Present: Alissa Ramsey-Supervisor; Glen Layfield-Deputy Supervisor; Cathy Farwell & Scott Lanphier-Councilman/woman, Nate Jenison & Oakley Sortore-Water Department, Skip Nickerson-Highway Department, Brendan Anderson-Town Justice

Additional Attendees: 1

* Called to order with pledge to the flag at: 7:02 pm
* Reviewed minutes from November 9th meeting.

**Action:** A motion was made to approve the minutes by Alissa; seconded by Scott. Motion carried.

**Water Department**

Councilwoman Farwell (Water Department liaison)

**Old Business:**

1. Water Rate Increase Study. Nate reported what neighboring towns charge for fees which include but are not limited to connect/disconnect, non-payment, late charges, replacement parts, etc.

**New Business:**

1. Nate reports a regulator/pressure sensor is needed which costs approximately $600.

**Action:** A motion was made to approve the purchase of a regulator/pressure sensor by Glen; seconded by Scott. Motion carried.

1. Nate talked about current inventory with on-hand parts/supplies and what is needed. We have some brass. We are short on meters, and we need copper. We have one standard meter. Estimates need to be obtained for purchase. Money can be saved if purchased in bulk. Nate stated the last time he ordered meters, it took 8-9 months to get them. Oakley noted it would take approximately a week to receive Neptune meters (approximately $269/each). He recommended changing to Neptune meters from Census as they are more up to date, simple to work on and we can use our current software. These can be temporarily compatible but would eventually need to have meter reading software for Neptune, which is expensive.

**Action:** A motion was made for Nate to get prices needed for inventory by Scott; seconded by Alissa. Motion carried.

1. Three hydrants were repaired.
2. Oakley asked if our Annual Update Document (AUD report) was done. This is filed 3 months after the fiscal year.
3. Dave Dawson states he received an estimate from Roots Water Wells & Drilling to place a well on his property. He stated there are a lot of variables to consider before making a decision.
4. Base rate increase will be taking place at the end of December 2022.
5. Water department expenditures were reviewed.

**Action:** A motion was made to approve the water department report & expenditures/bills by Scott; seconded by Glen. Motion carried.

**Highway Department**

Councilman Lanphier (Highway Department Liaison)

**Old Business:**

1. Town of Scio Library Plowing

**New Business:**

1. Town of Scio Highway – Contract Amendment Proposal (attached)

Scott met with highway department staff. Other towns offer compensatory time for hours worked outside the normal work week. Scott plans to propose this to the union and board to remove the ‘two (2) year’ verbiage.

1. Skip stated $2.43 is left in the ‘junk’ fund. The amount obtained from last year, $805.18 is not in the account yet.
2. Skip has held off on fuel billing as he was waiting to hear from the school whether they are moving forward with getting gas cards and if the water department will explore the same. Skip was given the approval to go ahead and process the fuel billing for the year.
3. Clothing-Each highway employee has $400/year to spend for clothing per year. All bills for this have been turned in except one. Kris-$378, Paul-$400, Bob-$400, Skip-$396.26.
4. Skip would like to replace the shop lights with new LED and this expense would be paid for through the General Fund. Scott suggested looking for incentives through the utility company.

**Action:** A motion was made to approve Skip contacting National Grid for incentives for replacement of shop lights by Scott; seconded by Alissa. Motion carried.

1. The spare plow truck is at the college being checked over where a wheel bearing and injector was replaced. Cost is approximately $1500.
2. Highway hours are now 4 am to noon.
3. The heater in the shop wasn’t replaced yet. Skip was able to have it looked at and it’s working at this time.
4. CarQuest is stating a bill from September is overdue.

Highway Department expenditures were reviewed.

**Action:** A motion was made to approve the highway department report & expenditures/bills by Scott; seconded by Glen. Motion carried.

**General**

Councilman Layfield (Emergency Services Liaison)

**Old Business:**

**New Business:**

1. Access to Town Hall. Scott suggested town board members have access to the building. Further discussion will take place.
2. Town of Scio and Teamsters Local 317 - Compensatory Time MOU (see Highway discussion).
3. Executive Session - to discuss an employee related matter
4. Interviews were held for bookkeeper position with some redistribution of duties/roles.

**Action:** A motion was made to enter executive session at 8:10 pm by Scott; seconded by Alissa. Motion carried.

**Action:** A motion was made to end executive session at 9:20 pm by Scott; seconded by Glen. Motion carried.

**Action**: A motion was made to approve the purchase of a flashing amber light for the town water truck; seconded by Scott. Motion carried.

**Action:** A motion was made to offer $7000 annual salary to a select candidate as the salary for this position by Glen; seconded by Scott. Motion carried. \*It should be noted that Cathy Farwell abstained from voting.

