

Present: Supervisor Manchin; Councilors Michael Hickey, Timothy McCarthy, Ned Green, Gary Ross  
Town Clerk Christine Shaw, Deputy Clerk Louise Herbert  
Code Enforcement Officer Gail Swistak  
Legislator Arthur Gearsbeck  
5 people in the audience  
Elwin Fisher, Highway Superintendent

Supervisor Manchin opened the meeting at 8 PM and everyone pledged allegiance to the flag. Mr. Hickey then moved to accept the minutes of the November meeting as presented, Mr. Ross seconded the motion with unanimous approval of the board.

Curt Nichols PE, Shumaker Engineering explained the plan for the clean up of the **Fortino Tire Yard**, Pinnacle Rd. According to Mr. Nichols permits are in place and construction of the road will commence in two weeks with the shredding scheduled to begin on April 1, 2005. The project should take 3 years, with the shredded tires to be stockpiled to be used as embankment fill for the NYSDOT. The town board was concerned about the increase of traffic on Pinnacle Rd in regards to the road and the residents. Mr. Nichols also explained that the anticipated 59,000-ton of "shredder fluff" would be disposed of in a landfill (which accepts this).

Ross LaCombe requested that the town board consider increasing the **veteran's exemption rate** since it has not changed since 1985. Mr. LaCombe stated that the Town of West Monroe is one of 2 towns in Oswego County with have lowest exemption rate for veterans. The town board explained that they would look into this and address the veteran's exemption rate at the January meeting.

Mr. Manchin informed the board that the meeting with the school district has been rescheduled to January 18, 2005 at 6:30 at the Education Center. Mr. Ross is planning to attend.

**2005 Fuel Bids** were discussed, 2 bids were received: Oneida Lake Energy and North Shore Oil. The town clerk reported that no one attended the bid opening and that here was some confusion in the North Shore Oil bid so they had to be called for clarification. After review of the bid results, Mr. Hickey moved to award the bid to the low bidder, Oneida Lake Energy, Mr. McCarthy seconded the motion with unanimous approval of the board.

Reports and remittances:

- Town Clerks monthly report
- Supervisors Balance sheets for November
- Superintendent of Highways report
- Code Enforcement Officers report
- Planning Board minutes for September and October

**Budget adjustments:**

**Highway Fund:**

Mr. Manchin made motion to make loan from General Fund of \$55,500 total needed to cover expenses including final payroll of 2004.  
That increases Revenue to: \$628,264.18

No interest to be charged  
Both Funds are Town-wide funds

Mr. Hickey seconded the motion with unanimous approval of the board

Mr. Manchin made a motion to increase Budget to \$628,264.18 , an increase of: \$14,021.18

Decrease

DA5112.4 Road Construction CE	by	\$38,555.00	to	\$61,445.00
DA5110.4 General Repairs CE	by	\$2,581.00	to	\$25,419.00
DA5110.1 General Repairs PS	by	\$4,018.00	to	\$111,634.00
DA9010.8 Emp Ben State Retire	by	\$10,000.00	to	\$0.00
DA5120.4 Bridge CE	by	\$934.00	to	\$1,066.00
DA5140.4 Misc/Brush/Weeds CE	by	\$232.00	to	\$768.00
DA5148.4 Svc Other Govts CE	by	\$1,142.00	to	\$8,858.00
DA9730.7 BAN Interest	by	\$182.00	to	\$2,794.00
		<b>Total Decrease</b>		\$57,644.00
		<b>Plus amount from</b>		\$14,021.18
		<b>Budget Increase:</b>		
		<b>Total Available:</b>		<b>\$71,665.18</b>

Increase

DA5130.1 Machinery PS	by	\$827.00	to	\$29,740.00
DA5130.2 Machinery Eq	by	\$7,056.00	to	\$22,056.00
DA5130.4 Machinery CE	by	\$11,746.00	to	\$54,746.00
DA5142.1 Snow Removal PS	by	\$757.00	to	\$74,757.00
DA5142.4 Snow Removal CE	by	\$2,311.00	to	\$9,311.00
DA9060.8 Emp Ben Medical Ins	by	\$8,095.18	to	\$48,415.18
DA9030.81 Emp Ben Soc Sec	by	\$1,027.00	to	\$19,167.00
DA9030.82 Emp Ben Medicare	by	\$567.00	to	\$4,809.00
DA5148.1 Svc Other Govt's PS	by	\$39,279.00	to	\$113,279.00
		<b>Total Increase</b>		<b>\$71,665.18</b>

