**REGULAR MEETING**

**BAINBRIDGE TOWN BOARD**

**FEBRUARY 12TH, 2019**

Present: Dolores Nabinger Supervisor

 Jennifer Sienko Councilwoman

 Deborah Hromada Councilwoman

 Bob Evans Councilman

 Kelly Hromada-Johnson Councilwoman

 Gary Richman Highway Superintendent

Recording Secretary: Aric McKown Town Clerk

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

Guest(s): Phil & Violet Wade, Bill Sherrick.

**RESOLUTION #1**

Motion was made by Councilman Evans, second by Councilwoman Sienko, to approve the minutes of the Regular Meeting on January 8th, 2019.

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

**RESOLUTION #2**

Motion was made by Councilwoman Johnson, second by Councilwoman Hromada, to approve the minutes of the Organizational Meeting on January 8th, 2019.

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

The following claims as set forth on abstract #1 for 2019 were audited by Town Board:

General Town Wide#1-25 for $11,231.75

General Town Outside#1-2 for $148.60

Bennettsville Lights#1 for $34.15

Highway Town Wide#1-6 for $2,043.00

Highway Town Outside#315-316 for $8,417.24

**RESOLUTION #3**

Motion was made by Councilwoman Hromada, second by Councilwoman Johnson, authorizing clerk to issue warrant to Supervisor for payment of audited claims;

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

The town board received the financial report for January 2019, but decided to hold on filing this report because they had not yet received the final financial report for December 2018, that needed some corrections.

The reports from the Sanitation Officer and Dog Control Officer were received and filed. Town Clerk McKown informed the board that Assessor Koppenaal was absent today, and therefore, there was no Assessor's report to receive and file.

**CLINTON PARK**

Park Superintendent Richman reported that the progress on the bathrooms has been coming along slowly, but should be done in couple of weeks.

Richman commented on how some of the trees that were planted for the river bank stabilization project, didn't make it because of the ice we've had.

Councilman Evans presented the board with an example of a camping marker that he would be making for the campsites at the park. The board talked about how many they might need, and how much they liked the look of the camping marker.

**HIGHWAY DEPARTMENT**

Highway Superintendent Richman said his department has plowed the roads between 68-70 times this year. He stated his department has kept busy working on equipment between the storms and added, the transmission on the little red truck needs replacing and it's computer is not working.

Richman announced the mower we share with the Town of Guilford needs to be replaced. He said Town of Guilford Highway Superintendent Fleming had gotten a quote for a new mower. The sharing costs for the Town of Bainbridge would amount to $10,200.00 to replace the mower.

Supervisor Nabinger asked the board to make a motion to purchase the new mower.

**RESOLUTION #4**

Motion was made by Councilman Evans, second by Councilwoman Johnson, to purchase a new mower with Town of Guilford for an amount not to exceed $11,000.00 and be taken from the Machinery Reserve Fund.

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

**TOWN HALL**

Highway Superintendent Richman informed the town board that the downstairs bathrooms are done. Justice Construction has starting working on the upstairs bathroom and should be done in a couple of weeks.

**TOWN COURT**

Supervisor Nabinger and Highway Superintendent Richman talked about the recent monies received by the town court. The court had received $7,500.00 from the JCAP Grant and $15,836.42 from the court's collection from the County's Diversion Program, a total of $23,336.42.

Richman said the price to do the heating/AC units in the court is just over $15,000.00. The town board hoped to use the remaining funds to help with replacing the windows in the meeting room side and courtroom side of the town hall, granted the court doesn't need to purchase anything else with the remaining funds.

Councilman Evans asked about what the Diversion Plan was about.

Supervisor Nabinger explained that the plan is set up to help those drivers with clean driving records deal with first time offenses such as a speeding ticket, and take a plea deal by attending a driver's safety course. The monies paid into for the safety courses then become part of the Diversion Program funds, and are later paid out to each individual town.

Councilwoman Hromada asked if the town had received a check for those monies, and suggested adding a line in our budget to account for those funds.

Highway Superintendent Richman stated the heating and AC units have been ordered.

**TOWN CLERK**

Town Clerk McKown brought Jeff Webb's interest in doing the Sidney Boat Club dinner in the meeting room of the town hall.

Councilwoman Hromada stated that the meeting room is no longer an option and the Sidney Boat Club should look to the Bainbridge Museum to hold their dinners.

McKown mentioned getting a name plate for Councilman Evans, and asked if he'd need one.

Councilman Evans said he might have one at home he could use from being on the town board in the past.