**Action:** A motion was made to accept the resignation of David Glass-Bookkeeper by Scott, seconded by Alissa. Motion carried.

**Action:** A motion was made to expend from the general fund to conduct an audit as soon as possible by Scott; seconded by Glen. Motion carried.

**Action:** A motion was made to compensate Dave for training the new bookkeeper not to exceed $1000 by Alissa; seconded by Glen. Motion carried.

**Action:** A motion was made to create a new resolution for Alissa to file paperwork/documents as needed at the bank allowing the new bookkeeper access and remove access of the current bookkeeper by Scott; seconded by Glen. Motion carried.

General expenditures were reviewed.

**Action:** A motion was made to approve the general report & expenditures/bills by Glen; seconded by Alissa. Motion carried.

**DCO (Dog Control Officer)**

**Old Business:**

**New Business:**

1. DCO’s report/expenditures were reviewed.

Kennel/Impound Fees: $0

Mileage: $0

Other: Annual phone bill=$130.00

1. The Town Board agrees to pay the DCO phone bill without a paper bill for 2022 but will ask that a paper bill be submitted for 2023.
2. The Town Board asks that the DCO come to a board meeting to give a report once per quarter, preferably in January 2023.

**Action:** A motion was made to approve DCO report & expenditures/bills by Scott; seconded by Alissa. Motion carried.

**Code Enforcement**

**Old Business:**

1. Code Enforcement Action County Road 31 Property

**New Business:**

1. Mike Unfas suggested that The Town of Scio research and adopt a Solar Local Law and to contact our attorney on the matter as soon as possible.
2. A stop work order was issued on the project on Knights Creek Rd. Work will be able to resume pending the matters are remedied by the contractor and a third-party inspection is obtained. This is some code compliant issues with egress windows and faulty electrical installations.

**Action:** A motion was made to accept Mike Unfas’ suggestion to contact our attorney regarding Solar Local Laws by Scott; seconded by Glen. Motion carried.

**Action:** A motion was made to approve the code enforcement report by Scott; seconded by Cathy. Motion carried.

**Assessor**

**Old Business:**

**New Business:** No report by Assessor.

**Hall Cleaning/Deposit Refund**

* Rentals for 11/18, 11/19 & 11/26 all cleaned properly.

**Action:** A motion was made to approve the refund of cleaning deposit for all rentals by Glen; seconded by Scott. Motion carried.

**Town Justice**

**Old Business:** Judge Ames submitted collected fines for November = $1405.00

**New Business:**

1. Newly elected Judge Brendan Anderson. Brendan Anderson introduced himself to the board. Oaths are signed and certifications are all submitted. He needs to be sworn in and will speak with Judge Ames about this.
2. Resolution for Brendan to be given permission to be added to the bank account for taxpayer ID for fines and fees. Brendan also stated he will be given a subsidiary letter for the Town Supervisor to sign.
3. Issue with salary for newly elected Judge. Cathy will contact the Board of Elections in regard to a ruling to change the salary in the middle of the term.

**Action:** A motion was made to create a new resolution giving Brendan access to bank account by Scott; seconded by Cathy. Motion carried.

**Action:** A motion was made to approve/accept Town Justice report by Scott; seconded by Glen. Motion carried.

A motion was made to adjourn at 10:35 pm by Glen; seconded by Alissa. Motion carried.

Town of Scio Highway – Contract Amendment Proposal

Agreement 01/01/2021-12/31/2024 - Town of Scio and Teamsters Local 317

Page 9:

Current Contract Verbiage:

Compensatory Time: During the first two (2) years of his or her employment employees may accumulate compensatory time for hours worked outside his/her normal work week instead of being paid at the overtime rate for those hours. Compensatory time will be earned at time and one-half hours worked over 40 in a week. Compensatory time can accrue up to a maximum of forty (40) hours. Time must be used in the year it was accumulated. Time not used will be compensated for in the last paycheck of the year. The Employer may not require the election of compensatory time to avoid paying overtime.

Proposed Contract Verbiage:

Compensatory Time: Employees may accumulate compensatory time for hours worked outside his/her normal work week instead of being paid at the overtime rate for those hours. Compensatory time will be earned at time and one-half hours worked over 40 in a week. Compensatory time can accrue up to a maximum of forty (40) hours. Time must be used in the year it was accumulated. Time not used will be compensated for in the last paycheck of the year. The Employer may not require the election of compensatory time to avoid paying overtime.

Rational: The members of the Union feel that allowing them to utilize compensatory time would be a “Thank You” gesture for the long hours away from their families that are required during emergencies or “snow events”.

Benefit: Good Employer/Employee Relationship

Financial Impact: None

Productivity Impact: The union contact already allows the Highway Superintendent to deny PTO request if it will impact operations.