

February 6, 2007

The public hearing on increasing the maximum income eligibility of the senior citizens tax exemptions was opened at 7:00 p.m. by Supervisor Teichner. There were not comments or questions so Supervisor Teichner closed the public hearing at 7:02 p.m.

The regular meeting of the Varick Town Board was called to order by Supervisor Joan Teichner at 7:03. Present at this meeting were Council members Curt Karlsen, Richard Peterson, Jeff Case and Kathy Russo, Town Clerk, Donna Karlsen, Attorney for the Town, John Sipos, Bonadio & Co., LLP, Kristin Ryan and Jerry Archibald, Finger Lakes Technologies Group and Ontario & Trumansburg Telephone Companies President & CEO, Paul Griswold, Hillside, David Howard, and Town of Romulus, Jack Holley. Also present were Ann Scott, Kevin Swartley, Robert Lerch Sr. Mary Farnsworth, Mike Karlsen, Jr. Karlsen, Bob Hayssen, Tom Long, and Miles Persing, Jr.

**Presenter:** Paul Griswold reviewed the fiber optic network, the current work that is being done and projected projects for the future. He also reviewed the work that will be done in the "Q Area" to the Guard House and 37,000 square foot storage warehouse which will be known as the Finger Lakes Technologies Group Park.

**Petitioners to the Board:** Bob Hayssen told Mrs. Teichner that it has been three years since he informed her that the Route 89 application for the proposed Route 89 water district hadn't been submitted and nothing has been done since then. Mrs. Teichner made reference to the low number of points that the Hamlet of Fayette's proposed water project received. Mr. Hayssen informed Mrs. Teichner again that the application needed to be updated and submitted. Mrs. Teichner said she would look into this.

Kristen Ryan and Jerry Archibald from Bonadio reviewed the 2005 Audit Report, Management Letter, and the overview of the town's financial performance. A copy of these will be included with the minutes. They suggested the Town Board and Administration should consider focusing on:

1. Maintaining a continued surplus from operating activities in future years.
2. Continually monitoring cash flow and invest funds as available in interest bearing accounts.
3. Consider funding reserves if determined reasonable and appropriate
4. Prepare, adopt and implement a comprehensive written business office procedures manual.
5. Implement cross-training for business office procedures.
6. Consider an audit of the Town Clerk and Town Court operations.
7. SAS 112 implications should be considered this year.

Mr. Archibald estimated \$2,000 each to audit the Town Clerk and Town Court operations. He also hopes to have the 2006 audit completed by June of 2007.

Curt Karlsen questioned Kristen Ryan and Jerry Archibald as to whether the board should have access to all bills and receipts and if all bills should be vouchered and run through the town books. They confirmed that all bills and receipts should be vouchered and presented to the board for payment approval. Curt expressed concern over bills for the Summer Recreation program that Mrs. Teichner has denied the board access to even after numerous requests and bills that were paid without board approval. Mrs. Teichner stated that she had all the receipts and bills in her file at home. She also stated that she had received donations and money through the sale of cookie dough that she deposited in the town account and then withdrew with a money order to pay the outstanding bills. She stated that these transactions were not run through the books and the bills were never vouchered and put in front of the board for payment. She did indicate that she recently showed Kathy Russo the bills. Kristen Ryan did state that Mrs. Teichner did show her these receipts and bills, but she wasn't aware that these transactions hadn't been put in front of the board for approval and run through the town books. Bonadio will look further into these transactions and report back to the board within the next couple weeks.

A motion by Kathy Russo seconded by Richard Peterson and so carried unanimously to hire Bonadio & Company, LLP to complete the 2006 audit.

**Supervisor's Report:** Mrs. Teichner read her written report and a copy will be included with the minutes.

Mrs. Teichner reported that she renewed short term CD's in Five Star Bank and Community Bank, but didn't have the figures and would provide them to the town clerk. She also handed out a Expenditures Encumbrances, & Appropriations Report prepared by the bookkeeper.

**Code Enforcement:** Mr. Foxx will be out of town and Marlene Taylor will be filling in for him. Mrs. Teichner also provided an end of year written report supplied by Mr. Foxx.

