

TOWN OF OAKFIELD
REGULAR TOWN BOARD MEETING
JANUARY 10, 2023

ROLL

CALL: Supervisor Martin
Deputy Supervisor Wolcott
Councilman Carroll
Councilperson Glor
Councilman Kabel

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Schultz
Assessor Flansburg
CEO/ZEO Mikolajczyk
Pam LaGrou, Town of Alabama
Jill Klotzbach, Town of Alabama

Supervisor Martin called the meeting to order at 6:30 pm; followed by the Pledge to the Flag.

Minutes of the 2022 Year End Meeting, Organizational Meeting, and Regular Town Board Meeting of December 13, 2022: **MOTION** Deputy Supervisor Wolcott, seconded by Councilman Kabel to approve the minutes as written.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

TOWN OF ALABAMA

Mrs. LaGrou and Mrs. Klotzbach approached the board asking if Oakfield would be in support of consolidation of courts. There are two ways to accomplish this; each town would eliminate one justice and the remaining justices would have concurrent jurisdiction. The other is to consolidate the Justice Courts, eliminate one justice from each town, giving said justices concurrent jurisdiction, and the towns involved would preside as one court system.

The Town of Oakfield tabled their decision until all towns involved can talk with their current justices, finding out who intends to run for office again, and if the justices/towns want to proceed.

This would not change that the Towns of Oakfield, Elba, and Alabama hold court in our building. **MOTION** Deputy Supervisor Wolcott, second Councilman Kabel to table this discussion until February.

CEO/ZEO

Mr. Mikolajczyk's report is available for review during regular business hours.

ASSESSOR

Working on updates for 2023.

**SUPERINTENDENT OF HIGHWAYS
ROADWORK UPDATE**

Survived the blizzard of 2023
Christmas trees almost down
Fixing snow fence

BUILDINGS & GROUNDS:
Everything is in good shape

CEMETERIES:
2 burials

PARKS:
All good

EQUIPMENT UPDATE:
All running well

LIBRARY:
N/A

MISCELLANEOUS:
N/A

TOWN CLERK

Abstract 1-2023—MOTION Councilman Kabel, second Deputy Supervisor Wolcott to authorized the following:

General Fund	2647-2666	\$22,119.22
Highway DA	917-921	\$ 5,694.32
Part Town B	300-302	\$ 1,478.22
	TOTAL:	\$29,291.76

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 1-2023—CONTRACT FOR SHARED SERVICES

Deputy Supervisor Wolcott offered the following:

WHEREAS the Town Board of the Town of Oakfield approves the request of the Superintendent of Highways, Michael W. Schultz to grant the Highway Superintendent of the Town of Oakfield the power to enter into contracts for Shared Services on behalf of the Town of Oakfield as it becomes necessary.

Second: Councilman Carroll

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 2-2023—AGREEMENT FOR EXPENDITURE FOR HIGHWAY MONIES

Councilperson Glor offered the following:

AGREEMENT between the Town Superintendent of Highways of the Town of Oakfield Genesee County, New York, and the undersigned members of the Town Board.

Pursuant to the provisions of Section 284 of the Highway Law, we agree that moneys levied and collected in the Town of Oakfield for the repair and improvements of highways, and received from the State for State Aid for the repair and improvements of highways, shall be extended as follows:

1. GENERAL REPAIRS. The sum of \$170,262.00 shall be set aside to be expended for primary work and general repairs upon 20.21 miles of town highways, including sluices, culverts, and bridges having a span of less than five feet and boardwalks or the renewal thereof.
2. PERMANENT IMPROVEMENTS. The following sums shall be set aside to be expended for the permanent improvements of town highways:
 - a. On the road commencing at ALL TOWN OWNED ROADS, a distance of 20.21 miles. There shall be expended not over the sum of \$96,262.00.

Executed in triplicate on this 10th day of January 2023

Supervisor _____

Councilperson _____

Councilperson _____

Councilperson _____

Councilperson _____

Town Superintendent of Highways

Witnessed by Town Clerk

Dated January 10, 2023

NOTE: This Agreement should be signed in triplicate by a majority of the Town Board and by the Town Superintendent of Highways. One copy must be filed in the Town Clerk's office, one in the County Superintendent of Highway's office, and one retained by the Superintendent of Highways.

Second: Councilman Kabel

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 3-2023—2022 ANNUAL CEMETERY REPORT

Deputy Supervisor Wolcott offered the following:

BE IT RESOLVED the Town Board of the Town of Oakfield accepts the 2022 Cemetery report as submitted and attached hereto.

