

**Town of Starkey
Regular Meeting
December 9, 2021**

Members Present: George Lawson, Supervisor Alan Giles, Councilperson
Caryl Sutterby, Councilperson Bill Holgate, Councilperson
Jeremy Hall, Councilperson

Also, Present: Ralph Warren, Highway Superintendent Mary Rose, Planning Board
John Socha, Councilperson Elect

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 11th, 2021, regular meeting of the Town Board, were approved as amended.

A motion was made by Caryl Sutterby, councilperson, seconded by Jeremy Hall, councilperson.

*All in favor; none opposed- Motion carried.

The year-end / organizational meeting of the Town of Starkey Board was scheduled for December 23rd, 2021, at 5:00pm at the Starkey Town Hall, 40 Seneca Street, Dundee, Yates County, New York.

Fiber Optic Resolution

- George Lawson reviewed that the agreement is with Yates County in order to proceed with the Fiber Optic project, there needs to be a building to house the equipment, and the location at the back east corner of the Town Hall property is an option should the Village of Dundee, not approve a structure. He states that there is also a location that has been selected in the Town of Barrington as well. He goes on to state that the structure is estimated to be approximately 10' by 10' or 10' by 12'.

RESOLUTION 47-2021

On a motion by Caryl Sutterby, councilperson, seconded by Alan Giles, councilperson

RESOLVED that the Town Board, Town of Starkey does hereby adopt the resolution as follows:

AUTHORIZE SUPERVISOR TO SIGN MEMORANDUM OF UNDERSTANDING AGREEMENT: YATES COUNTY & TOWN OF STARKEY – COUNTY EQUIPMENT SHELTER ON CERTAIN TOWN PROPERTY

WHEREAS Yates County is currently undertaking the design and construction of a fiber optic broadband network (hereinafter referred to as the "project"); and

WHEREAS the project will benefit the public including residents and property owners of the Town of Starkey; and

WHEREAS the project requires equipment shelters to be placed in various locations as determined by the project engineers for the functioning of the project; and

WHEREAS, the County has requested use of a parcel of real property owned by the Town located at Grace St. in the Village of Dundee, T.M. # 120.25-1-19 for placement of an equipment shelter; and

WHEREAS, the Town Board of the Town of Starkey has received a proposed Agreement from the County formalizing the use of the Town owned land for such a structure.

WHEREAS the Town Board of the Town of Starkey finds this project to be a type 2 action per part C items number 9, number 13 and number 33 of 6 NYCRR 617.5. (c) and requires no further SEQR review.

NOW, THEREFORE, BE IT RESOLVED, that the proposed Agreement has been reviewed by the Town Board authorizing the Supervisor to sign the Memorandum of Understanding with the County with the understanding that the insurance requirements are waived; and be it further

RESOLVED, that copies of this resolution be given to the Town of Starkey and the County Planner.

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 December 9th, 2021, by the following vote:

Ayes: 5 George Lawson, Alan Giles, Bill Holgate, Caryl Sutterby, Jeremy Hall Noes: None

Meeting Owl

- The "Meeting Owl" acts as a microphone, speaker, and video device to aid in the quality of the zoom meetings, providing a set of 3 images that change based on the person speaking's location. This provides a clear image of the meeting facility, as well as better quality sound.
- Caryl Sutterby states that the Our Towns Rocks office has one that we can borrow to see if it is a viable fit for the Town Hall use. George Lawson will research if the ARPA funding qualifies for this purchase. It is estimated to cost \$1,100-\$1,200.

Local Law Zoning Regulations

- George Lawson reviewed that the Yates County Planning Board will hear our application on 12/16/21. And that due to wording we are beginning the process again to adopt this as a Local Law. The next step is to set a public hearing for the proposed Local Law update.

