

# **TOWN OF FOWLER – TRANSFER MEETING MINUTES**

**DECEMBER 29, 2016 AT 10AM**

The Special Year – End Transfer Meeting for the Town of Fowler was held on the above date with all board members present excluding Councilperson Newvine and Councilperson Fayette. Also present was Deputy Town Clerk Tami Gale, Bookkeeper Barb Finnie, Assessors Robert Andrews, Sherry Geer, Robert Fuller, Highway Superintendent Durham, Vicky Cappellino, Richard Clement, and Diane Andrews.

Supervisor Cappellino called the meeting to order at 10:04 AM. Bookkeeper Finnie explained the purpose of the meeting and the year – end transfer of funds. There were a few areas that were over budget, including Justice Contractual, Town Hall Telephone Expense, Central Mailing and Printing, Superintendent Highways Contractual, Bookkeeper, Planning Contractual, and Assessor Contractual. There were items purchased such as new computers, fax machine, printer, and computer software that accounted for the overages.

Councilperson Simmons asked Highway Superintendent Durham about the Machinery Personal Services Overtime. Highway Superintendent Durham responded that the overtime was caused from keeping the trucks ready to go. Councilperson Bishop asked Highway Superintendent how much the bill was for the latest tow of a highway vehicle. Highway Superintendent Durham stated that he had made a phone call earlier in the day and the bill had not been prepared yet. After discussion, a motion was made by Councilperson Simmons and

seconded by Councilperson Bishop to approve the 2016 budget transfers. All in Favor. MOTION CARRIED.

Supervisor Cappellino reported that Justice Phillips had recommended that the Town stop the automatic deliveries of subscription Law Books for the Town Court. He stated that there is a surplus of unopened boxes of Law Books that can be obtained online, saving the Town a considerable amount of money. Justice Phillips also suggested donating the excess of the Law books to local Libraries. Supervisor Cappellino stated that he would have Town Clerk Kelly Harmer cancel the automatic deliveries of the books.

Councilperson Bishop asked Highway Superintendent Durham to look into a grant that would upgrade the current Fuel System at the Town Barn, helping to keep better track of the fuel usage. Councilperson Bishop recommended the credit card system that the NYS DOT uses would be worth looking into.

Councilperson Simmons recommended that the Town increase the fee for a bad check issued to the Town as well as an increase in prices for copies and faxes. Bookkeeper Finnie suggested that the Organizational Meeting for the Town on January 3, 2017 would be a good time to address the increases.

Bookkeeper Finnie addressed the board concerning adopting a General Fund Balance Policy, that the State encourages municipalities to have established. Bookkeeper Finnie provided the Board with a sample policy for them to view and it could be discussed further at the February 2017 Regular Town Board Meeting.

Supervisor Cappellino stated that the Town needed to hold a Public Hearing by January 21, 2017 to rescind and repeal Local Law #2 of 2016, overriding the tax levy limit for the Town of Fowler and authorizing the adoption by the Town of Fowler for a budget that requires a tax levy that is greater than the tax levy limit. After discussion, a Public Hearing date was set for Tuesday, January 10, 2017 at 10AM. The Public Hearing Meeting notice will be advertised in the Watertown Daily Times Saturday 12/31/16 edition and in the Tribune Press 1/6/17 edition.

Assessor Robert Fuller addressed the Board regarding a publication in the Tribune Press pertaining to Data Collection Cards not being filled out correctly. Assessor Fuller also handed letters to Town Supervisor Cappellino and the Board Members concerning the matter.

Supervisor Cappellino stated that both Jim Race and Darren Colton from the Real Property Office in Canton supplied the information to the Town regarding the Data Collection Cards. After discussion, it was decided that after the Transfer Meeting had concluded that a phone call via speaker phone would be made to Darren Colton concerning the matter.

Diane Andrews, President of the Board of Directors of Kilkarney Courts addressed Supervisor Cappellino and the Board concerning the December 6, 2016 Town Board Meeting and the passing of a Resolution to make the Kilkarney Court Facility Smoke Free. She stated that when the Town hired United Helpers to manage the Facility it relieved the Town of making this decision. She further stated that United Helpers management would be in charge of making such a decision, and any further contact from the Seaway Valley Prevention Council concerning

Kilkarney Courts and this matter should be addressed to herself (President of the Board of Directors of Kilkarney Court), or to United Helpers management.

The bills audited for the General and Highway Fund are #453 - # 483 with a total of \$18,751.24.

A motion was made by Councilperson Simmons and seconded by Councilperson Bishop to adjourn the meeting at 10:35AM. All in Favor.  
MOTION CARRIED.

Tami L. Gale; Deputy Town Clerk