

TOWN OF DIX
PUBLIC HEARING
NOVEMBER 14, 2022

The Public Hearing on the 2023 Town of Dix Budget was opened by Supervisor Smith at 6 PM.

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

ABSENT: Deputy Supervisor F. Joe Hammond
Code Officer Dennis Trembly

Discussion on the 2023 Budget.

Budget Wide-NYSEG Rate Hike-25% Possible-Added \$10,000 more in A Fund
-Been paying \$2500 to \$3000 per Month (Including Water & Sewer)
-Village is Doing a Water/Sewer Line-Study for the Village not the Town

Director of Real Property Kelly Anderson-Confirmed that the \$267,000 in the Budget was Fire Department Money, a Separate line item on the Tax Bills.

Supervisor Smith struggling with Costs of Everything with the Volatile Economy.

Councilman Jeffrey Meehan asked if the Budget was still under the 2 % Tax Cap-Yes

Public Hearing Closed and
ADJOURNED: 6:30 PM-1ST BY Supervisor Smith, 2nd by Councilman Ervay

Respectfully Submitted-----Helen J. Teed
Town Clerk, Town of Dix

TOWN OF DIX REGULAR BOARD MEETING
NOVEMBER 14, 2022

The Regular Town of Dix Board Meeting was opened by Supervisor Smith at 6:32 PM.

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

ABSENT: Deputy Supervisor F. Joe Hammond
Code Officer Dennis Trembly

REPORTS:

- Supervisor Smith
 - Budget
 - Duval Road Solar-Revised Decommissioning Plan
 - Beaver Dams-Moreland Road Solar & SCOPED
 - Water & Sewer Investigation-Meeting with Fred Hall Next Week
 - Viola-Water & Sewer Meeting-Tuesday, November 15, 2022
 - New Town Hall Colors-Aged Pewter (Gray) with White Trim and a Black Roof
 - Floors-Tile-Gray/Blue
 - No Water Meter until the Town of Dix establishes an Account with the Village Of Watkins Glen
 - Wednesday, November 16, 2022-Regular Monthly Meeting on the New Town Hall Building
- Deputy Supervisor Hammond-Absent
- Bookkeeper Billie Jo Carnes-Nothing to Report
- Superintendent of Highways Yaw:
 - Ditching Spots in the Town
 - Graded Dirt Roads for Fall
 - Tried Out Sweeper, after Looking at 11 of Them
 - Rented 1 from ADMAR, would like to Purchase-\$22,700
 - Working on Deal for a Loader
 - Grader-Paved a Few Spots with Cold Patch
 - Worked on a Few Repairs to Trucks and Equipment
- Code Officer Trembly-Report Left with Administration for Meeting
 - Filed in Town Clerk's Office for October 2022
- Planning Board-Agenda sent to Town Board Members-10/25 22 for the October Meeting
 - Minutes of the September 27, 2022 Meeting filed in the Town Clerk's Office
- Zoning Board of Appeals-Nothing to Report
- Town Court-Nothing Reported
- Committee Representatives:
 - Environmental Management Council-Councilman Hertel-Nothing to Report
 - Fire Departments-Councilman Smith & Councilman Meehan-Watkins Glen Fire Department-In Talks for cutting from Village of Watkins Glen-Going to a Commission Board
- Landfill-Nothing to Report

RESOLUTION # 92: TO APPROVE THE MINUTES FROM-PERMISSIVE REFERENDUM TO SELL THE 304 SEVENTH STREET, WATKINS GLEN, TOWN HALL BUILDING, AND THE REGULAR TOWN BOARD MEETING, AND THE BUDGET MEETING, ALL ON OCTOBER 17, 2022, AS WELL AS THE BUDGET MEETING ON OCTOBER 24, 2022

On Motion by Councilman Ervay, seconded by Councilman Hertel, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #93: TO APPROVE THE OCTOBER 2022 TOWN CLERK'S REPORT

On Motion by Councilman Ervay, seconded by Councilman Hertel, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #94: TO APPROVE TH OCTOBER 2022 AUDIT (AFTER CHANGE-NO FINANCE CHARGE TO WATKINS SUPPLY)

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

SUPERVISOR'S REPORT FOR OCTOBER-TABLED

CORRESPONDENCE:

- Jennifer Loughty-Request to put her Auto Museums on the Town of Dix Web-Site?
- NO-We have our own Auto Racing Museum here in Watkins Glen

OLD BUSINESS:

