

Minutes of the regular monthly meeting of the Jerusalem Town Board held on March 17, 2010, at 7:00 P.M. PRESENT were: Supervisor Jones, Councilpersons Folts, Parson, Simmons, Stewart, Town Attorney Bailey, Highway Superintendent Payne, Town Engineer Ackart, Town Clerk McMichael.

GUESTS: John Keuhn, Sprague Insurance, Bob Evans, Bill Pringle, Tom Close, Ed Pinneo, Sheriff Ron Spike, Sue Spike, Taylor Fitch, Doug Paddock.

Supervisor Jones called the meeting to order with the Pledge to the Flag at 7:00 P.M.

RESOLUTION #56-10

APPROVAL OF MINUTES

On a motion of Councilperson Simmons, seconded by Councilperson Parson, the following was

ADOPTED	Ayes	5	Folts, Jones, Parson, Simmons, Stewart
	Nays	0	

Resolved that the minutes of the January 25, 2010 meeting be approved as read.

RESOLUTION #57-10

APPROVAL OF MINUTES

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following was

ADOPTED	Ayes	5	Folts, Jones, Parson, Simmons, Stewart
	Nays	0	

Resolved that the minutes of the February 17, 2010 meeting be approved as read.

RESOLUTION #58-10

APPROVAL OF MINUTES

On a motion of Councilperson Parson, seconded by Councilperson Folts, the following was

ADOPTED	Ayes	4	Folts, Jones, Parson, Simmons
	Nays	0	
	Abstain	1	Stewart

Resolved that the minutes of the March 4, 2010 special meeting held at 1:15 P.M. be approved as read.

RESOLUTION #59-10

APPROVAL OF MINUTES

On a motion of Councilperson Stewart, seconded by Councilperson Parson, the following was

ADOPTED	Ayes	5	Folts, Jones, Parson, Simmons, Stewart
	Nays	0	

Resolved that the minutes of the March 4, 2010 special meeting held at 3:00 P.M. be approved as read.

RESOLUTION #60-10

AUDIT OF CLAIMS

On a motion of Councilperson Simmons, seconded by Councilperson Parson, the following was

ADOPTED	Ayes	4	Folts, Parson, Jones, Simmons
	Nays	0	
	Abstain	1	Stewart

Resolved that the bills be paid as presented in the following amounts:

General:	\$509,847.73
Highway DA:	\$ 32,072.38
Highway DB	\$709,170.18
Sewer:	\$420,691.94
Water:	\$705,244.11
Branchport Light:	\$ 162.08

February utilities:

General:	\$ 1,402.28
Sewer:	\$29,981.00
Water:	\$13,068.60
Trust:	\$47,936.94

RESOLUTION #61-10

SUPERVISOR'S REPORT

On a motion of Councilperson Stewart, seconded by Councilperson Parson, the following was

ADOPTED	Ayes	4	Folts, Parson, Jones, Stewart
	Nays	1	Simmons

Resolved that the Supervisor's Report on the Town's finances for the month of February 2010 be accepted as presented.

REPORT OF TOWN OFFICIALS

HIGHWAY SUPERINTENDENT

- March 2010 Highway Budget Report for Winter, Snow, and Ice Removal distributed to Town Board.

TOWN ENGINEER

- Town Engineer Ackart reported the Town will realize a savings associated with the recent repair of four water leaks.
- The New York State Department of Health will follow-up the March 11th meeting with written comments regarding water service issues within the area formerly served by the Keuka College system.

- The next meeting with the Village of Penn Yan will be scheduled in mid-April after their elections.
- Town Engineer Ackart is participating in a Planning Board Subcommittee meeting tomorrow to develop a checklist for major projects in the Town.

PRESENTATION - 911 CALLS FOR SERVICE

Yates County Sheriff Ron Spike provided a summary and a brief overview of the 911 calls for service in the Town of Jerusalem. There were a total of 2,282 calls in 2009. They now have the ability to sort data and produce various reports utilizing their records management system.