**Planning Board:** No report available.

**Zoning Board:** Mr. Taylor provided a written 2006 year end report which will be filed with these minutes.

**Dog Control Officer:** Mr. Vincent presented a monthly report at the request of Mrs. Teichner. Mr. Vincent would like to continue his reporting on a six month or quarterly basis, not monthly as requested by Mrs. Teichner. The board agreed that Mr. Vincent can provide a quarterly report completed in a simplified form.

**Assessor's Report:** A motion by Kathy Russo, seconded by Richard Peterson and so carried to approve the Assessor's written report. A copy of this report will be included with the minutes.

Maximum Income Eligibility of the Senior Citizens Tax Exemptions

WHEREAS, the maximum income eligibility for the senior citizens tax exemption has not been increased since 1992 and,

WHEREAS, it has always been the policy of the Varick Town Board to aid the senior citizens of the Town in any way possible, therefore be it,

RESOLVED, that the present income eligibility maximum be increase to \$15,000 with the sliding scale provision adopted as follows:

Income	Exemption
To \$15,000	50%
\$15,000-\$15,999	45%
\$16,000-\$16,999	40%
\$17,000-\$17,999	35%
\$18,900-\$18,899	30%
\$18,900-\$19,799	25%
\$19,800-\$20,699	20%
\$20,700-\$21,599	15%
\$21,600-\$22,499	10%

and be it

FURTHER RESOLVED, that the Town of Varick is adopting this resolution to provide for more uniformity and consistency for the administration of the Senior Citizen Exemption in Seneca County.

This resolution to be effective March 1, 2007 for 2008 taxation.

Moved: Richard Peterson  
 Seconded: Curt Karlsen  
 So Carried Unanimously

**Town Clerk's Report:** A motion by Richard Peterson, seconded by Kathy Russo and so carried unanimously to accept the Town Clerk's report.

Mr. Karlsen reported that Brian Kolb will hold a Town meeting March 24<sup>th</sup> at 12:45 at the Varick Town Hall.

**Highway:** A brief discussion took place regarding the Spring and Fall Clean Up and it was decided to let Mr. McCulloch set the dates for these clean ups.

Mrs. Teichner stated that the Town of Fayette had some questions on the Municipal Agreement regarding the Townline Road project. The Town of Fayette would like to see a maximum dollar amount be set to be expended for this project. It was determined by

the board to use the dollar amount set by the engineer of \$112,000. If the dollar amount exceeds this figure the project will not be done.

A motion by Joan Teichner, seconded by Richard Peterson and so carried unanimously to set a maximum dollar figure not to exceed \$112,000 to complete the culvert project on Townline Road. The project will not be completed if the figure exceeds this amount.

The Town of Varick is lead agent on this project and decisions will be made by the town boards. A discussion took place on the size of the pipe again and it was noted that Soil and Water never did a study on what size pipe would be best. They based their recommendation on the size of the material currently being used.

**Varick Sewer District:** Mr. Nicholson provided a written report which will be included with these minutes. He suggested that 6 new sewer tops be approved to be purchased to replace the cracked tops listed on the punch list that have never been replaced. The board approved this purchase. Mrs. Karlsen reminded Mrs. Teichner that she already signed an agreement with Nicholson Trucking for the sewer district.

It was suggested that the community be better informed on what to do if the electric should go out and the grinder pumps don't work. It was suggested that this information be sent out with the billing. Mrs. Teichner will research this.

Mrs. Teichner stated that on the recommendation of Yaws they would like the items and their quantities they wanted placed on the "wish list" be purchased. Mrs. Karlsen pointed out to Mrs. Teichner that Rural Development did not approve or provide funding for the quantities that Yaw's recommended. Mrs. Karlsen noted that we received funding for one electric panel, a 32' supply cable and a 50' supply cable.

A motion by Curt Karlsen, seconded by Richard Peterson and so carried unanimously to purchase 1 each of the following items: Electrical panel, 32' supply cable and 50' supply cable.

Mrs. Karlsen reported that she had bills for items that were purchased to address the odor at the pump station. It was determined by the board that these bills should be paid from the capital project, to be deducted from the balance left from the purchase of the bioxide system on the U. S. Filter voucher.

The bills from Resource Associates have received funding, but have not been approved for payment. The board directed Mrs. Teichner again to get a break down of these bills from Chuck Feiszlie for the next board meeting.

**Seneca Lake Water:** Mr. Nicholson provided a written report which will be included with these minutes. He also completed an inventory of equipment and supplies.

