

**December 19<sup>th</sup>, 2011**  
**Regular Monthly Meeting**  
**Petersburgh Town Board**

The regular meeting of the Petersburgh Town Board was held on December 19<sup>th</sup>, 2011 at 7:00PM at the Petersburgh Town Hall, 65 Main Street, Petersburgh, New York.

Present: Supervisor Peter Schaaphok  
Councilman William Seel  
Councilman Richard Snyder  
Councilwoman Amy Manchester  
Councilman David Green  
Highway Superintendent Raymond Harrison  
Town Attorney Kevin Engel  
Town Clerk Callie Crisp

Guests: Emily Harrison, Sharon Hodges, Duane Goodermote Jr., Emily Harrison, Melissa Lockett, David Alderman, Lynne Torello-Burns  
Press: Alex Brooks, The Eastwick Press

Following the Pledge of Allegiance, Supervisor Schaaphok called the meeting to order at 6:59 PM.

**Resolution #57**  
**Approval of Minutes**

Councilman Seel inquired about the wording in the minutes from the November 21<sup>st</sup> meeting in regard to the Fire Alarm system agreements. A discussion took place concerning the inclusion of the Fire District building and Rescue Squad building, and who would be responsible for payment. On motion of Councilman Green, the following resolution was adopted. Be it resolved that the minutes from the Public Hearing/Regular Meeting November 21<sup>st</sup>, 2011 and the Special Meeting December 3<sup>rd</sup>, 2011 be adopted as presented. Councilman Snyder seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilwoman Manchester	Aye
Councilman David Green	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

**REPORTS**

- Town Clerk: provided a copy of the Town Clerk's monthly report to the Board. It was also reported that the fire extinguishers in the four municipal buildings have

had their annual service check, and preparations were being made for the end of the year.

- Highway Superintendent: Raymond Harrison reported that the guardrails had been installed on Stillman Village Road, and that the paving was scheduled for next year. In addition, about half of the winter sand has been drawn to date, about 1,000 yards so far.
- Dog Control Officer: Lynne Torello-Burns was present, and a monthly report was provided to the Board.
- Supervisor: The monthly Supervisor's report was presented to the Board. The report showed receipts \$41,615.22, disbursements \$180,333.72, leaving a balance on hand as of December 19<sup>th</sup>, 2011 of \$58,447.55. This report is on file in the Town Clerk's office. Supervisor Schaaphok informed the Board that although the Bookkeepers' computer had recently died, the information was being transferred to a new system and the budget was being amended to include a new fund for storm damage expenditures. This new account, 5140.4- "Irene Expenditures," has been created upon consultation with the Office of the State Comptroller. All remaining storm expenditures will be paid from the new fund; once reimbursement arrives from FEMA a 30-day notice to Pioneer Bank will be required for the bond.

#### **OLD BUSINESS**

- PVMCC Liability Insurance: the quotes that have been provided to date are unaffordable, due to the type of physical events held in the building. Lee Pollack of Rose & Kiernan Ins. Co. has recommended that the Town assume sponsorship of these events, which would allow PVMCC to obtain an affordable rate. Councilman Seel suggested adding this to the yearly agreement between the Town and PVMCC.
- Fire Alarm Systems: as stated in the agreement, a 50% down payment is required prior to beginning work. The Board agreed to pay the amount of \$2,116.25 in January, so that it comes out of the 2012 budget.
- Credit Card Use Policy: a discussion took place regarding this proposed policy, and it was decided to add the current Staples and Tractor Supply Business accounts to the policy, and add to the Organizational meeting.

#### **NEW BUSINESS**

- Town Board Resignation: Councilwoman Amy Manchester presented a letter of resignation to the Board effective immediately, as she would be assuming the position of Town Justice. Ms. Manchester showed the Board her Certificate of Completion for Justice training, as well as a certificate for her father, Neil, for his Justice training over 50 years ago. Neil passed away while Ms. Manchester was in the process of training, and she stated that finding her father's certificate inspired her to continue.

#### **Resolution #58**

#### **Acceptance of Resignation**

Councilman Snyder moved to accept Amy Manchester's letter of resignation from her position as Town Councilwoman, with regret. Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman David Green	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted. As there are still two years remaining on this term, Supervisor Schaaphok stated that an appointment would need to be made until a Special Election could be held in the fall of 2012.

**Resolution #59**  
**Appointment of Town Councilman**

On motion of Supervisor Peter Schaaphok, the following resolution was adopted. Be it resolved that Duane Goodermote be appointed to the position of Town Councilman. Councilman Green seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman David Green	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted, and swore in the new Councilman.

- Library Board of Trustees: the Library received a resignation from Dan McCumber, who has served on their Board for 15 years. A letter was presented to the Board requesting the appointment of Melissa Lockett, who was present.

**Resolution #60**  
**Library Board of Trustees Appointment**

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that Melissa Lockett be appointed to the Library Board of Trustees from January 1<sup>st</sup>, 2012 – December 31<sup>st</sup>, 2016. Councilman Snyder seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman Richard Snyder	Aye
Councilman William Seel	Aye
Councilman David Green	Aye
Councilman Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- Signor Resolutions: Pioneer Bank requires the adoption of a resolution to approve any new signors.

### **Resolution #61**

#### **Signor Resolution for Pioneer Bank**

On motion of Councilman Green, the following resolution was adopted. Be it resolved that the Pioneer Bank Municipal Corporate Depository Certificates be accepted as presented for the following positions/banking accounts:

Supervisor Siegfried Krahforst	MASTER ACCOUNT #xxxxxxx299
Deputy Supervisor Barbara Snyder	MASTER ACCOUNT #xxxxxxx299
Justice Amy Manchester	REGULAR ACCOUNT #xxxxxxx356, BAIL ACCOUNT #xxxxxxx364

Councilman Seel seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- Scheduling of meetings: The End-Of-Year meeting was set for Saturday, December 31<sup>st</sup>, 2011 at 9:00 AM, and the Organizational meeting for Monday, January 2<sup>nd</sup>, 2012 at 7:00 PM.
- Kennel Contract: yearly renewal was approved with the following resolution.

### **Resolution #62**

#### **Approval of Kennel Contract**

On motion of Councilman Green, the following resolution was adopted. Be it resolved that the 2012 contract between the Town of Petersburg and Pondview Country Kennels be approved as presented. Councilman Snyder seconded the motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- Board of Ethics: a letter was received from the NYS Comptroller, prompting the Supervisor to research the current Code of Ethics for the Town. Although a policy was adopted in 1991, Supervisor Schaaphok suggested creating a Board of Ethics committee to review and update as needed. A response to the inquiry will be submitted, stating that the policy and Board are to be determined.
- Fire Alarm Systems: a discussion took place on the inclusion of the Fire District building and the Rescue Squad building. As the Fire District paid for the previous system in all six buildings, a suggestion was made to have the Town pay for these two buildings in addition to the four municipal-owned. It was decided to create a policy to handle this.
- Unemployment Invoices: Supervisor Schaaphok informed the Board that he was awaiting a response from the Association of Towns to provide further instruction in regard to handling this matter.
- Route 22 Garbage Expenditure: Supervisor Schaaphok addressed the Board regarding the clean up of a pile of garbage for an abandoned property back in October of 2010. Although the property still appears abandoned, the ownership has not changes since this date. The Town paid a total of \$500.00 for the removal of the garbage, and may be eligible for reimbursement by adding the charge by re-levy to the owner's property tax bill. The owner will be billed and given 30 days to pay, for which a resolution is required.

**Resolition #63**

**Approval of Invoice**

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that the owner of 19895 NY Route 22 be billed for the Town's expenditure of \$500.00 on October 21<sup>st</sup>, 2010 for garbage removal. Councilman Snyder seconded the motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- Revise 2011 Budget: As previously discussed, a new account has been created to pay the storm damage related expenditures. In addition, a new fund was created for the Bond Received.

**Resolution #64**

**Revision of 2011 Budget**

On motion of Councilman Green, the following resolution was adopted. Be it resolved that the 2011 Budget be amended to include an account for Irene

Expenditures and an account for Bond Received. Councilman Snyder seconded the motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

### **PUBLIC ADDRESS**

- Amy Manchester: thanked the Town Board for their support and service during the recent "rough times." Ms. Manchester expressed her appreciation for the concern shown to her and her family.

With no further comments from the public, a resolution was adopted to move into Executive Session.

### **Resolution #65 Move Into Executive Session**

On motion of Councilman Seel, the following resolution was adopted. Be it resolved that the Board move into Executive Session at 8:07 PM to discuss personnel issues. Councilman Snyder seconded the motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

### **Resolution #66 Return From Executive Session**

On motion of Councilman Snyder, the following resolution was adopted. Be it resolved that the Board return from Executive Session at 8:37 PM. Councilman Seel seconded the motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- The Supervisor stated that a decision has been made to run an ad in the paper for appointed positions, to be approved prior to the 2012 Organizational Meeting. Both resumes and applications will be accepted, with a deadline of December 31<sup>st</sup>, 2011. The salaries, along with the positions will be advertised, and applications will be provided to all of the current position holders.

**Resolution #67**  
**Approval of Advertisement**

On motion of Councilman Green, the following resolution was adopted. Be it resolved that the Town publish in the Eastwick Press an advertisement for the opening of appointed positions within the Town, including the salary of each official. Councilman Snyder seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

- Audit of Bills:

**Resolution #68**  
**Audit of Bills**

On motion of Councilman Snyder, the following resolution was adopted. Be it resolved that the bills as listed ob abstract # 12/11 be paid in the following amounts:

General Fund # 290-302	\$ 5,347.04
Light District # SL1- SL2	\$ 783.45
Highway Fund # 284-306	\$55,126.56
Water District # 58-62	\$ 933.10
Library Fund # 83-92	\$ 4,645.57

Councilman Green seconded such motion, and roll call showed the following results:

Supervisor Peter Schaaphok	Aye
Councilman David Green	Aye
Councilman William Seel	Aye
Councilman Richard Snyder	Aye
Councilman Duane Goodermote	Aye

Supervisor Schaaphok declared that the foregoing resolution was duly adopted.

With no further business, Councilman Snyder moved to adjourn the meeting in memory of Neil Manchester. Councilman Green seconded such motion, and the meeting was adjourned at 9:10 PM.

Respectfully Submitted,

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Callie Crisp, Town Clerk