

Organizational and Regular Board Meeting
January 13, 2021

The Organizational meeting was opened at 7:00 p.m.

Present were Bob Boudreau, John Wicks, Marion Ireland and Jennifer Boudreau. George Broeg was absent

Invocation: Jennifer

Pledge: Jennifer

The Town Board will meet the second Wednesday of every month at 7:00 p.m.

The Towns Official Newspaper will be The Evening Sun.

The Town will use NBT Bank as the depository for all funds.

The mileage rate per the IRS for 2021 will be .56 cents per mile.

Marion made a motion to accept the Board Meeting frequency, newspaper, depository information and mileage as presented. John seconded. All are in favor.

Appointments are as follows:

- Deputy Supervisor- Marion Ireland
- Chief Financial Officer Jennifer Boudreau and Bookkeeper-VIP Payroll
- Assessor-Brian Fitts
- Town Attorney-Coughlin & Gerhart
- Dog Control Officer-Bob Webb has stepped down we will fill this during our regular meeting
- Health Official-Chenango County Public Health
- Code Enforcement Officer-Richard Metzger
- Registrar of Vital Statistics, Records Management, Town Clerk and Tax Collector-Theresa Schultheis
- Town Webmaster-Theresa Schultheis
- Deputy Town Clerk-Janice O'Shea (appointment by Theresa Schultheis)
- Clerk of the Court-Terri Bickford
- Town Historian-Vacant
- Town Hall Custodian-Danielle Pinney
- Deputy Highway Superintendent-Eric Koster

Bob made a motion to accept these appointments. John seconded the motion. All are in favor.

Planning Board

- Greg Miller
- Ellen B. Evans
- Jeff Vance
- Chris Freitag
- Susan Freitag

Marion made a motion to accept these appointments to the Planning Board as presented. John seconded the motion. All are in favor.

Marion made a motion to accept the Workplace Violence, Procurement, Investment, Highway Vehicle Use, Credit Card and Sexual Harassment Policies for 2021. Bob seconded. All are in favor.

Marion made a motion to allow the Supervisor permission to pay the following without audit: Postage, NYS contributions, all insurances, NYS Taxes, any bill that will incur late charges (electric, gas, phone, etc.) and Social Security transfers. Bob seconded. All are in favor.

Marion made a motion to close the Organizational Meeting and open the Regular Meeting at 7:05 p.m. John seconded. So carried.

Marion made a motion to accept the Board minutes from the meeting of December 9, 2020. John seconded. All are in favor.

Town Reports

Town Supervisor Report: Jennifer Boudreau

- Resolution #1
Addition of budget line A2750-Aid and Incentives for Municipalities (AIM) related payments to General funds incomes. As per a request from the office of the state Comptrollers. Marion made the motion to add the budget line. John seconded the motion. Roll Call: John, yes; Bob, yes; Marion, yes and Jennifer, yes. George was absent.
- Resolution #2
Transfer of funds from Budget P A1340.1 of \$2,083.00 to Budget C A1340.4 due to how VIP Payroll invoices services. Marion made the motion to move funds. John seconded the motion. Roll Call: Bob, yes; John, yes, Marion, yes and Jennifer, yes. George was absent.
- Resolution #3
Transfer of funds from Contingent-S A1990.4 in the amount of \$580.00 to Town Clerk-E a1410.2 to cover the cost of new computer purchased made for Town Supervisor. Marion made a motion to transfer the funds for new computer. Bob seconded the motion. Roll Call: Marion, yes; Bob, yes; John, yes and Jennifer, yes. George was absent.
- Resolution #4
Transfer of funds from Insurance Re-imbursement A2775 in the amount of \$529.00 to Unallocated Insurance A1910.4 due to initial payment of insurance being higher than budgeted. John moved to allow transfer of funds. Bob seconded the motion. Roll Call: Bob, yes, John, yes; Marion, yes and Jennifer, yes. George was absent.
- Resolution #5
Transfer of funds from Contingent-C A1990.4 in the amount of \$187.00 to Supt. of Highway-C A5010.4 for cell phone bill. Bob made a motion to transfer funds. John seconded the motion, Roll Call: John, yes; Marion, yes; Bob, yes and Jennifer, yes. George was absent.
- Resolution #6
Transfer of funds from Contingent-C A1990.4 in the amount of \$113. 00 to Cemeteries-C A8810.4 for flags purchased for Memorial Day. Marion made a motion to transfer funds. John seconded the motion. Roll Call: Marion, yes; Bob, yes; John, yes and Jennifer, yes. George was absent.
- Due to questions on how to transfer funds within the highway accounts Jennifer will be holding off adjustments until speaking with the Associations of Towns for information.
- Jennifer received for the General Account Clerks fees of \$14.00, Judicial income of \$270.00 for the month of November 2020. NBT Bank had made an error in sending out the wire transfer for the NYSLER payment. They reimbursed the cost of the late payment of \$292.00.

Highway Superintendents Report: Rick Granger

- Rick gave Jennifer a quote for radios. The old ones are no longer serviceable. Bob made a motion to purchase 2 radios one is for the 10 wheeler and one for the loader. Marion seconded. Roll Call: Bob, yes; John, yes; Marion, yes and Jennifer, yes. George was absent.
- Rick has written the Highway Mission Statement it is available at the Town Barn for anyone who would like to look at it.
- The snow storm was an historic one(40 inches of snow and then major rainfall). The crew was a man short and only 2 trucks. It took 16 hours to open town. The men were able to get 2 trucks fixed on their own when they broke down.
- Flow-able fill was used in ditches on Cueball. There will be numerous repairs to make
- Need to pay \$2,000 for tires on one truck and the steering box went on truck 17. Truck 16 is back in service
- We are still 1 man short.

Assessor's Report: Brian Fitts

- See attached.

Coventry Volunteer Fire Company: Kyle Griffith

- There were no problems during the storm and Kyle thanked Rick for plowing the Fire companies driveway.

Coventry Emergency Squad-Kyle Griffith

- Teaming up with Greene.

Community Events Committee

- Working on getting the Barbecue Pit off the trailer and making it a permanent fixture behind the schoolhouse. It will have a carport over to help keep it dry. The committee just needs to know where to place it. They will have a mobile permit. The Town needs to fill out a permit for the carport and pit. The first chicken barbecue will be held on February 13th it will just be halves.

Planning Board:

Coventry Museum:

- No Report

Old Business: None

- The Planning Board has asked the Board to allow 2 more people to be put on the board. If we do this we will need to put a notice in the paper and have a public hearing first before doing an amendment to the Local Law. Marion made a motion to hold a public hearing for 2 more people on the planning board. John seconded the motion.

New Business:

- Jen went over the change that was made to the Fire Contract to not hold liable the Highway crew for any damage done to the parking lot during plowing. Marion made a motion to allow Jennifer to sign the contract with the new changes. John seconded. All are in favor.
- Jennifer handed out our Annual Financial Disclosure, Ethics, Workplace Violence Acknowledgements and Sexual Harassment Policies.
- Bob Webb has turned in his resignation as the Town Dog Warden and we have been approached by Roger Barrows about becoming our new Dog Warden. Bob made a motion to make Roger Barrow the new Dog Warden. John seconded the motion. All are in favor.
- Board Resolution: The required examination of the Judicial Court Finances and Records For Justice Joseph Agunzo, Town of Coventry Justice Court have been conducted and found to be in compliance with Section 2019-A, for the period of September 2019-September 2020. Marion motion to accept the Audit. Bob seconded. Roll Call: Marion, yes; Bob, yes; John, yes and Jennifer, yes.

Public Participation:

- Dan Huntington was here and handed a template of a local law to Jenn to use for adding 2 people to the planning board.
- Assemblyman Joseph Angelino came to our meeting and introduced himself to the board and the public that was present.

Audit of the bills:

- Clerk report having been audited by the Board is submitted for approval. Moved by George; seconded by Bob. Roll Call: George, yes; Bob, yes; John, yes; Marion, yes and Jennifer, yes.
- Highway bills in the amount of \$11,048.21 as listed on Warrant 1; items 1-5 having been audited by the Board are submitted for approval. Moved by John; seconded by George. Roll call: Bob, yes; John, yes; Marion, yes; George, yes and Jennifer, yes.
- General bills in the amount of \$3,272.70 as listed on Warrant 1; items 1-15 having been audited by the Board are submitted for approval. Moved by Marion; seconded by Bob. Roll call: John, yes; Marion, yes; George, yes; Bob, yes and Jennifer, yes.

The next Board Meeting will be held on February 12, 2020 at 7 p.m. in the Town Hall.

The meeting was adjourned at 7:25 p.m., motioned by Marion, seconded by Bob. All are in favor.

Supervisor _____ Town Clerk _____

Town Council _____