**General Fund:**

Revenue: \$436,085.73 vs. \$408,435.00 budget  
Expense expected to be: \$424,700.00 vs. \$408,435.00 budget including Loan to Highway

increase Budget to \$424,700.00 , an increase of: \$16,265.00

Decrease

A1990.4 Contingency	by	\$15,000.00	to	\$0.00
A1110.2 Justice Eq	by	\$280.00	to	\$420.00
A1220.2 Supervisor Eq	by	\$500.00	to	\$0.00
A1355.2 Assessor Eq	by	\$500.00	to	\$0.00
A1410.4 Clerk CE	by	\$1,000.00	to	\$4,300.00
A1420.4 Attorney CE	by	\$900.00	to	\$19,100.00
A1450.4 Election CE	by	\$570.00	to	\$1,930.00
A1620.1 Building PS	by	\$300.00	to	\$2,300.00
A1650.2 Cent Comm Sys Eq	by	\$375.00	to	\$0.00
A1910.4 Spec Item Unall Ins	by	\$22,580.00	to	\$31,420.00
A3310.3 Traffic Control CE	by	\$300.00	to	\$0.00
A3510.4 Dog Control CE	by	\$850.00	to	\$2,950.00
A5010.45 Refund of New Road Dep	by	\$1,000.00	to	\$0.00
A5182.3 Street Lights CE	by	\$1,760.00	to	\$10,240.00
A7110.4 Parks CE	by	\$320.00	to	\$680.00
A7140.1 Youth Programs PS	by	\$250.00	to	\$8,000.00
A7620.4 Adult Recreation CE	by	\$990.00	to	\$10.00
A8020.11 Planning PS	by	\$485.00	to	\$3,530.00
A8020.4 Planning CE	by	\$180.00	to	\$120.00
A8020.45 Plng Refndble Fees CE	by	\$750.00	to	\$250.00
A9010.8 State Retirement	by	\$4,000.00	to	\$0.00
A9060.8 Emp Ben Medical Ins	by	\$1,305.00	to	\$14,927.00

**Total Decrease** \$54,195.00

Plus amount from \$16,265.00

Budget Increase:

**Total Available:** \$70,460.00

Increase

A1010.4 Town Board CE	by	\$1,410.00	to	\$1,660.00
A1110.4 Justices CE	by	\$285.00	to	\$3,485.00
A1220.4 Supervisor CE	by	\$185.00	to	\$1,235.00
A1335.4 Assessor CE	by	\$425.00	to	\$2,225.00
A1440.4 Engineer CE	by	\$6,050.00	to	\$10,050.00
A1620.2 Building Eq	by	\$2,340.00	to	\$3,140.00
A1620.4 Building CE	by	\$1,570.00	to	\$26,570.00
A1650.4 Cent Comm Sys CE	by	\$200.00	to	\$6,900.00
A3620.2 Safety Inspect Eq	by	\$5.00	to	\$205.00
A3620.4 Safety Inspect CE	by	\$1,155.00	to	\$3,405.00
A4020.4 Registrar Vtl Stat CE	by	\$140.00	to	\$440.00
A5010.4 Supt Highways CE	by	\$435.00	to	\$1,435.00
A7140.4 Youth Programs CE	by	\$390.00	to	\$5,890.00
A8020.12 Planning Secretary PS	by	\$185.00	to	\$625.00
A9730.7 BAN Interest	by	\$185.00	to	\$1,921.00

Add

A630 Loaned to Other Funds \$55,500.00

**Total Increase** \$70,460.00

Mr. Green seconded the motion and the board unanimously approved.

