

REGULAR TOWN OF DIX BOARD MEETING  
JUNE 13, 2022

The Regular, June 13, 2022, 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  
Bookkeeper Billie Jo Carnes  
Town Clerk Helen J. Teed  
Highway Superintendent Scott Yaw

ABSENT: Code Officer Dennis Trembly

GUESTS: Jane Leszyk

ADDITIONS TO AGENDA:

-Jane Leszyk-Presented the 2021 Annual Report from the Schuyler County Historical Society

REPORTS:

- Supervisor Smith
  - Account Balances Off between Mengel, Metzger, Barr and Town-Naomi Kingsley is Looking Through Accounts to see where the Discrepancy is
  - US Light and Solar-Duval Road-DONE-Hooking up Electric to Somewhere Else
    - Wanted to Add 7 Acres to Their Initial Pilot, Can't Do-Need to Start Process Over
  - New York State Auditors-Still Requesting Information
  - AARP Funds Available
  - Beaver Dams-Morland Solar-Nothing New
  - 2022 Budget-Shortfall-No Tracking for It
  - WGI Solar-Next Big Project
    - 14 Semi-Truck per day with Materials
    - Host Community Benefit?
    - Harter-Seacrest-No Plan Received Yet
- Deputy Supervisor Hammond-Nothing to Report
- Bookkeeper Billie Jo Carnes-Nothing to Report
- Superintendent of Highways Yaw
  - Oil and Stoned with Vestal-9 Miles: Coykendall, Gano, Cronk, Price, and VanZandt Hollow Roads
  - Using Excavator to Pull Material Under Guard Rails
  - #10 Back from Warranty Work from Batavia Freightliner
  - Mowing Town Roads
  - Added Gravel to some Dirt Roads that Needed Material
  - Sale of Oshkosh fell through, Buyer Backed-Out, No Other Bidders Wanted It
  - Rebuilt Sweeper in Tractor, Pumps Leaking and Needed Brushes for the Oil and Stone Roads
  - Took CPR, First Aide, and Mine Safety Training
- Code Officer Trembly-May Report emailed to Board & filed in Clerk's Office 6/13/2022

-Planning Board:

- Agenda Submitted for the May 24, 2022 Meeting-Filed in the Town Clerk's Office
- Minutes of the May 24, 2022 Meeting Submitted-Filed in the Town Clerk's Office
- Special Use Permit Granted to Alan Mathern @ 3326 Beaver Dams-Moreland Road  
-4.0 Mega-Watt Solar Ground Mounted Solar Farm

-Zoning Board of Appeals-Nothing to Report

-Town Court

- Petty Cash for April & May 2022 Submitted, Monthly Check-List for April 2022 Submitted-Filed in the Town Clerk's Office
- Justice has asked for a Police Officer to be On-Duty during Court

-Committee Representatives:

- Environmental Management-Councilman Hertel-Nothing to Report
- Fire Departments-Supervisor Smith and Councilman Meehan-Nothing to Report
- Landfill-Councilman Meehan-Meeting Held
  - No Charge to Towns in the Budget
  - Wednesday, another Budget Meeting
  - Dug Road Landfill under Federal Jurisdiction
    - Village of Montour Falls may want to use it for Something
  - Irelandville Road Landfill-When last testing was done, the valves were left open

-Shelter Report-Emailed to All Board Members: 6/6/22-Filed in the Town Clerk's Office

RESOLUTION #61: TO APPROVE THE TOWN CLERK'S REPORT FOR MAY 2022

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

APPROVED: AYES: 4 NAYES: 0

RESOLUTION #62: TO APPROVE THE MINUTES OF THE MAY 2022 TOWN BOARD MEETING

On Motion by Deputy Supervisor Hammond, seconded by Councilman Hertel, Resolution was

APPROVED: AYES: 4 NAYES: 0

RESOLUTION #63: TO APPROVE THE MAY 2022 AUDIT (EXCLUDING \$1044.00 CARQUEST BILL (\$10.44) AND THE LINDE \$220.00 (INCLUDED IN PREVIOUS LINDE BILL IN MAY AUDIT)

On Motion by Deputy Supervisor Hammond, seconded by Councilman Hertel, Resolution was

