requests from residents out of state looking for historical information on local families. She has received requests from Nebraska, Tennessee, Michigan and Pennsylvania.

- Historian Stalter was contacted by a Society/Museum in Pottstown, PA regarding a civil war sword that was labeled as belonging to an individual from Brookfield. They wanted to confirm the information. Historian Stalter would like to get the item for display here, but she is doubtful that the organization will agree to that.
- Historian Stalter reported that the Society now has a deed for the Methodist Church building on Church St. The fee to record the deed was \$310. Of this amount, \$241 was money that was charged by and remitted to NYS.

**RESOLUTION 53-2019  
ACKNOWLEDGING COMPLETION OF EXAMINATION/AUDIT OF TOWN OF  
BROOKFIELD COURT RECORDS AND DOCKETS**

On a motion by Abrams, seconded by Mayne, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to their respective town and village auditing boards, and that such records then be examined or audited and that fact be entered into the minutes of the board's proceedings, and

WHEREAS, the Finance Committee of the Town Board of the Town of Brookfield conducted an examination/audit of said court records and dockets on February 18, 2019;

THEREFORE BE IT RESOLVED that the Town Board of the Town of Brookfield hereby acknowledges that the required examination/audit was conducted as required and a report of said audit will be sent to the NYS Office of Court Administration.

**RESOLUTION 54-2019  
ESTABLISHING THE STANDARD WORK DAY AND REPORTING DAYS FOR  
ELECTED AND APPOINTED OFFICIALS**

On a motion by Walker, seconded by Abrams, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

WHEREAS, The Office of the State Comptroller New York State and Local Employees' Retirement System requires that a Standard Work Day and Reporting Resolution be established for retirement credit reporting purposes for elected and appointed officials;

BE IT RESOLVED, that the Town of Brookfield hereby establishes the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

TITLE	STANDARD WORK DAY (HRS/DAY)	NAME	CURRENT TERM BEGIN & END DATES
<b>Elected Officials</b>			
Town Clerk	6	Sherry Perretta	01/01/18-12/31/21
Town Justice	6	MaryLou Rhodes	01/01/19-12/31/22
Town Highway Supt.	8	Paul Owens	01/01/17-12/31/19
<b>Appointed Officials</b>			
Assessor	6	Rhonda Weigand	10/01/13-09/30/19
Dog Control	6	Jodi Hawes	01/01/19-12/31/19
Codes Officer	6	Chad Trudell	01/01/19-12/31/19

**RESOLUTION 55-2019**

**RESOLUTION TO CONDUCT A DOG ENUMERATION IN THE TOWN OF BROOKFIELD**

On a motion by Abrams, seconded by Mayne, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

WHEREAS, Article 7 of New York State Agriculture and Markets Law requires that any dog 4 months of age or older must be licensed in the Town where the dog is being harbored; and

WHEREAS, a full and complete dog census has not been performed in the Town of Brookfield since 2004;

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Brookfield hereby orders that a canine enumeration be completed town wide beginning approximately May 15, 2019; and

BE IT ALSO RESOLVED that the Town Clerk publish legal notice of the enumeration in the designated Town newspapers, on the Town Clerk signboard and on the Town’s official website.

**RESOLUTION 56-2019**

**AUTHORIZE TOWN CLERK TO ADVERTISE FOR DOG ENUMERATOR**

On a motion by Walker, seconded by Mayne, the following resolution was

**ADOPTED**

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

WHEREAS, the Town Board of the Town of Brookfield has ordered that a dog enumeration be conducted commencing approximately May 15, 2019;

BE IT RESOLVED that the Town Board of the Town of Brookfield hereby authorizes the Town Clerk to advertise for a dog enumerator to complete an enumeration of dogs in the Town of Brookfield; and

BE IT FURTHER RESOLVED, compensation will be at the rate of \$1.50 per dog counted, \$7.50 per summons served, and that mileage expenses incurred while performing the enumeration shall be paid at the current rate of \$0.58 per mile; and

BE IT FURTHER RESOLVED, that the enumerator will provide the Town Board with monthly reports on the status of the enumeration and the current dog counts.

**RESOLUTION 57-2019  
AUTHORIZE HIGHWAY PERSONNEL TO ATTEND DIGSAFE EXCAVATOR  
TRAINING**

On a motion by Abrams, seconded by Walker, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the Town Board of the Town of Brookfield hereby authorizes Town of Brookfield Highway Personnel to attend DigSafe Excavator training to be held on May 6, 2019 in the Town of Hamilton.

**RESOLUTION 58-2019  
AUTHORIZE HIGHWAY PERSONNEL TO ATTEND MADISON COUNTY SAFETY  
DAYS TRAINING**

On a motion by Abrams, seconded by Walker, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the Town Board of the Town of Brookfield hereby authorizes Town of Brookfield Highway Personnel to attend Madison County Safety Days training to be held April 15-17, 2019 at the Wampsville Highway Garage.

