

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

The Regular Meeting of the Sheldon Town Board held September 19, 2018 at the Sheldon Town Hall was called to order by Town Supervisor Brian Becker at 7:30 p.m.

Present: Supervisor Brian Becker  
Councilmen: Jim Fontaine, Vince Kirsch, Mike Armbrust  
Recording Secretary: Town Clerk Carol Zittel  
Absent: Councilman Joe Meyer  
Also present: David Ricketson, Highway Superintendent  
A signed list of all present is on file in the Town Clerk's office.

**Minutes**

A motion was made by Vince Kirsch and seconded by Jim Fontaine that the minutes from the August 22, 2018 regular meeting be approved.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Communications**

Carol Zittel, Town Clerk, reported on the following:

**#23 Zoning Complaint – Sunset Drive**

The Town Clerk made the Board aware of numerous zoning complaints regarding a property on Sunset Drive. The Zoning Officer has been notified.

**Reports**

Financial Reports were presented for the month of August 2018 from the Town Supervisor, Town Clerk and the Town Justices. The Town Supervisor distributed a cash flow report and payroll reports. A fund balance report was also distributed.

**Highway Superintendent's Report**

Highway Superintendent David Ricketson reported on the following:

**Minkel Road Paving**

Just under one mile (.963) of Minkel Road was paved by the department. The project went well and the Superintendent expects it to be under budget. He hopes to continue up to Bartz Road next year.

**Oil & Stoning Projects**

The department hopes to oil and stone on September 25 and 27 depending on the weather. Due to the late spring all highway departments are running behind schedule.

**Salt Storage Facility**

Councilman Fontaine asked for an update on the salt storage facility. Supt. Ricketson responded that we have received the paperwork from DASNY and have to submit it.

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

**Top Soil to Main Street Garden**

Top soil was delivered to the Main Street Garden property.

**Increase in Top Soil Cost**

The cost of top soil will increase by \$3/yard on September 24, 2018.

**Supervisor's Report**

Supervisor Becker reported on the following:

**County Budget**

The Board of Supervisors is working on the 2019 County budget. As it stands now it reflects a 4% increase - the budget director is still working on trying to decrease it.

**Wyoming County Water Resource Agency**

Supervisor Becker met with the Water Resource Agency today. Steve Perkins, the agency's director, will be working with Ti Sales to purchase the necessary software and equipment for the agency to conduct water meter reading. The Town will be relying on the County agency to read the Varysburg meters going forward. The agency will also be purchasing water chemicals at a bulk rate.

**Primary Election – New Polling Site**

The new polling site at St. Cecilia's Weber Hall seemed to work well.

**Acceptance of Reports**

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

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Old Business**

**Varysburg Water – DASNY Grant Reimbursement**

Supervisor Becker brought in residential and commercial water meters to display. He stated that the residential meters have a 24 year warranty remaining. All invoices have been submitted to DASNY for reimbursement. The entire project went over budget by \$2,800.00. This item is now closed and will be removed from future meeting agendas.

**Adoption of New Fund Balance Policy**

A motion was made by Mike Armbrust and seconded by Vince Kirsch to adopt the new fund balance policy.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

**Town of Sheldon, New York Fund Balance Policy  
2018**

**PURPOSE**

Town of Sheldon, New York (the “Town”) has enacted the following policy in an effort to ensure financial security through the maintenance of a healthy reserve fund that guides the creation, maintenance, and use of resources for financial stabilization purposes. The Town’s primary objective is to maintain a prudent level of financial resources to protect against reducing service levels or raising taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures. Secondary objectives include accumulating adequate financial resources to provide for an extraordinary weather event or other Town catastrophic event and for use in future Town capital projects. The Town also seeks to maintain the highest possible credit ratings which are dependent, in part, on the Town’s maintenance of a healthy fund balance.

**DEFINITIONS**

Fund balance -- The excess of assets over liabilities in a governmental fund.

Nonspendable fund balance -- Amounts that are not in a spendable form (such as inventory) or are required to be maintained intact (such as the corpus of an endowment fund).