At the request of the board, he supplied a Water Support Service Proposal between the Town of Varick and Nicholson Trucking. Mrs. Russo questioned the rate of pay based on a one hour billable unit. It was explained to Mrs. Russo by the board and those present who do contractual work that this is the accepted method of billing. Mr. Karlsen reviewed the work Mr. Nicholson has completed so far and commented on how well it has been done.

A motion by Richard Peterson, seconded by Curt Karlsen and so carried to enter into the Water Support Service Agreement between the Town of Varick and Nicholson Trucking.

Roll Call:

Joan Teichner	Yes
Curt Karlsen	Yes
Richard Peterson	Yes
Kathy Russo	No
Jeff Case	Absent

It was also determined that according to the contract the town is responsible for purchasing the items needed for the district. Items \$200 or less can be purchased without seeking approval from a board member. Any items over this dollar amount must be approved by Jeff Case or Joan Teichner as alternate.

A motion by Curt Karlsen, seconded by Richard Peterson and so carried unanimously to have Jeff Case and as alternate, Joan Teichner as a contact person for approval of purchases exceeding \$200 for the sewer and water district.

It was determined that the town would need to go out for bid for replacing the bolts on the hydrants. Kathy Russo will advertise for bids for the replacement of the bolts on the fire hydrants. The town will supply bolts and Mrs. Teichner was directed again by the board to contact Kennedy regarding replacement bolts.

Curt Karlsen also reported that he received a phone call from John Zugec stating he hadn't received his W2 as of February 6<sup>th</sup> and they were to be out by January 31<sup>st</sup>. Mrs. Teichner will check into this.

**Personnel:** Mrs. Russo stated that the town should advertise for the Summer Recreation program positions. Mr. Peterson is not in favor of holding the program.

A motion by Curt Karlsen, seconded by Joan Teichner and so carried to advertise for the Summer Recreation program positions.

Roll Call:

Joan Teichner	Yes
Richard Peterson	No
Curt Karlsen	Yes

Kathy Russo	Yes
Jeff Case	Absent

Mrs. Russo will also advertise for bids for the replacement of the bolts on the fire hydrants.

**Building:** Mr. Karlsen will have Aaron Pundt come and look at the electric wiring in the town hall.

A motion by Richard Peterson, seconded by Jeff Case and so carried unanimously to approve the minutes of December 5, 2006, December 27, 2006 and January 2, 2007 meeting minutes.

**Old Business:** Mrs. Teichner reported that internet service provided by Road Runner had been brought into the bookkeeper's office. Mike Lambert will run the wire and complete the connections to the Town Clerk's office and Town Justice's office at a cost not to exceed \$250.

Mrs. Teichner also reported that she purchased a firewall from CDW-G in the amount of \$455 and it was a one time cost. Mrs. Karlsen pointed out to her that there was a maintenance charge of \$102.99 a year for this program, which Mrs. Teichner stated she wasn't aware of, but was listed on the quote that Mrs. Teichner received.

A motion by Kathy Russo, seconded by Richard Peterson and so carried unanimously to have Mike Lambert run the Road Runner wire and complete connections to the Town Clerk's office and Town Justice's office at a cost not to exceed \$250.

A discussion took place pertaining to the implementation of Fire Protection District boundaries as they relate to those areas within the former Seneca Army Depot. It was determined that once the fire companies have agreed to the boundaries it will be necessary for the towns to alter the description of the Fire Protection Districts in their Fire Protection District contracts pursuant to Article 11 of the Town Law. Mike Karlsen, from Real Property Tax office would like to see identifying lines put on a map that would differentiate these boundaries and would be willing to help complete this. A meeting needs to be held with the fire departments involved and the county to establish these boundaries and proceed with Article 11 of the Town Law.

Joan will not sign the contract presented to her by the Romulus Fire Department at this time.

Kevin Swartley stated that the Town of Romulus received a special use permit requested from Empire Green BioFuels for the construction of their Ethanol Production Facility and Biomass Power Generation Facility and the Town of Varick needed to be notified due to the proximity of the facility to the Town of Varick. He also informed the board that the

Seneca County Planning Board will be holding a meeting on this facility and the town could send a resolution supporting the construction of this facility.