APPROVED: AYES: 4 NAYES: 0

General Fund-Town Wide	Claims A 2433-2454	\$ 23,987.19
General Fund-Outside Village	Claims B 2455-2459	\$ 370.47
Highway Town Wide	Claims 1657-1670	\$ 2,789.26
Highway-Outside Village	Claims 1671-1673	\$128,453.77
Special Water Fund	Claim 459	\$ 90.48
Special Sewer Fund	Claims 456-458	\$ 4,716.03
Trust & Agency	Claims 347-352	\$ 7,520.44

SUPERVISOR'S REPORT:

BUILDING IMPROVEMENT RESERVE	\$ 275,612.32
GENERAL FUND SAVINGS	\$ 82,067.09
GENERAL 0445	\$1,879,780.23
GRANTS	\$ .01
HIGHWAY 0437	\$ 645,821.12
HRA	\$ 48,000.57
HIGHWAY EQUIPMENT RESERVE 0478	\$ 85,368.07

HIGHWAY PROJECT RESERVE 0494	\$ 210,247.69
SEWER RESERVE	\$ 9,752.36
TA 0452	\$ 4,467.90
TAX COLLECTOR	\$ 0.00
TOWN CLERK	\$ 0.00
WATER RESERVE	\$ 22,335.44
WS 0460	\$ 118,854.02

RESOLUTION #64: TO APPROVE THE SUPERVISOR'S REPORT FOR MAY 2022

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

CORRESPONDENCE:

- Email-ARC (FEDERAL) Grant Funding Available
- Hunt Engineers-looking to tie Town of Dix to Village of Montour Falls Water
- For Back-Up for Schuyler Hospital
- Email-new Address for Town Justice Kristina Vondracek

NEW BUSINESS:

RESOLUTION #65: TO APPROVE NEW TOWN POLICIES FOR: CELL PHONES, COMPUTER USEAGE, CREDIT CARD USE, AND TRAVEL EXPENSES

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

- New Town Hall 2022
- SEQR for New Town Hall-Done in 2018
- Need Bond Resolution for New Town Hall

RESOLUTION #66: TO APPROVE A BOND RESOLUTION FOR \$379,000 FOR THE NEW TOWN HALL

On Motion by Councilman Ervay, seconded by Councilman Hertel, Resolution was APPROVED: AYES: 5 NAYES: 0

ROLL-CALL VOTE:

Supervisor Smith	Aye
Deputy Supervisor Hammond	Aye
Councilman Meehan	Aye
Councilman Hertel	Aye
Councilman Ervay	Aye

- Code Enforcement has asked for a Petty Cash Amount

RESOLUTION #67: TO APPROVE \$100 FOR CODE ENFORCEMENT PETTY CASH

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

- Oshkosh didn't sell at Auction's International-What does to Town of Dix Board want to Do?
- How long would it take to drive it to Wyoming?
- (Deputy Supervisor Hammond's Brother lives there, he may want it.)
- Consider Selling it in the Fall Auction

RESOLUTION #68: TO PUT THE OSHKOSH TRUCK BACK IN-SERVICE FOR NOW, TAKE OUT OF SURPLUS

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

ADJOURNED MEETING: 8:20 PM

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

## Town of Dix

### Computer Systems and Internet/E-mail Service

Policy Statement - the purpose of this policy is to provide the following requirements for the use of Town-owned computer systems and internet/e-mail service. The term "computer systems" in this policy shall also include the Town's voice mail system.

### Computer Systems

Property - All computer systems, hardware, software, and files are the property of the Town of Dix, this includes the messages created, transmitted, and stored on such systems and equipment.

Usage - all computer systems, hardware, and software provided to an Employee are provided for the purpose of aiding that Employee in the performance of the Employee's job functions. All hardware and software used is to be supplied by the Town of Dix. No unauthorized or unlicensed hardware or software may be used or installed on any Town-owned computer. Any hardware or software necessary to perform job duties should be requested of the employee's Department Head.

Town's Right to Monitor Computer Systems and Equipment - There is no guarantee of privacy when using Town-owned computer systems and equipment. The Town reserves the right to enter, search, and monitor Employee communications equipment and files, with or without advance notice, at any time in the normal course of business. Department Heads have the authority to inspect the contents of any computer equipment, data/files, or electronic mail (E-mail) of the subordinates in the normal course of their Supervisory responsibilities. In addition, the data/files of Department Heads and Supervisors may be inspected by the Town Board in the normal course of duty. This applies to all information, messages, and files that are created, transmitted, downloaded, received, stored, or deleted on such systems, including items that are password protected. Additionally, the Town has the authority to monitor and record each website, chat room and newsgroup visited on the internet, and every E-mail message and file transfer into and out of the Town's network. The Town may also monitor each Employee's internet activity and usage patterns to ensure that the Town's resources are being utilized for appropriate business purposes. Any

Employee who is required to have a password must submit that password to the IT Department (STC Computers).

Prohibited Uses - In addition to the requirements set forth above, the following uses of Town-owned computers and equipment are prohibited. This list is meant to be illustrative, and not exhaustive.

- Any illegal activity.
- Threats or harassment.
- Slander or defamation.
- Transferring, viewing or storage of obscene or suggestive messages or graphic images.
- Any unauthorized commercial activity.
- Accessing or attempting to access the data/files of another person, unless otherwise authorized as necessary in the course of performing Town business.
- Using or aiding in the unauthorized use of another person's password.
- Harming or destroying data/files (other than editing or deleting information in the normal course of one's job duties).
- Use of non-business software.
- Gambling.
- Use of entertainment software, such as games and puzzles.
- Installation or use of any hardware or software, not authorized by the Town.
- Installation or use of Town-owned hardware or software for any use that is not Town related business.
- Installation or use of any unauthorized or unlicensed hardware or software.
- Installation of any software containing viruses.

#### Internet/Electronic Mail Requirements

Eligibility - Internet/E-mail service may be provided to Employees who can demonstrate a work-related reason to have access. Approval must be given by the Employee's Department Head or the Supervisor.

Proper Usage - In addition to the prohibitions set forth in the above paragraphs, any activities prohibited for any other general computer user is also prohibited with respect to Internet/E-mail service usage.

Employees are expected to communicate in a manner that will reflect positively on both themselves and the Town of Dix.

Additionally, it is the responsibility of the Employee to adhere to the following requirements:

- E-mail must be used in a professional manner.
- Messages must not be threatening, insulting, obscene, abusive, or derogatory.
- Messages must not include content that constitutes sexual harassment.
- Chain letters are illegal and must not be transmitted through E-mail.
- Employees are responsible for saving any E-mail that they want to keep permanently.
- Messages must not involve personal sales or solicitation or be associated with any for-profit outside business activity.
- Messages must not potentially embarrass the Town of Indian Lake.
- Passwords should not be given to anyone other than the Employee's Department Head or Supervisor.
- Internet must not be used for the propagation of computer viruses.
- Internet must not be used for the personal recreational activities or business (e.g. online games).
- Participation in non-business internet chat groups or instant messaging is prohibited.
- As a security precaution, a work station must not be left signed onto E-mail or the internet while unattended for a long period of time (or overnight). Each Employee must log off the network when not in use and power down at the end of the day.
- Employee Internet /E-mail usage may be subject to filtering and may be monitored.
- Employees should be aware that deletion of any E-mail message or file does not truly eliminate that message or file from the system. All E-mail messages are stored on a central back-up system in the normal course of data management.

Reliability - Users should be aware that because the internet is a collection of computer networks with no single central authority over information consistency, data is subject to inaccuracies. The Town is not responsible for loss or damage to a user's data or for the reliability of information that is obtained via the internet service. Also, this information must be used in accordance with applicable copyright Laws.

Reporting of Violations - anyone with information as to a violation of this policy is to report said information to the Employee's Department Head. Once the Employee's Department Head is informed of the violation, a formal process, consistent with this Employee handbook and/or applicable Law, will begin.

Adapted: 5/9/22 by Town Board Resolution

Rev 1



## Travel Requests/Expense

### Reimbursement

All Town employees must submit a travel request for permission for all travel on town business, including out of state travel, whether reimbursement is requested or not. A copy of the documentation describing the travel, as well as any costs involved, shall be attached to the request. Travel requests are approved by Town Board.

### Mileage

The first option for travel reimbursement must include a request to use any available Town vehicle before any personal vehicle will be eligible for reimbursement. In the event a Town vehicle is not available, an employee shall be reimbursed mileage for use of their own personal vehicle as set forth in Organizational Meeting, upon presentation of a properly executed voucher including odometer readings. Mileage will not be reimbursed for in-county travel.

No mileage reimbursement shall be paid to any employee for travel from his or her home to their normal place of business. Additionally, no mileage reimbursement shall be paid for any travel between various town offices other than provided by law, or specifically client related services such as client transportation, visitation, inspection services or meal deliveries.

### Meals and Other Expenses

Town employees may be reimbursed for expenses, such as meals, parking, tolls, registration, lodging, etc. upon presentation of properly documented vouchers with original receipts and approved travel requests.

Meal expenditures shall be reimbursed with the following limits:

Breakfast \$15.00

Lunch \$15.00

Dinner \$30.00

The aforementioned amounts are the maximum amounts that will be paid for any one given meal except under one of the following circumstances:

1. You are required to purchase all three of your meals for a given day and have been authorized the maximum amount of \$60.00, you may divide the cost any way you wish so long as the total meal allowance for the day does not exceed \$60.00, however, you must have original receipts and approved travel request attached to your reimbursement voucher or reimbursement will be denied. No Alcohol purchases will be reimbursed.

2. You are attending a conference, breakfast, lunch, dinner meeting or banquet outside the County for which you have no control over the cost of the meal or what can be ordered but must purchase a ticket at the price offered and eat whatever is served. Under the aforementioned circumstances there will be no set limit for meal reimbursement, however, you must still attach to your reimbursement voucher either your original conference receipt or meal receipt and approved travel request or reimbursement will be denied.

Other expenses such as parking, tolls, registration, lodging, etc. shall be reimbursed upon presentation of a properly documented voucher with original receipts and approved travel requests.

#### Town-Owned Vehicles

Certain Town employees are provided a town owned vehicle to perform these services. Such vehicle being used by an employee shall not be used for personal business. All Town vehicles are to have the Town seal prominently displayed on the vehicle. Additionally, anyone driving a Town vehicle will abide by the following safe driving standards:

- Safe, defensive driving at all times.
- Maintenance of a valid driver's license.
- Always use a seat belt and advise passengers accordingly.
- Never drive under the influence of drugs or alcohol or use tobacco in the vehicle.
- Never drive while using a cellular phone in accordance with the Town Cell Phone Policy
- Inspect vehicle prior to driving and report any mechanical problems or body damage immediately.
- Report any on-the-job accidents or moving violations regardless of when they occur to the supervisor immediately and cooperate fully with insurance claim investigation.
- Report any medical conditions and/or doctor prescribed medications that may impact ability to operate vehicle.

It is understood that the Supervisor may check anyone's driving record, if using a town-owned vehicle, at any time they deem appropriate. Failure to comply with the above-described standards may result in loss of use of a town-owned vehicle and disciplinary action up to and including termination

Adapted: 5/9/22 by Town Board Resolution

Rev 1

## Town Credit Card Use by Town Employees

### Policy Town of Dix

Credit card use. The Town approves the use of credit cards as a convenient way of procuring relatively inexpensive items. This policy ensures that these cards are used only for approved, actual and necessary expenditures by monitoring their use. All expenditures must follow the Procurement Policy of the Town.

A. Issuance. Credit cards shall be issued only through the Bookkeeper and shall be made available to the holders of following positions: Town Supervisor, Superintendent of Highways, Clerk, and Bookkeeper. Additional positions may be added at the discretion of the Town Supervisor with the approval of the Town Board. Cards shall be issued in the name of specific individuals to help maintain accountability. The Clerk/Bookkeeper shall conduct a periodic analysis of individual credit card users. This should examine the continued need for the card, and the nature and type of purchases being made and report it monthly to the Town Board. The master credit card lists will be reviewed annually.

B. Use. The use of Town-issued credit cards for personal expenses is expressly prohibited. Cards that allow cash advances or cash back from purchases shall not be issued. Reasonable credit limits for each purchase, transaction, and/or for the total on the card shall be established by the Bookkeeper. When a card is used for "emergency purposes," the user shall be required to clearly document the emergency situation that justified the need. Phone, fax and Internet purchases must have the prior approval of the Town Supervisor or his/her deputy.

C. Security of issued cards. Purchases will be reviewed monthly by the Clerk/Bookkeeper, and reconciliation of credit card bills will be made available to Town Board members as part of their monthly audit. At least two different individuals shall be involved in the approval, verification, and payment of credit card claims. Under no circumstance shall the holder of the card be involved in this review. The Town Supervisor shall have the authority to address inappropriate charges by deducting from an individual's pay an amount equal to those charges. Lost or stolen cards will be cancelled immediately. Cards held by those who leave employment will be cancelled immediately. Card holders must be prepared to prove that purchases were actually received.

D. Documentation. All receipts shall be itemized. No claim will be paid without appropriate documentation as determined by the Clerk/Bookkeeper. Credit card statements will be reconciled to the itemized receipts and invoices.

Adapted: 5/9/22 by Town Board Resolution

Rev 1

The Town of Dix has a number of Departments that have employees who are regularly in the field and out of telephone contact. For a variety of reasons, including those of both a programmatic and safety nature, these employees should be able to be in direct contact with both their main offices and emergency personnel.

#### POLICY

Benefits can be gained, by the Town, in both adopting and implementing a policy addressing cellular phones and their controlled and limited usage within specific Town Departments.

#### SCOPE

This procedure establishes the cellular phone acquisition and usage policy for Town.

#### ASSESSMENT OF NEEDS

Town Departments need to be approached to ascertain the usefulness and need for this technology in their operations more accurately. If the use of a cellular phone(s) is warranted, the Department Supervisor will be required to submit a written justification of need in a prescribed format. This justification will be submitted for each cellular phone requested. This written documentation will be submitted to their committee and requires a committee agreement for approval.

In making this determination of need, it is suggested that the following factors be used as measures of this need. These factors would include frequency of travel in isolated areas of the Town, nature of work performed, need to have immediate contact with a main office, safety issues, productivity issues, funding available and general usefulness to departmental operations.

Once approved by the Department's Committee a cellular telephone can be ordered asset forth below and placed into use with the department. Each time a new cellular phone is requested this process is to be followed.

#### SELECTION OF A VENDOR

The towns Supervisor shall review cell phone costs and providers from time to time and make recommendations to the Board based on best service for our area and best cost and features provided. If change is recommended by the Town Supervisor, it shall be taken to the Board for approval.

The Bookkeeper shall make all Town purchases of cellular telephones and related service and operating plans. Purchases will be made by the Bookkeeper pursuant to a purchase requisition signed by the Department Administrator. The appropriate Committee approval shall be attached to the

purchase requisition. The Bookkeeper shall maintain necessary records showing the number and type of cellular phones purchased, to whom the phones were assigned and the unassigned phones in inventory, if any.

#### ASSIGNMENT OF CELLULAR PHONES

Phones are to be assigned based on their approved usage. Each phone should be assigned a separate number. When and wherever possible, cellular phones within a department should be assigned to an individual employee. An individual employee assigned a phone will be required to sign a Cellular Phone Letter of Agreement. The assignment of cellular phones will not be deemed a term or condition of employment.

#### TRAINING

Employees need to be trained in the use of cellular phones. Department Administrators will have the responsibility of insuring that employees are adequately trained in the proper use of this equipment and the policies governing their use.

#### USE IN VEHICLE

Town employees while operating a vehicle shall not use a cell phone no exceptions.

#### MONITORING OF PHONE USAGE

The use of Town-owned cellular phones will be for official county business only and only when the use of other communications equipment, such as standard telephones, call boxes, two-way radios, etc., is not feasible in the effective execution of official town duties. The Town should absorb the actual costs of cellular phone usage by approved units and employees. Town issued cellular phones are not to be used for personal or any other business, unrelated to the user's official Town's duties. Individuals supervising employees who are assigned cellular phones have the most knowledge of the anticipated business usage of these phones. Because of this working knowledge, the monitoring of cellular phone usage should be done at the lowest supervisory level appropriate. These supervisors should be provided monthly with a duplicate copy of the telephone bill. This bill should be shared with the actual employee using the cellular phone. To aid in the monitoring of cellular telephone usage, each affected department will be required to establish a revenue/appropriation(s) sub-account(s) in their respective Town's budget(s) where all cellular telephone usage costs are to be recorded. During the annual budget review all phone usage should be reviewed and adjusted if needed.

## CONFIDENTIALITY

Cell phones are not a secure way of communicating as there are monitoring devices on the market that can pick up their signal. Each Department shall instruct their employees as to the type of information that cannot be discussed over a cell phone.

## ENFORCEMENT

If it is found that a Town issued cellular phone has been used for personal or any other business, unrelated to the execution of official town duties, the said user will be subject to the following actions:

1. Directed to reimburse the town for the total cost of personal and other cellular phone use, unrelated to official town business; and
2. Subject to disciplinary action at the discretion of the Appointing Authority

Adapted: 5/9/22 by Town Board Resolution

Rev 1