Restricted fund balance -- Amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government) through constitutional provisions or by enabling legislation.

Committed fund balance -- Amounts constrained to specific purposes by a government itself using its highest level of decision-making Town; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest-level action to remove or change the constraint.

Assigned fund balance -- Amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the Town.

Unassigned fund balance -- Amounts that are available for any purpose; these amounts are reported only in the General Fund.

**POLICY STATEMENT**

The fund balance of the Town’s General Fund and Highway Fund accumulate to meet this purpose, to provide stability and flexibility to respond to unexpected adversity and/or opportunities.

The Town’s target is to maintain a General Fund and Highway Fund unrestricted fund balance (assigned and unassigned) of not less than 50% of annual General Fund and Highway Fund operating expenditures for the fiscal year.

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

The Government Finance Officers Association recommends, at a minimum, to maintain unrestricted budgetary fund balance of no less than two months of regular operating fund operating expenditures. It further cites, a government's particular situation may require a level of unrestricted fund balance significantly in excess of the recommended minimum.

The Town's basic goal is to maintain annual expenditure increases at a growth rate equal to anticipated revenue growth in order to maintain a balanced budget. The decision to retain a minimum unrestricted fund balance of not less than 50% of operating expenditures stems from the following:

- This amount provides adequate funding to cover approximately two (2) months of operating expenses (16.67%).
  
- This amount provides liquidity necessary to accommodate the Town's uneven cash flow.
  
- This amount provides the liquidity to respond to weather events or other catastrophic event (\$375,000 potential emergency estimate – (approximately 35%).

Should the General Fund and Highway Fund unrestricted fund balances fall below this target level, the Supervisor will prepare a plan for restoration of the balance to the target level. The plan will be reviewed and approved by the Town Board.

The Board will set aside certain amounts for capital projects as committed fund balance. Amounts to be determined by the Supervisor based on the amounts available, the planned projects and other financing sources.

The Board will set aside committed fund balances to cover the amount of outstanding purchase orders or encumbrances that have been approved by the Board.

The Board will allow the Supervisor to determine the proper amounts to be assigned for purposes as they determine necessary.

The Board will allow the Supervisor to determine the amount to be assigned for capital asset replacements (or other issue).

Beginning in the year ending December 31, 2018, unassigned fund balance shall be any remaining amounts.

This policy may be amended from time to time per the Town Board.

The Town will spend the most restricted dollars before less restricted in the following order:

- a) Nonspendable (if funds becomes spendable)
  
- b) Restricted
  
- c) Committed
  
- d) Assigned
  
- e) Unassigned

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

**Garden Property in Strykersville – Kiwanis**

Councilman Armbrust reported the following on the Main Street Garden property:

- The highway department delivered top soil to the location.
- On Monday the Kiwanis planted three pine trees and cleaned up the lot.
- The top soil has been spread with more to be spread on Saturday.
- Four large rocks will be placed at the site and at that point Beaver Meadow Audubon will order the plants and plant them.
- There will be a need for mulch.
- Councilman Kirsch asked if there was a need for a fence. Councilman Armbrust responded that at this point he is unsure if it is necessary.
- Supervisor Becker asked if the neighbors had any comments. Councilman Armbrust responded that he has not heard any comment from the neighbors.
- Councilman Armbrust commented that Doug Hyman from 3D Concrete did a fantastic job. Mr. Hyman donated his labor for the project.

**Varysburg Water Tank**

Supervisor Becker will reach out to Bob Westermeier regarding pricing for a variable speed drive fan for the water tank. Supervisor Becker will reach out to Tim from Atlantic Underwater Services to ask him the following:

- How much silt can the tank tolerate?
- Are there any issues with corrosion?
- How much can silt build up before there is an issue?
- Approximate cost to clean it?

Supervisor Becker also reported that no trespassing signs need to be installed around the fence to the tank. Superintendent Ricketson said he will put up the signs. Supervisor Becker advised Mr. Ricketson to bill the water district for the signs.

