

**REGULAR MEETING
SHELDON TOWN BOARD
December 14, 2016**

The Regular Meeting of the Sheldon Town Board held December 14, 2016 at the Sheldon Town Hall was called to order by Town Supervisor Brian Becker at 7:30 p.m.

Present: Supervisor Brian Becker
Councilmen: Vince Kirsch, Joe Meyer, Mike Armbrust, Jim Fontaine
Recording Secretary: Town Clerk Carol Zittel
Also Present: Highway Supt. David Ricketson, Steve Perkins, Wyoming County Health Director of Environmental Health and resident Norm Kehl. There were no other attendees.

Minutes

A motion was made by Jim Fontaine and seconded by Mike Armbrust that the minutes from the November 16, 2016 regular meeting be approved.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Communications

Town Clerk Carol Zittel reported on the following:

#35 Change in November's Abstracts – Varysburg Water

Voucher #63 from November's Varysburg Water abstracts was voided because the wrong vendor was listed. Totals for November's Varysburg Water abstracts changed from \$13,769.48 to \$13,619.48. The corrected bill is in tonight's bills.

#36 2017 Campsite & Trailer Permits Approved

The Town Clerk approved the campsite and trailer permits for Buffalo Hill Village and C&G Praller. Buffalo Hill reported 17 mobile homes and 105 campsite lots. C&G reported 25 lots with only 22 mobile homes. Steve Perkins, Wyoming County Director of Environmental Health, commented that he will be in touch with the Town Clerk to coordinate the issue of the permits on the Town and County level.

#37 Attica School Capital Vote at the Sheldon Town Hall

The Attica School District will use the Sheldon Town Hall on Tuesday, December 20, 2016 from 1-9pm for the capital project vote. Supt. Ricketson will have the court room cleared out on Tuesday morning in preparation for the vote.

#38 List of Officers Received – Varysburg Fire Department

The Varysburg Fire Department sent their list of 2017 officers.

Reports

Financial Reports were presented for the month of November 2016 from the Town Supervisor, Town Clerk and the Town Justice.

Highway Superintendent's Report

Superintendent of Highways, David Ricketson, reported on the following:

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Winter Update

The Department has been busy plowing snow. The department equipment is holding up well, just some minor expenses and repairs.

Bucket Truck Rental

Councilman Fontaine asked Supt. Ricketson about the rental bill from Eastman Tree. Supt. Ricketson responded that they rented the bucket truck with chipper and two men for \$1,200 a week. They worked on trees on Sunset Rd. and Meadow Lane.

Supervisor's Report

Supervisor Brian Becker reported the following.

Certificates of Deposit

Supervisor Becker checked the CD rates at the four Wyoming County banks: Five Star, Bank of Castile, Steuben and First Niagara. The highest rates were from Bank of Castile. The Town deposited \$500,000.00 into a 6 month CD with a rate of .35%; \$250,000.00 into a 3 month CD with a rate of .25% and \$100,000.00 into a one month CD at a rate of .1%.

Road Paving Payment

The Town received the first road paving installment payment from Wyoming County in the amount of \$19,814.51.

Check to Town from Sale of Medical Building

The town received its share of the proceeds from the sale of the medical building in Attica. The amount of the check was \$38,585.96.

Wyoming County Budget

The County budget passed 15-1. The 2017 budget will be \$218 million.

County Highway Project Costs

The cost to pave Perry Rd. which contained over 2 miles in the Town of Sheldon cost \$1,218,000.00. The Falls Bridge project cost \$265,200.00.

Acceptance of Reports

A motion was made by Joe Meyer and seconded by Mike Armbrust to accept all reports as presented.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Presentation on New Water Meters by Steve Perkins

Steve Perkins addressed the Board regarding the proposed project to replace approximately 100 meters in the Varysburg Water District. Mr. Perkins distributed literature on two different manufacturers of water meters. The first option discussed was a badger meter from Lock City Supply in Lockport, NY. The Village of Castile utilizes the Badger meter. The second option

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was a Neptune meter. The Village of Warsaw has chosen the Neptune meter for their upgrades. Mr. Perkins gave a quick overview of each unit and recommended that the salespeople from the respective companies be invited to speak in more length to the Town Board. There was discussion of whether the Town would enter into an inter-municipal agreement with the Village of Castile for meter reading services. The benefit of an inter-municipal agreement would be the substantial monetary savings by eliminating the need for the Town of Sheldon to purchase the meter reader software.

Old Business

Varysburg Water – Gasiewicz Leak

Mr. Perkins had additional information regarding the Gasiewicz leak to share with the Board. His office was contacted by Mr. Gasiewicz to investigate their leak. Andy Meyer from the Health Dept. went to the house over a week ago. The County took a water sample and determined that there was no residual picked up on the sample and therefore could not say with certainty that the water is a public water leak. Mr. Perkins explained that public water would test for a certain level of chlorine. It is possible that the leak could be due to a spring or some other source. Mr. Perkins did state that the Water District's responsibility ends at the curb and that the service lines are not the responsibility of the Water District. Supervisor Becker stated that as far as he is concerned the Gasiewicz water leak issue has been resolved and the water service will not be turned off.

Varysburg Water District Generator

The generator is up and running.

Varysburg Water – Senator Gallivan Funding

Nothing new to report.

Streicher Land Donation

The Town Board reviewed the survey sketch received from the Town Attorney's office. Attorney DiMatteo's office asked for confirmation from the Board that the sketch reflects what they expected it to reflect. The Board confirmed that it met their expectations. Councilman Armbrust reported that he attended a Kiwanis meeting to determine their intentions with the land. The Kiwanis are willing to provide most of the work to set up a small child's playground/park area. Councilman Armbrust distributed copies of the sketch with some suggestions as to how the Town could square off the lot. The Board will discuss the topic in more detail spring of 2017.

