

## Meeting of the Bombay Town Board

February 13, 2019

Meeting was called to order at 6:00p.m. by Supervisor Jock. Present were council members Mike Kelley, Jacque Leduc, and Pat Mayer. Supt. Of Hwys, Jamie Durant was also present. Code officer/assessor was absent.

- I. **Minutes** - Mike motions to accept the minutes from the previous meeting as read, seconded by Pat. All voted "Aye", motion carried.
- II. **Franklin Cty Hwy Dept** – Brad Marsh address Board with update on County Route 4. Says plan is to move ahead with paving the remainder of the road this year. Drainage issues and culverts need checking before paving. If the Town is considering sidewalks, he needs to know about it soon. Jamie Durant reports that water runoff from a clogged drain distribution box on Cty Rt 4 is freezing on the road at the intersection. Brad Marsh says Cty Hwy will check the drainage issue and clean out the distribution box if necessary.
- III. **Town Council vacancy** – Mike motions to appoint Sarah Devlin to the vacant council member position effective 2/13/19. Motion is seconded by Jacque; all voted "Aye", motion carried. Jacque Leduc announces that he has plans to resign from his council position in March 2019.
- IV. **Bombay Historical Society Lease** – Mike motions to advertise that the Board is moving forward with a lease for use of the museum that will become effective in 30 days. Motion is seconded by Jacque. All voted "Aye", motion carried.
- V. **Food Pantry Update** – Heather Benedict informed the Board about the monthly operations of the Bombay Food Pantry. They are in need of another refrigerator and freezer and expressed concerns about the heating system. Phil Dustin will be asked to check the heat. Mike motions to purchase a fridge and freezer from compact funds, seconded by Pat. All voted "Aye", motion carried. Mike motions that the Town purchase a plaque for the food pantry in honor and remembrance of Renee Durant. Motion is seconded by Jacque. All voted "Aye", motion is carried. Mike and Lynn Kelley will order the plaque.
- VI. **Highway Report** –
  1. Speed sign needs to come down and be fixed
  2. 177 tons of salt was used in January, another 100 ton of salt can be purchased if necessary
  3. Broad Road needs cold patching and possibly a culvert.
- VII. **Democratic Caucus** – Don Dabiew announces that caucus can begin after Feb. 26<sup>th</sup> and must be done by July 25<sup>th</sup>.
- VIII. **Audit of Justice Court Financial records** –

Resolution 02-2019-02: Resolution accepting the audit of the 2018 Justice Court records

Motion by Councilperson Sarah Devlin Second by Councilperson Jacque Leduc

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

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Bombay has reviewed and accepted the court records of Justice C. Curtis Smith and Justice Terrance Durant.

All voted "Aye", motion was carried.

This certifies that an audit of the Bombay Town Court Justice records for fiscal year ending December 31, 2018 was conducted on February 13, 2019 by the Bombay Town Board. All town council members, Justice Smith, Justice Durant, and court clerk Ann Dabiew were present. The review of Justice Court records included:

**Cash Receipts** – Found to be up to date and maintained. Receipts are issued by computer and duplicate receipts are kept. Last recorded receipt for Justice Smith was #F3472 in the amount of \$168.00. Last recorded receipt for Justice Durant was #D6496 in the amount of \$7,000.00 for bail. Duplicate deposit slips are kept for court records and amount agree with cash receipts. Justice Smith admitted that deposits are USUALLY made within 72 hours. All cash receipts are totaled and summarized monthly.

**Cash Disbursements** – Records are up to date and maintained. All checks are signed by the justices. Canceled checks and check images are maintained with bank statements and all unused checks are properly controlled. Last recorded check for Justice Smith is #1116 dated 12/15/18 in the amount of \$2,715.00. Last recorded check for Justice Durant is #1075 dated 12/18/2018 in the amount of \$2115.00.

**Cash Reconciliations** – Bank accounts are reconciled after bank statements are received. Each account was reconciled until the end of January 2019.

**Additional Supporting Records** – A list of bail is maintained and a record of uncollected installment payments is maintained.

**Case Files** – All "dockets" are kept on a computer program. Cases are classified and maintained.

**Accountability** – Accountability is determined at the end of each month. Liabilities agree with net bank balances plus cash on hand as of January 2019.

**Division of Criminal Justice Services** – Reports are made timely to the Division of Criminal Justice Services and the court has NOT received any notices regarding late reporting.

**Reports to Justice Court Fund** – Monthly reports are made in a timely manner to the Justice Court Fund and the Town Clerk. Reports agree with cash receipts and disbursement books. The last report submitted by both justices was for month ending January 2019. The court has NOT received any notices regarding late reporting.