**Zoning Complaint – Mills**

Mr. Mills has until September 24, 2018 to come into compliance.

**Salt Storage Facility – DASNY**

Superintendent Ricketson has preliminary quotes to submit for the DASNY funding paperwork. The project will have to go to bid.

**Additional Town Prosecutor Night**

A motion was made by Jim Fontaine and seconded by Vince Kirsch to approve the addition of a second monthly town prosecutor night and authorizes the use of the Law Office of DiMatteo & Roach for prosecutor services at a rate of \$300.00 per night.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.  
An August 31, 2018 terms of engagement letter from the DiMatteo & Roach law firm is on file in the Town Clerk's office.

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

**New Business**

**County Snow & Ice Contract 2019-2020**

A motion was made by Mike Armbrust and seconded by Jim Fontaine to authorize the Town Supervisor to sign the County Snow & Ice Agreement for the 2019-2020 snow season.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Attica CSD – Use of Town Hall for Voting**

A motion was made by Vince Kirsch and seconded by Jim Fontaine to authorize the use of the town hall on October 23, 2018 by the Attica Central School District for the purpose of the school budget vote.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Re-Appointment of Ron Barvian to Board of Assessment Review**

A motion was made by Vince Kirsch and seconded by Mike Armbrust to re-appoint Ron Barvian to the Board of Assessment Review with a term of 10/1/18 to 9/23/23.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Budget Transfer**

A motion was made by Jim Fontaine and seconded by Vince Kirsch to authorize the transfer of \$1,205.89 from A1640.4 Central Garage Contractual to A1910.4 Unallocated Insurance.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Budget Transfer**

A motion was made by Jim Fontaine and seconded by Vince Kirsch to authorize the transfer of \$1.23 from A1640.4 Central Garage Contractual to A3610.4 Examining Boards – BAR Contractual.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**Historical Society NYSEG Bill**

Councilman Armbrust questioned the seemingly high NYSEG electric bill for the Historical Society Schoolhouse. Supervisor Becker said he will look into it.

**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 #270 to #294 for a Total of \$8,466.67, the Highway Bills #133 to #142 for a Total of \$30,276.37, the Trust & Agency Bills #27 to #29 for a Total of \$515.08, the Varysburg Water District Bills #59 to #66 for a Total of \$14,818.45 and the Lighting District Bills for a Total of \$872.80 be paid.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.

**REGULAR MEETING  
SHELDON TOWN BOARD  
September 19, 2018**

**Comments from the Floor**

Supervisor Becker opened the floor to comments.

**Strykersville Senior Citizen Group Funding**

President of the Strykersville Seniors, Peter Pilc, addressed the Board to request an increase in funding for their group. Mr. Pilc explained that the group has received the same amount for the past five years. Membership has increased (approx. 78 members) and the group is doing many more activities. Bus/restaurant costs have increased. It was noted that the other senior citizen group in the Town (Tri-Town Seniors) has more money to work with as they receive funding from other towns in addition to Sheldon. Supervisor Becker responded that he doesn't have an answer as to why both groups receive the same amount and he questions why there are two groups. Supervisor Becker advised Mr. Pilc that the Board will consider the request for additional funding and will discuss it at the next meeting. Former Town Supervisor, John Knab, noted that while he was Town Supervisor he tried to increase the amount given to each group by \$200 each year after the windmill revenue started coming in.

**Town of Yates – Wind Turbine Project**

Supervisor Becker was made aware of a negative letter regarding wind projects sent to a publication circulated in the Town of Yates. The letter was written by a former Town of Sheldon resident who was vocal in her opposition to the Sheldon wind project.

**Adjournment**

At 9:35 p.m. a motion was made by Jim Fontaine and seconded by Vince Kirsch to adjourn the September 19, 2018 meeting of the Sheldon Town Board.

Ayes: (4) Becker, Kirsch, Fontaine, Armbrust Nays: (0) Absent: (1) Meyer Motion Carried.