

Minutes of the regular monthly meeting of the Jerusalem Town Board held on December 20, 2017 at 7:00 P.M. PRESENT were: Supervisor Killen, Councilors Anderson, Dinehart, Jones, Parson, Town Clerk McMichael, Highway Superintendent Martin, Town Engineer Ackart.

GUESTS: Jamie Sisson, Ginny Turner, Ed Bronson, Tim Cutler.

Supervisor Killen called the meeting to order with the Pledge to the Flag at 7:00 P.M.

RESOLUTION #250-17

APPROVAL OF MINUTES

On a motion of Councilor Dinehart, seconded by Anderson, the following was

ADOPTED	Ayes	5	Anderson, Dinehart, Jones, Killen, Parson
	Nays	0	

Resolved that the minutes of the November 15, 2017 meeting be approved as read.

RESOLUTION #251-17

AUDIT OF CLAIMS

On a motion of Councilor Parson, seconded by Councilor Anderson, the following was

ADOPTED	Ayes	5	Anderson, Dinehart, Jones, Killen, Parson
	Nays	0	

Resolved that the bills be paid as presented in the following amounts:

General:	\$ 7,223.46
Outside Village	\$ 6,247.92
Highway DB:	\$56,365.78
Sewer:	\$28,653.85
Water:	\$31,685.44

November Utilities:

General:	\$ 630.14
Outside Village:	\$ 129.86
Highway DB:	\$ 3,926.27
Sewer:	\$ 36,819.65
Water:	\$ 538.01
Trust:	\$147,969.93

Councilor Jones will inquire why SCT Computers worked on the TSL Assessing program when that program has been discontinued.

RESOLUTION #252-17

SUPERVISOR REPORT

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved that the Supervisor's Report on the Town's finances for the month of November 2017 be accepted as presented.

TOWN OFFICIALS

HIGHWAY SUPERINTENDENT

- Written Budget Highway report on file in the Office of the Town Clerk.
- Surplus equipment was sold on Auctions International.
- The Highway Department is scheduling minor jobs with KPSW.

TOWN ENGINEER

- Notes of the December 14, 2017 KPSW meeting on file in the Office of the Town Clerk.

ASSESSOR

- Report on file. Specificity in the data will be requested on future reports.

RESOLUTION #253-17

NYS PLAN FOR CYCLICAL REASSESSMENTS

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 4 Anderson, Dinehart, Jones, Killen
 Nays 1 Parson

Resolved the Supervisor be authorized to sign the New York State Plan for Cyclical Reassessments (RP-1573-ACR-P) for 2018-2021.

SUPERVISOR

- Supervisor Killen recognized outgoing Board members Max Parson and Gary Dinehart and presented them with a gift certificate for their service to the Town.
- Staff was allowed to leave at 2:00 P.M. on December 14th for the holiday party.
- **Supervisor Killen thanked the workers who volunteered and Councilor Jones and Jason Walters for donating their wet suits used while hand pulling the starry stonewort invasive species from the Sugar Creek.**
- A reminder was given to complete the County survey regarding broadband access.
- Annette Toaspern donated a book telling the story of the Branchport and Penn Yan Plank Road made with funds she received for the Arnold James Brown Potter Award 2017 by the Yates County History Center.

RESOLUTION #254-17

AUDIT AGREEMENT LETTER

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

Resolved the Supervisor be authorized to sign the Engagement Letter with Bonadio, Inc. to conduct the 2017 audit.

SUBCOMMITTEE REPORTS

COMPREHENSIVE PLAN REVIEW

Chairman Cutler reported the 2006 community survey has been pared down and the draft will be finalized. Supervisor Killen suggested utilizing Survey Monkey that is on tonight's agenda for approval to circulate the Comprehensive Plan Survey.

GOVERNMENT EFFICIENCIES SUBCOMMITTEE

No report. The Subcommittee will advise when a report is ready.