RESOLUTION 48-2021

On a motion by George Lawson, supervisor, seconded by Alan Giles, councilmen, the following resolution was ADOPTED

RESOLVED that the Town Board, Town of Starkey does hereby adopt the resolution as follows:

RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING FOR A PROPOSED LOCAL LAW ENTITLED "TOWN OF STARKEY ZONING REGULATIONS LOCAL LAW"

WHEREAS, the Town Board of the Town of Starkey, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law entitled "Town of Starkey Zoning Regulations Local Law"; and

WHEREAS, the Town Board of the Town of Starkey has reviewed the draft of the aforementioned proposed Local Law attached hereto as Exhibit "1" and deems it in the best interests of the Town of Starkey to proceed in accordance with the Code of the Town of Starkey and the Laws of the State of New York in adopting said Local Law.

NOW, THEREFORE, BE IT RESOLVED, that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on January 13, 2022, at 7:00 p.m. at the Starkey Town Hall, 40 Seneca Street, Dundee, New York; and be it further

RESOLVED, that the Town Clerk, be and hereby is, authorized to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached hereto as Exhibit "2"; and be it further

RESOLVED, that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Starkey sign board and take any and all other necessary actions to properly bring the aforementioned Local Law before the Town Board of the Town of Starkey for its consideration.

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 December 9, 2021, by the following vote:

Ayes: 5 George Lawson, Alan Giles, Caryl Sutterby, Jeremy Hall, Bill Holgate Nays 0

Budget Amendment**RESOLUTION 49-2021**

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

ADOPTED Ayes 5 George Lawson, Alan Giles, Caryl Sutterby, Bill Holgate, Jeremy Hall

Nays 0

RESOLVED that the Town Board, Town of Starkey, does hereby authorize the following budget amendments:

General Fund

Decrease Account A1620.4 for Town Hall Improvements by \$2,500.00
and Increase Account A1670.4 for Printing & Mailing Expense by \$2,500.00

Highway Funds

Decrease Account DA5130.1 for Machinery & Equipment by \$1,400.00
and Increase Account DA5130.4 for Machinery Repairs by \$1,400.00

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

- Candace, Ralph and Caryl met earlier this month to review changes to the handbook, a second meeting is schedule for Wednesday December 15th.

Wastewater Law

- George stated that in the new year we will look further into utilizing a “public meeting” not a public hearing to gain involvement from the public. He goes on to state that he feels that having Colby Peterson, Yates County Soil and Water Representative present to discuss concerns and experiences that he has seen with KWIC would be helpful.
- George Lawson stated that the Seneca County law has a hardship section where the Town board reviews and rules on these instances.

Supervisor’s Report — George Lawson

- George Lawson discussed the budget amendments due to truck repair costs and printing expenses.
- George Lawson discussed ARPA funds, stating that he continues to research where we can use the funds.

Highway Report — Ralph Warren

- Ralph stated that the highway crew is continuing with ditching while the weather still allows.

Town Clerk — Candace Iszard

- The monthly town clerk report was given to the Board.

Meeting night: A motion to continue:

- Town Board –to hold regular monthly meetings on the second Thursday of each month at 7:00 PM at the Town of Starkey Hall, 40 Seneca Street, Dundee, NY
- Zoning Board of Appeals - to hold meetings on the third Thursday of each month as needed at 7:30 PM at the Town of Starkey Hall, 40 Seneca Street, Dundee, NY
- Planning Board - to hold regular monthly meetings on the first Tuesday of each month at 7:30 PM at the Town of Starkey Hall, 40 Seneca street, Dundee, NY

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

A motion to use Five Star Bank as a depository for funds and other banks as amended by the Board. Deposit limit set at \$2,000,000.

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

A motion to appoint Caryl Sutterby, John Socha and George Lawson as persons authorized to sign checks. They need to have their signatures on file with Five Star Bank.

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

A motion to use The Observer as the primary Town Official Newspaper for legal notices.

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

A motion to reappoint Neil Alexander to the Zoning Board of Appeals for a 5-year term, 1/1/2022 – 12/31/2026.