REVENUES
2022 ANNUAL CEMETERY REPORT
TOWN OF OAKFIELD
(CARY, REED AND EAST OAKFIELD)

GRAVE OPENINGS:

Full	\$8,050.00
Cremation	\$4150.00
SALE OF PLOTS	\$4,800.00
Graves	
HEADSTONE FOUNDATIONS	\$3400.00
VAULT STORAGE	\$ 150.00
TOTAL:	\$17,150.00

Respectfully submitted,

Michael W. Schultz, Cemetery

Administrator

Second: Martin, Wolcott, Carroll, Glor, Kabel

CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 4-2023—MJ MECHANICAL BUILDING MAINTENANCE AGREEMENTS FOR 2023

Councilman Carroll offered the following:

WHEREAS, the Town of Oakfield had maintenance agreements for the HVAC Equipment; one contract for a one-time payment of \$1800 for the domestic hot water heater at the town; and quarterly payments of \$1875.00 for the HVAC.

Second: Deputy Supervisor Wolcott

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 5-2023—REQUEST FOR HIGHWAY SCHOOL

Councilman Carroll offered the following:

January 10, 2023

Request for Schools:

Superintendent of Highways, Michael W. Schultz requests Town Board approval to attend Highway Superintendents Schools, Highway Superintendents Fall Conference and any other school, seminar or training sessions pertaining to the position of Town of Oakfield Superintendent of Highways.

Michael W. Schultz

Town of Oakfield

Superintendent of Highways

Second: Councilperson Glor

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 6-2023—RESOLUTION AUTHORIZING PARTICIPATON IN THE YEAR 2023 JOINT YOUTH PROGRAM

Councilman Carroll offered the following:

WHEREAS, the Town of Oakfield has previously set up and administered a Joint Youth Program with the Village of Oakfield, Town of Alabama, and

WHEREAS, the Town of Oakfield's contribution to this joint project has most recently been approved in the amount of **\$6,150.00**, and such contribution qualifies for a fifty percent (50%) NYS State Aid reimbursement, or the maximum allowable according to the State Aid Eligibility Summary for the Program Year as provided by Genesee County Division for Youth; and

WHEREAS, the Oakfield Town Board has deemed this Joint Youth Project to be worthwhile and of distinct benefit to area Youth, and the Town wishes to continue participation in this youth project.

NOW THEREFORE, BE IT RESOLVED, that the Year 2022 Joint Youth Project as herein described, is approved, as is the Town's contribution of **\$6,150.00**.

Seconded: Councilperson Glor

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 7-2023—TRANSFER INTO HIGHWAY EQUIPMENT RESERVE

Deputy Supervisor Wolcott offered the following:

WHEREAS, there Highway Department being conscious of the budget has a fund balance for year 2022;

NOW, THEREFORE, BE IT RESOLVED that the Town Board of the Town of Oakfield authorizes \$100,000.00 to be transferred into the Highway Equipment Reserve account of NYCLASS.

Second: Councilman Kabel

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 8-2023—TOWN CLERK'S YEAR END REPORT 2022

Councilman Carroll offered the following:

WHEREAS, the Town Clerk has submitted the 2022 Year End Clerk's Report as submitted and is accepted into the minutes and attached hereto.

Second: Deputy Supervisor Wolcott

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 9-2023—CLERK’S AUDIT RESOLUTION

Councilman Kabel offered the following:

WHEREAS, it is required by law that an annual audit be conducted on the books of the Town Clerk; and

WHEREAS, the Town Supervisor has appointed Deputy Supervisor Martin and Councilman Wolcott to the audit committee; and

WHEREAS, the audit committee has fulfilled the task of auditing the books of Town Clerk Melissa M. Haacke for the year 2022;

NOW, THEREFORE, BE IT RESOLVED, that the audit committee has submitted a written review of the Town Clerk’s books, dated January 9, 2022, to the office of the Town Clerk, fulfilling the audit requirements for the year 2022.

Second: Councilperson Glor

Ayes: Glor, Martin, Carroll, Kabel, Wolcott

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 10-2023—RESOLUTION ACKNOWLEDGING THAT THE REQUIRE AUDIT OF THE COURT RECORDS AND DOCKETS WAS CONDUCTED

Councilperson Glor offered the following:

RESOLUTION ACKNOWLEDGING THAT THE REQUIRED AUDIT OF THE COURT RECORDS AND DOCKETS WAS CONDUCTED

WHEREAS, Section 2019-a of a Uniform Justice Court Act requires that Town Justices annually provide their court records and dockets to their respective Town Auditing Board, and that such records be audited and that fact be entered into the minutes of the Board’s proceedings; and

WHEREAS, an audit was conducted of the Town Justices records and dockets by the Town of Oakfield Audit Committee, which is Deputy Supervisor Kim Wolcott and Supervisor Matthew Martin.

NOW, THEREFORE, BE IT RESOLVED, the Oakfield Town Board hereby acknowledges that the required audit of the Court Records and Dockets was conducted and hereby directs the Supervisor to forward a copy of the audit report along with a copy of this resolution to the Chief Internal Auditor, NYS Unified Court System, 2500 Pond View, Suite LL01, Castleton-on-Hudson, NY 12033.