Mr. Manchin moved to make the following Big Bay Sewer Fund adjustments

**Sewer Fund:**

Revenue: \$132,576.25 vs. \$136,584.00 budget  
Expense expected to be: \$132,576.25 vs. \$136,584.00 budget

Motion to make following Budget Adjustments:

Decrease

SS1990.4 Contingency	by	\$1,000.00	to	\$0.00
SS8120.2 Sewage Col Sys Eq	by	\$8,000.00	to	\$12,000.00

**Total Decrease** \$9,000.00

Increase

SS8130.4 Sewage Treat/Disp CE	by	\$8,000.00	to	\$50,000.00
SS9030.81 Emp Ben Soc Sec	by	\$900.00	to	\$900.00
SS9030.82 Emp Ben Medicare	by	\$100.00	to	\$100.00

**Total Increase** \$9,000.00

Mr. Ross seconded the motion and the board was unanimous in approving the West Side Water Fund and the Big Bay Sewer Fund adjustments.

**West Side Water Fund:**

Revenue: \$61,078.23 vs. \$40,725.00 budget  
Expense expected to be: \$42,316.58 vs. \$40,725.00 budget

increase Budget to \$42,316.58 , an **increase of:** **\$1,591.58**

Increase

SW-2 8340.4 Trans & Dist CE by \$1,591.58 to \$6,691.58

**Total Increase** **\$1,591.58**

\$0.00 difference

**Big Bay Water Fund:**

Revenue: \$8,465.10 vs. \$7,120.00 budget  
Expense not to exceed: \$7,342.37 vs. \$7,120.00 budget

Motion to increase Budget to \$7,342.37 , an **increase of:** **\$222.37**

Motion to make following Budget Adjustments:

Increase

SW-1 8340.4 Trans & Dist CE by \$222.37 to \$3,622.37

**Total Increase** **\$222.37**

Mr. Ross moved to second the motion with unanimous approval of the board

Mr. Ross moved to **pay the bills** as audited. Mr. McCarthy seconded the motion

**GENERAL FUND**, abstract #12 vouchers #374 to #398 in the amount of \$7,799.13  
**HIGHWAY FUND**, abstract #12 vouchers #364 & #365 in the amount of \$4,922.16  
**BIG BAY SEWER FUND**, abstract #12 voucher #118 in the amount of \$4,913.62

The board was unanimous in approving to pay the bills.

**2005 Appointments and Designations**

Mr. Manchin moved the following appointments and designations for 2005. Mr. Ross seconded the motion.

Deputy Supervisor	Gary Ross
Bookkeeper	Kenneth Parrotte
Code Enforcement Officer	Gail Swistak
Sewer District Administrator	Elwin Fisher
Justice Clerk #1	Sue DeMong
Justice Clerk #2	Frances Vollmer
Deputy Town Clerk	Louise Herbert
Registrar of Vital Records	Christine Shaw
Deputy Registrar of Vital Records	Louise Herbert
Historian	Lawrence Herbert
Dog Control Officer	Karen Ashley
Building Custodian	Lawrence Herbert
Assessors Clerk	Mary Lesnau
Planning Board Secretary	Diane Thompson
OLWAC Board representative	Paul Baxter
Board of Assessment Review (5 yr. Term)	Kenneth Parrotte
Planning Board(7 year term)	Vaughn Fisher

**Designations:**

Depository of Town Funds	Band of America/Fleet Bank
Official Newspaper	Citizen Outlet, Oswego County Weeklies and the Syracuse Post Standard on an as needed basis
Attorney for the Town	Firm of Ferrara, Fiorenza, Larrison, Barrett and Reitz

The vote of the board was; Mr. Ross-yes, Mr. Green-yes, Mr. Hickey-yes, Mr. McCarthy-no, and Mr. Manchin-yes.  
Motion Carried.

Mr. MANCHIN moved to approve the **2005 Procedures**, Mr. Ross seconded the motion. After some discussion Mr. Manchin modified the motion to address only the approval of the mileage compensation. Mr. Hickey seconded the modification

***Reasonable mileage compensation will be paid at \$.34 per mile to Town Officials traveling on ordinary Town Business while using their own vehicles. Mileage to be recorded with odometer readings starting at the Town Hall and ending at the Town Hall, with the purpose of each trip recorded.***

During the discussion period Mr. Ross explained that he is against the increase because there is a possibility that department heads did not budget for the increase.