RESOLUTION #255-17

ACKNOWLEDGE HIGHWAY ENCROACHMENT REPORT AND DETERMINE IMPACT - 3348 WEST BLUFF DRIVE

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

Resolved the Town Board acknowledges receipt of the written report from Highway Superintendent Martin on his findings regarding the structure encroachment at 3348 West Bluff Drive; and, be it further

Resolved the preliminary determination indicates that such encroachment does not interfere or impede the right of the public to use such Town Highway.

RESOLUTION #256-17

SCHEDULE PUBLIC HEARING - HIGHWAY ENCROACHMENT LICENSE AGREEMENT - 3348 WEST BLUFF DRIVE

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

Resolved a public hearing to consider a request for a license to continue a highway encroachment at 4663 Vine Road be held at 7:05 P.M. on January 17, 2018.

Resolution #257-17

Civil Service Reclassification of KPSW

On a motion of Supervisor Killen, seconded by Councilor Dinehart, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Whereas Yates County Civil Service conducted a formal review of the two (2) Water/Wastewater Maintainer positions and recommends reclassification of both titles as Water System Operators/Wastewater Maintainers; now, therefore, be it

Resolved Supervisor Killen be authorized to sign the required paperwork and submit it to Yates County Civil Service; and, be it further

Resolved the current incumbents, Lee Hardy and Kasey Christensen be appointed to said positions.

RESOLUTION #258-17

RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING TO CONSIDER PROPOSED IMPROVEMENTS TO THE KEUKA PARK CONSOLIDATED WATER DISTRICT

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

WHEREAS, the Town Board of the Town of Jerusalem, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon proposed improvements to the Keuka Park Consolidated Water District ("KPCWD") pursuant to Town Law Section 202-b; and

WHEREAS, the Town Engineer has prepared a map and plan showing the proposed improvements identified as Alternative 1 to consist of the installation of 440 linear feet of new water main on Cypress Street and the replacement of 2,775 linear feet of existing water main that is in poor condition and subject to frequent breaks. As part of the new main installation and main replacements, a number of cross-lot services will be removed and new services will be installed with a direct connection to the Town's mains. Also, a private 2-inch galvanized water main will be abandoned with service sets installed to allow customers presently served by this 2-inch main to tap into the Town's 12-inch main. The proposed improvements also consist of the installation of six automatic flushing stations throughout the KPCWD distribution system. These stations will address high disinfection byproduct levels that occur

in the far-reaching dead ends of the system in the winter months when water demand is at its lowest. Automation of the flushing process will also reduce operator time required to manually operating fire hydrants that are currently used to periodically flush the system.

Additionally, in order to meet NYS DOH standards and prevent paint from entering the distribution system, the interior and exterior of the Keuka Park Tank will be stripped and repainted as part of these improvements. Also, because the KPCWD State Park tanks do not have standalone mixing systems installed and all mixing is achieved when the tanks are filled and drained via the KPCWD distribution system, mixing units will be installed in each State Park tank as part of the proposed improvements to maintain a more consistent chlorine residual and prevent icing in the winter; and

WHEREAS, the plan shows the estimated costs of these improvements to be \$782,000.00, such estimated costs to be the responsibility of the KPCWD. All of this \$782,000.00 is to be financed and repaid by the owners of property within the KPCWD, unless the Town is able to secure grants to offset any part of this cost; and

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing, to be held on January 17, 2018, at 7:10 p.m. at the Jerusalem Town Hall, 3816 Italy Hill Road, Branchport, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, directed to forward to the official newspapers of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "1", such notice to be published not less than ten nor more than twenty days before the day set herein for the public hearing; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the Notice of Public Hearing on the Town of Jerusalem sign board, not less than ten nor more than twenty days before the day set herein for the public hearing and to give any other notices required by law.

