

April 11, 2022 Regular Town Board Meeting  
Town of Dix

The Regular Town of Dix Board Meeting was Called to Order by Supervisor Dominick Smith @ 6:30 PM.

PRESENT: Supervisor Dominick Smith  
Deputy Supervisor F. Joe Hammond  
Councilman Jeffrey Meehan  
Councilman David Hertel  
Councilman Brian Ervay  
Administrator Billie Jo Carnes  
Town Clerk Helen J. Teed  
Superintendent of Highways Scott Yaw

REPORTS:

- Supervisor Smith
  - Meeting with Mengal, Metzger, & Barr-Audit Done
  - Met with US Light & Energy (Duval Road Solar)-Still waiting on Fagan
  - Hunt Engineers-Water Issues Report from Tim Steed sent for Board Members to Review
    - Working with Village to take care of it.
    - Meeting about New Town Hall-Drawings handed out to Board Members to Review and Approve
  - Meeting with State Auditors-Court System
  - Town Hall Issues-Mold Testing-Favorable Result-Well below Limits of Harm
    - All doors have had locks fixed-everything is as secure as can be.
  - ARPA Funds
  - Beaver Dams-Moreland Road Solar-Met with Developer-Will sent Proposal for Paying the Host Community Agreement-Was told by Supervisor and Attorney that it HAS to be Done.
  - KOA Water/Sewer Expansion-Nothing New
  - Webinars:
    - ARPA Funds
    - Association of Towns Training-Budgeting
    - Supervisor's Role-Planning for Highway Issues and Replacements
    - SEQR Confirmation
    - Multi Year Capital Planning Clerks Role in Local Government
  - 2021 Budget Shortfall
  - Wrote Petty Cash Policy
  - Supervisor's Mentor Program-Enrolled in Program from the Association of Towns
  - Reserve Accounts for Town-\$ new Accounts set up during April 11, 2022 Meeting
  - Meeting with Michael Printup, went very well, discussed many issues.
- Deputy Supervisor Hammond: Nothing to Report
- Bookkeeper Billie Jo Carnes: Nothing to Report
- Superintendent of Highways Yaw:
  - Shared Service with Soil and Water
  - Chipped Brush and Fallen Tree Limbs
  - 811 Training
  - Cornell Local Roads Workshop Trainings
  - Worked on Excavator and Have a Technician from Volvo April 14<sup>th</sup> to Check Unit Out
  - Soil and Water Meeting with All the Highway Supervisors to Discuss Summer Projects
  - Swept All Town Roads

- Code Officer Trembly: No Report Submitted
- Planning Board: No Report Submitted
- Zoning Board of Appeals: No Report Submitted
- Town Court: No Report Submitted-DA Day was Especially Busy
- Committee Representatives:
  - Environmental Management-Councilman Hertel: Nothing to Report
  - Fire Departments-Supervisor Smith & Councilman Meehan: Nothing to Report
  - Landfill-Councilman Meehan: Meeting on Thursday, April 20, 2022.
- Shelter Report for March: Received Today, Monday, April 11, 2022 and give to the Dix Town Board Members

RESOLUTION #44: TO APPROVE TOWN CLERK REPORTS FOR MARCH 2022

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 4 NAYES: 0

RESOLUTION 45: TO APPROVE MINUTES FOR TWO PUBLIC HEARINGS FROM FEBRUARY 14, 2022- THE 1<sup>ST</sup> FOR THE MORITORIUM ON LARGE INSTALLATIONS OF SOLAR AND THE 2<sup>ND</sup> FOR DECOMMISSIONING OF SOLAR INSTALLATIONS

On Motion by Councilman Hertel, seconded by Deputy Supervisor Hammond, Resolution was APPROVED: AYES: 4 NAYES: 0

RESOLUTION # 46: TO APPROVE THE MINUTES OF THE FEBRUARY 14, 2022 AND THE MARCH 14, 2022 TOWN BOARD MEETING

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, Resolution was APPROVED: AYES; 4 NAYES: 0