Town Clerk McKown informed the board about his experience last week with the fire alarm system going off at random times accidentally. He shared his communication with Sentry Alarms and Frontier during this time with the board. In conclusion, McKown was told by Sentry Alarms that the fire alarm was being triggered by Frontier's phone line that is shared with the Assessor's office and the court. Sentry Alarm suggested going wireless with the alarm system if Frontier was unable to fix the phone line issue. McKown said the costs to do this, entailed a $400.00 modem unit and additional $20 per month for monitoring the system.

He added that he had a technician from Frontier come out and replace the phone line that is used by the assessor's office and the court, and as of yet, the fire alarm has not gone off.

Town Clerk McKown updated the board on his recent communication with Dog Show officer Larry Decker. McKown stated the Dog Show has had one of their clubs recently drop out, but would still like to retain charges for their final show day, to showcase dogs here in our community. He said the Dog Show would be doing more advertising this year to let the public know that all our welcome.

Clerk McKown brought up the camping at Clinton Park and spoke about a recent call that Deputy Clerk Cooper took from someone asking about seasonal camping rates at the park. He asked the board's opinion about establishing monthly and seasonal rates for camping.

Councilwoman Hromada suggested we do not establish ourselves as a seasonal park because of the events that go on at Clinton Park all throughout the year.

The town board thought it was best to stay to the Passport America rate of $12.50 per night or the regular camping fee of $25 per night.

McKown spoke to the board about the option of providing WiFi at Clinton Park. He shared his communication with a Frontier representative with the board, and the details of installing WiFi and the costs involved. McKown added that it is 'costly' to put WiFi in at the park.

Supervisor Nabinger suggested reaching out to John Harmon to see who he deals with during the time of the Canoe Regatta. McKown said he would do that and continue to look into this further.

Councilwoman Sienko talked about a Website Developer, that she learned about from Councilman Evans, who McDowell & Walker uses for their website. This person's name is Deidre Hill and her company is Delco Creative. Sienko went over the details of her conversation with Ms. Hill, that covered ADA compliancy and using other town's websites as a way to model a new website for the Town of Bainbridge. Councilwoman Sienko commented on how Ms. Hill answered all her questions and highly recommended her to help us with a new website. Sienko stated Hill charges $80 per hour to fix the website we currently have in place or she could build a brand new website for between $1,500-$2,000.00. After the website is built, she would train Councilwoman Sienko and Deputy Clerk Cooper to use it for making changes and adding information.

Councilwoman Sienko confirmed that the new website would be built to our specifications and be ADA compliant. The town board held conversation about the matter.

**RESOLUTION #5**

Motion was made by Councilman Evans, second by Councilwoman Sienko, to proceed with Delco Creative to build our new website.

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

Supervisor Nabinger brought up the AIM funding, and how the Governor is proposing for the 2020 budget to cut the AIM funding by $59,000,000.00. She told the board that last year the town had received $20,218.00, and it could be a possible $20,000.00 loss to the town and village for 2020.

The town board held conversation on this matter and what determined this amount.

Councilwoman Hromada talked about the town taxes for 2019 and the comments that have been made about the 25% increase. She said after comparing her tax bill from last year and this year, and using the our town budget, that she did confirm a 25% increase in the general from taxes. This increase also takes into consideration the Highway DA account. Both the General and Highway DA added together, gives you that 25% increase. She commented that residents in the village of Bainbridge pay that portion of our budget. Hromada added that if you are outside the village, then those residents have the Highway DB, which has dropped significantly this year. This accounts for the increase in taxes for village residents and the decrease in taxes for town residents. She said when you look at your tax bill, you only see General and Highway, not specifically DA and DB.

Councilman Evans and Councilwoman Hromada spoke about their audit of the town clerk's books. Hromada commented on the audit and how they had met with Town Clerk McKown on a couple things that needed changing, went over some suggestions and would revisit things in 6 months, but were satisfied with the audit.

Councilwoman Hromada also added that she asked Town Clerk McKown to start providing the board with a copy of the town clerk's monthly report, which helps with better tracking of funds.

Councilman Evans and Councilwoman Hromada asked Supervisor Nabinger to provide the board with a report of monies that she collects every month.

Supervisor Nabinger said she would be happy to do that.

Councilwoman Johnson spoke about the audit of the town court's books with Councilwoman Sienko, and how they used the provided checklist to go over things with Court Clerk Bickford. Court Clerk Bickford informed them that she has both judges manage their own checkbooks 'invidually', and how she helps both judges account for their transactions in their checkbooks.

Councilwoman Johnson stated they did not see the judges checkbooks. Johnson was informed from Bickford that she does not do a bank reconciliation, but would start to do the reconciliations. Bickford did comment that she had discovered a couple cases from the 1980's that were still unresolved, and wondered the location of those files.

Councilwoman Hromada stated that those case files should be on the shelves in the court clerk's office.