The vote on the motion regarding mileage compensation was Mr. Ross-no, Mr. Green-yes, Mr. Hickey-yes, Mr. McCarthy-yes and Mr. Manchin-yes. Motion carried

Mr. Manchin then moved to approve the remainder of the **2005 Procedures**, with Mr. Green seconding the motion

*Regular Board meetings will be held at 8:00PM at the Town Hall on the second Wednesday of each month.*

*Due to possible interest or penalty charges, insurance and utility bills will be paid prior to auditing when necessary.*

*Reading of the minutes of previous meetings to be dispensed with unless requested by a Town Board Member.*

*Town Clerk will make a roll call vote of the Board members for votes on all issues.*

*All fees for Subdivision and Commercial Site Plan Review are to be paid to the Town Clerk, and applications filed with the Town Clerk prior to review by the Planning Board, as is already specifically stated in the respective laws.*

*No purchases over \$500 without prior approval of the Town Board. Exceptions are: purchases required for maintaining proper operation of the Sewer District, and purchases required to operate and maintain Highway Department vehicles and equipment, and to carry out designated highway construction and maintenance projects for the year.*

*There will be no smoking in the Town Hall or CourtHouse.*

*Vouchers are to be submitted to the Town Clerk by the Friday prior to the first Board meeting of each month for auditing and payment with that months bills. This may be waived by the Town Clerk in special circumstances at her discretion.*

*Dog enumeration will be done in the summer of 2005, as required under the supervision of the dog control officer.*

*All Town employees paid monthly will be paid on the second payroll of each month that the BI-weekly employees are paid.*

*Copies of Town records to be charged at \$.25 per page unless authorized by the Town Board.*

*The following Town Officers will submit to the Town Board by the first meeting in March of 2005, an annual financial statement and any other financial records requested by the board for auditing by the Town Board:*

*Town Supervisor*

*Town Clerk*

*Town Justice*

*The board shall audit the books for accuracy and each board member shall then sign and date to indicate the audit has been conducted. Completion of the audit shall be reported at the next Board meeting.*

*The Historian is asked to submit, on an annual basis, a report of the year in review of things that affected the Town of West Monroe.*

Unanimous approval of the board.

The Rates of pay for the year 2005 was approved on a motion by Mr. Manchin, seconded by Mr. Ross and unanimous approval of the board.

Mr. Manchin mentioned that the following Investment Policy is still in effect:

#### **A RESOLUTION ESTABLISHING AN INVESTMENT POLICY FOR THE TOWN OF WEST MONROE**

*The objectives of the Investment Policy of the Town of West Monroe are to minimize risk; to insure a maximum rate of return*

*Therefore, be it resolved, in accordance with this policy, that the Supervisor is hereby authorized to invest idle Town funds including proceeds of obligations and reserve funds in:*

- 1. Pass Book and Money Market Savings Accounts, maintained in the Town designated bank or any other bank authorized to do business in the State of New York duly approved by the Town Board, with interest credited from day of deposit to day of withdrawal.*
- 2. Certificates of Deposits issued by the Towns designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town board.*
- 3. Repurchase agreements with designated bank or any other bank or trust company authorized to do business in the State of New York and duly authorized by the Town Board.*

*Be it Further Resolved, that the supervisor shall maintain a current record of investments, and the Town Board shall review and approve the annual investment report, if practical, at one of the January meetings, and that the interest earned follows the principal and is credited to the account from which it was derived.*

***Be it Further Resolved, that Certificates of Deposits, Pass Book and Money Market Savings Accounts shall be fully secured by the Federal Deposit Insurance Corporation and that certification of securities over and above Federal Deposit Insurance coverage shall be in the form of a letter from said bank to the supervisor and the amounts shall be equal to or exceed Certificates of Deposits or Saving Accounts by the Town of West Monroe, and the Supervisor shall be notified in writing of any periodic changes in the amount of securities pledged.***

Correspondence will be addressed at the next meeting.

Mr. Hickey reported that he had contacted the Boys Scout Troop in West Monroe regarding the cemetery and he received a positive response in regards to cleaning of the area. There are a couple young men who need eagle scout projects and this would be a good one. The scouts will be in contact with the board and will do the initial clean up and then the town would take over.

The meeting was adjourned at 9:21