

TOWN BOARD MEETING

January 13, 2020

6:00 P.M.

PRESENT:

Councilpersons: Kevin Armstrong, Leonard Govern, Luis Rodriguez-Betancourt, Patty Wood, Supervisor Joseph Cetta, Supt. Of Highway Walt Geidel, Attorney Carly Walas and Town Clerk Ronda Williams

ABSENT:

OTHERS PRESENT:

M, Graydon Dutcher – Soil and Water, Stephen Dutcher, Lillian Browne – The Reporter, Martin Way, Sharon Way

FLOOR TIME:

Graydon Dutcher, Stream Program Coordinator for Soil and Water Conservation District presented “A Decade look at Stream Projects from The Walton Flood Commission”.

Mr. Dutcher explained that this all started with a Management Plans that were developing in 2006 and the first Flood Plan Mitigation project was behind the Walton County Store.

He went on to provide a timeline, details and cost associated with projects in the area. He contributes the hard work of Liz Bowie and Jessica Rowel for their diligent in finding grant funding and crediting Sue McIntyre for waiving tipping fees that resulted in a \$380,000 project savings.

Discussion took place on the Water Street Project and the benefits this will have to Delaware Street. He stated this project alone removed 52,000 cubic yards of fill from the flood plain that had been a dumping site since 1905.

Mr. Dutcher also explained the need for the steel panels along the banks of the Delaware River and South Street. He stated that South Street was actually crumbling into the river due to the soil conditions. The sheet panels had to be driven 30’ into the ground in order to hold up 7’ of soil.

Supervisor Cetta stated the importance of having people in these positions for years and to be able to understand the importance of these projects. “Their persistence and patience to move these projects forward. We all need to also realize that Soil and Water does not just work with Walton, but all of Delaware County.”

RESOLUTION #27

APPROVAL OF MINUTES

A motion was made by Councilman Armstrong, seconded by Govern approving the minutes of December 30, 2019 and January 2, 2020 as presented. All in favor, motion carried.

CODE ENFORCEMENT REPORT:

Monthly Summary Report was provided showing 4 building permits had been issued along with 18 inspections.

CEO Dutcher informed the Board that we are on a 5- year cycle for CRS and a visit has been scheduled for August 6, 2020. He is hoping that the County completes the All Hazard Mitigation Plan prior to this visit, as it could affect our points if it is not.

He reported that some of the LFA Plans may not be written to CRS standards and may have to be adjusted.

DOG CONTROL REPORT:

Martin J. Way, Jr.
Dog Control Officer, Town of Walton
129 North Street Walton,
New York 13856
December 2019
Dog Control Activity Summary

Complaints	3
Dogs Seized	1
Returned to Owner	0
Humane Society	1
Dangerous Dogs	0
Tickets Issued	0
Total Redemption Fees	0
Help Requested	1
Mileage	52 Miles

ASSESSOR REPORT:

None

SUPERINTENDENT OF HWY. REPORT:

Reported that C&S is working on the storm water grant and reminded that Board that they still have not been paid and will not until the work is complete.

Reported that the 1994 Federal Surplus truck received was not exactly what was advertised and the mechanic is working to getting it on the road.

Reported that he is currently watching a loader that is on the surplus site.

Superintendent Geidel supplied the Board with the annual Agreement to Spend Highway Funds in the amount of \$486,000.

RESOLUTION #28

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS

A motion was made by Councilman Govern, seconded by Armstrong granting permission for Highway Superintendent to expended \$486,000 for primary work and general repairs upon 97.62 miles of road. All in favor, motion carried.

TOWN CLERK’S REPORT:

Provided Financial Reports

Reported that I have received the warrant in the amount of \$4,185,979.28. We are now accepting partial payments and thus far have received 10. I am currently 19% collected which is about the same as last year this time.

Reported that the cash audits for the Town Clerk/Collector and Justice accounts has been performed with no findings and currently waiting for the written report.

SUPERVISOR’S REPORT:

Supervisor Cetta presented Local Law 1 of 2020 – a law to change the day for Grievance. He stated it was necessary as we have a shared assessor that has obligations to other towns. The proposed day of Grievance will be the Wednesday following the 4th Tuesday in May. A Public Hearing will need to be set for February 10, 2020 at 6:00 p.m. for anyone wishing to speak in favor or against.

RESOLUTION #29

PUBLIC HEARING

A motion was made by Councilman Govern, seconded by Rodriguez-Betancourt to set a Public Hearing for February 10, 2020 at 6:00 p.m. for anyone wishing to speak in favor or against Local Law 1 of 2020. All in favor, motion carried.

Supervisor Cetta presented the following policy on Credit Card Use. I informed the Board that the Town now has a credit card and needs to have this in place prior to issuing the cards to the respective employees.

**TOWN OF WALTON
CREDIT CARD USE POLICY**

I. PURPOSE

To establish internal controls and criteria for the use of credit cards issued to employees of the Town of Walton for the purpose of conducting Town Business.

II. OVERVIEW

The use of credit cards has been determined to be a convenient and cost-effective method of obtaining certain products and services for the Town. The primary purpose will be to pay vendor invoices within the centralized Accounts Payable department and will continue to follow the existing Town's purchasing policy. If payment in advance by credit card is required, additional purchasing may be conducted only if purchasing with the card will facilitate a specific advantage to the Town including, but not limited to, pricing or availability, travel and training costs.

III. PROCEDURE

For all transactions which occur within the Accounts Payable department, the purchasing will flow through the existing procurement process. The vendor payment will be made within the centralized Accounts Payable department once all existing procurement procedures and approvals have been completed.

For any additional purchasing the following will apply.

