

**MINUTES OF THE MEETING OF THE TOWN BOARD**  
TOWN OF SANDY CREEK  
1992 HARWOOD DRIVE, PO BOX 52  
SANDY CREEK, NEW YORK 13145-0052

**Date:** January 10, 2018

**Kind of Meeting:** Organizational & Regular Meeting

**Place:** Town Hall

**Board Members Present:** Ruth E. Scheppard

Dave Warner

Nola J. Gove

John Wood, Jr.

**Others Present:**

Michael C. Kastler-left @7:42 pm

Shirley Rice

Audrey Flynn, Esq.

Pat McCullough

Brittany M. Washburn

Mary Lou Mills

George Kalkowsky, I.E.

Wayne Miller

Jessica Godfrey

Peggy Rice

Jeanie Gleisner-left @ 7:22 pm

David Klein-left @ 7:22 pm

John Howland @ 7:10 pm

Tammy L. Miller @ 7:19 pm

**Absent:** Nancy Ridgeway

**CALL TO ORDER:**

Deputy Town Supervisor Ruth E. Scheppard called the meeting to order at 7:00 pm with the Pledge of Allegiance. She read the Official Undertaking and list of appointments to be made.

**RESOLUTION 01-18**

On motion by Ruth Scheppard, seconded by Nola J. Gove, the following resolution was ADOPTED – 4 Ayes

Scheppard, Gove, Wood, Warner

0 No

1 Absent Ridgeway

**Resolved** that the Town of Sandy Creek approves the following Official Undertaking:

**Town of Sandy Creek**  
**Official Undertaking of Municipal Officers**  
**OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS**

**WHEREAS**, Nancy Ridgeway, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Supervisor of the Town of Sandy Creek; and

**WHEREAS**, Ruth E Scheppard of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Councilmen of the Town of Sandy Creek; and

**WHEREAS**, John W. Wood, Jr. of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Councilmen of the Town of Sandy Creek; and

**WHEREAS**, Tammy L. Miller, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Clerk of the Town of Sandy Creek; and

**WHEREAS**, Terry E. Crast, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Justice of the Town of Sandy Creek; and

**WHEREAS**, Michael C. Kastler, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Highway Superintendent of the Town of Sandy Creek; and

**NOW, THEREFORE**, we as respective officers above, do hereby undertake with the Town of Sandy Creek that we will faithfully discharge the duties of our office, and will promptly account for all moneys or property received as a Town Officer, in accordance with the law; and

The Town does and shall maintain insurance coverage, presently with National Grange Mutual, in the sum of \$100,000 plus an additional \$50,000 for the Supervisor and \$100,000 for the Town Clerk/Tax Collector to indemnify against losses through the failure of the officers, clerks and employees covered hereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered hereunder.

**NOW THEREFORE BE IT RESOLVED** that the Town Board of the Town of Sandy Creek approves the blanket undertaking bond covering all town employees as required by Section 25 of Town Law; **and it is further RESOLVED** that the Town Justices are specifically covered under said blanket undertaking as required by Public Officers Law Section 11(2).

**AND RESOLVED** that the Town Board of the Town of Sandy Creek makes the following appointments with terms to expire on December 31, 2018, unless otherwise stated:

Sandy Creek Regional Planning Board Member:	Patricia Machermer- 12/31/2022
Annie Porter Ainsworth Memorial Library Trustee:	Kevin Allard- 12/31/2022
Water Advisory Committee Member:	Cindy Love- 12/31/2022
Water Advisory Committee Alternate:	Cheryl Yerdon- 12/31/2022
Emergency Management Coordinator:	Nancy Ridgeway- 12/31/2019
Water Superintendent:	Michael Kastler- 12/31/2021
Records Management Officer:	Tammy L. Miller- 12/31/2021
Records Access Officers:	Tammy L. Miller – 12/31/2021
	Brittany M. Washburn- 12/31/2021
Registrar of Vital Statistics:	Tammy L. Miller- 12/31/2021
Marriage Officer:	Tammy L. Miller- 12/31/2021
Board of Appeals Member:	Norma Newman- 12/31/2022
Constables:	Robert E. Dalton, Constable-in-charge
	Charles T. Anna

Attorney-for-the-Town:  
Town Historian:  
Code Enforcement Officer:  
Dog Control Officer:  
Deputy Dog Control Officer:  
Official Newspaper:

Mark Helt  
Edward J. Witham  
Michael D. Wood  
Allison Nelson  
Charlene Cole  
John Howland  
Elisa Dunn  
Anne Derr  
*Watertown Daily Times*

**RESOLUTION 02-18**

On motion by John W. Wood, Jr, seconded by Nola J. Gove, the following resolution was ADOPTED – 3 Ayes Gove, Wood, Warner