RESOLUTION #259-17

Resolution to approve supervisor to sign any needed agreements to accept electronic payments for water and sewer bills through Williamson Law, 5 Star Bank and intermediaries Payment Processing Consultants (PPC) from Pittsford NY for credit card payment

On a motion of Councilor Anderson, seconded by Supervisor Killen, the following was

ADOPTED Ayes 4 Anderson, Dinehart, Killen, Parson

Nays 1 Jones

Whereas allowing payment of water and sewer bills online through credit, debit cards and e-checks would be a convenience to the customers, and

Whereas this allows a payment journal from Williamson Law would be able to directly imported into water & sewer program saving manual entry, and

Whereas allowing payment of bills electronically would reduce costs in mileage reimbursement and in time currently spent driving checks to the bank, and

Whereas many local municipalities including Towns of Phelps, Seneca Falls, Dix, Villages of Montour falls and Cohocton are already successfully allowing this service to customers, and

Therefore be it resolved that the Supervisor be authorized to sign any agreements with, Williamson Law, an intermediary payment receiver PPC , and 5 Star Bank regarding credit, debit and e-check payments, and

Further Be it resolved that payment be approved for \$345 for a web link set up be paid to Williamson Law, and annual support fee of \$220 thereafter approved,

Further be it resolved that any fee for addition of a link or of modification of TOJ website be approved,

Resolution #260-17

Sunshine Fund Expenditures

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

Resolved the \$465.00 expenditure from the Sunshine Fund be approved for the holiday party and gift certificates to the Skyline Trading Post.

RESOLUTION #261-17

Approve Supervisor to Sign 2018 YCSO Animal Control Agreement

On a motion of Supervisor Killen, seconded by, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

RESOLVED the Supervisor be authorized to execute the 2018 Animal Control Agreement with Yates County Sheriff's Office.

Resolution #262-17

Schedule January 2018 Organization Meeting

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved the Organization Meeting be held at 6:00 P.M. on January 3, 2018.

Highway 550 Truck Purchase

Superintendent Martin will obtain pricing to purchase a 550 truck.

Resolution #263-17

2017 Budget Amendment Highway DB - CHIPS

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Whereas, Highway Superintendent Martin submitted \$ 433,962.16 to the Consolidated Highway Improvement Program (CHIPS) through the New York State Department of Transportation for completed projects in 2017; and

Whereas, an estimated amount of \$ 314,801.00 is shown within the revenue and expense portions of the 2017 Highway DB budget; and

Whereas, based on the completed projects for 2017, an additional \$ 119,161.16 of program funding through CHIPS was submitted for approval;

NOW BE IT RESOLVED that the Highway DB budget for 2017 be amended as follows

Increase in Revenue 3501 (State Aid)	\$119,161.16
Increase in Expense 5112.4 (Permanent Improvement)	\$119,161.16

RESOLUTION #264-17

AUTHORIZE SUPERVISOR TO EXECUTE LARSON DESIGN GROUP CONTRACT

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved the Supervisor be authorized to sign the Agreement effective 1/1/2018 between the Town of Jerusalem and Larson Design Group Engineers and Architects, P.C. (dba Larson Design Group) 2018-2019 Retainer for Consulting Services.

RESOLUTION #265-17

AUTHORIZE PURCHASE ANNUAL SUBSCRIPTION TO SURVEY MONKEY

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Whereas, the Sewer Dept. is conducting a free survey utilizing Survey Monkey, for only a limited number of free responses, 100 maximum. KPSD shall upgrade to a fee service so we may ask unlimited questions, surveys and responses for a year, as well as statistical analytic ability for the possible sewer district #4 expansion.

Therefore; be it resolved that the Sewer Dept. be authorized to purchase an annual subscription for \$408.00

Be It Further; that monies for this purchase are taken from the 2017 Sewer appropriation account 8110.4

Reminder - Sidewalk Maintenance

Residents are reminded to keep their sidewalks cleared of snow and ice.