- FOIL REQUEST FORM-Approval from Attorney Rob Halpin-Not Done
- CHARTER COMMUNICATIONS CONTRACT-Attorney Halpin-TABLED
- NEW CODE ENFORCEMENT AND PLANNING BOARD FEES-TABLED
- MOWING BIDS-Advertise for Bids

NEW BUSINESS:

RESOLUTION #95: TO APPROVE \$100 FOR A PETTY CASH FUND FOR TAX COLLECTOR HELEN TEED

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #96: POST SEASONAL ROADS-DUVAL, CROSS, AND OLD JOE ROAD-CLOSED-DECEMBER 1, 2022 TO APRIL 1, 2023

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #97: TO ADVERTISE BIDS FOR LOW-SULFUR DIESEL FUEL AND GASOLINE

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLURION #98: APPROVAL TO PURCHASE LOADER WITH CHIPS MONEY

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #99: APPROVAL TO BUY A SWEEPER WITH MONEY FROM THE DA EQUIPMENT RESERVE MONEY

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION: TABLED

SHARED SERVICES BETWEEN THE TOWN OF DIX AND THE TOWN OF READING FOR CODE OFFICER DENNIS TREMBLY FOR VISION AND DENTAL INSURANCE (TO BE OK'D BY ATTORNEY HALPIN TO REVIEW BEFORE AUTHORIZATION)

RESOLUTION #100: CALL FOR 2 VOLUTEERS TO TALK WITH AND UNDERSTAND THE INS AND OUTS OF SHORT-TERM RENTALS IN THE TOWN OF DIX

-Councilman David Hertel and Councilman Brian Ervay

-Meet with Code Officer Trembly and Planning Board Chairman Mike DeNardo

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

MORITORIUM ON SOLAR WILL END AT THE END OF 2022

RESOLUTION #101: SET PUBLIC HEARING FOR NEW CODE ENFORCEMENT LAW REQUIRED BY NEW YORK STATE-DECEMBER 12, 2022 AT 6 PM

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #102: APPROVE THE CHANGES TO THE 2/14/22 PUBLIC HEARING MINUTES AND THE CHANGES TO THE 2/14/22 BOARD MEETING MINUTES

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #103: APPROVE GARBAGE CONTRACT WITH THE KENNEDY COMPANY—96 GALLON TOTE-\$363.00 PER YEAR

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #104: APPROVE INTERNET SERVICE WITH EMPIRE-GARAGE AND TOWN HALL-\$95.00 (FROM \$190+ WITH SPECTRUM)

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #105: APPROVE AGREEMENT FOR SCHUYLER COUNTY REAL PROPERTY TO HAVE A 2ND SOURCE PRINT, FOLD, AND STUFF TAX BILLS IN ENVELOPES WITH A COST OF JUST POSTAGE TO THE TOWN OF DIX

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #106: CALL FOR A PUBLIC HEARING ABOUT A PLANNING BOARD CHANGE FOR A NON-CONFORMING LOT-DECEMBER 12, 2022 AT 6:15 PM

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #107: FOR THE TOWN OF DIX BOARD TO PAY SUPPLEMENTAL INSURANCE OF \$2100 FOR HELEN TEED FOR THE 2023 TAX YEAR, AS WAS DONE IN THE PAST-NO MOTION ON THIS RESOLUTION

RESOLUTION 108: THE TOWN OF DIX BOARD WILL NO LONGER PAY FOR ANY ELECTED OFFICIALS INSURANCE POLICY AT ANY VALUE EXCEPT THE TOWN OF DIX HIGHWAY SUPERINTENDENT STARTING 1/1/2023. THE HIGHWAY SUPERINTENDENT WILL BE ABLE TO GET THE SAME COVERAGE OFFERED TO THE TOWN HIGHWAY EMPLOYEES AND FALL UNDER THE SAME TERMS AND AGREEMENTS AS THEY DO.

On Motion by Councilman Ervay, seconded by Councilman Hertel, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #109: TO CHANGE THE TOWN OF DIX EMPLOYEE HANDBOOK TO BE FOR ALL TOWN OF DIX EMPLOYEES, INCLUDING ELECTED OFFICIALS

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #110:

THE FOLLOWING CHANGES WILL BE IMPLEMENTED STARTING 1/1/23 AND TAKE THE PLACE OF OTHER POLICIES IN THE HANDBOOK.

CHANGES TO HANDBOOK FOR EMPLOYEES OF THE TOWN: ALL TO BE ADDED TO PROPER CATEGORY OR NEW MADE.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

RESOLUTION #111:

1)PART-TIME EMPLOYEES: ARE ONLY ENTITLED TO HOUR WAGE SETTLED ON PER THEIR CONTRACT. NO BENEFITS WILL BE OFFERED UNLESS NEGOTIATED AND AGREED UPON BY THE TOWN BOARD. THEY WILL BE PART OF THE CONTRACT.