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

A motion to approve the following 1-year appointments, 1/1/2022-12/31/2022:

Attorney for the Town	Jeffrey Graff
Bookkeeper	Helene Ribble
Historian	Terri Grady
Planning Board Secretary	Peggy Carr
Town Hall Custodian: Inside	Ruth Martin
Town Hall Custodian: Outside/Clean-up	Michael Westfall
Zoning Board of Appeals Secretary	Peggy Carr

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

A motion to approve the following stipend for the Board of Assessment Review for 2022

Members (4)	\$75.00
Chair (1)	\$100.00

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

A motion to approve the following salaries

Position	2020	2021	2022
Assessor	\$33,500	\$35,000	\$38,500
Code Officer	N/A	\$34,000	\$36,000
Council person (4)	\$1,800	\$1,900	\$1,900
Health Officer	\$200	\$200	\$200
Highway Superintendent	\$45,000	\$51,500	\$53,045
Justice	\$9,700	\$10,000	\$15,000
Supervisor	\$12,000	\$12,000	\$12,000
Town Clerk/Tax Collector	\$26,000	\$28,000	\$32,000

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

A motion to approve the following Clerk Fees:

Certified copy	\$10.00
Genealogical service	\$10.00 minimum
Marriage license	\$17.50
Photocopy	\$ 0 .25
Returned check fee	\$20.00

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

A motion to use the 2022 Federal mileage (\$0.56/ mile) rate to reimburse employees for use of their own car.

Motion: Jeremy Hall Seconded: Bill Holgate Appr: 5-0

Ayes: George Lawson, Alan Giles, Bill Holgate, Caryl Sutterby, Jeremy Hall

Noes: None

A motion to renew the petty cash fund for the year 2022:

Planning Secretary	\$ 50.00
Clerk/Tax Collector/Registrar	\$100.00
Justice	\$100.00
Assessor	\$100.00
<u>Zoning Officer</u>	<u>\$ 50.00</u>
TOTAL	\$400.00

Motion: Bill Holgate Seconded: Jeremy Hall Appr: 5-0_

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

A motion to approve the following zoning fees:

Bed and Breakfast.....	\$25.00
Building Permit.....	\$10.00 min. subject to sliding scale equal to a \$1.00 charge per \$1,000.00 estimated building cost.
Building without permit.....	double normal fee (see above)
Building Permit renewal.....	\$10.00 min.
Camper Permit.....	\$10.00 yr.
Cert of Occupancy.....	no charge
Demolition Permit.....	no charge
Festival Permit.....	\$25.00
Fire Inspection.....	1 st no charge
.....	2 nd \$25.00
Fireworks Permit.....	\$25.00
Home Occupancy Permit	\$25.00
Junk Dealer's License.....	\$25.00 (issued by Town Clerk)
Junkyard Storage Regulations.....	\$10.00
Operating Permit.....	\$25.00
Property Transfer Wastewater Inspection.....	\$50.00
Short-Term Rental Permit.....	\$150.00
Special Use Permit, Subdivision & Variances.....	\$100.00
Subdivision Regulations.....	\$10.00
Tent Permit.....	\$10.00
Unified Solar Permit.....	\$10.00 min. subject to sliding scale equal to a \$1.00 charge per \$1,000.00 estimated building cost.
Wastewater Regulations.....	\$10.00
Wastewater System Permit	
Tank.....	\$20.00
Leach Field only.....	\$20.00
Tank & Leach Field.....	\$40.00
Zoning Board of Appeals App.....	\$100.00
Zoning Book, Comprehensive Plan	\$15.00

Motion: Bill Holgate Seconded: Caryl Sutterby Appr: 5-0_

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

RESOLUTION 50 -2021 Appointment of Code Enforcement Officer

RESOLVED that the Town of Starkey Board does appoint Brian Shriver of Branchport, New York to a 4-year term as Code Enforcement Officer from January 1, 2022, through December 31, 2025.

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

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

RESOLUTION 51-2021

RESOLVED that the Town of Starkey Board does appoint Dr. Eleanor DeWitt of Penn Yan, New York to a 4-year term as Health Officer from January 1, 2022, through December 31, 2025.

