

TOWN OF OAKFIELD
REGULAR TOWN BOARD MEETING
JANUARY 9, 2024

ROLL

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

OTHERS

PRESENT: Town Clerk Haacke
Superintendent of Highways Schultz
Assessor Flansburg
Mark Masse, GCEDC
Rob Crossen, Town of Alabama
Maria Thompson, YMCA Batavia
Emma Thompson, Student
Talia Thompson, Student
Journey Ohlson, Student
Alea Groth, Youth Recreation
Dennille Marble, Little League
Stephanie Underhill, Little League

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

Minutes of the 2023 Year-End Meeting, 2024 Organizational Meeting, & December 2023 Regular Town Board Meeting—**MOTION** Deputy Supervisor Wolcott, second Councilperson Glor to approve the minutes as written.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

LITTLE LEAGUE

Part of GLOW travel league.
Games played against other towns.
Using the town park four nights a week.

Supervisor Martin asked if the announcement stand has been being used—Yes is the answer. Mrs. Marble and Mrs. Underhill stated that they use that and have items stored there as well.

GLOW YMCA BATAVIA

Maria Thomason and Josh Bender of the YMCA Batavia presented a slide show of the 2023 season.
Alea Groff, a 2023 Counselor spoke of how safe the program was, and how fun.
Three students/participants of the program presented that they enjoyed the season.

The program will run like 2023 in 2024 with the Y providing all supplies.
The 2024 Youth Recreation program will run from July 15th-August 16th, 2024.

MARK MASSE, GCEDC

Mark Masse addressed the Town Board of a proposal that will be presented to the Village to look at the feasibility of bringing sewer to the Village plant.
This would benefit everyone.
There is available capacity, but more studies will be conducted to ensure the needs of the future.
Connection may be easiest if done in front of the school; the Town owns that sewer line.
Possibly forming a committee to discuss these issues.
Plan for potential growth, information on STAMP, workforce development.

Supervisor Martin reminded Mr. Masse that the Town would still like help completing the connection of Town of Oakfield Water District 11B to the Town of Alabama.

ASSESSOR

Continuing to update for 2024.

SUPERINTENDENT OF HIGHWAYS

ROADWORK UPDATE

Plowing roads
Trees down except for 3

BUILDINGS & GROUNDS:

N/A

CEMETERIES:

N/A

PARKS:

N/A

EQUIPMENT UPDATE:

1 ton up to \$9600 on auction site
10-wheeler up to \$17600 on auction site

LIBRARY:

Still doing garbage, salt, sidewalks

MISCELLANEOUS:

N/A

TOWN CLERK

Abstract 1-2024—MOTION Councilman Kabel, second Councilman Carroll to authorize the following:

General Fund	2974-2991	\$39,127.56
Part Town B	343-345	\$ 1,591.67

Highway DA	1042-1048	\$ 8,363.51
Highway DB	436	\$ 862.01
	TOTAL	\$49,944.75

Ayes: Martin, Wolcott, Carroll, Glor, Kabel
MOTION CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 1-2024—CONTRACT FOR SHARED SERVICES

Councilman Kabel 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. 2-2024—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 9th day of January 2024

Supervisor _____ Councilperson _____

Councilperson _____ Councilperson _____

Councilperson _____

Town Superintendent of Highways _____

Witnessed by Town Clerk _____

Dated January 9, 2024

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 Carroll

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 3-2024—MJ MECHANICAL BUILDING MAINTENANCE AGREEMENTS FOR 2024

Councilman Kabel 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 \$1925.00 for the HVAC.

Second: Councilperson Glor

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 4-2024—REQUEST FOR HIGHWAY SCHOOL

Councilman Carroll offered the following:

January 9, 2024

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: Deputy Supervisor Wolcott
Ayes: Martin, Wolcott, Carroll, Glor, Kabel
CARRIED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 5-2024—TRANSFER INTO HIGHWAY EQUIPMENT RESERVE

Councilman Carroll offered the following:

WHEREAS, there Highway Department being conscious of the budget has a fund balance for year 2023;

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: Councilperson Glor
Ayes: Martin, Wolcott, Carroll, Glor, Kabel
APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 6-2024—OFFICIAL UNDERTAKING OF MUNICIPAL OFFICERS

Councilperson Glor 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 9, 2024

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 9, 2024.