0 No  
1 Absent Ridgeway  
1 Abstain Scheppard

**Resolved** that the Town of Sandy Creek appoints PathFinder Bank as the Official Bank of the Town of Sandy Creek.

**RESOLUTION 03-18**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED – 4 Ayes Scheppard, Gove, Wood, Warner  
0 No  
1 Absent Ridgeway

**Resolved** that the Town of Sandy Creek accepts the state or county bid for gas, oil, and fuel; accepts the state or county bid for road building materials; establishes the salaries of the elected and appointed officials of the Town of Sandy Creek as put forth in the adopted budget for the year 2018; sets the mileage rate for 2018 at 54.5¢ per mile; approves town officials attending the Association of Towns meeting in New York City in February and other respective schools; and that regular town board meetings will be held at 7:00 PM on the second Wednesday of each month at the Town Hall, 1992 Harwood Drive except for August when it will be held on August 15<sup>th</sup> due to the Oswego County Fair.

David Klein, Senior Field Representative from The Nature Conservancy was present to ask for the Town of Sandy Creek’s approval of an agreement for services between the Central New York Planning and Development Board and the Town of Sandy Creek for completion of the “Options for Long-term Management of North Sandy Pond Inlet & Conceptual Planning for Car-top Boat Access to Little Sandy Creek and ‘Peacemaker Trail’ Wayfinding Signage Plan” Project. This project is being supported, in part, by a grant that has been awarded to the CNYPDB through the NYS Department of State’s Local Waterfront Revitalization Program (NYS DOS LWRP). The approval of the agreement is necessary in order for Jeanie Gleisner of the CNY Planning & Development Board to facilitate a discussion on February 1<sup>st</sup> from 1 to 4 pm at the Sandy Creek Town

Hall on this topic. This action will not require funding from the town. The Nature Conservancy will provide the matching funding needed for Ms. Gleisner to perform this service. The Town Board will ask Attorney Nelson to review the agreement and will set a special meeting in the near future to vote on its acceptance or rejection.

**APPROVAL OF MINUTES:**

**RESOLUTION 04-18**

On motion by John W. Wood, Jr., seconded by Dave Warner, the following resolution was

ADOPTED - 4 Ayes                Scheppard, Gove, Wood, Warner

0 No

1 Absent                Ridgeway

**Resolved** that the minutes of the October 19<sup>th</sup>, October 24<sup>th</sup>, November 2<sup>nd</sup>, November 8<sup>th</sup>, December 13<sup>th</sup> and 27<sup>th</sup> meetings are approved as written.

**REPORTS:**

Highway/Water Superintendent – Michael C. Kastler read his highway report. He spoke with FEMA about possible reimbursement for flooding repair work. There will be paperwork to complete. He asked if the board wanted to move forward with a purchase offer on the Ackerman property. There is too much snow to survey the land right now. He has a written description of the property for Allison to review. He has two written quotes on municipal pricing to replace the Highway Superintendent’s pickup truck. Caskinette Ford in Carthage’s base price is \$36,749.84 and FX Caprara Ford of Pulaski’s base price is \$38,545.00 with municipal discounts. Attorney Nelson is working on paperwork for the dedication of the portion of Stanley Drive that the town is taking over. The town has begun plowing it. Councilman Gove reported a huge pothole on Powers Ave. This is a village street and it is difficult to repair in the winter weather, but Superintendent Kastler will look at it tomorrow. The water clerk is still collecting late water payments from the November 2017 billing. B&L will give the water report.

**RESOLUTION 05-18**

On motion by Ruth E. Scheppard, seconded by John W. Wood, Jr., the following resolution was

ADOPTED - 4 Ayes                Scheppard, Gove, Wood, Warner

0 No

1 Absent                Ridgeway

**Resolved** that the Town Board of the Town of Sandy Creek will purchase a 2018 Ford F250 4x4 pickup truck from Caskinette Ford of Carthage, NY for a total base price of \$36,749.84

Assessor- Rhonda Weigand’s report has been filed in the Town Clerk’s office.

Dog Control Officer – Elisa Dunn was absent tonight. Her report was filed in the office of the Town Clerk.

Historian – Charlene Cole’s monthly report is on file in the Town Clerk’s office.

Town Justice- The monthly reports of the Town Justices have been received by the Town Supervisor.

Legislator – Margaret Kastler was excused this evening.

Library – Library Director Jessica Godfrey reported that the wine tasting event is scheduled for February 10, 2018 from 6 – 8pm. They are still looking for additional vendors for the tasting. There will be a Children’s Royal Tea Party on January 27<sup>th</sup> starting at 11am. All the spaces for the Tea Party were filled within 2-3 days of advertising. There will be a showing of Despicable Me 3 on January 11<sup>th</sup> starting at 6pm.

NOCA – The quarterly report from Northern Oswego County Ambulance was received and filed in the Town Clerk’s office.

