

**Town of Starkey
Regular Meeting
February 10, 2022**

- Council Members Present: George Lawson, Supervisor Julie Dunkelberger, Councilperson
Caryl Sutterby, Councilperson John Socha, Councilperson
Jeremy Hall, Councilperson
- In-Person Attendees: Ralph Warren, Highway Superintendent
- Attended Virtually via Zoom: None
- Recording Secretary: Candace Iszard, Town Clerk

The regular Town of Starkey Board meeting was called to order at 7:00 PM by George Lawson, Supervisor.

Approval of Minutes

Minutes of the January 13, 2022, regular meeting of the Town Board, were approved as written. A motion was made by Caryl Sutterby, councilperson, seconded by Jeremy Hall, councilperson. *All in favor; none opposed- Motion carried.

Court Audit

The Court Audit with Caryl Sutterby, George Lawson, and Justice Carrie Wood was held on January 25, 2022, at 9:00 AM. George reviewed that the NYS paperwork continues to change formats, and questions seem to be repetitive, court records for the 2021 year are in order.

Assessor Trainee Position

- George Lawson, Supervisor reviewed the duties as developed by the town of Starkey and approved by Yates County Civil Service for creation of the new position.
- George stated that the goal is to interview for the position the first week of March. Tony has agreed to stay on through June 2022, when the tax rolls are filed, with hope that he can then step back to more of a consulting/advisor role.
- The Interview committee for this position will be John Socha, Anthony DeStephen, and Caryl Sutterby. Candace has placed an ad in the paper, all applications must be received by 2/25/2022 at Yates County Civil Service. The Board went on to discuss that the salary for this three-quarter time position (30 hours per week) will be \$24,000.00 -- \$30,000.00 based on experience.

Code Enforcement Clerk Position

- The 'Clerk Part -Time' position for the code enforcement aide has been approved with Civil Service for creation to aid with clerical duties of the Code Office during the transition to the new software program.

Employee Handbook Review -- Vacation/Sick time and Holiday for Non-Elected, Salaried Employee and Job Descriptions

- Candace discussed recommendations for changes to create a comprehensive Town Guidebook for all employees. The board discussed how to fairly allow a part-time hourly employee's holiday and vacation time. "Comp-time" was also discussed as the highway incurs over-time, Ralph mentioned that some of the employees have expressed interest in "banking" time to use in the future in leu of over-time pay.

Wastewater Review and Preparation

- George discussed some of the concerns with the existing draft of the wastewater law. He discussed that most of the concerns were regarding:
 - Section 3.2 section C 3 regarding bedrooms and square footage.
 - Section 4.2 regarding the NYSDEC stream map is inaccurate.
- George asked the board to review the document as written, and he stated that he feels that all Property transfer inspection should be changed to include the distribution box inspection, as well as a 5-year mandatory inspection for all Seneca lake frontage.

- The board hopes to have a letter prepared for mailing in April to all property owners welcoming input and comments.

Highway Report — Ralph Warren

- Ralph presented the 284 forms in preparation for road work in the spring.
- Tree work was done on South Glenora Road and Rock Stream Road. Ralph stated that he obtained 3 quotes for the work per the Towns’ Procurement Policy.
- Tuesday, Ralph anticipates have a quote for a new pickup.
- Ralph discussed the quotes that he has obtained for Salt Barns, and hot top. There is a grant available for partial funding (50% grant/50% Town). George states that Yates County Soil and Water will complete the application on our behalf, the deadline is May, however, will not receive notice of award until the end of December, therefore construction would not begin until 2023.
- Ralph also asked the board to begin the process to change the Highway Superintendent term from 2-years to 4-years. George states that he will contact the Associations of Towns to determine the procedure to do so.
- Ralph is in the process of getting quotes for a back-up generator for the Town Barn. We can expect to see those next month.

Town Clerk — Candace Iszard

- The monthly town clerk report was given to the Board.
- Credit card increase is needed as we begin to utilize reoccurring payments for Zoom, and Ooma Phone services as well as other miscellaneous expenses and purchases that arise each month.
- Audit Schedule—Caryl and John will be conducting the audits for the Town Clerks books, Supervisors books, and the Tax Collector’s books. Candace will work with them and Helene to set-up appointments for the audits.

Resolutions

RESOLUTION 3-2022 Clerk- Part Time (Code Enforcement)

On a motion by George Lawson, supervisor seconded by Caryl Sutterby, councilmen
RESOLVED that the Town Board, Town of Starkey to create the position for Code Enforcement part-time Clerk.

I, Candace Iszard, Town Clerk of the Town of Starkey do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Starkey on February 10, 2022, by the following vote:

Ayes 5 George Lawson, Caryl Sutterby, Jeremy Hall, Julie Dunkelberger, John Socha
Nays 0

RESOLUTION 4-2022 Assessor Trainee Position

On a motion by Caryl Sutterby, councilmen seconded by Jeremy Hall, councilmen
RESOLVED that the Town Board, Town of Starkey to create the position for Assessor Trainee.

I, Candace Iszard, Town Clerk of the Town of Starkey do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Starkey on February 10, 2022, by the following vote:

Ayes 5 George Lawson, Caryl Sutterby, Jeremy Hall, Julie Dunkelberger, John Socha
Nays 0

RESOLUTION 5-2022 Justice Court Audit

On a motion by John Socha, councilmen, seconded by Jeremy Hall, councilmen, the following resolution was ADOPTED

Ayes 5 George Lawson, Julie Dunkelberger, Caryl Sutterby, Jeremy Hall, John Socha
Nays 0

RESOLVED that the Town Board, Town of Starkey accepts the findings of the 2021 court records of Justice Carrie A. Wood by audit committee.

RESOLUTION 6-2022 Credit Card Balance Increase

On a motion by George Lawson, supervisor, seconded by John Socha, councilmen, the following resolution was ADOPTED

Ayes 5 George Lawson, Julie Dunkelberger, Caryl Sutterby, Jeremy Hall, John Socha
Nays 0

RESOLVED that the Town Board, Town of Starkey does hereby authorize the increase in available balance on the Cardmember Services Credit Card ending 5549 to a \$5000.00 limit.

RESOLUTION 7-2022 Salt Barn Grant Application

On a motion by Caryl Sutterby, councilmen seconded by Jeremy Hall, councilmen, the following resolution was ADOPTED

Ayes 5 George Lawson, Julie Dunkelberger, Caryl Sutterby, Jeremy Hall, John Socha
Nays 0

RESOLVED that the Town Board, Town of Starkey does hereby authorize the application for grant funding for the construction of a salt barn at the Town of Starkey Highway barn.

Budget Transfers - There were no budget transfers this month.

Audit of Claims

On a motion by Caryl Sutterby, councilperson and seconded by, Jeremy Hall, councilperson the bills contained in the February 10, 2022, abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

	General Fund	Vouchers Number: 27-G through 50 -G	\$208,978.71
	Highway Fund	Vouchers Number: 17-H through 32-H	\$19,930.60
Ayes	5	George Lawson, Alan Giles, Caryl Sutterby, Bill Holgate, Jeremy Hall	Noes: 0

The minutes of this meeting will be offered for approval at the next regular Town Board meeting, March 10,2022, at 7:00 PM. The meeting adjourned at 8:55 PM by George Lawson.



Candace J. Iszard, Starkey Town Clerk