

**Town of Andes
Organizational Meeting
January 8th, 2019 6:00PM
Andes Town Hall**

Present:

Councilman Ritchie Gabriel
Councilman Shayne Moshier
Supervisor Wayland 'Bud' Gladstone
Highway Superintendent John Bouton

Councilman Thomas Hall
Councilman Dale Cole-Absent & Excused
Town Clerk Kimberly A. Tosi

Others:

Mark Pezzati
Gloria Bacon
Michael McAdams

Lillian Browne-The Reporter
Sharon Drew
Buffy Calvert-The Gazette

Call to Order:

The meeting was called to order by Supervisor Gladstone at 6:01PM.

Pledge:

The pledge of allegiance was led and recited by Councilman Moshier.

Special Presentation:

-Supervisor Gladstone and the Town Board presented Gloria Bacon, with a certificate and special gift to thank her for her 40 years as an Election Inspector.

Resolutions:

Resolution #1 of 2019 Organizational Resolution

#1 Town of Andes Planning Board Member

Bill Palmer be re-appointed to the Town of Andes Planning Board

Term Expires: December 31, 2024

#2 Town of Andes ZBA Board Member

Jesse Tosi be re-appointed to the Town of Andes Zoning Board of Appeals Member

Term Expires: December 31, 2023

#3 Pool Director

Rachel Andrews be re-appointed Director of the Andes Pool

Term Expires: December 31, 2019

#4 Town of Andes Monthly Meetings for the Town Board

Monthly meetings of the Andes Town Board will be held on the second Tuesday of each month at the Town Hall unless otherwise posted. In December, January, February, and March meeting will begin at 6:00PM. The remainder of the year the meetings will begin at 7:00PM

#5 Monthly Meetings for the Town of Andes Planning Board

Monthly meetings for the Town of Andes Planning Board will be held on the second Monday of each month at 7:30PM at the Town Hall.

#6 Monthly Meetings for the Town of Andes Zoning Board of Appeals

Monthly meetings for the Town of Andes Zoning Board of Appeals will be held on the fourth Monday of the month when needed at 7:00PM at the Town Hall.

#7 Depositories of Funds

Wayne Bank-Andes, NBT- Norwich, National Bank of Delhi are appointed as Town of Andes depositories of funds

#8 Authorization to Pay Vouchers in Advance of Audit

Town of Andes Supervisor Wayland 'Bud' Gladstone be authorized to pay in advance of audit, utilities, election and primary, postal, insurance and retirement and any other bills deemed to be a savings to the Town

#9 Mileage Reimbursement

Mileage Reimbursement for the Town of Andes is \$0.55 per mile

#10 Procurement Policy/Investment Policy/Standards for Officer and Employees Policy/ Drug and Alcohol Testing Policy/Highway Policy/ADA Compliance Policy and Workplace Violence Protection Policy

The above named policies are in effect and on file in the Town Clerk's Office

#11 Annual Accounting

Annual Accounting for the Town of Andes Supervisor, Justices, Tax Collector, and Town Clerk will take place at the Town Hall on February 12th, 2019 immediately following the board meeting.

#12 Official Newspaper

The Reporter will be the official newspaper for the Town of Andes

#13 Transfer Station/Town Hall/Justice Court Committee

Councilman Moshier, Councilman Hall, and Councilman Cole

#14 Highway Committee

Supervisor Gladstone-Co-chair, Councilman Moshier-Co-chair, Councilman Gabriel

#15 Pool Committee

Councilman Gabriel-Chairman, Councilman Cole, Supervisor Gladstone

#16 Construction Committee (including cell towers)

Supervisor Gladstone and Councilman Moshier

#17 Economic Development Committee

Councilman Hall, Councilman Moshier, Supervisor Gladstone

#18 Flood Commission

Councilman Moshier-Chairman and Supervisor Gladstone-member

#19 Recreational Committee

Supervisor Gladstone, Councilman Moshier, Councilman Hall

#20 Petty Cash

Petty Cash is as follows: Justice \$50, Town Clerk \$15, Tax Collector \$25 Carried Forward

#21 District Meetings

All Town of Andes District Meetings will take place directly after the monthly town board meetings until further notice.

#22 Delegate to Association of Towns Meetings

Any Town of Andes elected official is authorized to attend any Association of Towns meetings

#23 Salaries and Wages

Are as per the 2019 budget

Resolution #1 of 2019

Be it resolved by the Town Board of Andes that Organizational Resolutions #1-23 are hereby approved.

Proposed by: Councilman Moshier

Seconded by: Councilman Hall

Roll Call:

Councilman Gabriel-----Aye

Councilman Cole----- Absent & Excused

Councilman Hall-----Aye

Councilman Moshier---Aye

Supervisor Gladstone---Aye

**Town of Andes
Regular Meeting
January 8th, 2019 6:00PM
Andes Town Hall**

Privilege of the Floor:

N/A

Reports:

Highway Report
(attached)

Building Inspector Report

- *5 Building Permits
- *1 Violation
- *3 c/o searches

~Respectfully

Artie Short, Building Inspector/CEO

Supervisor's Report

*Information re: The Association of Towns Annual Training

*On December 21st, Went to the County Chamber Office to have a meet and greet with Senator Elect Jen Metzgor. She is the new Senate Agriculture Committee Chair. She discussed her ideas regarding the area's need concerning agricultural issues and what some of the local concerns are.

*I have been contacted by the Andes Fire Department regarding doing a drill at the Transfer Station. This will involve an individual falling into one of the bins. A date for this has not been set.

*I received an email from Pam at the Library. They are at the point of doing a feasibility study to detail all the flood mitigation measures that are needed.

*Peg Ellsworth from the MARK Project will be attending the February Board Meeting to provide further details on Main Street Grant the Town has received.

~Respectfully

Bud Gladstone, Supervisor

Committees:

*Highway- Supervisor Gladstone asked Highway Superintendent Bouton if he had a pre/post trip checklist that the highway employees are to perform prior to taking the trucks out. Bouton stated that he has created a list for service with the help of Delaware County DPW, this will be utilized once a week or so. The employees do a visual check before leaving the highway garage.

Supervisor Gladstone asked if there was a tentative plan for road work for 2019. Bouton stated, depending on the weather he would like to finish oil and stoning some roads.

Motions:

Motion to authorize Supervisor Gladstone to sign the 2019 Delaware County Planning Advisory Service agreement, made by Councilman Hall. Seconded by Councilman Moshier. All in favor, Councilman Cole-absent & excused, motion carried.

Motion to approve the December Supervisor's Financial Report, Justices' Financial Report, and Town Clerk's Financial Report, made by Councilman Gabriel. Seconded by Councilman Moshier. All in favor, Councilman Cole-absent & excused, motion carried.

Resolutions:

Resolution 2 of 2019 Winter Bids—3

Be it resolved, that the Andes Town Board hereby accepts the following bids

1.) Andes Railroad Station

Seasonal snow removal at the Railroad Station. Plowing and shoveling to the building as needed. Snow must be removed from the driveway and parking area. Snow must be shoveled from the walkways and doorways of the building. Bid per remainder of season. The use of sand/deicer shall be used in necessary conditions on all parking lots, sidewalks, and entrances.

Tri-Town Services \$550.00

2.) Andes Library

Seasonal snow removal at the Andes Library. Plowing of the parking lot as needed. Snow must be removed from the entrance and parking area. Bid per remainder of season. The use of sand/deicer shall be used in necessary conditions.

Tri-Town Services \$750.00

Proposed by: Councilman Moshier

Seconded by: Councilman Hall

Roll Call:

Councilman Gabriel-----Aye

Councilman Cole-----Absent & Excused

Councilman Hall-----Aye

Councilman Moshier----Aye

Supervisor Gladstone---Aye

Approval of Bills:

Motion to approve Encumbered General Warrants #439-459 totaling \$7,781.73

Encumbered Highway Warrants #363-400 totaling \$41,552.14

Encumbered WWTP Warrants #166-173 totaling \$3,578.23

Encumbered Water Warrants #107-110 totaling \$422.38

Encumbered Shavertown Warrants #4-5 totaling \$697.15

Encumbered Rural Cemetery Warrants #2 totaling \$121.40

January General Warrants #1-14 totaling \$13,845.36

January Highway Warrants #1-2 totaling \$5,622.09

January WWTP Warrants #1-2 totaling \$872.06

January Water Warrants #1-2 totaling \$7,800.00, made by Councilman Hall.

Seconded by Councilman Gabriel. All in favor, Councilman Cole-absent & excused, motion carried.

Districts:

Water-

Sewer-

Public Comment/Questions:

Buffy Calvert suggested the District should send out an email regarding running the water due to the cold temperatures.

Adjourn:

Motion to adjourn made by Councilman Hall, Seconded by Councilman Moshier. All in favor, Councilman Cole-absent & excused. 6:32PM.

January highway report

This marks my first year in office it has been quite a ride from snow storms to ice storms, heavy rains destroying our roads wash outs large culverts that needed replaced; equipment brought up to standards ; materials hauled in for our roads, working with out stock piles of materials . The town of Andes empolyees made it all happen. My thanks to them from the bottom of my heart . I have enjoyed almost every minute of it and looking forward to this year .

I found a truck with plow and sander at the town Colchester of which I brought to the board about purchasing they took the ball and ran with it and we got a new to us truck with 32000 miles in great shape we started using it right away and still using it with no repair cost other then a brake can and air dryer normal maintenance!! Thank you to all the board members.

we have sold some of our wore out equipment and used the money towards keeping our other trucks operational. I believe keeping this course of action of newer trucks and equipment will benefit the town in repair costs and down time.

This year we had two large culverts that had needed replaced one on beech hill rd that one was steel 10 foot round by 40 foot long that had rotted out and was no longer safe for travel.

The other was on old Gladstone hollow that the top and bottom had rotted out of it had to be upgraded to a 8 foot squash pipe 30 foot long we rented a excavator and set that ourselves

We rented a over the guide rail mower that ran 5 days a week clearing grass and brush from many of our roads we still have more to do but a great start on them.

we rented a roller for our dirt roads we were working and for the oil and stone and shimming the roller worked with no down time and i have approched the board about buying it in the future.


Due to heavy rains we had a number of roads get washed out ,headwalls that failed and needed replaced; banks along water ways washed out some have been repaired and some are still waiting on repairs but are safe for travel.

I would like to thank the board for working with me I look forward to moving in a postive direction in the following year.

We have been on top of the maintenance of the equipment oil changes grease electrical and lighting issues , got the tire issues solved with the oshkosh with 4 new ones ,plows will be

getting new cutting edges next week . the 2011 2500 recived a new oil pan power steering pump. new brakes front bearing and ujoint will be installed this or next week .

Respectively submitted

A handwritten signature in black ink, appearing to be "J. L. Smith", written over a horizontal line.

Highway Superintendent

THE
ASSOCIATION OF TOWNS

OF THE
STATE OF NEW YORK

GERALD K. GEIST
Executive Director

KIMBERLY A. SPLAIN
Deputy Director

150 State Street
Albany, NY 12207

Telephone
Area Code 518 – 465-7933
Fax # 518 – 465-0724

LORI A. MITHEN-DeMASI
Counsel

SARAH B. BRANCATELLA
Associate Counsel

KATHLEEN N. HODGDON
Associate Counsel

Dear Town Clerk:

PLEASE READ AT FIRST 2019 TOWN BOARD MEETING
Contains Dated Material to be RETURNED

The 2019 Training School and Annual Meeting of this Association will be held at the Marriott Marquis, New York City, February 17-20, 2019.

This is a training session for town officials. The following is a brief outline of events:

INFORMATIONAL HEARING from 3:00-5:00 p.m., Sunday Afternoon, February 17 – Julliard Complex, 5th Floor.

GENERAL OPENING SESSION 8:45 a.m., Monday Morning, February 18 – Broadway Ballroom, 6th Floor.

GROUP SESSIONS for various categories of town officers and special programs follow the Opening Session as will be set forth in the printed program:

Town Board Members	Fiscal Officers
Building Officials	Public Works & Highway
Planning & Zoning Officials	Town Clerks
Town Justices Generally	Town Court Clerks
Town Justices (Advanced, Accredited)*	Town Attorneys
Tax Collecting Officers	

BREAKFAST WITH THE ASSOCIATION 7:30 a.m., Tuesday Morning, February 19 – Broadway Ballroom, 6th Floor.

ANNUAL BUSINESS SESSION (Official Delegates) 8:00 a.m., Wednesday Morning, February 20 – Astor Ballroom, 7th Floor.

The Constitution of the Association provides:

“On all questions arising at meetings of the Association, each member in good standing, as determined by the Credentials Committee, shall be entitled to one vote. Such vote shall be cast by a delegate designated by the town board of such member town, registered and present at the meeting at which such vote is ordered. The town board may designate an alternate delegate to cast the vote of such town in the absence of the person so designated. No person shall be designated as a delegate of a town or alternate delegate, unless such person shall be an officer, employee or appointed representative of the town so designating. The vote of all questions at meetings of the Association, including any vote on the election of officers under Article IV hereof, shall be by voice vote or as otherwise determined by the presiding officer.”

Any town that has paid its dues for the year 2019 BEFORE the Annual Meeting is a member in good standing. A CERTIFICATE OF DESIGNATION OF THE VOTING DELEGATE for your Town is enclosed. THE CERTIFICATE MUST BE EXECUTED AND RETURNED TO THE ASSOCIATION, 150 State Street, Albany, NY 12207, NO LATER THAN FEBRUARY 4, 2019 for the Credentials Committee to review and establish eligibility.

A copy of the preliminary 2019 Legislative Program developed at a joint meeting of the Executive Committee and the Resolutions Committee is attached. The Resolutions Committee will present the Legislative Program to the Delegates at the 2019 Business Session. RESOLUTIONS SUBMITTED AT LEAST 90 DAYS PRIOR TO THE 2019 ANNUAL MEETING were received and considered for recommendation at the Business Session.

So that delegates will have an understanding of the proposed resolutions prior to the Business Session on Wednesday, an Informational Hearing on the resolutions and the Association of Towns 2019 Budget will be held by the Executive and Resolutions Committees, Sunday Afternoon, February 17, in the Julliard Complex from 3:00-5:00 p.m.

The registration fee includes “Breakfast with the Association” on Tuesday Morning. This fee together with other actual and necessary expenses of town officers and employees authorized by the town boards to attend, are a legal town charge under 77-b of the General Municipal Law.

Registration receipts will be issued. They should be retained by each town officer or employee attending and should be attached to claim vouchers presented to town boards for reimbursement of attendance expenses. The Official Annual Meeting Badge must be displayed for admission to all sessions and the Exhibit Area.

Check our website for further details on events and sessions at the Annual Meeting:

www.nytowns.org

DELAWARE COUNTY PLANNING BOARD
POST OFFICE BOX 367
DELHI, NY 13753

An Agreement Between

THE DELAWARE COUNTY PLANNING BOARD

and the

TOWN OF ANDES

as set forth in Article 11-B of the General Municipal Law.

WHEREAS, in accordance with Section 239-d of the General Municipal Law, Subsection 8, and Resolution No. 102, 1975, as amended, Delaware County Board of Supervisors, the Delaware County Planning Board is authorized to provide planning services to the communities within the county when its services are requested by the municipality, through the Town Planning Advisory Service Program, and to enter into local planning assistance agreements with communities desiring such services.

WHEREAS, this community hereby requests the Delaware County Planning Board to provide planning services to this community's planning board and agrees to appropriate municipal funds for the purposes of the Town Planning Advisory Service for year January 1, through December 31, 2019, as follows.

- I. The total cost to the community is \$3,500
- II. For the purpose of providing these funds to carry out the provisions of this **AGREEMENT, IT IS AGREED** that the community will pay to the Delaware County Planning Board the sum of \$3,500.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed by their representative thereunto duly authorized, as of the day and year as above written.

By: Shelly J. Johnson-Bennet
(County Planning)

January 1, 2019
(Date)

By: [Signature]
(Municipal Officer)

1/8/2019
(Date)

PROPOSAL

Phone: (845) 676-3206 Cell: (845) 707- 2203
bdrewtritown@gmail.com

JOB NAME / NO.

Submitted To Owner:

Town of Andes

JOB LOCATION

R/R Station

ARCHITECT

DATE OF PLANS

PHONE

DATE

1/3/19

APPROXIMATE STARTING DATE

APPROXIMATE COMPLETION DATE

THE CONTRACTOR AND OWNER HAVE DETERMINED THAT A DEFINITE COMPLETION DATE:

IS OF THE ESSENCE

IS NOT OF THE ESSENCE

We hereby submit specifications for:

Bid # 1 Snow Plowing R/R Station

New Items added

*Sanding lot
shovel entrance
Salting entrance*

550⁰⁰/₁₀₀

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of :

dollars (\$ _____).

Payment Schedule:

All advanced funds will be deposited in an escrow account at

Bank.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - I have read both sides of this document and accept the prices, specifications and conditions stated. I understand that upon signing, this proposal becomes a binding contract. You are authorized to do the work as specified. Payment will be made as outlined above.

NOTICE: You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See notice of cancellation on back for an explanation of this right.

Signature _____ Date _____

Signature _____ Date _____

PROPOSAL

Phone: (845) 676-3206 Cell: (845) 707- 2203
bdrewtritown@gmail.com

JOB NAME / NO.

Rebray

JOB LOCATION

Submitted To Owner:

Town of Andes

ARCHITECT

DATE OF PLANS

APPROXIMATE STARTING DATE _____

APPROXIMATE COMPLETION DATE _____

THE CONTRACTOR AND OWNER HAVE DETERMINED THAT A DEFINITE COMPLETION DATE:

IS OF THE ESSENCE

IS NOT OF THE ESSENCE

PHONE

DATE

1/3/19

We hereby submit specifications for:

Plow ^{Rebray} Parking lot this year extra: clearing road on bid: ← Sanding Parking Lot

Bid # 2

750⁰⁰

Thanks Bill

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of :

_____ dollars (\$ _____).

Payment Schedule:

All advanced funds will be deposited in an escrow account at _____ Bank.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control.