RESOLUTION #62-10

EXEMPT SERVICE ORGANIZATION FIRE INSPECTION FEES

On a motion of Councilperson Parson, seconded by Councilperson Folts, the following was

ADOPTED	Ayes	5	Folts, Jones, Parson, Simmons, Stewart
	Nays	0	

Resolved that the fire inspection fee be waived for the following service organizations:

Keuka Park Fire Department
Branchport Fire Department
Branchport Free Library

COUNCIL

- Coordinating scheduled digs between the Keuka Park Water & Sewer Department and Highway Department were referred to the Town Board KPSW and Highway Committees for further discussion.
- Councilperson Folts recognized Highway Superintendent Payne and his crew for their financial performance in 2009, noting approximately \$140,000 went back to the General Fund.
- Councilperson Folts stated a Town clean-up day will be pursued. Following discussion on leaf disposal and recent DEC regulations on open burns, Bill Pringle offered to check on what is being done on Long Island.
- Councilperson Parson scheduled a meeting with Yates County ARC to obtain a proposal on cleaning services for the Town Hall as a cost saving measure.
- The Town Board received a memo from Code Enforcement Officer Phillips regarding an inquiry to allow the construction of a new motel on the Route 54A corridor between Penn Yan and Branchport. If desired, motels could be added as a special use in the Agricultural-Residential Use District like was done with mini storage buildings in 2003 or the Town could consider rezoning the 54A corridor. This matter will be referred to the Planning Board and Councilperson Parson will follow up with Mr. Phillips.

SUPERVISOR

- St. Michael's School is organizing a fund raising event, "Bike the Bluff", to be held on July 10, 2010.
- Supervisor Jones received a request from incoming Village Mayor Bob Church to share in legal costs with the Village, the Town of Milo and the County associated with the possible docking of the Keuka Maid at the north end of the lake. Additional information was requested, but has not been received to date. It will be suggested that the Village look to all towns surrounding Keuka Lake to contribute in addition to compliance with the Keuka Lake Uniform Docking and Mooring Law.
- Residents are encouraged to complete and return the 2010 U.S. Census questionnaire in a timely manner.

Report on Jerusalem Town Government Staff Meetings

Tom Close was asked to present on the staff meetings that he has been facilitating at the Town Hall. His report was as follows:

Weekly staff meetings were begun in December of 2009 with the object of using continuous process improvement techniques to improve the quality of services delivered by the Town. The goal of process improvement is to produce better and more services with the same or fewer resources. In the present economic climate, particularly in the public sector, resource limitations are expected to get worse. In ensuing years we will be engaged in a creative struggle to maintain and even improve service delivery despite severe cutbacks in revenue.

Process improvement techniques focus on staff operations and free the Town employees to implement the improved work processes they identify and develop. In this era of resource scarcity, one great untapped resource is each employee's knowledge and ingenuity applied to the process of performing their work. Town Government's performance can be improved if human capital is leveraged more effectively through continuous improvement of operating processes; more effective group processes; and more efficient interdepartmental communication. Such improvements have the added benefit of bolstering employee morale.

The staff meetings are held each Tuesday at 10 AM and generally last about an hour. The meetings are regularly attended by the Supervisor, the Town Clerk, the Bookkeeper, the Highway Superintendent, the Code Enforcement Officer and his assistant, the Clerk and a member of the Sewer and Water Department, and the ZAP Secretary. All members of the Town Boards are welcome to sit in on the meetings. The meetings are facilitated by a volunteer from the community that has experience in facilitating process improvement. Glenn Herbert, a retired engineering manager from Xerox Corporation currently facilitates the meetings, with Tom Close, a retired

patent attorney from Kodak, filling in in his absence during the winter months. The agenda and notes of the meetings are prepared and distributed to the members of the staff and Boards by the Clerk of the Sewer and Water Department.

In the first meetings, the staff addressed the processes employed to document, track, and communicate the status of projects requiring permits or approvals because these projects often involve the coordinated work of several Departments and Boards. The existing process and checklist (see attached Highway/Building Review check list that was implemented in 2005 based on one used by the Town of Naples) were examined.