RESOLUTION #266-17

2017 Year End Budget Transfers

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved the standard 2017 budget transfers be accepted as follows:

General A fund

From: 1990.4-Contingent \$2,693.50

To:

1110.4 Justice	\$1,351.00
1220.1 Supervisor	\$.50
5010.1 Highway Super.	\$.50
7510.1 Historian	\$.50
9010.8 Retirement	\$1,135.00
9060.8 Medical	\$ 206.00

General B fund

From: 9030.8 SS/Med \$.05
To: 4020.1 Registrar \$.05

Highway DB fund

From: 9789.6 Debt Principal \$1.00
To: 9789.7 Debt Interest \$1.00

Water fund

From: 8340.4 Transmission/Distribution CE \$132.75
To: 8340.2 Transmission/Distribution EQ \$132.75

Sewer fund

From: 1990.4 Contingent \$ 2,018.00
To: 8120.1 Sanitary Sewers \$ 2,018.00

PUBLIC COMMENT

- Yates County adopted a Cold War Veterans exemption like Jerusalem did in 2011.
- Tom Walters is sponsoring a "Welcome to Branchport" sign.

RESOLUTION #267-17

MOVE TO EXECUTIVE SESSION

On a motion of Supervisor Killen, seconded by Councilor Parson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved that this meeting be interrupted to enter into Executive Session to discuss two matters of employee work history.

The Executive Session convened at 8:05 P.M.

The following information was provided by Councilor Jones:

RESOLUTION #268-17

RETURN TO REGULAR SESSION

On a motion of Councilor Parson, seconded by Supervisor Killen, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
 Nays 0

Resolved that the Board return to regular session.

The Board reconvened in regular session at 9:01 P.M.

RESOLUTION #269-17

TOWN JUSTICE

On a motion of Supervisor Killen, seconded by Councilor Anderson, the following was

ADOPTED Ayes 5 Anderson, Dinehart, Jones, Killen, Parson
Nays 0

Resolved the Justice Committee (Supervisor Killen and Councilor-elect Stewart) work with the Town Justice to identify and interview Town Justice candidates.

With there being no further business, on a motion of Supervisor Killen, seconded by Councilor Dinehart, the meeting was adjourned at 9:03 P.M.

Sheila McMichael, Town Clerk

Exhibit 1

**TOWN OF JERUSALEM
NOTICE OF PUBLIC HEARING**

PLEASE TAKE NOTICE, that a public hearing will be held by the Town Board of the Town of Jerusalem on the 17th day of January, 2018, at 7:10 p.m., at the Jerusalem Town Hall, 3816 Italy Hill Road, Branchport, New York, to consider proposed improvements to the Keuka Park Consolidated Water District pursuant to Section 202-b of the New York State Town Law.

The proposed improvements consist of the installation of 440 linear feet of new water main on Cypress Street and the replacement of 2,775 linear feet of existing water main that is in poor condition and subject to frequent breaks. As part of the new main installation and main replacements, a number of cross-lot services will be removed and new services will be installed with a direct connection to the Town's mains. Also, a private 2-inch galvanized water main will be abandoned with service sets installed to allow customers presently served by this 2-inch main to tap into the Town's 12-inch main. The proposed improvements also consist of the installation of six automatic flushing stations throughout the Keuka Park Consolidated Water District distribution system. These stations will address high disinfection byproduct levels that occur in the far-reaching dead ends of the system in the winter months when water demand is at its lowest. Automation of the flushing process will also reduce operator time required to manually operating fire hydrants that are currently used to periodically flush the system.

Additionally, in order to meet NYS DOH standards and prevent paint from entering the distribution system, the interior and exterior of the Keuka Park Tank will be stripped and repainted as part of these improvements. Also, because the Keuka Park Consolidated Water District State Park tanks do not have standalone mixing systems installed and all mixing is achieved when the tanks are filled and drained via the Keuka Park Consolidated Water District distribution system, mixing units will be installed in each State Park tank as part of the proposed improvements to maintain a more consistent chlorine residual and prevent icing in the winter.

The plan shows the estimated costs of these improvements to be \$782,000.00, such estimated costs to be the responsibility of the Keuka Park Consolidated Water District. All of this \$782,000.00 is to be financed and repaid by the owners of property within the Keuka Park Consolidated Water District, unless the Town is able to secure grants to offset any part of this cost.

Any resident of the Town of Jerusalem shall be entitled to be heard upon this matter at such public hearing. Copies of the proposed map and plan showing these proposed improvements are available for review at the Town of Jerusalem Town Hall, 3816 Italy Hill Road, Branchport, New York.