**Town of Starkey**
**Regular Meeting**
**December 10, 2020**

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| Members Present: | George Lawson, Supervisor | Alan Giles, Councilperson |
| | Caryl Sutterby, Councilperson | Bill Holgate, Councilperson (Zoom) |
| | Jeremy Hall, Councilperson | |
| Also, Present: | Ralph Warren, Highway Superintendent | Ron Anderson, resident (Zoom) |
| | Brian Quackenbush, Code Enforcement Officer | William Lawson, resident (Zoom) |
| | Brian Shriver, new hire (Code Enforcement Officer) | Bob Schiesser, planning board (Zoom) |
| | Michelle Everetts, resident | Mary Rose, resident |
| | Dale Everetts, resident | |
| 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 November 5, 2020, regular meeting of the Town Board, were approved as written.
A motion was made by Alan Giles, councilperson, seconded by Caryl Sutterby, councilperson.
*All in favor; none opposed- Motion carried.

**Guest:**

- Mary Rose, planning board member discussed briefly that there have been discussions at the planning board, to change the protocol for the short-term rental permit, having the owners do the certification and certified mailings required to eliminate the cost and burden from the town.

**Password Protocol – Complexity**

- William Lawson, IT specialist, discussed the need for password protocol for cyber security. He went on to mention that it is a requirement of our NYMIR Cyber Security policy, and stated that he will draft a sample policy, and that once a policy is established, the computers can be programmed to enforce requirements.

**Code Enforcement Appointment Brian Shriver**

- Brian Shriver is the interviewee that has been selected to replace Brian Quackenbush following his retirement in 2021. Brian Shriver offered his background and local involvement in the area. He went on to state that he owns a home inspection company and will no longer offer his services within the Town of Starkey. He also stated that he has registered to take the necessary classes to become certified as a Code Enforcement Officer, and when available he plans to take these courses online.

**Reappointment R. Harlan Fulkerson, ZBA**

- R. Harlan Fulkerson was reappointed to the Zoning Board of Appeals.

**Vacation/Sick time and Holiday for Non-Elected, Salaried Employee**

- George Lawson, Supervisor discussed that there is currently nothing written that addresses paid time off for employees that are appointed and paid a salary.

**Job Descriptions and Employee Handbook Review**

- George Lawson, Supervisor discussed that there are currently no job descriptions or written expectations for the Town of Starkey. He states that meeting with each department would be a start and recommends a subcommittee is established to discuss and recommend changes. He goes on to state that the current Employee Guidebook should also be reviewed annually.

**Pine Road Drive**

- Pine Road has been settled. Plans are approved and permitted. Brian Quackenbush continues to monitor the work.

**Wastewater Law**

- George presented the full Environmental Assessment Form and the final rough draft to the Board for review. All agreed that the next step is to submit it to the Planning Board and Attorney for their review.
- Candace Iszard, Town Clerk will send copies to the Town of Starkey Planning board, the Yates County Planning Board and our Attorney for their review and present concerns and/or recommendations received at the next board meeting.

**Supervisor's Report** — George Lawson

- George discussed that "The Dundee Grocery Co-Op Steering Committee" is working with Cornell Cooperative Extension and a Cornell University graduate student on a feasibility study. We should expect to have some feedback in the summer of 2021.

**Highway Report** — Ralph Warren

- Ralph provided an update on the truck and presented a quote for $350.00 for a flap designed to keep the salt/sand off the rear axle of the truck.
- Culvert Assessment Grant was approved, Ralph reports that the mapping for the Town of Starkey culverts is underway.
- Ditching and culvert pipe replacement continue as the weather remains nice.

**Code Enforcement Report — Brian Quackenbush**

- Brian reports that the application for a Short-Term Rental on Glenora Point was approved, and a subdivision on Lakemont-Himrod Road has been approved pending on the drawings that need to be signed. The Zoning Board of Appeals will meet to discuss a variance needed for shed on Upson Point Road.
- Candace reminds the board to review the fee schedule for the organizational meeting later this month.

**Town Clerk** — Candace Iszard

- The monthly town clerk report was given to the Board.
- Tax season is around the corner, the file is expected from Yates County next week, with the anticipated mail date to be December 30th, 2020.

**Resolutions**

RESOLUTION 41 -2020 Commitment for generator project funding

RESOLVED that the Town of Starkey Board does hereby approve funding needed for the Generator Grant project in the amount of $3,750.00 each – Highway Barn and Town Hall.

Motion: Caryl Sutterby Seconded: Jeremy Hall Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

RESOLUTION 42 -2020 Appointment of Code Enforcement Officer

RESOLVED that the Town of Starkey Board does appoint Brian Shriver of Branchport, New York to a 1-year term as Code Enforcement Officer from January 1, 2021 through December 31, 2021 with a salary of $28,000.00.

Motion: Caryl Sutterby Seconded: Jeremy Hall Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

RESOLUTION 43 -2020 Health Insurance 2021

RESOLVED that the Town of Starkey Board does hereby accept Excellus SimplyBlue Plus Platinum 3 as our insurance policy for the 2021 year.

Motion: Alan Giles Seconded: Caryl Sutterby Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

RESOLUTION 44 -2020 NYMIR 2020

RESOLVED that the Town Board, Town of Starkey does hereby accept NYMIR as our insurance, with the R.P. Wheeler Insurance Company as our representative, at the proposed price of $ **17,743.05** for the one-year term January 1, 2021-December 31, 2021.

Motion: Jeremy Hall Seconded: Caryl Sutterby Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

RESOLUTION 45 -2020 Animal Control

RESOLVED that the Town of Starkey Board does hereby authorize Town Supervisor George Lawson, to sign the Animal Control Contract with Yates County Sheriff's Department.

Motion: Jeremy Hall Seconded: Alan Giles Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

RESOLUTION 46 -2020 Appointment of Zoning Board of Appeals

RESOLVED that the Town of Starkey Board does hereby reappoint R. Harlan Fulkerson of Dundee, New York to a 5-year term on the Zoning Board of Appeals from January 1, 2021 through December 31, 2025.

Motion: Caryl Sutterby Seconded: Alan Giles Approved: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

**Budget Transfers**

RESOLUTION 47 -2020
RESOLVED that the Town of Starkey Board does hereby authorize the following budget transfers:

Highway Fund

Increase account DB3501 for State Aid – CHIPS Revenue by $32,410.29
Increase Expense account DB5112.2 for Capital Improvements for CHIPS by $32,410.29
(which is 80% of last year's amount)

General Fund

Increase account A1440.4 for engineer expense by $1,023.00
Increase account A1670.4 for printing & Mailing by $111.00
Total Increase of account A2401 for interest earnings by $1,134.00

Motion: Alan Giles Seconded: Caryl Sutterby Approved: 5-0
Ayes: George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby Noes: None

**Audit of Claims**

On a motion by Jeremy Hall, councilperson, seconded by, Alan Giles, councilperson the bills contained in the November 5th, 2020 Abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

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| **General Fund** | **Vouchers Number:** 203-G through 222-G | $9,556.10 |
| **Highway Fund** | **Vouchers Number:** 145-H through 154-H | $11,402.20 |

Ayes 4 George Lawson, Alan Giles, Bill Holgate, Jeremy Hall, Caryl Sutterby
Nays 0

With no further business, on a motion by George Lawson the meeting was adjourned at 8:11 PM.

Dated: December 10, 2020

Candace J. Iszard, Starkey Town Clerk