

Present: Supervisor Gary Ross; Councilwomen Kelley Davis and Debra Macdougall,
Councilmen Michael Hickey and Tim McCarthy
Town Clerk, Christine Shaw, Deputy Town Clerk Louise Herbert

Supervisor Ross opened the meeting at 7:00 PM and moved to approve the following
Appointments & Designations for 2007:

Deputy Supervisor	Timothy McCarthy
Bookkeeper	Kenneth Parrotte
Code Enforcement Officer	Michael Yerdon
Sewer District Administrator	Randall Shaw
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
Assessors Clerk	Mary Lesnau
Planning Board Secretary	Diane Thompson
OLWAC Board representative	Paul Baxter

Designations:

Depository of Town Funds	Pathfinder Bank
Official Newspaper	Citizen Outlet, Oswego County Weeklies and the Syracuse Post Standard on an as needed basis
Attorney for the Town	The firm of Ferrara, Fiorenza, Larrison, Barrett and Reitz

Councilwomen Macdougall seconded the motion with all board member unanimous in the approval of the appointments and designations.

Supervisor Ross then moved to approve the following pay rates for 2007:

RATES for 2007

Clerk for Board of Assessment Review	\$7.50/hr.
Planning Board: Chairman	\$65.00/mtg.
Members	\$50.00/mtg.
Recording Secretary	\$40.00/mtg.
Extra clerical work @	\$7.50/hr.
Youth Program: Director	\$250.00/week
Assistant	\$208.00/week
Counselors	\$150.00/week
Registrar of Vital Statistics	\$10.00/certified copies
Dog Enumeration	\$1.50/dog

Councilwomen Davis seconded the motion with unanimous board approval.

Supervisor Ross then **moved that the Sewer Hook up fee approved in 2006 in the amount of \$3500.00 continue** and that the Town of West Monroe charge a **fee for the use of the Town Park of \$25.00 plus a refundable \$50.00** charge and that no electric or water be available. Ms. Macdougall seconded the motion and a lengthy discussion began. Mr. Ross explained that anyone using the park would pay the town clerk a total of \$75.00 of which \$50.00 would be refunded if the park was left in satisfactory condition (removal of garbage, no damage etc.) Mr. Hickey disagreed stating that he felt that electric and water should be available if the town was to charge for the use of the pavilion. It was discussed as to who would determine that the \$50.00 deposit would be refunded and the board agreed the Superintendent of Highways, because his department would have to clean up if not clean. The board also discussed that a sign would have to be made to tell people that the pavilion is available by appointment only. With all

board members having input on the matter, the supervisor called for a vote of the motion. The vote was: Ms. Macdougall no; Ms. Davis-yes, Mr. Hickey-no, Mr. McCarthy-yes and Mr. Ross – yes, the motion to charge \$25.00 for the use of the pavilion at the park with no electric or water plus a \$50.00 refundable deposit (to be determined by the Superintendent of Highways) carried. Supervisor Ross said that this topic would be re-visited at the next board meeting.

Supervisor Ross then moved to approve the following:

PROCEDURES FOR 2007

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.

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.

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

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.

No employee, full-time or part-time, shall be hired until approval of the town Board has been obtained.

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

There will be no smoking in the Town Hall or Court House.

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 2007 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 2007, 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.

Mr. McCarthy seconded the motion. The town board voted unanimously to approve the Resolution.

Mr. Ross then addressed the Building Permit Fee Schedule submitted by the Code Enforcement Officer. Mr. Ross explained that the current fee schedule was adopted in 1986 and then moved to approve and adopt the following Building Permit Fee Schedule:

Town of West Monroe
BUILDING PERMIT FEE SCHEDULE

I. RESIDENTIAL DWELLINGS & ACCESSORY BUILDINGS

A. One or Two Family Dwellings

Homes Conventionality Built on Site	
1. Homes 1500 sq. ft. or less	\$210.00
2. Homes 1501 sq. ft. or larger	\$.14 per sq. ft.
Manufactured Homes Assembled on Side	
1. Homes 1500 sq. ft. or less	\$175.00
2. Homes 1501 sq. ft. or larger	\$.12 per sq. ft.
Modular Homes	\$ 75.00

B. Accessory Buildings

Including: Pole Barns, Garage, Storage Building

Buildings 144 sq ft or less	no fee
Manufactured Storage Building 400 sq. ft. or less	\$ 50.00
Conventionality Built on Site 145 sq. ft. to 800 sq. ft.	\$ 75.00
801 sq. ft. or larger	\$.10 per sq. ft.

