

SOUTH BRISTOL TOWN BOARD MEETING

June 8, 2020

REGULAR MEETING

The Regular meeting of the South Bristol Town Board was called to order June 8, 2020 at 7:00pm online through WebX.

PRESENT

Daniel Marshall, Supervisor
Donna Goodwin, Councilwoman
Stephen Cowley, Councilman
Jim Strickland, Councilman
Scott Wohlschlegel, Councilman

RECORDING SECRETARY

Judy Voss, Town Clerk

OTHERS

Brian Perkins, Baird Couch, Mark & Donna Buckley, Joe Kohler, Ted & Gina Russell, Cathy Colby, Charlie Blake, Alan & Kristie Braun, et al

I. ROLL CALL

Supr. Marshall opened the meeting with roll call.

II. PLEDGE OF ALLEGIANCE

III. APPROVAL OF MINUTES

On a motion made by Councilman Wohlschlegel and seconded by Councilwoman Goodwin the minutes of the minutes May 11, 2020 Town Board Meeting were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

IV. PRIVILEGE OF THE FLOOR

Joe Kohler of Bristol Harbor thanked the Town of South Bristol for the resolution you passed last December in offering to be a collection center for the hurricane Dorian victims of the people of the Island of the Bahamas. It was very much appreciated Supervisor and I just wanted to acknowledge that and bring this message from the Dorian victims. I also would like to request if someone could decide; going south on Seneca Point Road, a few yards from the entrance of Bristol Harbor Resort on the right there is a "Caution" sign for pedestrian walking. The top and bottom of the sign is there but the human figure is missing and asked for a replacement.

Supr. Marshall said he'd check with the Highway Supt. and let him know.

Supr. Marshall spoke of the news received late this afternoon that the Developer of Everwilde Inn & Spa have withdrawn their application for the project.

V. COMMITTEE REPORTS:

HIGHWAY

Councilman Cowley read a summary he received from Supt. Wight: Following is a brief summary of events at the Town Highway Dept. in the last month. We have been quite busy

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getting the old highway building ready to come down. Stripping the roof, pulling siding panels off, stripping the interior. The asbestos removal is complete. This week, we will finish stripping panels and dismantle the framework. We are working on getting temporary power setup and the water system reorganized. I have had a couple trucks hauling stone for some chip sealing later this summer. Also busy with cutting the grass. And, roadside mowing will commence this week.

VI. OLD BUSINESS:
HIGHWAY GARAGE PROJECT

Supr. Marshall discussed the final contracts for the Highway Garage project and to discuss the schedule going forward. The contractors were concerned about getting the metal that was going to be needed for the building and it does appear as though we are starting earlier than they anticipated. That is good news for the Town. The primary objective is to get the main portion of the building completed before winter.

Supr. Marshall mentioned that the construction of the Highway garage will require 3rd party inspections and MRB Group sent out the bid. Three bids came back and the lowest bidder is \$14,060.00 from Terracon Consultant-NY Inc.

On a motion made by Councilman Strickland and seconded by Councilwoman Goodwin, Resolution No. 38-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

RESOLUTION NO. 38-2020
TOWN OF SOUTH BRISTOL

CONSTRUCTION CONTRACTS FOR THE NEW HIGHWAY BUILDING

WHEREAS, the Town of South Bristol Board (hereinafter referred to as Town Board) is in the process of demolishing the existing highway structure to accommodate a new highway garage. The new highway garage will be a pre-engineered metal building approximately 12,700 square feet located at 6371 State Route 64, South Bristol, New York. Property is currently owned by the Town of South Bristol.

WHEREAS, the project will require special inspections throughout the project which will include but not limited to soil testing, rebar inspection, concrete testing, masonry testing, welding and project coordination. MRB requested quotes from three (3) firms and the three (3) firms responded. The quotes ranged in cost from \$14,060.00 to \$21,762.00. The quotes are estimates and the final cost may vary depending on the number of tests required and time expanded.

WHEREAS, MRB has reviewed the quotes and found that they were complete. The low quote was submitted by Terracon Consultant-NY Inc. in the amount of \$14,060.00. The General Contractor will be responsible to coordinate with Terracon on when testing is required. Testing results will be submitted to MRB Group and the Town for review.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board accept the quote from Terracon Consultants-NY Inc. for an estimated amount of \$14,060.00 and award the Contract. The Town Board further resolves that the Supervisor be authorized to sign the cover page on the quote approving the special inspection proposal.

Motion made by Councilman Strickland: Seconded by Councilwoman Goodwin.

The above Resolution was adopted on June 8, 2020 by the South Bristol Town Board.

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VII. NEW BUSINESS

RESOLUTION - PLANNING BOARD EVERWILDE REVIEW

Supr. Marshall said that the next step for the Town Board for the Everwilde Project was to accept the resolution by the Planning Board which stated that they were content not to have to review the Everwilde application. Being that the application has been withdrawn, asked the Board if they want to accept the Resolution.

Councilwoman Goodwin said it would be on record. Supr. Marshall agreed.

On a motion made by Councilwoman Goodwin and seconded by Councilman Strickland, Resolution no. 39-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

RESOLUTION NO. 39-2020

AMENDED RESOLUTION 1-2020

At a meeting of the Planning Board of the Town of South Bristol on the 20th day of May 2020;

WHEREAS, on February 10, 2020 the Town Board referred the application of Everwilde Inn and Spa for designation of a site on Seneca Point Road as a Planned Development District (PD) back to the Planning Board for further review;

NOW, THEREFORE, upon motion made by James Ely and seconded by Michael Staub, it is;

RESOLVED, that in light of significant changes in the application for the proposed Everwilde Project since the Planning Board adopted, by divided vote, a Report and Recommendation on April 29, 2015 recommending approval of the application, the Planning Board hereby:

1. Rescinds and annuls its 2015 Report and Recommendation, and
2. Returns the Everwilde application to the Town Board for further consideration without recommendation.

Dated: May 20, 2020

Vote of the Board:

Mary Ann Bachman – Aye

James Ely – Aye

Ralph Endres – Aye

Ann Jacobs – Aye

Ann Marie Rotter – Aye

Michael Staub – Aye

Bessie Tyrrell – Aye

By Order of the Planning Board of the Town of South Bristol.

RESOLUTION – RECORDS RETENTION SCHEDULE

Supr. Marshall explained that the New York State Archives has issued an updated schedule for records retention requirements that needs to be adopted by the Town. The document is called LGS-1 and replaces the MU-1 retention schedule.

On a motion made by Councilman and seconded by Councilman, Resolution No. 40-2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

RESOLUTION NO. 40-2020

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WHEREAS, the New York State Archives is revising, and consolidating is local government records retention and revision schedules, and

WHEREAS, it will be a single comprehensive retention schedule for all types of local governments, and

WHEREAS, this change, known as LGS-1 will become effective August 1, 2020, and

WHEREAS, local governments must approve this change by resolution, now therefore be it

RESOLVED, South Bristol approve and accept the NYS Archives change to LGS-1, and
RESOLVED, a copy of this resolution be filed with the Town Clerk.

EMPLOYEE HANDBOOK UPDATE

Councilwoman Goodwin explained that she met with the Assessor and the Planning Board secretary and we realized some of the previous changes from the original handbook were not included and took a few days and mirrored it back to the previous vacation and time-off benefits. Those changes were made, and the handbook is now up to date. There was a discussion as to about the holiday falling on a day that is not a work-day and do the employees get paid for that holiday? The original handbook reflected that Regular Part-time and Regular Full-time get the 7 paid holidays and 3 floating holidays, it is the part-time employee that work less than 20 hours are the ones that do not get paid.

Supr. Marshall mentioned that the employees at the Transfer Station are affected by the less than 20 hours workweek.

Councilwoman Goodwin agreed.

Councilman Wohlschlegel agreed.

Discussion. Supr. Marshall asked Councilwoman Goodwin to write a synopsis to highlight the changes and get that information to the employees.

Supr. Marshall wanted to mention that he and Councilman Cowley went over the Bristol Harbor and met by some residents from the HOA down on the beach. We had the opportunity to see firsthand some of the things that they are concerned about down on the beach and discussed a fence. We then did go up to the Community Center and met with the members of the Executive Committee and had a very nice conversation. We discussed the various issues that are occurring having a serious effect on the residents at Bristol Harbor and we are going to try and work together. Supr. Marshall thought it was a productive meeting and cleared up any misunderstandings effectively; met the new HOA President and offered to attend one of their meetings.

VIII. REPORTS:
ASSESSOR

Supr. Marshall said there is no report this month for the Assessor who is just finishing up Grievance and the Board of Assessment Review.

CEO

Supr. Marshall read the CEO Report: 14 building permits issued, 28 inspections conducted, 7 certificates of compliance, 0 certificates of occupancy. Logged 221 miles on the Town vehicle. No timber harvest permits, fireworks issued.

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On a motion made by Councilman Wohlschlegel and seconded by Councilman Strickland, the May 2020 CEO Reports were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

TOWN CLERK/TAX COLLECTION

On a motion made by Councilwoman Goodwin and seconded by Councilman Cowley, the Town Clerk’s Report for May 2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

**IX. ACCOUNTING:
SUPERVISOR’S REPORT**

Supr. Marshall read from the Executive Summary, as of May 31st, \$2,504,536.00 in the bank. We received this month was low, \$12,716.00 in revenue; the Town should average about 41% of the budget for this time of the year and under the General Fund we are only at 11.23% and Highway at 36.96%. Supr. Marshall noted that there have been significant cutbacks on the Highway spending

On a motion made by Councilman Cowley and seconded by Councilwoman Goodwin, the Supervisor’s Reports for April 2020 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

BUDGET TRANSFER

On a motion made by Councilman Strickland and seconded by Councilwoman Goodwin, the Budget Amendment was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

Transfer From	A1410.4	Town Clerk Contr	to
	A1330.4	Tax Collect Contr	\$20.00

APPROVAL OF VOUCHERS

On a motion made by Councilwoman Goodwin and seconded by Councilman Cowley, Abstract No. 6, totaling \$37,897.47 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

EXECUTIVE SESSION

Supr. Marshall mentioned that the Board needs to move into Executive Session to discuss a personnel matter.

On a motion made by Councilman Wohlschlegel and seconded by Councilwoman Goodwin the Board moved into Executive Session. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

At 7:43pm the Board moved into Executive Session and out at 7:51pm.

On a motion made by Councilman Wohlschlegel and seconded by Councilwoman Goodwin, the Assessor’s request for time off was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Goodwin, Wohlschlegel, Cowley and Strickland.

XI. ADJOURN: 7:53PM

Respectfully submitted:
Judy Voss - South Bristol Town Clerk