Election Day Voting Location

Councilman Fontaine spoke with resident Mike Almeter who had been asked to reach out to Fr. Johnson, Pastor of St. John Neumann Parish regarding using Weber Hall for election day voting. The parish would be open to allowing the Town to use Weber Hall at a reduced rate. It was suggested that perhaps the Town would supply a cleaner to clean the Hall after the vote.

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Supervisor Becker reported that the Town could have two different voting locations, one for primaries and one for general elections. Councilman Kirsch and Councilman Armbrust feel the Town Hall could still be utilized for all elections with more control over letting voters in to the board room area. The Board will discuss the issue again in 2017.

Court Grant 2017

Nothing new to report.

Speed Limit Reduction Requests

Nothing new to report.

New Business

Williamson Law – Town Clerk Software

A motion was made by Jim Fontaine and seconded by Mike Armbrust to authorize the Town Supervisor to sign the contract with Williamson Law Book Co. for the Town Clerk Software agreement at a cost of \$330.00. (\$30 increase from last year).

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Snow Contract with Wyoming County

A motion was made by Joe Meyer and seconded by Vince Kirsch to authorize the Town Supervisor to sign the contract with Wyoming County for snow removal.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Adoption of Limited English Proficiency (LEP) Plan

Per the requirements of the USDA loan agreement, the Town was asked to adopt a Limited English Proficiency (LEP) Plan.

A motion was made by Vince Kirsch and seconded by Joe Meyer to adopt the following Town of Sheldon Limited English Proficiency Plan.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Town of Sheldon Limited English Proficiency Plan (LEP)

Per the LEP documents provided by the USDA Rural Development local office, the Town of Sheldon has applied the four part analysis for determination of Limited English Proficiency and possible resources for those that need translations.

PART A: SELF ASSESSMENT

#1 Demographics, Identification of LEP Persons (number of people who speak NO English or speak English less than “Very Well”

The Town of Sheldon’s population is 2409 per the census data 2011-2015. 2227 people speak only English (97%), of the remaining 3%, 31 people speak English less than “Very Well.” This is approximately 1.28% of the population.

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It is unknown exactly how many citizens the Town of Sheldon is trying to reach with its public announcements but most services include the whole population.

#2 Language Assistance Measures, Frequency of Contact

Based on staff members' recollection, the number of requests for translations has been ZERO over the past year. The Town of Sheldon's need for translation services is considered infrequent and unpredictable.

#3 Staff Training

The Town of Sheldon staff reviewed the LEP documents provided. Those that are in frequent contact with the general public are aware of the possible resources available.

#4 Resources for Vital Document Translations

The Town of Sheldon has identified the following resources which could offer translations:

Staff at the Attica School District

Staff at Wyoming County Government Offices (Social Services)

Computer software programs such as www.freetranslations.com

PART B: LANGUAGE ASSISTANCE PLAN

#5 The Town of Sheldon's Language Assistance Plan includes the following:

Review census data periodically to identify increases in the number of citizens that speak English less than "Very Well."

Inform staff members of resources available and evaluate and revise the LEP plan when necessary.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Audit of Town Books

A motion was made by Jim Fontaine and seconded by Vince Kirsch to set the date for the annual audit of Town financial books for January 25, 2017 beginning at 5:30 p.m.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Budget Transfers

A motion was made by Mike Armbrust and seconded by Vince Kirsch to approve the following budget transfers:

Transfer \$1250.00 from A1355.2 Assessors Equipment to A1355.4 Assessor Contractual

Transfer \$2034.80 from A1640.4 Central Garage to A1355.4 Assessor Contractual

Transfer \$239.31 from A1640.4 Central Garage to A1410.4 Town Clerk Contractual

Transfer \$65.68 from A1110.2 Court Equipment to A1110.4 Court Contractual

Transfer \$4000.00 from DA5148.1 Service for Other Gov. P/S to DA5110.1 General Repairs P/S

Transfer \$1511.72 from DA5110.4 General Repairs Contractual to DA9060.8 Hospital & Medical Insurance

Transfer \$25.79 from General Repairs Contractual to DA9730.7 BAN Interest

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Transfer \$14,279.59 from SW1-9730.7 Interest to SW1-9730.6 Principal

Transfer \$36,273.41 from SW1-2701 Refunds of Prior Years Expenses to SW1-9730.6 Principal

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Bills:

Supervisor Becker confirmed that the Board had a chance to review the bills.

A motion was made by Vince Kirsch and seconded by Mike Armbrust that the

General Bills #315 to #346 for a Total of \$33,391.85, the

Highway Bills #159 to #175 for a Total of \$77,244.91, the

Trust & Agency Bills #44 to #47 for a Total of \$1,606.03, the

Varysburg Water District Bills #59 to #65 for a Total of \$13,769.48 and the

Lighting District Bills for a Total of \$873.31 be paid.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Inserts for Tax Bills

A motion was made by Vince Kirsch and seconded by Joe Meyer to approve the insertion of a note in the 2017 tax bills detailing what the tax rate would have been if there was not income from the wind project.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.

Open the Floor to Comments

At 8:55 p.m. Supervisor Becker opened the floor to comments. There were no comments.

Adjournment

At 8:55 p.m. a motion was made by Vince Kirsch and seconded by Joe Meyer to adjourn the December 14, 2016 regular meeting of the Sheldon Town Board.

Ayes: (5) Becker, Kirsch, Fontaine, Meyer, Armbrust Nays: (0) Motion Carried.