C. Building Accessories and Equipment Permits

Open Decks or Porches over 8' x 6'	\$ 35.00
Roofed Decks and Porches	\$ 60.00
Enclosed Decks and Porches	\$ 75.00
Heating and Cooling Systems for New Homes	
Boiler or Furnace Heating System	\$ 50.00
Add on Central Cooling Equipment	\$ 30.00

C. Building Accessories and Equipment Permits continued:

Replacement of Heating Equipment	
Boiler or Furnace Heating System	\$ 30.00
Solid Fuel Burning Heating Equipment including the associated chimney	
Wood Stoves	\$ 50.00
Fire Places	\$ 65.00
Pellet Stoves	\$ 40.00
Coal Stoves	\$ 40.00
Boiler or Furnace	\$ 65.00

D. Home Alterations

Alterations which change the Original Approved Lay Out of the Home or Structural Design: example: additional bathroom, bedroom, roof upgrade, new windows etc.
\$ 50.00

E. Swimming Pools \$ 40.00

F. Septic Systems

New system	\$ 40.00
Upgrade or repair to existing septic system	\$ 40.00
Homes within sewer district	
Equipment Charge:	\$3,500.00

G. Building Demolition Permit \$ 50.00

II. COMMERCIAL BUILDINGS AS CLASSIFIED IN CHAPTER 3 OF NYS BUILDING CODE:

A. Building by Group Type

Group A Type per Section 303	\$.25 per sq. ft.
Group B Type per Section 304	\$.25 per sq. ft.
Group F Type per Section 306	\$.28 per sq. ft.

Group H Type per Section 307	\$.30 per sq. ft.
Group I Type per Section 308	\$.25 per sq. ft.
Group M Type per Section 309	\$.25 per sq. ft.
Group R Type per Section 310	\$.25 per sq. ft.
Group S Type per Section 311	\$.20 per sq. ft.
Group U Type per Section 312	\$.15 per sq. ft.

B. Exceptions to sq. ft. Unit Pricing

Group S-2: Storage Building which has "NO" Heating, Plumbing and is installed on concrete slab construction	\$.12 per sq. ft.
Group U: For Fences more than 6 ft. high and retaining walls:	
Up to 100 Lin. ft.	\$ 50.00
101 Lin. ft. to 200 Lin. ft	\$ 75.00
201 Lin. ft. and larger	\$150.00

C. Commercial Alterations as described in NYS Existing Building Code

Level 1 Alterations	\$.18 per sq. ft.
Level 2 Alterations	\$.20 per sq. ft.
Level 3 Alterations	\$.22 per sq. ft.

III. COMMERCIAL SITE PLAN REVIEW \$250.00

Of this total \$50.00 is Non-Refundable
All or part of the remaining \$200.00 could be refunded,
depending on the actual cost incurred by the Town of West Monroe

IV. TELECOMMUNICATIONS FACILITIES

a. Non-co-located/ New Structure/Antenna Tower Special Permit Application Fee	\$5,000.00
Building Permit fee	\$500.00
b. Co-located/Existing Structure/Antenna Building Permit fee	\$2,000.00

Mr. McCarthy seconded the motion with a unanimous approval of the board

The Town's Procurement, Ethics and Investment Policies are already in place however to insure that the town board reviews them annually Mr. Ross moved to continue these existing policies, Ms. Davis seconded the motion. Mr. Ross explained that with these policies included in the Organizational Meetings the town board will be sure to keep them up to date. After review of the Ethics Policy, the motion was rescinded and Supervisor Ross **moved to approve the Procurement and Investment Policy** which the town already has in place. Ms. Davis seconded the new motion with unanimous board approval.

The meeting was adjourned at 8:00 PM