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

RESOLUTION 52-2021

RESOLVED, that the Town Board does hereby agree to the temporary assignment of its Justice, Carrie A. Wood, to preside in other town/villages courts in the seventh Judicial District as need arises during the year 2022 and approved the temporary assignment from other town/villages courts in the seventh Judicial District to its court as needed during the year 2022.

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

RESOLUTION 53-2021

RESOLVED, that the Town Board does authorize the supervisor to sign the Historical (B7140.4) agreement for the period January 1, 2022. through December 31, 2022.

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

RESOLUTION 54-2021

RESOLVED, that the Town Board does authorize the supervisor to sign the Village of Dundee Summer Youth Program (B7301.4) agreement for the period January 1, 2022, through December 31, 2022.

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

RESOLUTION 55-2021

RESOLVED, that this Town Board does hereby fix the following hourly wages

Assessor's Typist	A1330.1	\$17.79/hr.,	not to exceed budget	\$11,100.00
Bookkeeper	A1310.4	\$20.00/hr.,	not to exceed budget	\$5,000.00
Court Clerk (18/hr./week)	A1111.1	\$17.09/hr.,	not to exceed budget	\$16,000.00
Highway Typist	A5010.16	\$20.00/hr.,	not to exceed budget	\$3,500.00
Planning/Zoning Secretary	B8020.4	\$16.50/hr.,	not to exceed budget	\$1,200.00
Inside Custodian	A1620.4	\$45.00/occasion.,	not to exceed budget	\$2,340.00
Outside Custodian	A1620.4	\$25.00/occasion	not to exceed budget	\$1,250.00
Clean-up	A8810.4	\$100.00/occasion	not to exceed budget	\$200.00

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

RESOLUTION 56 -2021

RESOLVED to reappoint Amy M. Fleet as Deputy Town Clerk and Deputy Registrar until December 31, 2022. And HEREBY BE IT RESOLVED that this Town Board does hereby fix her hourly wage.

Deputy Town Clerk A1410.4 \$15.00/hr., not to exceed budget \$3,000.00

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

RESOLUTION 57 -2021

RESOLVED, that this Town Board does hereby fix the 2022 salaries for the following employees:

Highway employees	2020	2021	2022
Quinn Sutherland, Deputy	\$21.50	\$22.15	\$22.80
Jason Trank	\$19.50	\$21.65	\$22.30
Fred Cratsley	\$19.50	\$21.65	\$22.30
Randy Abbey	N/A	\$19.00 (\$20.00)	\$20.65

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

RESOLUTION 58 -2021

RESOLVED, that this Town Board does hereby fix the 2022 employees health insurance contribution at 20 % of the annual premium as follows:

	Employee Contribution 26 Pay periods / Year	Town Contribution to HSA (split quarterly)
Simply Blue+ Gold 6 HDHP		
• Single (Anthony DeStephen)	\$36.15 / \$939.84	\$768.00 (\$192.00)
• Employee & Spouse (Randy Abbey)	\$120.49 / \$3,132.80	\$2,560.00 (\$640.00)
Simply Blue+ Bronze 4 HDHP		
• Employee & Spouse (Ralph Warren)	\$81.03 / \$2,106.89	\$7,300.00 (\$1,825.00)
• Employee & Child (Fred Cratsley)	\$68.88 / \$1,790.86	\$7,300.00 (\$1,825.00)
• Family (Quinn Sutherland)	\$115.47 / \$3,002.31	\$7,300.00 (\$1,825.00)

This resolution replaces all prior policies and resolutions.

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

Audit of Claims

On a motion by Alan Giles, councilperson and seconded by, Bill Holgate, councilperson the bills contained in the December 9th, 2021, abstract have been reviewed by the Town Board and are authorized for payment in the following amounts:

General Fund	Vouchers Number: 229-G through 245 -G	\$5,216.84
Highway Fund	Vouchers Number: 123-H through 134-H	\$19,412.31
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, December 23, 2021, at 5:00 PM.

The meeting adjourned at 7:56 pm by George Lawson.



Candace J. Iszard, Starkey Town Clerk