Planning Board – Chairman Shirley Rice read the report from the Sandy Creek Regional Planning Board’s meeting on December 5<sup>th</sup> and January 9<sup>th</sup>.

Water Advisory Committee- There was no meeting in December and there will be no meeting in January. The next meeting is scheduled for February 26<sup>th</sup>.

Code Enforcement Officer – John Howland’s report for December and his annual report for 2017 is on file in the Town Clerk’s office. He mentioned that Attorney Nelson wrote a resolution for the Town of Richland in support of the county allowing demolition costs to be levied on the January Town and County tax bills when necessary as in previous years. Sandy Creek may want to consider a similar resolution.

Town Clerk – Tammy Miller reported that receipts and total disbursements for the month of December totaled \$1,939.25. The Town Clerk’s 2017 Annual Report shows total receipts and disbursements of \$39,964.86. Also 59 accessible parking permits were issued to Town of Sandy Creek residents in 2017. These reports are on file in her office and are available for public inspection. Information on the 2018 Training School and Annual Meeting of the Association of Towns is available in the Town Clerk’s office. The NYS Tug Hill Commission 29<sup>th</sup> Annual Local Government Conference will take place on Thursday, March 29<sup>th</sup> at JCC in Watertown.

Engineers – George Kalkowsky, I.E. of Barton & Loguidice was present to update the Town Board on current projects. He explained the town has received a \$30,000 engineering planning grant for public sewer system evaluation. The town must match 20% (\$6,000) of the cost of this grant.

**RESOLUTION 06-18 Authorization for Representative to Execute Grant Agreement**

**NOW, THEREFORE, BE IT RESOLVED** that the Town Supervisor is authorized to execute a Grant Agreement with the NYS Environmental Facilities Corporation and any and all other contracts, documents and instruments necessary to bring about the Project and to fulfill the Town of Sandy Creek’s obligations under the Engineering Planning Grant Agreement.

**On motion** by Ruth E. Scheppard, **seconded** by John W. Wood, Jr, the question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Nancy Ridgeway, Town Supervisor	Absent
Ruth E Scheppard, Councilman	Voted Yes
Nola J. Gove, Councilman	Voted Yes
Dave Warner, Councilman	Voted Yes
John W. Wood, Jr., Councilman	Voted Yes

**The foregoing resolution was thereupon declared duly adopted**

**RESOLUTION 07-18 - Authorization and Appropriation of Local Match (20% Local Match)**

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Sandy Creek authorizes and appropriates a minimum of 20% local match as required by the Engineering Planning Grant Program for the Sandy Creek Sewer Project. Under the Engineering Planning Grant Program, this local match must be at least 20% of the grant award of \$30,000. The maximum local share appropriated subject to any changes agreed to by the Town Supervisor shall not exceed \$6,000. The total estimated maximum project cost is \$36,000. The Town Supervisor may increase this local match through the use of in-kind services without further approval from the Town of Sandy Creek.

**On motion** by Ruth E. Scheppard, **seconded** by John W. Wood, Jr, the question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Nancy Ridgeway, Town Supervisor	Absent
Ruth E Scheppard, Councilman	Voted Yes
Nola J. Gove, Councilman	Voted Yes
Dave Warner, Councilman	Voted Yes
John W. Wood, Jr., Councilman	Voted Yes

**The foregoing resolution was thereupon declared duly adopted**

**RESOLUTION 08-18 - SEQOR Type II Determination**

**Whereas**, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQOR) provides that certain actions identified in subdivision (c) of that section are not subject to environmental review under the Environmental Conservation Law;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Sandy Creek hereby determines that the proposed engineering report for the Sandy Creek Sewer Project is a Type II action in accordance with 6 NYCRR Section 617.5(c)(18) which constitutes the information collection including basic data collection and research, water quality and pollution studies, traffic counts, engineering studies, surveys, subsurface investigations and soils studies that do not commit the agency to undertake, fund or approve any Type I or Unlisted action; and 6 NYCRR Section 617.5(c)(21) which constitutes the conducting concurrent environmental, engineering, economic, feasibility and other studies and preliminary planning and budgetary processes necessary to the formulation of a proposal for action, provided those activities do not commit the agency to commence, engage in or approve such action; and is therefore not subject to review under 6 NYCRR Part 617.

**On motion** by Ruth E. Scheppard, **seconded** by John W. Wood, Jr, the question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Nancy Ridgeway, Town Supervisor	Absent
Ruth E Scheppard, Councilman	Voted Yes
Nola J. Gove, Councilman	Voted Yes
Dave Warner, Councilman	Voted Yes
John W. Wood, Jr., Councilman	Voted Yes

**The foregoing resolution was thereupon declared duly adopted**

The Town Board agreed to hold a special meeting on Wednesday, January 17<sup>th</sup> at 6 pm to discuss the agreement for services with the Central New York Regional Planning and Development Board and to discuss the Sewer System Engineering Planning Grant. B&L engineers will attend to discuss the next steps to proceed with the grant.

