

**TOWN OF FORESTPORT
REGULAR TOWN BOARD MEETING MINUTES
FORESTPORT TOWN HALL-VIA ZOOM
DECEMBER 16, 2020 @ 6:30 PM**

MEMBERS PRESENT

Councilwoman Kardash
Councilman Scott
Councilwoman Abrial
Councilman Scouten
Supervisor Entwistle

Tracy Terry, Town Clerk

MEMBERS ABSENT

CALL TO ORDER:

The meeting was called to order at 6:33 PM

ABSTRACTS:

A motion was made by Councilwoman Kardash and seconded by Councilwoman Abrial to approve the following Budget Amendments:

Roll Call Vote:

Councilwoman Kardash -yes
Councilman Scott- yes
Councilman Scouten- yes
Councilwoman Abrial - yes
Supervisor Entwistle-yes

TO: Town of Forestport Town Board Members
FROM: Dawn Campbell

FUND: General

SUBJECT: Budget Amendment

Transfer to cover overdraft in Central Communication CE

Entries:
Transfer from 19904.01 Contingncy CE \$1,005.47
to 16504.01 Central Communications CE \$1,005.47

Transfer to cover overdraft in Community Beautification CE

Entries:
Transfer from 19904.01 Contingency CE \$32.04
to 85104.01 Community Beautification CE \$32.04

Transfer to cover overdraft in Codes Enforcement CE

Entries:
Transfer from 86642.01 Codes Enforcement EQ \$80.17
to 86644.01 Codes Enforcement CE \$80.17

Transfer to cover overdraft in Community Services CE

Entries:
Transfer from 19904.01 Contingency CE \$0.88
to 89894.01 Community Services CE \$0.88

Done 12/15/20

GENERAL:

A motion was made by Councilman Scouten and seconded by Councilman Scott to pay Abstract #12, Vouchers #637- #684 in the amount of \$37,469.09

Roll call vote:

Councilwoman Kardash -yes

Councilman Scott- yes

Councilman Scouten- yes

Councilwoman Abrial - yes

Supervisor Entwistle-yes

HIGHWAY:

A motion was made by Councilwoman Kardash and seconded by Councilman Scott to pay Abstract #12, vouchers #315- #333 in the amount of \$62,361.22.

Roll call vote:

- Councilwoman Kardash - yes
- Councilman Scott-yes
- Councilman Scouten- yes
- Councilwoman Abrial - yes
- Supervisor Entwistle-yes

Supervisor Entwistle stated the Town is currently juggling money. Although the bills were approved at tonight's meeting, checks will not be sent out until Monday. Every indication is the check should be around \$75,000. Councilman Scott asked where this puts the Town as to what is owed. Supervisor Entwistle answered, it is over 300,000 for the year. He commended Town Employees and the Community for all the shortcomings. Sales tax revenue was down 35% to the Town.

TOWN CLERK MINUTES:

A motion was made by Councilman Scouten and seconded by Councilman Scott to accept the minutes from the:

- Budget Hearing Minutes- November 2, 2020
- Town Board Regular Meeting- November 18, 2020

Roll Call Vote:

- Councilwoman Kardash- yes
- Councilman Scott-yes
- Councilman Scouten- yes
- Councilwoman Abrial - yes
- Supervisor Entwistle-yes

TOWN CLERK'S REPORT:

JUSTICE REPORT:

PLANNING REPORT:

CODES REPORT:

DOG CONTROL OFFICER REPORT:

A motion was made by Councilman Scott and seconded by Councilwoman Abrial to approve the reports as a whole.

Roll Call Vote:
Councilwoman Kardash - yes
Councilman Scott-yes
Councilman Scouten- yes
Councilwoman Abrial - yes
Supervisor Entwistle-yes

NOCCOG:

- December 14th, NOCCOG commission had their Board Meeting.
- DOS is offering Winter Webinar Series
- Winter Maintenance Program for DPW- December 29th. She will forward information to Supervisor Entwistle.
- The Zoom Meetings are set up through February.