RESOLUTION #47: TO APPROVE THE MINUTES OF THE MARCH 26, 2022 SPECIAL TOWN BUDGET WORKSHOP

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 4 NAYES: 0

RESOLUTION #48: TO APPROVE THE AUDIT FOR MARCH 2022

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, the Resolution was APPROVED: AYES: 4 NAYES: 0

AUDIT-04/11/2022-1<sup>st</sup> Time Town Clerk Helen Teed Processed on the Vouchers-Town Clerk's Job from Now On....

General Fund-Town Wide	2370-2387 & 2394-2400	\$ 15,464.06
General Fund-Outside Village	2388-2393 & 2401-2402	\$ 846.59
Highway Fund-Town Wide	1625-1640	\$ 15,656.95
Special Water Fund	448-450	\$ 1,113.87
Special Sewer Fund	451-452	\$ 18,077.33
Trust & Agency	336-240	\$ 6,746.99

APPROVE SUPERVISOR'S REPORTS

NEW BUSINESS:

-LETTER FROM Scott Yaw, Town of Dix Highway Superintendent, asking for a Resolution for the establishment of a Highway Equipment Reserve Fund and a Town of Dix Highway Reserve Account.

RESOLUTION #49: TO APPROVE THE ESTABLISHMENT OF 4 FUNDS:  
-THE TOWN OF DIX HIGHWAY EQUIPMENT RESERVE FUND  
-THE TOWN OF DIX BUILDING RESERVE FUND  
-THE EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE FUND (HIGHWAY  
EMPLOYEE SICK TIME ROLL OVER)  
-TOWN OF DIX HIGHWAY ROAD REPAIR RESERVE FUND

On Motion by Councilman Ervay, seconded by Councilman Hertel, Resolution was  
APPROVED: AYES: 4 NAYES: 0

2022 Budget Amendment-Tabled

RESOLUTION #50: APPROVE AMMENDING THE PART 284 AGREEMENT BECAUSE OF A  
SHORT-FALL IN THE 2022 BUDGET

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, the Resolution was  
APPROVED: AYES: 4 NAYES: 0

Signing the Agreement with Hunt Engineers for a New Town Hall-Tabled

-TOWN OF DIX-COURT AUDIT-Judges Response sent to Supervisor Smith, sign her response or write  
his own?

RESOLUTION #51: TO APPROVE SUPERVISOR SMITH TO WRITE THE TOWN OF DIX'S  
RESPONSE TO THE TOWN OF DIX COURT AUDIT

On Motion by Deputy Supervisor Hammond, seconded by Councilman Ervay, Resolution was  
APPROVED: AYES: 4 NAYES: 0

DUVAL ROAD ENGINEERING STUDY TO HIGHWAY SUPERINTENDENT YAW

PETTY CASH POLICY

RESOLUTION #52: TO ESTABLISH A PETTY CASH POLICY FOR THE TOWN OF DIX

On Motion by Deputy Supervisor Hammond, seconded by Councilman Hertel, Resolution was  
APPROVED: AYES: 4 NAYES: 0

RESOLUTION #53: TO APPROVE FRANCHISE AGREEMENT WITH CHARTER  
COMMUNICATIONS, INC., SUPERVISOR SMITH TO SIGN

On Motion by Councilman Hertel, seconded by Deputy Supervisor Hammond, Resolution was  
APPROVED: AYES: 4 NAYES: 0

OLD BUSINESS:

-CODE OFFICE -MOLD TESTING-FAR LESS THAN PERMISSIBLE

-OPEN BIDS FOR CEMETERY MOWING-Ray Towner-\$1650 Bid

RESOLUTION #54: TO APPROVE CEMETERY MOWING BID FROM RAY TOWNER FOR \$1650  
FOR 2022

On Motion by Councilman Ervay, seconded by Deputy Supervisor Hammond, Resolution was  
APPROVED: AYES: 4 NAYES: 0