Second: Councilman Kabel

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

ONLINE AUCTION CONTRACT

MOTION Councilperson Glor, second Deputy Supervisor Wolcott to approve the Online Auction Contract attached hereto.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 11-2023—OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

Deputy Supervisor Wolcott offered the following:

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICIALS

WHEREAS, various sections of New York State Town Law and Public Officers Law require that certain officials execute and Official Undertaking; and

WHEREAS, we, the Town Board of the Town of Oakfield hereby require the Supervisor, Town Clerk, Tax Collector, Town Justice, and Highway Superintendent to execute said Official Undertaking as required by said law;

NOW, THEREFORE BE IT RESOLVED that we, the Town Board of the Town of Oakfield approve the document entitled “Town of Oakfield Official Undertaking of Municipal Officers” as to its form and manner of execution and the sufficiency of the insurance, and

BE IT FURTHER RESOLVED that said Official Undertaking containing the notarized signatures of those named municipal officials be filed in the Office of the Town Clerk, as well as the original copies of the insurance policies indicating the sufficiency of the sureties to indemnify the Town against losses which may arise from failure of such officials to properly discharge their duties.

TOWN OF OAKFIELD

OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

WHEREAS, **Matthew E. Martin**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Supervisor of the Town of Oakfield, and

WHEREAS, **Kim E. Wolcott**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Deputy Supervisor of the Town of Oakfield, and

WHEREAS, **Carol L. Glor**, of the Town of Oakfield, county of Genesee, New York, has been elected to the Office of Councilperson of the Town of Oakfield, and

WHEREAS, **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Clerk of the Town of Oakfield, and

WHEREAS, **Melissa M. Haacke**, of the Town of Oakfield, County of Genesee, New York, has been appointed to the Office of Town Tax Collector of the Town of Oakfield, and

WHEREAS, **Thomas A. Graham**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield , and

WHEREAS, **Randy Baker**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Town Justice of the Town of Oakfield, and

WHEREAS, **Michael W. Schultz**, of the Town of Oakfield, County of Genesee, New York, has been elected to the Office of Superintendent of Highways of the Town of Oakfield, and

NOW, THEREFORE, we as respective officers above, do hereby undertake with the Town of Oakfield that we will faithfully perform and discharge the duties of our office, and will promptly account for and pay over all moneys or property received as a Town Officer, in accordance with the law; and

This undertaking of the Town Supervisor is further conditioned upon that he will well and truly keep, pay over and account for all moneys and property, including any special district funds, belonging to the Town and coming into his hands as such Supervisor; and

This undertaking of the Town Clerk is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Clerk; and

This undertaking of the Tax Collector is further conditioned that she will well and truly keep, pay over and account for all moneys and property coming into her hands as such Tax Collector; and

This undertaking of the Town Justice is further conditioned that he will well and truly keep, pay over and account for all moneys and property coming into her hands as such Town Justice; and

The Town does and shall maintain insurance coverage, presently with NYMIR Insurance, in the sum of \$1,000,000.00 for the Tax Collector, Supervisor and Town Clerk to indemnify against losses through the failure of the officers, clerks and employees covered thereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered thereunder.

Dated: January 10, 2023

Town of Oakfield

Town Supervisor

Town Clerk

Tax Collector

Town Justice

Highway Superintendent

Deputy Supervisor

Councilman

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 12, 2021.

STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

On the _____ day of _____, 20 ____ before me, the undersigned, a Notary Public in and for said State, personally appeared _____, personally known to me or provided me on the basis of satisfactory evidence to be the individual whose name is subscribed to the within instrument and acknowledged to me that he/she executed the same in his/her capacity, and that by this signature on the instrument, the individual, or the person upon behalf of which the individual acted, executed the instrument.

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STATE OF NEW YORK:

:SS:

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STATE OF NEW YORK:

:SS:

COUNTY OF GENESEE

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NOTARY PUBLIC – STATE OF NEW YORK

The Town Board of the Town of Oakfield approved the foregoing undertaking as to its form and manner and the sufficiency of the surety, by resolution adopted on January 10, 2023.

Second: Councilman Kabel

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

LIBRARY LIAISON

Meeting is tomorrow night

SUPERVISOR

MOTION Councilman Kabel, second Councilman Carroll to accept the Supervisor's report as written.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

CARPET CLEANING

Deputy Supervisor Wolcott is getting cost estimates on cleaning the carpets throughout the town building.

ADJOURNMENT: MOTION Councilman Kabel, second Deputy Supervisor Wolcott to adjourn the meeting at 7:26 pm.

Respectfully submitted,

Melissa M. Haacke
Town Clerk