Authorized Signature _____

Note: This proposal may be withdrawn by us if not accepted within _____ days.

Acceptance of Proposal - I have read both sides of this document and accept the prices, specifications and conditions stated. I understand that upon signing, this proposal becomes a binding contract. You are authorized to do the work as specified. Payment will be made as outlined above.

NOTICE: You, the Buyer, may cancel this transaction at any time prior to midnight of the third business day after the date of this transaction. See notice of cancellation on back for an explanation of this right.

Signature _____ Date _____ Signature _____ Date _____

Software Licensing and Hosting Plan for Town of Andes' Image Mate Online

Effective Dates of Support: January 1, 2019 through December 31, 2019

SDG shall provide telephone and email support during normal working hours, 8:30 am -5:00 pm EST, Monday through Friday. This support is intended to ensure that the Image Mate Online software is functioning as intended. SDG will respond in a timely manner to any support issue brought to our attention by government officials regarding the Image Mate Online software. SDG shall make available to Town of Andes all **standard** software enhancements, as defined below, to the Image Mate Online software currently owned by the Town. This software includes Image Mate Online as well as the RPS Version 4 data extraction utility as it pertains to Image Mate Online.

Image Mate Online shall be hosted at SDG facilities. Town of Andes shall own the license to Image Mate Online with the intent of public display via the Internet. SDG shall provide scheduled data updates to Andes' Image Mate Online software. These updates are not limited to the Town. The Town may send real property data to SDG on an as needed basis. SDG will in turn update the Town's data within a reasonable time frame not to exceed 2 weeks.

Software Enhancement Classifications

- 1) **Standard** – Software improvements to the current release for purposes such as increasing system performance or fixing reproducible software errors (bug fixes). The cost to the Town for these **Standard** software enhancements will be included in the fee paid by the Town to Systems Development Group for the software support plan.
- 2) **Custom** – This classification includes client requested software changes that would add or increase current system functionality. Work of this type will be billed at a rate of \$100 per hour. SDG's normal rate for enhancements of this type as identified by the New York State Office of General Services is set at \$147.00 per hour. The lower rate of \$100 per hour is guaranteed by SDG throughout the effective dates of this Software Support Plan, as noted above, when the Town accepts this Plan.

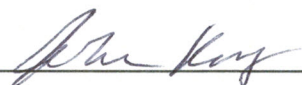
Town of Andes agrees to pay SDG an annual fee of \$1,000.00 (reduced rate) for this software support. This agreement will be reviewed annually and, if necessary, renegotiated by Town of Andes and SDG. SDG's current rate for all Software Support is currently at \$125 per hour. This rate is reduced to an annual charge for support when the Town accepts this plan.

This Agreement shall be construed and interpreted under and per the laws of the State of New York.

Town of Andes

Systems Development Group, Inc.

By: 

By: 

Name: Wayland Adolfsone

Name: John Kelly

Title: Town Supervisor

Title: President

Date: 1/4/2019

Date: 12/31/18

CEDARWOOD ENVIRONMENTAL SERVICES

8-12 Dietz Street, Suite 303, Oneonta NY 13820 • Phone 607-441-3246 • FAX 607-441-3251

**TOWN OF ANDES, NY
TOWN BOARD MEETING
REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES
January 8, 2019**

1. Water System

Daily usage of treated water from the water system averaged 36,900 gallons per day for the month of December 2018.

2. Plant Purchases

3. O&M

Changed second stage filters on December 21, 2018.

4. Equipment

5. Distribution System

6. Library Well

Ran well on December 20, 2018.

CEDARWOOD ENVIRONMENTAL SERVICES

8-12 Dietz Street, Suite 303, Oneonta NY 13820 • Phone 607-441-3246 • FAX 607-441-3251

**TOWN OF ANDES, NY
TOWN BOARD MEETING
REPORT BY CEDARWOOD ENVIRONMENTAL SERVICES
January 8, 2019**

1. WWTP Plant

Plant effluent flow averaged 56,000 gallons per day for the month of December 2018.

2. SPDES Compliance/NYSDEC, NYCDEP

The plant discharges treated effluent to the Tremper Kill Brook. The WWTP was in compliance for December 2018.

3. Collection System.

Inflow and Infiltration issues.

4. Plant Purchases.

Delaware Bulldozing repaired manhole on Main St. \$1300.00.

5. Plant O&M

All running well

6. Plant Equipment.

7. Gladstone Hollow Septic System