RESOLUTION #55: TO APPOINT ALAN SPECCHIO TO THE ZONING BOARD OF APPEALS FOR  
5 YEARS-2022 to 2027

On Motion by Councilman Meehan, seconded by Deputy Supervisor Hammond, Resolution was  
APPROVED: AYES: 4 NAYES: 0

3 NEW – NO PARKING SIGNS – IN FRONT OF THE TOWN HALL DOORS-3/28/22-SHOULD  
LAST 10-12 YEARS

WATKINS GLEN, NEW YORK GRAND PRIX FESTIVAL – asked for permission to use the Town of  
Dix Roads during the September 9, 2022 Festival.

RESOLUTION # 56: TO APPROVE THE USE OF TOWN OF DIX ROADS DURING THE  
SEPTEMBER 9, 2022 GRAND PRIX FESTIVAL IN WATKINS GLEN, NEW YORK

ADJOURNED: 7:45 PM

Respectfully submitted-----Helen J Teed  
Town Clerk, Town of Dix

**TOWN OF DIX HIGHWAY DEPARTMENT**

**2305 CR 17**

**WATKINS GLEN, NEW YORK 14891**

**607-535-7467/607-425-6362**

TO WHOM IT MAY CONCERN:

I SCOTT YAW, HIGHWAY SUPERINTENDENT OF THE TOWN OF DIX, APPROVE AND ACCEPT THE APPROVAL BY RESOLUTION OF THE CREATION OF A HIGHWAY EQUIPMENT RESERVE ACCOUNT AND HIGHWAY ROAD REPAIR RESERVE ACCOUNT. THESE TWO RESERVE ACCOUNTS I WOULD LIKE TO HAVE PASSED BY A BOARD APPROVAL BY RESOLUTION ON APRIL 11, 2022 BY THE TOWN OF DIX TOWN BOARD.

TOWN OF DIX SUPERINTENDENT



TOWN OF DIX SUPERVISOR



TOWN OF DIX COUNCILMAN



TOWN OF DIX COUNCILMAN



TOWN OF DIX COUNCILMAN



TOWN OF DIX COUNCILMAN

## *Town of Dix*

Town Hall – 304 Seventh Street, Watkins Glen, NY 14891

Telephone: (607) 535-7973

Fax: (607) 535-2590

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Town Clerk, Extn. 201

Administration, Extn. 202

Code Enforcement, Extn. 205

RESOLUTION #49: (APRIL 11, 2022)  
HIGHWAY EQUIPMENT RESERVE FUND

RESOLVED, that pursuant to section 6-c of the General Municipal Law, as amended, there is hereby established a reserve fund to be known as the “Highway Equipment Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital equipment. The type of capital equipment to be financed from the Reserve Fund is highway department equipment.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The chief fiscal office may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Dix. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the Fund, interest earned by the Fund, capital gains or losses resulting from the sale of investments of the Fund, the amount and date of each withdrawal from the Fund and the total assets of the Fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year render to the Town Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from the Reserve Fund without the approval of the Town Board and without such additional actions or proceedings as may be required by section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of section 6-c.

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### RESOLUTION #49 (APRIL 11, 2022) BUILDING RESERVE FUND

RESOLVED, that pursuant to section 6-c of the General Municipal Law, as amended, there is hereby established a reserve fund to be known as the “Building Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction of one or more buildings.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The chief fiscal office may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Dix. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the Fund, interest earned by the Fund, capital gains or losses resulting from the sale of investments of the Fund, the amount and date of each withdrawal from the Fund and the total assets of the Fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year render to the Town Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from the Reserve Fund without the approval of the Town Board and without such additional actions or proceedings as may be required by section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of section 6-c..