OLD BUSINESS BOARD:

- **Code Enforcement Officer/ Planning Clerk:** Bonnie LeBuis, the Planning Clerk for the last 5 years is retiring. The Board has hired Sandy Pasucci, as the Planning Clerk and Anthony Donatelli, as the Code Enforcement Officer. The Board had to meet several times to come to a final decision as they had 3 excellent candidates. Supervisor Entwistle stated he abstained from the hiring process of the Codes Officer as he has a personal relationship with one of the candidates. He congratulated the Board for doing an excellent job.

A motion was made by Councilman Scott and seconded by Councilwoman Abrial to officially appoint Anthony Donatelli as Codes Officer provisionally and Sandy Pasucci, as Planning Clerk. They will officially start January 1, 2021.

Roll Call Vote:
Councilwoman Kardash - yes
Councilman Scott-yes
Councilman Scouten- yes
Councilwoman Abrial - yes
Supervisor Entwistle-yes

- **Sealed Bids:** Last month, there were two bids submitted for the Cemetery Road Property.

A motion was made by Councilman Scott and seconded by Councilwoman Abrial to accept a bid from Chad Burdick Construction in the amount of \$15,100.

Roll Call Vote:

Councilwoman Kardash - yes
Councilman Scott-yes
Councilman Scouten- yes
Councilwoman Abrial - yes
Supervisor Entwistle-yes

The deed and abstract are not on file in the Town Hall. Supervisor Entwistle has been consulting with Andy Bailey and the Town Attorney. It will cost the Town some money but should be done by the first of the year.

- **Apex Grant:** Apex awarded the Town \$500 for the Winter Ski Program.
- **Area Variance:**

A motion was made by Councilman Scott and seconded by Councilman Scouten to approve the Smith area variance from ten feet to seven feet on a side setback.

Roll Call Vote:

Councilwoman Kardash-yes
Councilman Scott-yes
Councilman Scouten-yes
Councilwoman Abrial- yes
Supervisor Entwistle-yes

- Year End meeting- December 29, 2020 at 11am
- Organizational Meeting- January 5, 2021 at 6:30pm
 - Both meetings will be scheduled for Zoom.

NEW BUSINESS BOARD:

- **Closure of the Town Hall:** There is an increase of COVID locally. With the holiday season approaching, the Board thought it would be wise to close the Town Hall to the public. A drop box has been installed outside the Town Hall. It is checked daily during business hours. Everything in the drop box needs to be time stamped and placed in an envelope. No cash will be accepted as the Town will not be responsible for cash payments.

- **Ambulance Levy/ Contract:**

A motion was made by Councilman Scott and seconded by Councilman Scouten to approve the 3- year Contract and have Supervisor Execute the Contract to return to StaR Ambulance.

Roll Call Vote:

Councilwoman Kardash-yes

Councilman Scott-yes

Councilman Scouten-yes

Councilwoman Abrial- yes

Supervisor Entwistle-yes

- By increasing the funds to StaR Ambulance with the three-year contract, it gives the Town of Forestport a seat with the Board of Directors. Bob Whitehead from Woodgate has volunteered to be a Representative. He is the Treasurer for the Otter Lake Volunteer Fire Department.

- **Tax Software:** The Town is currently in the process of switching the Tax software. The Tax Collector will be using a program called infotaxonline. This program allows the Tax Collector and the general public to access tax bills online; along with paying and accessing your paid/unpaid bills online.
- **Social Media Policy:** Supervisor Entwistle stated he has posted information on Facebook. If there is a Town Facebook page, there is a way to turn the comments off. Councilman Scott stated he thinks comments should be turned off as it should be for information only. He would like all the Employees to have access to post. Councilwoman Abrial asked if there is a way to allow specific people to comment. She stated if someone posts, it should say who it is posting. There can be multiple administrators. Prior to approval, there needs to be a Social Media policy. Supervisor Entwistle will be sending sample Policies to the town Attorney and the Town Board Members to look at and get their opinion. This will be table until the Organizational Meeting.

NEW BUSINESS PUBLIC:

ADJOURNMENT:

A motion was made by Councilwoman Kardash and seconded by Councilman Scott to adjourn the meeting.

Roll call vote:

Councilwoman Kardash-yes

Councilman Scott-yes

Councilman Scouten-yes

Councilwoman Abrial- yes

Supervisor Entwistle-yes

There being no further business, the meeting was adjourned at 7:00 pm by Supervisor Entwistle.

Respectfully submitted,

Tracy M. Terry
Forestport Town Clerk