

REGULAR TOWN BOARD MEETING
November 13, 2018

The Regular Meeting of the Burke Town Board was held on November 13, 2018 at the Burke Town Court House. Supervisor Bill Wood declared the meeting to order at 6:57 P.M. The Pledge of Allegiance to the Flag was said.

Roll Call:	
Councilman:	Arnold Lobdell Jim Otis Tim Crippen
Supervisor:	Bill Wood
Supt. of Highways:	Larry LaPlante
Town Clerk:	Elizabeth Downing
Bookkeeper:	Judy Dumont
Code Officer:	Jim Dumont

A motion to accept the October 9, 2018 minutes as read was made by Tim Crippen and seconded by Jim Otis. Roll Call: Arnold abstain, Tim aye, Jim aye and Bill aye.

No Public Comments were made.

New Business:

1. Jennifer Bracy, from the Burke Adult Center, addressed the Board. They currently serve 52 clients with Meals on wheels in the Burke area. They are looking to add more board members.
2. Judge Miller is required to have an annual audit of the Justice Court performed by the Board. Councilmembers Bill Wood and Tim Crippen will perform the audit on Wednesday, November 14, 2018.
3. Justice Grant funding will be awarded in 2019. The Board will see if additional items can be added to the application.
4. The Franklin County Board of Elections has informed Supervisor Wood that newly elected Councilman Patrick Downing can be appointed to serve prior to his term beginning on January 1, 2019 if appointed by the Board. The Board decided to wait until his January 1, 2019 term commences.
5. The state of New York is requiring local governments to establish a Sexual Harassment Policy and require employees to attend mandatory training. The Town of Burke will work on this new requirement.
6. The Village of Burke will need to work on the NYS Volunteer Firefighter Cancer Benefit Program.
7. Endyne Labs tested the water at the Burke Town Courthouse in October 2018. The Board will determine what future water testing at the Courthouse should be performed and what frequency of testing will be required.
8. The Burke Justice Court receives cash from persons appearing before the court paying fees and fines. Petty cash funds of \$100.00 was requested to provide change. Resolution 10-2018 – A motion was made to pass a resolution to provide \$100.00 in petty cash funding for the Justice Court by Arnold Lobdell and seconded by Tim Crippen. Roll call: Arnold aye, Tim aye, Jim aye and Bill aye.

The Highway Committee did not meet.

Highway Superintendent Larry LaPlante's Report:

1. Upstone Materials Inc. has requested additional payment of \$2,910.50 from the Town of Burke for materials they forgot to include in the quote for blacktopping materials provide to the Town of Burke. This oversight also occurred to several other neighboring towns and Franklin County. This issue will be discussed at a Highway Superintendent's meeting on Wednesday, November 14, 2018. CHIPS funding has already been requested on bills submitted by Upstone Materials Inc. and additional payment would not be able to be made to the Town of Burke until March of 2019. A motion was made by Arnold Lobdell and seconded by Jim Otis to not pay for the increase on the

quoted price for a mistake made by Upstone Materials Inc. for materials already received, billed for and paid for by the Town of Burke. Roll call: Arnold aye, Tim aye, Jim aye and Bill aye.

2. Unpaved roads have been graded.
3. The highway department has been using the new Tractor/ mower and are happy with its performance.
4. The 1996 Ford has had to have a hub replaced. Larry informed the Board that finding repair parts for this truck is getting difficult and it may need replacing soon.
5. Larry would like to keep the old tractor with bucket for now. It is a good backup if we have unanticipated issues with the loader. The Board agreed.
6. Due to losing Dylan Johnston at the Highway Department, Larry has been looking for a new Highway Employee. Bill Dupee is a good candidate, but he needs to schedule a road test in a standard transmission truck since his CDL only allows him to drive in a truck with an automatic transmission.

Old Business:

1. Some of the Board members received complaints from Burke citizens on Election night about the absence of the outside lights. The Board will work on getting an electrician to determine the problem and repair the issue.
2. The Board determined that the Town of Burke does need a credit card that can be used by the Burke Bookkeeper to purchase the QuickBooks's monthly payroll software. It can also be used to purchase other goods for the Town of Burke. A motion was made by Tim Crippen and seconded by Arnold Lobdell to obtain a credit card for the Town of Burke with a monthly credit limit of \$1,500.00. Roll call: Arnold aye, Tim aye, Jim aye and Bill aye. Supervisor Bill Wood, future Bookkeeper Linda Trudell and Town Clerk Elizabeth Downing will be authorized to use this card.
3. An older fax machine is in the custody of Bookkeeper Judy Dumont. She has requested that the Town of Burke allow the Village of Burke to purchase the fax machine. The Town Board has agreed to donate the older fax machine to the Village of Burke.
4. The Burke Board has set a \$2,000.00 limit on a computer and required software to be used by the new Burke Town Bookkeeper.
5. The electric has been disconnected and the portable toilet has been removed from Seller's Field for the winter months.

The Code Officer collected \$186.00 for the month of October. A motion to accept the October 2018 Code Officers Report was made by Arnold Lobdell and seconded by Jim Otis. Roll Call: Arnold aye, Tim aye, Jim aye and Bill aye.

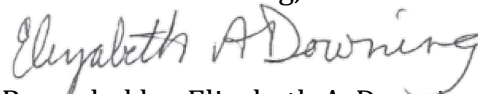
A motion was made by Tim Crippen and seconded by Arnold Lobdell to accept the October 2018 Financial Report. Roll Call: Arnold aye, Tim aye, Jim aye and Bill aye.

No Public Comments were made.

Bills were paid.

A motion to adjourn at 8:10 P.M. was made by Tim Crippen and seconded by Jim Otis. Roll Call: Arnold aye, Tim aye, Jim aye and Bill aye.

Respectfully submitted,
Elizabeth A. Downing, Town Clerk



Recorded by, Elizabeth A. Downing, Town Clerk