It was determined that a central data base accessible by all of the Departments and containing a record of the current state of each Department's involvement in the projects would be an aid in communication between Departments and help insure that problems could be identified and addressed in a timely manner. The existing project review checklist was expanded to include all projects (see attached Project Review Checklist) and to include a record of the application and forms provided to the applicant. The process was refined so that all projects (with a few defined exceptions) originate in the Building Department.

All forms, applications and instructions required for a project are provided to the applicant by the Building Department. A copy of the Checklist is sent to each department and a master copy is placed in a centralized database (currently a physical file with the object of migrating to an electronic data base in the future). As each Department or Board completes its respective portion of the project, a notation is made on the copy in the master file. When all of the necessary reviews/approvals have been obtained, the Code Enforcement Officer issues the relevant permit or certificate. The improved process has been implemented and is working as planned.

New, pending and closed projects are reviewed as a regular part of the staff meetings to assess the functioning of the process and to identify further improvement opportunities. As a result of the reviews, the Highway Department has revised the Driveway/Culvert permit Application to provide an improved interface with the Building Department.

The staff meetings also serve to inform the staff about the status and progress of upcoming changes to the Town Code that will impact their operations, such as the proposed changes to the Steep Slopes Regulations, and to identify changes to the Town Code that will improve the coordination of operations between the Departments, such as a proposal to standardize the time limits on permits between the Building and Sewer and Water Departments. In an

unrelated matter, the need for a secure housing (fireproof with a lock) for the Town computer server was identified in the staff meetings, and steps were taken to secure the server.

2005 Highway/Building Review

Date Rec'd. _____ Tax Map Parcel I.D. # _____	
Information accompanying the application: Site Plan () Tax Map Location () Survey Map () Building Permit Application () {Area/Use} Variance Application () Special Use Application () Subdivision ()	
Application Information Complete () Date: _____	
Application Information Incomplete () Date: _____ Missing: _____	

Watershed Review: () Public Water: () Public Sewer Hookup: () Needs Jerusalem Watershed Review: NO () Yes () If yes copy received from watershed () Date copy rec'd _____ Permit Received from Water & Sewer Clerk: No () Yes () Date verified: _____	
Is the Building Located in a Flood Plain: NO () YES ()	
Highway Review: N/A ()	
Requires State DOT Permit ()	Date Copy rec'd. _____
Requires County Permit ()	Date Copy rec'd. _____
Requires Town Permit ()	Date Copy rec'd. _____
Request Referral to Yates County Soil and Water Conservation Dept.: Yes () No () N/A ()	
Person Meeting with Highway Superintendent: N/A ()	
Contractor: () _____	Home Owner: () _____
Meeting Date: ____/____/____	
RECOMMENDATIONS OF HIGHWAY SUPERINTENDENT:	

Application for Building Permit: Accepted () Begin Construction: ____/____/____ Denied ()	
Reasons for Denial of Permit: _____	
Needs Planning Board Review: NO () YES ()	

Planning Board: Approved () Denied ()	Dated: _____
Needs Zoning Board Approval: NO () YES ()	

Zoning Board of Appeals: Approved () Denied () Upheld CEO Decision () Dated: _____	
Highway Superintendent Review Required Prior to C of O or C of C: Yes () No ()	
Final Approval by Highway Superintendent: () Date: ____/____/____	
Comments: _____	

_____	_____
Highway Superintendent	Dated

(rev. 2/03/2010)