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 9, 2024.

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 9, 2024.

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 9, 2024.

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 9, 2024.

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 9, 2024.

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 9, 2024.

Second: Councilman Kabel

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 7-2024—PAY COURT CLERK BI-WEEKLY

Councilperson Glor offered the following:

WHEREAS, a new court clerk for the Town of Oakfield will begin on February 1, 2024, and

WHEREAS, the current pay schedule for the position is monthly,

BE IT RESOLVED, that the court clerk’s pay schedule be changed to bi-weekly, running with the current bi-weekly pay schedule of the town.

Second: Deputy Supervisor Wolcott

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

RESOLUTION NO. 8-2024—TOWN CLERK’S YEAR END REPORT 2023

Deputy Supervisor Wolcott offered the following:

WHEREAS, the Town Clerk has submitted the 2023 Year End Clerk’s Report as submitted and is accepted into the minutes.

Second: Councilman Carroll

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

APPROVED UNANIMOUS VOTE (5-0)

SECURITY 101

MOTION Councilman Carroll, second Deputy Supervisor Wolcott to approve the contract with Security 101 for \$969.92 and being paid from ARPA funding.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

SUPERVISOR

MOTION Councilman Carroll, second Deputy Supervisor Wolcott to approve the Supervisor’s report as submitted.

Ayes: Martin, Wolcott, Carroll, Glor, Kabel

MOTION CARRIED UNANIMOUS VOTE (5-0)

ADJOURNMENT: MOTION Councilman Kabel, second Councilman Carroll to adjourn the meeting at 7:55 pm.

Respectfully submitted,

Melissa M. Haacke,
Town Clerk

Account#	Account Description	Fee Description	Qty	Local Share
		Demolition Permit	1	25.00
		Scrap Metal	1	115.36
		Sub-Total:		\$140.36
A1255	Clerk Fees	Park Rental	5	125.00
		Photo Copies	4	377.00
	Conservation	Conservation	60	374.90
	Marriage License	Marriage Fee	6	105.00
	One Day Officiant License	One Day Officiant License	1	25.00
		Sub-Total:		\$1,006.90
A1859	Clerk Fees	Certified Copies	99	1,180.00
		Sub-Total:		\$1,180.00
A2190	Sale Cemetery Lots	Cemetery Sale of Grave	6	5,400.00
		Sub-Total:		\$5,400.00
A2192	Charges Cemetery Service	Cemetery Grave Opening	15	8,650.00
	Charges Cemetery Services	Cemetery Headstone Foundations	3	2,002.00
		Sub-Total:		\$10,652.00
A2544	Delinquent License	Delinquent License	44	220.00
	Dog Licensing	Female, Spayed	204	1,836.00
		Female, Unspayed	28	476.00
		Male, Neutered	181	1,629.00
		Male, Unneutered	35	595.00
		Replacement Tags	3	9.00
	Dogs	Dog Redemption	6	91.00
		Sub-Total:		\$4,856.00
A2555	Building Permit	Building Permit	39	4,678.60
		Sub-Total:		\$4,678.60
A2705	Christmas Tree	Majestic Lights Xmas Trees	84	4,550.00
		Sub-Total:		\$4,550.00
B2110	Zoning Fees	Zoning Building	2	135.00
		Sub-Total:		\$135.00

Town Clerk Monthly Report
January 01, 2023 - December 31, 2023

Account#	Account Description	Fee Description	Qty	Local Share
			Total Local Shares Remitted:	\$32,598.86
Amount paid to:	NYS Ag. & Markets for spay/neuter program			574.00
Amount paid to:	NYS Environmental Conservation			6,439.10
Amount paid to:	State Health Dept			135.00
Total State, County & Local Revenues:		\$39,746.96	Total Non-Local Revenues:	\$7,148.10

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Melissa Haacke Town Clerk, Town of Oakfield during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date