**REGULAR YEAR END MEETING**

**BAINBRIDGE TOWN BOARD**

**DECEMBER 29, 2020**

**(THIS MEETING WAS OPENED TO THE PUBLIC TO ATTEND)**

Present: Dolores Nabinger Supervisor

 Jennifer Sienko Councilwoman

 Bob Evans Councilman

 Gary Richman Highway Superintendent

 Recording Secretary: Aric McKown Town Clerk

Absent: Deborah Hromada Councilwoman

 Gordie Daniels Councilman

Supervisor Nabinger called the Regular Year End Meeting to order at 6:30PM.

Guests were Bill Sherrick, Michael Kauffman, Chuck & Theresa Sherman.

Supervisor Nabinger noted the town board would not be able to appoint Michael Kauffman to the town board until January 1st, 2021, following Councilwoman Hromada's letter of resignation that was dated effective 12/31/2020 .

Nabinger reminded the town board of the decision that was made to move $70,000.00 from DB Fund to the DA Fund, to cover the expenses in the DA Fund for the rest of the year.

Conversation was held between Bookkeeper Sherman and the town board regarding the transfer of funds from the DB Fund to DA Fund, and what would be needed to repay the DA Fund. Sherman fielded questions from the town board on the amounts from the different funds, monies that have been moved during the year, and explained the breakdown of her financial spreadsheets.

The town board asked Bookkeeper Sherman if she was aware of what other municipalities used for accounting software. Sherman said she was currently looking into different softwares to use.

Supervisor Nabinger gave the current remaining balances in the DA and DB Funds, as of November 2020. She said we would need to borrow $10,961.86 from the DB Fund to cover the rest of the DA bills for the year.

The town board held discussion with Bookkeeper Sherman on start up balances, not having negative balances in the budget, and how inter fund transfers work.

Supervisor Nabinger proposed the following transfers:

$12,000.00 from the DB Fund to the DA Fund.

$70,000.00 from Machinery Reserves to the DA Fund.

$70,000.00 from DA Fund to the DB Fund to pay off the loan.

The following claims as set forth on abstract #12 for 2020 were audited by Town Board:

General Town Wide#600-641 for $24,224.40

General Town Outside#44-45 for $72.04

Bennettsville Lights#23 for $15.15

Highway Town Wide#203-222 for $9,366.52

Highway Town Outside#148-157 for $25,935.03

**RESOLUTION #1**

Motion was made by Councilman Evans, second by Councilwoman Sienko , authorizing clerk to issue warrant to Supervisor for payment of all audited claims, provided we get a copy of invoice #003980 from the Chemung Supply bill;

Ayes: Supervisor Nabinger, Councilman Evans, Councilwoman Sienko; No: none; Motion Carried.

Councilman Evans confirmed with Bookkeeper Sherman that the town's balance in the SL Fund was okay, because of previous years when those funds were not used.

Supervisor Nabinger asked the town board for a motion to have her sign the new Teamsters Union Contract. The town board went over the changes to the updated contract and how the medical insurance deductions worked.

**RESOLUTION #2**

Motion was made by Councilman Evans, second by Councilwoman Sienko, to sign the new Teamsters Union Contract.

Ayes: Supervisor Nabinger, Councilman Evans, Councilwoman Sienko; No: None; Motion Carried.

Nabinger informed the town board she'd received Michael Kauffman's resignation letter from the Town Planning Board, and that there's currently 2 vacancies on the Town Planning Board, with Dana Cirigliano also resigning. Nabinger asked Town Clerk McKown to reach out to Jarrett Cannistra about making contact with Daryl Mulwane.

Dog Control Officer Sherrick went over his annual report with the town board.

**HIGHWAY DEPARTMENT**

Highway Superintendent Richman shared a couple of incidents that had happened during the month of December. Richman said he had one of his plow trucks roll over, no one was hurt and the truck is still being used. An insurance claim had been filed, a claims adjuster had been called, and the town was charged over $4,000.00 for the towing service.

Following the most recent winter storm, we had two more trucks in the ditches. Richman thought the town might receive some FEMA reimbursement through the county, to help with some of these expenses.

Highway Superintendent Richman said he'd been looking to replace the 2005 Plow Truck for over a year now. A decision will be made later, as to which truck to sell, the 2001 or 2005 Plow Truck.

Councilwoman Evans shared a spreadsheet with the town board on a long range equipment replacement plan, that involved bonding the new truck like we did with the last truck. Evans indicated the town keeps their trucks too long and would like to be able to replace their truck every 12 years. He also talked about replacing Gary's pickup truck too. We currently put $60,000.00 in our machinery reserve every year, and this plan shows a $5,000.00 increase each year into our machinery reserve.

The town board discussed the timing of purchasing a new truck, and when the town's payments would start. Richman said he'd priced the new plow truck at $235,351.00, and a new pick up truck between $41-$45,000.00.

Bookkeeper Sherman asked the town board about how they would account for the bond payment with their established 2021 Budget. Supervisor Nabinger said the town would start the paperwork now, but that the first payment wouldn't be due until 2022. Nabinger asked for a motion to proceed with purchase of a new plow truck.

**RESOLUTION #3**

Motion made by Councilman Evans, second by Councilwoman Sienko, to proceed with purchase of a 2020 Mack Plow Truck, for an amount not to exceed $240,000.00.

Ayes: Supervisor Nabinger, Councilman Evans, Councilwoman Sienko; No: None;

Motion Carried.

The town board agreed to hold off on the purchase of a new pick up truck for Highway Superintendent Richman, until he'd made a decision on the truck he wanted.

**CLINTON PARK**

Park Superintendent Richman commented on the Food Distribution day at the park, adding 100 baskets were given away and everything went very well.

Councilman Evans updated the town board on the Employee Handbook, stating the revisions have been made, it's been sent to our insurance company, and is to be adopted at a later date. He asked about our employees being compensated if they have to quarantine due to COVID-19. The town board held conversation on this matter.

Bookkeeper Sherman brought up canceling the health insurance for Mark Johnson, removing him from the insurance and being credited back for what we've paid in for him. She talked about doing an asset list for the town for the annual report and the importance of getting this done. The State Comptroller's Office is supposed to be sending us information on what they're looking for.

Supervisor Nabinger announced we'd be receiving another grant payment in February. She commented on the Governor signing legislation back on Labor Day, making it mandatory for municipalities to have an emergency plan finalized by April 2021, pertaining to COVID. Nabinger said she'd been in contact with Bob McKertich of Coughlin & Gerhart on the matter.

Councilman Evans asked about the court audit from the state and if we'd been contacted yet. He asked if the town needed to approve any temporary help in the highway department with Mark Johnson leaving.

Highway Superintendent Richman confirmed the new open position and how Matt Clark had offered to help on a 'needed' basis. Richman said he did have somebody else that was interested.

**RESOLUTION #4**

Motion made by Councilman Evans, second by Councilwoman Sienko , authorizing Highway Superintendent Richman to utilize Matthew Clark on an 'as needed'/ part time basis to plow until such time the position is filled permanently.

Ayes: Supervisor Nabinger, Councilman Evans, Councilwoman Sienko; No: None; Motion Carried.

**RESOLUTION #5**

Motion by Councilman Evans, second by Councilwoman Sienko,that the meeting be and hereby is adjourned at 8:25PM.

Ayes: Supervisor Nabinger,Councilman Evans, Councilwoman Sienko; No: None; Motion Carried.

Respectively Submitted,

Aric McKown

Town Clerk