**RESOLUTION 59-2019  
AUTHORIZE PURCHASE OF NEW HP LAPTOP/PRINTER/SCANNER/FAX FOR  
THE HIGHWAY DEPARTMENT**

On a motion by Mayne, seconded by Abrams, the following resolution was

ADOPTED/REJECTED by ROLL CALL VOTE

Abrams	AYE	NAY
Corbin	AYE	NAY
Head	ABSENT	
Mayne	AYE	NAY
Walker	AYE	NAY

Resolved that the Town Board of the Town of Brookfield hereby authorizes the Town Clerk to purchase a new HP 17-by0062st 17.3” Notebook laptop and an HP OfficeJet Pro 6978 All-in-One Inkjet Printer to be used at the Town Highway Department.

**RESOLUTION 60-2019  
AUTHORIZE TOWN CLERK TO ADVERTISE FOR BIDS FOR  
MOWING/TRIMMING/MAINTENANCE OF TOWN PARKS**

On a motion by Abrams, seconded by Walker, the following resolution was

ADOPTED

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

RESOLVED that the Town Board of the Town of Brookfield hereby authorizes the Town Clerk to advertise for bids for mowing/trimming/maintenance of Academy Road Park, North Brookfield Park, Leonardsville Park and Whitford Park; and

BE IT ALSO RESOLVED, that sealed bids will be accepted at the office of the Town Clerk in person during regular business hours or by mail until 2:00 pm on April 6, 2019; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Brookfield will open said bids at a Regular meeting of the Town Board to be held on April 8, 2019 at 7:00 pm at the North Brookfield Fire House.

**RESOLUTION 61-2019  
AUTHORIZE PURCHASE OF SURPLUS ITEMS FROM MADISON COUNTY**

On a motion by Abrams, seconded by Walker, the following resolution was

ADOPTED by ROLL CALL VOTE

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the Town Board of the Town of Brookfield hereby authorizes the Town Clerk to purchase the following surplus items from Madison County for use in the Town Clerk’s Office and the Highway Department:

Item #17096 Shelf w/wheels	\$ 5.00 Clerk
Item #17097 Various Electronics	\$15.00 Clerk



Item #17141 Adding Machine	\$10.00 Clerk
Item #18007 Shelving Unit	\$10.00 Clerk
Item #18020 File Drawers/Cabinet	\$50.00 Highway
Item #18030 Flip Open Hanging File Cabinet	\$5.00 Highway
Item #18035 Grey Metal 5 Drawer Desk	\$25.00 Highway
Item #18052 Desk 30" x 60"	\$15.00 Highway
Item #18086 Various Desk Sorters	\$5.00 Highway

Total \$140.00

RESOLUTION 62-2019

**MODIFY THE 2019 TOWN OF BROOKFIELD TOWN BUDGET**

On a motion by Abrams, seconded by Mayne, the following resolution was

ADOPTED by ROLL CALL VOTE

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the 2019 Town of Brookfield Town Budget be and hereby is modified as follows:

**FUND: A**

Code	Description	From:	To:	Difference:
A4025.4	Laboratory Contractual	0	725	725
A1990.4	<i>Contingent Account</i>	15,000	14,275	(725)

**FUND: DA**

Code	Description	From:	To:	Difference:
DA5130.2	Machinery Equipment	32,623	188,319	155,696
DA2665	<b>Sale of Equipment</b>	<b>500</b>	<b>156,196</b>	<b>155,696</b>

\*To recognize the revenue received for the trade-in of the loader and F150

**RESOLUTION 63-2019  
AUDIT OF CLAIMS**

On a motion by Abrams, seconded by Mayne, the following resolution was

ADOPTED by ROLL CALL VOTE

Abrams	AYE
Corbin	AYE
Head	ABSENT
Mayne	AYE
Walker	AYE

Resolved that the Supervisor’s bills be paid on Abstracts #2-19 in the following amounts:

General Fund	No. 43 - 62	\$ 9,777.06
Highway Fund	No. 30 - 44	\$ 28,914.29
Paid Prior to Audit		\$ 6,852.76

**PUBLIC COMMENT:**

F. Fudzinski – Question on unkempt property clean-up – is the property owner responsible for cost? Supervisor Corbin to check with Madison County on that.

D. Newsom – how many months needed for equipment if rented? Equipment would be needed for a period of about 6 months and would be used almost daily.

J. Mayne – question on mowing of cemeteries. Discussion on the responsibility of the Town in this matter. Town Clerk Perretta to further clarify the particulars on this matter.

On a motion by Abrams and seconded by Mayne, the meeting was adjourned at 8:30 pm. Carried unanimously.