2)ALL NEW HIRES (INCLUDING NEW ELECTED OFFICIALS AND APPOINTED OFFICIALS) WILL GET AN OFFER LETTER THAT LAYS-OUT THEIR ENTIRE COMPENSATION PACKAGE. SIGNED BY THE TOWN SUPERVISOR AND EMPLOYEE. THIS WILL BE FILED IN EMPLOYEE'S PERSONNEL FILE. IN THIS OFFER LETTER IT WILL SPELL-OUT WHAT IS EXPECTED OF THEM.

3)TOWN DRESS CODE FOR HIGHWAY EMPLOYEES: ALL TOWN HIGHWAY EMPLOYEES WILL BE REQUIRED TO ALWAYS CONFORM TO THE BELOW DRESS CODE WHILE ON OFFICIAL DUTY OF THE TOWN:

- A) Safety Equipment will always be worn, this includes safety toe boots. No Sneakers.
- B) All town issued or approved clothing will always be worn. No shorts or cut off shirts.
- C) Coverall will be at the shop for using to help keep clothes clean while working on equipment.
- D) Hard Hats and other safety equipment will be required per Highway Superintendent.

TABLED: 4) New Hire Starting Pay for All Highway Jobs

RESOLUTION #112:

5) RAISES FOR EACH EMPLOYEE WILL BE DONE VIA THE FOLLOWING PROCESS

A) No Longevity. Raises should be Earned/Awarded through Proper Work Ethic and Documented by Yearly Employee Review. Each Supervisor must do a Yearly Review with Each Employee Highlighting Strengths and Weaknesses. This will help determine the raise if any is to be given. The Employee Review will be Filed with the Town Board and the Employee Master File at the Town Hall. All Raises will be at the Discretion of the Town Board.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was APPROVED: AYES: 3 NAYES: 0

TABLED: 6) Vacation and Sick Time-based off the New Hire Package, starting 1/1/23, for New Employees, after that date. Any Current Full-Time Employees, keep their Vacation and Sick Time Package given to them at their Hire Date.

RESOLUTION #113:

7) TOWN DRESS CODE FOR ALL OFFICE EMPLOYEES: APPLIES TO WHEN WORKING ON OFFICIAL BUSINESS:

- A) Business Casual Dress
- B) No Cut Off Shirts or Shorts
- C) No Sleeping, even during Breaks, in the Town Buildings or Property.
- D) Time Sheets filled out properly and turned in the Friday ending the work week.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #114:

8) STANDARD WORKDAYS FOR TOWN DEPARTMENT

A) Code Enforcement will have at least 1 Day of Office Hours per Week ranging from 1 PM to 5 PM. The Other Days can be a Mix of Mornings or Afternoons/Evenings.

B) Town Clerk Office will have a Minimum of 1 Day of Office Hours per Week Ranging from 1PM to 5 PM. The Other Days can be a Mix of Mornings and Afternoons/Evenings.

C) Town Bookkeeper will have a Minimum of 1 Day of Afternoon Hours Ranging from 1 PM to 5 PM Weekly.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #115:

9) DRUG AND ALCOHOL POLICY:

A) Showing up to Work, under the Influence of Alcohol or Drugs, Will Be Punishable with Immediate Firing from Your Position. A Blood-Test will be Performed to Determine Being Under the Influence. The Supervisor of the Employee can Request this Test with Probable Cause.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #116: TO SIGN FOR AN AUDIT BY MENGEL, METZGER, BAR, AND COMPANY LLP

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 0

RESOLUTION #117: TO ADD \$1000 MORE TO THE TOWN CLERK'S PAY TO ACCOUNT FOR NOT PAYING INSURANCE.

On Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 1-Supervisor Smith

RESOLUTION #118: TO PASS THE 2023 TOWN OF DIX BUDGET AFTER CHANGING PAY FOR THE TOWN CLERK TO \$12,000 PER YEAR.

ON Motion by Councilman Hertel, seconded by Councilman Ervay, Resolution was

APPROVED: AYES: 3 NAYES: 1-Supervisor Smith

Voucher the Money for the Historical Society, in the 2022 BUDGET.

TOWN OF DIX BOARD MEETING WAS:

ADJOURNED: 7:58 PM, 1ST BY Councilman Hertel, 2ND BY Supervisor Smith

Respectfully Submitted-----Helen J. Teed
Town Clerk, Town of Dix