Supervisor Ridgeway received the EFC hardship letter confirming commitment to short-term zero-interest financing and long-term zero-interest financing for Water District #3. More information was sent to the NYS Comptroller’s office a couple weeks ago. We are still waiting for their approval and the Final Order for District Formation.

**PUBLIC COMMENT:** There was none at this time.

**RESOLUTION 09-18**

**On motion** by Dave Warner, seconded by Nola J. Gove, the following resolution was

**ADOPTED** - 4 Ayes            Scheppard, Gove, Wood, Warner  
                  0 No  
                  1 Absent            Ridgeway

**Resolved** that the Town Board of the Town of Sandy Creek approves the fire protection agreement with the Villages of Lacona and Sandy Creek for 2018.

Councilman Warner spoke about the proposed solar project. Croton Energy Group, Inc. sent a letter dated November 21, 2017 regarding solar system potential on town owned parcels. He said they want proof of ownership by the town and want to know if we will be using a competitive bidding process. He stated this would be a 2MW facility and they would like to build in the summer of 2018 if possible.

**TRANSFER OF FUNDS**

**RESOLUTION 10-18**

**On motion** by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

**ADOPTED** - 4 Ayes            Scheppard, Wood, Gove, Warner  
                  0 No  
                  1 Absent            Ridgeway

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the following transfers of funds in 2017 budget:

<b>FROM Line #</b>	<b>Description</b>	<b>TO Line #</b>	<b>Description</b>	<b>\$ Amount</b>
From A1220.2	Supervisor Equipment	To A1220.4	Supervisor Contractual	\$ 115.00
From A1990.4	Contingent	To A1330.4	Tax Collector	\$ 1,370.00

From A1430.4	Clerk to Supervisor Contractual	To 1430.1	Clerk to Supervisor Personal Services	\$ 6.00
From A1640.42	Town Hall Utilities	To 1640.4	Town Hall Contractual	\$ 669.00
From A1990.4	Contingent	To A1920.4	Municipal Dues	\$ 174.00
From A1990.4	Contingent	To A7989.4	Fishing Grant	\$ 1,173.00
From A9060.8	Health Insurance	To A9030.8	Social Security	\$ 68.00
From A1990.4	Contingent	To A1420.4	Legal Contractual	\$ 2,568.00
From A962	Other budgetary purposes	To A General Fund	Building Properties Reserve Fund	\$ 20,000
From DA5130.2R	Machinery Equipment Reserve	To DA Highway Fund	Highway Equipment Reserve	\$ 60,000
From DA5140.1	Brush & Weeds Personal Service	To DA5140.4	Brush & Weeds Contractual	\$ 812.00
From DA5142.4	Snow Removal Contractual	To DA8989.4	Drug & Alcohol	\$ 3.00
From SW1-8397.4	Water, Meters & equipment contractual	To SW1-8397.2	Water, Meters & equipment	\$ 430.00
From SW1-8310.1	Water Administration Personal Service	To SW1-8310.4	Water Administration Contractual	\$ 875.00
From SW1-9010.8	Retirement	To SW1-9030.8	Social Security	\$ 630.00
From SW1-8397.4	Water, Meters & equipment contractual	To SW1-8340.4	Water Operator Contractual	\$ 611.00
From SW1-8320.4	Water Source of Supply	To SW1-8340.1	Water Operator Personal Services	\$ 2,358.00
From SW2-8310.4	Water Administration Contractual	To SW2-8397.2	Water, Meters & Equipment	\$ 84.00
From SW2-8310.4	Water Administration Contractual	To SW2-8340.4	Water Operator Contractual	\$ 39.00
From SW2-9010.8	Retirement	To SW2-9060.8	Health Insurance	\$ 139.00

**APPROVAL OF BILLS**

**RESOLUTION 11-18**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 4 Ayes                Scheppard, Gove, Wood, Warner

0 No

1 Absent                Ridgeway

**Resolved** that the bills be paid on Abstract #1 in the following amounts:

General Fund                \$ 9,255.71



Trust & Agency	\$ 14,765.76
Highway Fund	\$ 26,788.15
Water District #1-SW	\$ 2,425.68
Water District #2-SW	\$ 479.07
Water District #3- H3	\$ 31.25

**On motion** by John W. Wood, Jr., and seconded by Nola J. Gove, and carried unanimously, the meeting was adjourned at 8:28 pm.

The next regular monthly meeting will be held February 14<sup>th</sup> at 7 pm.

Respectfully submitted,

Tammy L. Miller, RMC  
Town Clerk