A motion by Richard Peterson, seconded by Jeff Case and so carried unanimously to support Empire Green BioFuels for the construction of their Ethanol Production Facility and Biomass Power Generation Facility.

A copy of this resolution will be sent to the County Planning Board. Mrs. Teichner also passed out information on shrub willow biomass crops.

A motion by Curt Karlsen, seconded by Richard Peterson and so carried unanimously to approve Abstract 2, General, Vouchers 07-8 to 07-21 in the amount of \$4,056.12, Highway, Vouchers 07-2 to 07-10 in the amount of \$2,096.57, Fire Districts, Vouchers 07-1 to 07-3 in the amount of \$131,689, Varick Sewer District No. 2, Vouchers 07-02 to 07-009 in the amount of \$16,073.47, Seneca Lake Water, Vouchers 07-03 to 07-07 in the amount of \$34,984.63, South Seneca Ambulance, Voucher 07-01 in the amount of \$23,567, and Four Town Assessment, Voucher 07-01 in the amount of \$18,886.

Mrs. Karlsen also reported that she received a fax from the Town of Romulus of a letter sent to Mrs. Teichner requesting payment of Varick's portion of the Joint Sewer District's debt service in the amount of \$4,428 and \$1,778 for delinquent water/sewer bills that were collected on the tax bills. Mrs. Teichner didn't understand that these amounts were collected on the 2007 Town and County tax bills and paid to her. Mrs. Karlsen explained to Mrs. Teichner that these amounts need to be paid to the Town of Romulus and the bookkeeper can voucher these payments as they were already approved by the board to be paid when the budget was approved.

Mr. Karlsen addressed the issue again with regards to the town mail being delivered to the Supervisor's home address. Mr. Karlsen noted that because of the way Mrs. Teichner has changed the mailing address for the town, items are now being shipped and billed to her home address and cited an order from Granger which showed her home address for delivery. Donna Karlsen pointed out several pieces of mail that are addressed to the highway superintendent, town clerk and planning board members, but whose mailing address have been changed from the town hall mailing address to Mrs. Teichner's home address. Mr. Peterson also stated that he felt the town's mail should be delivered to the town hall. Mrs. Russo indicated that the mail issue should be resolved between Joan Teichner and Donna Karlsen. Mrs. Karlsen stated that it wasn't up to her or Mrs. Teichner to resolve this issue, that it was up to the town board to decide where town mail should be delivered and the procedure that is to be followed. As Mr. Case wasn't in attendance at this point, Mr. Karlsen suggested that this discussion be tabled until there was a full board present. Mr. Case joined the board shortly after this and the discussion proceeded. Mrs. Teichner stated she spoke to someone in a post office in Rochester and they said they had no problem with changing the address. Mr. Case pointed out that this had nothing to do with their procedures, but what procedure the town wanted to follow regarding the town's mail.

A motion by Richard Peterson, seconded by Curt Karlsen to have all mail regarding Town business be delivered to the Town Hall address, not individual homes.

Mrs. Teichner refused to acknowledge the motion on the table and initiated the following motion:

A motion by Joan Teichner, seconded by Kathy Russo to adjourn the meeting.

Roll Call:

Joan Teichner:	Yes
Kathy Russo	Yes
Curt Karlsen	No
Richard Peterson	No
Jeff Case	No

The motion did not pass

Mrs. Teichner suggested that the board adopt Robert Rules of Order to run the town meetings by.

A motion by Richard Peterson, seconded by Kathy Russo and so carried unanimously to adopt Robert Rules of Order.

It was pointed out by Mr. Peterson that we adopted these rules at Mrs. Teichner's suggestion in the past, but she refuses to run the meetings according to these rules.

It was noted that there was a motion left on the table, and Mrs. Teichner still refused to acknowledge it. This motion was tabled till the March meeting when it was stated that it will be presented again.

**New Business:** Mrs. Teichner appointed the following people to the 2007 committees:

Highway:	Richard Peterson
Maintenance and Building:	Curt Karlsen
Water & Sewer:	Jeff Case
Public Relations and Personnel:	Kathy Russo
Supervisor and Budget Officer:	Joan Teichner

A motion by Kathy Russo, seconded by Joan Teichner and so carried unanimously to adjourn the meeting at 10:45 p.m.

Respectfully submitted

Donna Karlsen  
Town Clerk