A. Issuance of Credit Cards

1. Cards will be issued at the discretion of the Supervisor and will be restricted to Supervisor, Superintendent, Town Clerk and Highway Mechanic to be used only on an as needed basis. The individual(s) the card is issued to is/are the "Responsible Party" for all supporting documentation related to all transactions placed with that card. All cards issued will carry low limits and will be adjusted as needed by the Superintendent to accommodate specific purchases upon gaining the appropriate approvals. The Superintendent shall maintain an up-to-date, written list of the names, positions (titles) and credit card account numbers for all cards issued
2. "As needed" is defined to apply only those individuals who are regularly authorized to make purchases and where the traditional procurement process will not work. Examples of these instances would be limited to when a vendor offers items and/or services at an advantage to the Town where payment in advance is required by a credit card and could also include pricing or availability.
3. The employee must sign documentation verifying his/her agreement to the conditions of use.

B. Use of the Credit Card

1. Use of the card will be restricted to Accounts Payable invoices that have been approved through the Town's existing procurement process. Additional purchases will be allowed only after the appropriate approvals have been granted for the specific commodity and individual purchase. Failure to comply will result in revocation of the card privileges for such responsible party.
2. At the point of purchase (internet, phone, point of sale terminal) where the card is used, all supporting documentation shall be submitted to the Accounting department according to the Town's existing procurement process. Failure to do so will result in revocation of the card privileges for such responsible party.
3. The credit card is to be used for the Town's business only. The use of a Town credit card to acquire or purchase goods and services for other than official

use of the Town is strictly forbidden and considered fraudulent use and may subject the responsible party to disciplinary action up to and including dismissal and/or criminal prosecution.

3. The use of a town-issued credit card shall in all respects be consistent with applicable laws and regulations, as well as guidance issued by the NYS Comptroller.

C. Unauthorized Credit Card Use

1. The credit card SHALL NOT BE USED for including but not limited to the following:
 - a. Personal purchases or identification.
 - b. A purchase that exceeds the Purchaser/Cardholder's single, daily, and/or monthly purchase limit.
 - c. Cash advances.
 - d. Purchase of alcohol or entertainment.
 - e. A Purchaser/Cardholder/Responsible Party who make an unauthorized purchase will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Purchaser/Cardholder/Responsible Party will also be subject to disciplinary action, which may include termination of employment.

D. Security

It is the cardholder's responsibility to immediately notify the Town of a lost or stolen card. Failure to do so will result in disciplinary actions

E. Separation

1. Prior to separation from employment from the Town of Walton, the Cardholder shall surrender the credit card held in their name if not already in the custody of the Town. It will immediately be shut down by the Supervisor.

F. Revocation of Credit Card Privileges

1. The issuance of a credit card to an employee is done at the discretion of the Supervisor, and may be revoked at any time.
2. Failure to comply with proper record keeping procedures as outlined in this policy will be cause to revoke the employee's credit card privilege.
3. Repeated loss or theft of any issued credit card will be cause to revoke the employee's credit card privilege. Failure to immediately report the theft/loss of a card upon discovery may also lead to revocation of the credit card privilege.

EMPLOYEE ACKNOWLEDGMENT FORM

I have received a copy of the Town’s Credit Card Use Policy adopted by the Town Board on _____. I agree to review the policy and abide by it at all times. I understand that questions about the policy should be directed to the Supervisor.

Name of Employee (Please Print)

Employee’s Signature

Date

RESOLUTION #30

CREDIT CARD POLICY

A motion was made by Councilman Armstrong, seconded by Govern to approve and adopt the Credit Card Policy as submitted. All in favor, motion carried.

COUNTY:

Reported that the awarded contractor for the demolition of Breakey Motors building is addressing an asbestos issue and they expect work to resume shortly.

Reported that Tiberio Custom Meats has had conversation with Code Enforcement Officer Dutcher and is excited about coming to Walton. He hopes to be up and running by the end of 2020.

Reported that after a conversation at the Village of Walton concerning the lack of water on Veterans Plaza, he reported that he and the Mayor will work something out.

Reported that he will plan to meet with the stake holders on the Host Community Benefit agreement soon.

COMMITTEE REPORT:

Councilwoman Wood informed the Board she is currently waiting to hear back from another electrician on the proposed additional lights and outlets at Veterans Plaza.

APPROVAL OF BILLS:

RESOLUTION #31

APPROVAL OF BILLS

A motion was made by Councilman Armstrong seconded by Wood approving the vouchers as presented for payment. All in favor, motion carried.

General Fund A	#1-19	\$ 9,105.06
General OV B	#1	\$ 33.37
General Hwy DA	#1-9	\$24,179.50

EXECUTIVE SESSION:

RESOLUTION #32

EXECUTIVE SESSION

A motion was made by Councilman Armstrong, seconded by Govern to enter into executive session for the purpose of a negotiations and a matter pertaining to a particular employee. All in favor, motion carried.

Entered 7:24 p.m.

Motion by Rodriguez-Betancourt, seconded by Govern to close executive session. All in favor, motion carried.

Out 8:16 p.m.

As a result of executive session, the following resolution was proposed.

RESOLUTION #33

HIRE JUDGE TO ASSIST TOWN COURT

A motion was made by Councilman Govern, seconded by Armstrong to appoint Judge Gay Merrill of Hamden to assist the Walton Town Court on an as needed basis upon the death of Judge Paul A. Lauser. Judge Merrill will receive \$150.00/week as needed with an additional \$75.00/day per trial. All in favor, motion carried.

With no further business before the Board, the meeting was adjourned 8:25 p.m.

Respectfully submitted,

Ronda Williams
Town Clerk