Councilwoman Johnson talked about the letter from the State Comptroller's Office and when these reports for correspondence are due.

Councilwoman Johnson and Councilwoman Sienko concluded that they were satisfied with their court audit.

**RESOLUTION #6**

Motion was made by Councilwoman Johnson, second by Councilwoman Sienko, to pass a resolution acknowledging that the required examination was conducted of the court audit.

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

**THOMA**

Councilwoman Johnson talked about her meeting with Thoma Consultant Rich Cunningham and the grants they talked about that the Town of Bainbridge can look into.

Here are those grants:

Community Development Block/HUD Grant- Housing grant was last done is 2013 and is a $500,000.00 grant that is available for 15-17 homes in the town at $25,000.00 each that goes towards the improvement and value of the home(i.e. septic systems, wells, siding, renovations and roofs). The town should choose single family, owner occupied homes ONLY. Thoma would prepare the grant and do an income and condition of home survey, to make sure there are enough homes that qualify for the grant. The town would need to make a decision soon on this grant, as the grant needs to go out by September of 2019. There are requirements from the home owner as well, such as the homeowner responding to the grant letter from THOMA and not being able to sell the house for 5 years, if the grant money is awarded. Also, if homeowners don't commit, THOMA just needs to find 7-8 homes that are in need to do the grant, and then would need to get the commitment from the homeowner.

Community Development Block/ Municipal Grant- For public facilities 'specifically' and targeting the American Disability Act. This grant is for $300,000.00 and is to benefit the daily municipality work, specifically for the disabled(i.e. Putting an elevator in the town hall, improving the quality in a smaller space, improving conditions during the voting.)

Parks Grant/ DOT Federal Grant- Cannot be for a ' Dog Park' or Park Improvement, but has to be a project that will benefit the community(i.e. Putting in a sidewalk from Main Street to Clinton Park, proposed trail along the river).

Economic Development Grant- For commercial projects (The Jericho), if someone were to put up $250,000.00, you would get $500,000.00 towards the restoration of a building. There's also an (1)Assessments Grant for $20,000.00 that will help in getting things up to code. And (2)Market Analysis Grant which is a grant used to see what the best business is to bring into the (old Jericho), for our area and need. And (3)New York Main Street Grant which would cover 20% of the entire costs.

Historical Preservation Tax Grant Credit- which is 40% of your entire investment.

Councilwoman Johnson said that for the right investor that wants to go in with the town or village, and the town and village are in agreement with that investor, will have a $1,000,000.00 investment with only a $240,000.00 out of pocket expense.

Councilman Johnson commented that the Bainbridge Development Corporation had asked her to come and speak to them about these grants. Johnson said she'd be willing to meet with them, after the town had decided what grants to go after.

The town board concurred with Councilwoman Johnson on meeting with the BDC, only on what would involve the restoration of The Jericho.

Supervisor Nabinger stated that she would like see the town go after the CBDG/HUD Grant and the Parks and DOT Grant. Nabinger suggested using the Municipal Grant for putting an elevator in the Fire Department.

Councilwoman Hromada commented that because the fire department is it's own separate entity, that they might need to look into these grants on their own, and that it might be best to ask Rich from THOMA.

**RESOLUTION #7**

Motion was made by Councilwoman Hromada, second by Councilwoman Johnson, to move forward with Thoma on the HUD/Housing Grant.

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

Supervisor Nabinger brought up going to the village in March, to ask for more money for our Recreation Program. She stated as of now, we currently get $5,000.00 and after talking to the board, she said she would ask for $10,000.00 this year.

Nabinger said the resolution of consolidation of village and town birth and death records is finished.

She brought up possibly having to get a name plate for Councilman Evans.

She mentioned the bond payment that is due for Hillside Acres, and reminded the board of the stone bids for next month's Regular Meeting @ 7:15PM.

Nabinger talked about finding a place to file the music of the Old Time Band Concert.

Councilman Johnson proposed a date to do a sexual harassment training for all town employees(Highway Department, Justices, Court Clerk, Assessor, Town Board, Town Clerk, Deputy Clerk, Tim Harmon) on Tuesday April 9th from 10AM-NOON.

Recreation Program employees(Dale and Lifeguards) will do the training in May.

Supervisor Nabinger announced the Sidney Chamber Irish Festival on 03/16/19, and asked the board to 'spread the word'.

She said our 4th quarter Sales Tax check went for $64,889.00, but had previously collected $281,078.00, which the county attributes to car sales.

Nabinger mentioned the Wetlands has asked for their checks for scholarships.

Next Regular Meeting will be held on March 12th, 2019 @ 6:30PM.

Motion to Adjourn @ 8:30PM.

Respectively Submitted,

Aric McKown

Town Clerk