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## RESOLUTION #49: (APRIL 11, 2022) EMPLOYEE BENEFIT ACCRUED LIABILITY RESERVE FUND (HIGHWAY SICK TIME ROLL OVER)

RESOLVED, that pursuant to section 6-p of the General Municipal Law, as amended, there is hereby established a reserve fund to be known as the “Employee Benefit Accrued Liability Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to pay all or part of the cost of accrued or accumulated employee sick leave, holiday leave, vacation time and other forms of payment for accrue leave time and benefits due to Town employees upon termination of employment and separation from service, and other costs and expenses as permitted by law.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The chief fiscal office may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Dix. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the Fund, interest earned by the Fund, capital gains or losses resulting from the sale of investments of the Fund, the amount and date of each withdrawal from the Fund and the total assets of the Fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year render to the Town Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from the Reserve Fund without the approval of the Town Board and without such additional actions or proceedings as may be required by section 6-p of the General Municipal Law or any other law.



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RESOLUTION#49:(APRIL 11, 2022)  
HIGHWAY ROAD REPAIR RESERVE FUND

RESOLVED, that pursuant to section 6-c of the General Municipal Law, as amended, there is hereby established a reserve fund to be known as the “Highway Road Repair Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital equipment. The type of capital equipment to be financed from the Reserve Fund is highway department equipment.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by section 10 of the General Municipal Law. The chief fiscal office may invest the moneys in the Reserve Fund in the manner provided by section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Dix. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the Fund, interest earned by the Fund, capital gains or losses resulting from the sale of investments of the Fund, the amount and date of each withdrawal from the Fund and the total assets of the Fund, showing cash balance and a schedule of investments, and shall at the end of each fiscal year render to the Town Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from the Reserve Fund without the approval of the Town Board and without such additional actions or proceedings as may be required by section 6-c of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of section 6-c.

**POLICY**

The Town Board recognizes the convenience of the use of petty cash funds for small purchases. Therefore, the Town Board authorizes the establishment of revolving petty cash funds to be operated according to the following regulations:

- a. The Board shall designate annually or as necessary the person responsible for each petty cash fund.
- b. Petty cash funds shall be maintained in the Town Clerk's office and the Code Officer.
- c. The person responsible for each petty cash fund shall keep a record of and provide to the Supervisors Office a receipt for each expenditure monthly
- d. Payment from the petty cash fund may be made for materials, supplies, or services only when cash payment is required upon delivery. Petty cash funds shall not be used in lieu of regular purchasing procedures as set forth in the Town's Procurement Policy.

**PROCEDURES**

- 1. **The attached petty cash form must be completed to record each petty cash payment.**
- 2. The department head must sign the petty cash form.
- 3. A record book must be maintained for petty cash by the department head. (I.E a Receipt Book)
- 4. The Department Head must sign each petty cash form as the authorized signature.
- 5. The employee making the purchase must sign the petty cash form as the purchaser.
- 6. The department head must secure storage for the petty cash.
- 7. Each petty cash form must be completed in its entirety before submission to the Town Board for replenishment of the petty cash fund.
- 8. Petty cash may be used for a cash advance for a purchase over \$15 with Department Head or Supervisory approval.
- 9. Appropriate receipts and change must be turned over to the person responsible for the petty cash fund within 24 hours.
- 10. Sales tax exemptions must be provided for all purchases.
- 11. In order to replenish petty cash, receipts must be turned in to the Town Supervisor with the forms and a voucher with budget codes to be charged.
- 12. All cash must be accounted for and turned in to the Town Board at the end of the fiscal year with cash and acceptable receipts totaling the petty cash fund.
- 13. At the annual reorganization meeting, the Town Board will consider the following petty cash designations:

Town Clerk	\$50
Town Court	\$100
Town Tax Collector	\$100

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TOTAL           \$ 250

# Town of Dix Petty Cash Form

Rev 1

4/5/2022

Date:

Reason

Transaction Person:

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Supervisors Signature: