

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: October 26, 2016

Kind of Meeting: Special Meeting

Place: Sandy Creek Town Hall

SC Board Members Present: Nancy Ridgeway
Ruth E. Scheppard
Dave Warner
John W. Wood, Jr.

Others Present:
Tammy Miller
Jill Mattison
Michael Kastler
Brittany Washburn
Jim Wing

Absent: Nola J. Gove

CALL TO ORDER:

Supervisor Nancy Ridgeway called the meeting to order at 6:04 pm. This special meeting was held to discuss the 2017 tentative budget. Some other business was also discussed. It was proposed that all non-union retirees begin paying 20% of their supplemental health insurance premium in 2017. Jim Wing stated that since he retired he has received his health insurance for free. He wants the town to treat all full-time employees the same regarding their health insurance. A discussion followed. Mr. Wing thanked the town for health insurance, especially for covering his wife, former Town Clerk Margaret Wing, during her long illness.

RESOLUTION 123-16

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

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

Resolved that the Town Board of the Town of Sandy Creek approves the following Citizen Participation Plan:

Citizen Participation Plan
Town of Sandy Creek
Small Cities Community Development Block Grant

I. Introduction

In accordance with Title 24 of the Code of Federal Regulations, Part 570.486, the Town of Sandy Creek developed this Citizen Participation Plan to ensure that Town residents are given ample opportunities to participate in the development and implementation of programs funded by Community Development Block Grants (CDBG).

Local governments may use this grant program to initiate and implement a number of important community development projects, including: first-time homeownership, housing rehabilitation, public facility and public infrastructure development, microenterprise and economic development, as well as relief from imminent community threats. Funds from these programs must benefit low and moderate income households, as defined by the US Department of Housing and Urban Development.

The Town of Sandy Creek’s current program will provide financial assistance to a low and moderate income (LMI) target area for water improvements as described in Section III.

II. Roles

The Town retained Barton and Loguidice, P.C. (B&L) to serve as “Program Administrator”. Within this role, B&L will be responsible for compliance with the provisions of this plan, among other duties.

The Town of Sandy Creek, as grant recipient shall be ultimately responsible for timely and effective implementation of the Town’s Water District No. 2 Improvement Project. As a result, Town officials will work closely with the Program Administrator to ensure compliance with all local, State, and Federal regulations.

III. Use of Funds and Anticipated Expenses

The Town of Sandy Creek received \$600,000 in CDBG funds in 2013 to design, permit, bid, and construct 15,270 linear feet of new 8 inch water main and appurtenances; replace 7850 linear feet of private service laterals and install meters; install hydrants at 600 foot intervals and other related activities. The CDBG portion of the budget for this program is described on the following page.

Town of Sandy Creek CDBG Program – Water District No. 2 Budget	
Program Delivery	\$97,000
Construction	\$503,000
Total	\$600,000

IV. Displacement of Low and Moderate Income Households

The Town of Sandy Creek does not anticipate that any low and moderate income households or persons will be displaced or relocated as a result of program activities.

V. Access to Meetings, Records and Information

The Town of Sandy Creek recognizes that access to meetings, records and information is a key component in encouraging citizen participation within CDBG programs. As such, the Town developed the following guidelines and procedures to this end:

Access to Meetings

Federal and State regulations require that citizens obtain timely access to meetings, records and information. The Town will hold as policy that any public hearings held in connection with the Water District No. 2 Improvement Project will be advertised in the Town's official paper not less than one week or more than two weeks prior to the date of the scheduled meeting. The Town will also make times, dates and the subjects of public hearings/meetings known by posting a notice at the Town Hall and on the Town's website.

Furthermore, in the event that the Town anticipates a significant number of non-English speaking attendees at any Program-related meeting, the Town will arrange for an interpreter to translate.

During the preparation of the Town's application for assistance, the Town held a public hearing to gather public opinion about the Town's intention to apply for public infrastructure assistance. Copies of the published notice are on file in the Town Hall and available for review by the public, as requested, during regular business hours.

Access to Records

For those records that do not qualify as proprietary, including individual program records (i.e. income data, names, addresses, phone and other personal and sensitive information), the Town will make available all records created and accumulated during the implementation of the program. These records shall be available for viewing during regular business hours in the Town Hall, and may be copied by request for a fee of \$0.25 per page.

Access to Information

Information not distributed or available during public hearings and other public meetings may be obtained by calling the Town Hall during regular business hours at 315-387-5456.

VII. Grievances

The Town of Sandy Creek will make every effort to address grievances and complaints submitted in connection with its Water District No. 2 Improvement Project. All written grievances received will be given written responses within 15 days of receipt, and oral grievances will be answered within 7 days. In the event that a grievance is unresolved through these actions, the Town will invite the person or group who submitted the grievance to a Town Board meeting to resolve the dispute.

Supervisor Ridgeway received correspondence from the Goodnough family. They would like to sell the town a parcel of land on Weaver Road for \$7,000.

One of the three furnaces at the Town Barn needs replacing. Superintendent Kastler received the following quotes:

R.E. Michel Company LLC	\$883.07
Security Plumbing & Heating Supply	\$854.70
Sid Harvey Industries, Inc.	\$873.60 + \$100 freight

Labor to install a new unit is estimated at \$200 to \$300. The Town Board agreed to go with the Modine unit from Security Plumbing & Heating Supply.

The cleaner's salary was discussed. The board debated between a flat rate of \$100 per week or \$125 per week as was proposed at the last budget meeting. They agreed on \$112.50 per week for an annual budget of \$5,850.

RESOLUTION 124-16

On motion by Ruth E. Scheppard, seconded by Dave Warner, the following resolution was

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

Resolved that the Town Board of the Town of Sandy Creek approves and authorizes Town Supervisor Nancy Ridgeway to sign as landlord/owner of the Annie Porter Ainsworth Memorial Library on the Special Event Permit Application, NYS Liquor Authority for a wine tasting event on February 11, 2017.

Unexpended fund balances were discussed. The 2017 highway budget, wage changes, and highway reserve funds were discussed. Water district budgets were discussed including total EDU's, O&M and the EDU charge on the January tax bill. The operation & maintenance charges will remain the same as this year at \$75 in Water District #1 and at \$110 in Water District #2 for 2017.

On motion by John W. Wood, Jr., seconded by Ruth E. Scheppard and carried unanimously, the meeting was adjourned at 7:39 pm.

Respectfully submitted,

Tammy L. Miller, RMC
Town Clerk