**Reporting to Dept. of Motor Vehicles** – TSEL&D Program – Information is found to be reported timely, reports are maintained and utilized. Justices report that the number of pending cases EXCEED reason. There have been no notices received about pending cases or late monthly reporting.

**CONCLUSIONS:** The Bombay Town Board finds no immediate problems with Justice Court record keeping or bank statements. More effort can be taken to make deposits within the required 72 hours. Surveillance cameras purchased by a recent JCAP grant will be installed at the payment window. Both Justices were forthcoming with all records, receipts, and reports. Both Justices answered all questions to the best of their ability.

- IX. **JCAP Grant** – A NYS grant for the Justice Court was received in the amount of \$2,177.48.
- X. **Salt Storage Shed** – Chris and Jamie will meet with engineer Shane Chatelle. There is no power at the site.
- XI. **Shared Services Resolution** – Resolution # 02-2019-03 authorizes the Town Supervisor to sign a contract to permit the Highway Supt. To share services with highway departments in other municipalities for the borrowing or lending of materials and supplies and the exchanging, leasing, renting or maintaining of the machinery and equipment, including the operators thereof, for the purpose of aiding the hwy dept. head in the performance of his duties. Chris motions to participate in shared services, seconded by Mike. All voted "Aye", motion carried. All full copy of the resolution is available in the Town Clerk's office.
- XII. **Dog Control** – Jacque motions to contract with the Bangor Dog Shelter for the housing of seized dogs in the amount of \$1200 for 2019. Motion is seconded by Sarah; all voted "Aye", motion carried. A Report was submitted from Roy Richards, DCO. 2 Dogs were seized, one died from parvo, the other was adopted. He detailed 2 other nonrelated calls.

- XIII. **Code Officer/Assessor Report** – A report from Bob Rowe was received via email. 8 deeds were processed, ag exemption renewal forms were printed, met with seniors regarding the STAR changes and reviewed NYS equalization rate determination report. Bob reviewed application for changes to the IDA building for occupancy by Tim McCarthy, started preparation for filing his annual report with the Department of State and composed and sent violation letters to 3 property owners.
- XIV. **Cell Phone** – Mike motions to explore the possibility of Jamie Durant obtaining a cell phone for work use. A Verizon wireless “hotspot” is available at the Town Garage but Jamie is using his personal phone for calls. Motion is seconded by Pat; all voted “Aye”, motion carried.
- XV. **Landfill** – Mike motions to enter into a short form engineering agreement with Tisdell Associates for post closure monitoring of the Landfill in the amount of \$1,150.00. Motion is seconded by Pat; all voted “Aye”, motion carried.
- XVI. **Payment in Lieu of Taxes** – Supervisor Jock will request a payment from the Fr. Cty. IDA for the IDA owned buildings in the town. He will request \$3,748.57 for 2017, \$4,880.65 for 2018, and \$5,091.17 for 2019.
- XVII. **LED Highway Lighting** – The St. Regis Mohawk Tribe is requesting that highway lights for the triangle be replaced with LED’s and that a few new light poles be added to the district. The Supervisor questions whether we have anything establishing a lighting district and it’s boundaries.
- XVIII. **NYMIR** – The insurance company has requested a response within 60 days of a letter dated January 31, 2019 outlining recommendations that will safe guard employees, members of the public and municipal assets. This list includes: Utilizing NYS LENS monitoring service for the HWY Dept; completing vehicle inspection reports, installing fuel pump signage at Hwy garage, installing ball field fence top protection, inspecting playground equipment, repairing walkway at playground, and removing “children at play” signs from town roads.
- XIX. **County Solar Program** – The Town has completed enrollment in this program. Electric meters have been put into the County’s name and billing will come from them.
- XX. **Surveys** – Louis Maine has not returned Chris’ call.
- XXI. **Personnel** – 2015 employee records are up to date with the County. Retirement and new W-4’s have been offered to town employees.
- XXII. **Banking** - Supervisor Jock presented the bank statements to the Board. It was agreed that compact funds should be moved to the class accounts for a better interest rate. \$750,000 will be moved to building reserve and \$250,000 will be moved to machinery reserve.
- XXIII. **Bill Payments** - The Board approved the following bills for payment:  
18 General fund bills totaling \$33,273.61      3 Compact fund totaling \$40,929.90  
10 General Utility \$2,023.96      10 Hwy fund \$31,737.75    2 Hwy Teamsters \$5,766.80
- XXIV. **Adjournment** – Mike motions to adjourn at 9:30p.m., seconded by Jacque. All voted “Aye”, motion carried.