Project Review Checklist

Name of Property Owner _____ Property
Location _____
Mailing Address: _____

Telephone #: _____ Tax Map Number _____

Agent/General Contractor
Name: _____
Date of Contact: _____ Town Official

Contacted: _____

Applications/Forms Required/Requested:	Date Form(s)
Received: _____	
Building Application: <input type="checkbox"/> Res. <input type="checkbox"/> Com. <input type="checkbox"/>	
Demo Application: <input type="checkbox"/> Res. <input type="checkbox"/> Com. <input type="checkbox"/>	Area/Use Variance Application: <input type="checkbox"/> (PLB/ZBA)
Driveway Application: <input type="checkbox"/> Culvert: <input type="checkbox"/> (HWY)	Special Use Application: <input type="checkbox"/> (PLB/ZBA)
Road Opening Application: <input type="checkbox"/> (HWY)	Subdivision Waiver Application: <input type="checkbox"/>
Water Hookup Application: <input type="checkbox"/> (KPSW)	Private Road/Open Development: <input type="checkbox"/>
Sewer Hookup Application: <input type="checkbox"/> (KPSW)	State Environmental Assessment Form: <input type="checkbox"/>
Private Septic Review: <input type="checkbox"/> (KWIC)	Permanent Dock Application: <input type="checkbox"/>
Site Plan Application: <input type="checkbox"/> (PLB)	Steep Slopes Application: <input type="checkbox"/> (PLB)
Subdivision Application: <input type="checkbox"/> (PLB)	Other Form(s): <input type="checkbox"/>

Other Information Required/Requested:
Is Project Located in Flood Zone or Flood Plain: Yes No
DEC Application: Yes No
Yates County Soil and Water Department Referral: Yes No

Insurance Forms Requested/Required	
Building Department Requirements:	Highway Dept. (HWY)/Keuka Park Sewer & Water
Liability Insurance: <input type="checkbox"/>	Liability Insurance: <input type="checkbox"/>
Worker's Compensation: <input type="checkbox"/>	Worker's Compensation: <input type="checkbox"/>
Waiver Application: <input type="checkbox"/>	Town Named As Additional Insured: <input type="checkbox"/>

Planning Board (PLB) Review Of: _____ Date of
Determination: _____
Approved: Denied: Follow-Up Required: Filed w/Yates County Clerk:
Date: _____

Zoning Board (ZBA) Approval Of: _____ Date of
Determination: _____
Approved: Denied: Follow-Up Required:

Yates County Planning Board Review Required: Yes No Yates County Clerk Filing:
Date: _____

Application(s) Reviewed/Approved Permit Issued	Date Issued	Dept. Initials	Not Appl. (NA)	Project Complete	Application(s) Reviewed/Approved Permit Issued	Date Issued	Dept. Initials	Not Appl. (NA)	Proj Corr
Driveway Permit					Site Plan				

(Highway Dept.)					Pre-Construction Meeting (CEO)				
Road Opening Permit (Highway Dept.)					Subdivision Waiver Completed				
Water Hookup (KPSW)					Private Road Approval				
Sewer Hookup (KPSW)					Permanent Dock Permit (CEO)				
Private Septic Repair/Const. (KWIC)					Building Permit (CEO)				
Other Permit(s)					Demo Permit (CEO)				

COMMENTS:

Upon conclusion of his presentation, comments from the Town Board included coverage of the office and public reaction/feedback to holding these meetings.

RESOLUTION #63-10

PROPOSED LOCAL LAW A-2010 - DURATION OF BUILDING PERMITS AMENDMENT
- SCHEDULE PUBLIC HEARING

On a motion of Supervisor Jones, seconded by Councilperson Stewart, the following was

ADOPTED	Ayes	5	Folts, Parson, Jones, Simmons, Stewart
	Nays	0	

Resolved that a Public Hearing be held at the April 21, 2010 Town Board meeting at 7:00 P.M. on proposed Local Law A of 2010 amending the Town zoning ordinance as to the duration of building permits, when a building permit may be issued and correcting a reference to the Executive Law; and, further

Resolved that the Town Clerk advertise for said Public Hearing in a manner consistent with law.

PRESENTATION - NYMIR RENEWAL

John Kuehn of Sprague Insurance provided an overview of the New York Municipal Insurance Reciprocal (NYMIR) proposal. The 2010-2011 renewal premium is \$37,411.04, which is 2% lower than last year.

The NYMIR Board of Governors initiated a program to return a portion of the original capitalization payment of \$11,191 over a three-year period. Upon renewal, the Town will receive our second installment of \$2,797.98.

SUBDIVISION FEE SCHEDULE - DISCUSSION

The proposed subdivision fee schedule was based on the review of regulations from several Towns, including Bolton; Conesus; Woodstock; Geneseo; Dewitt; Hopewell; Dryden; and Trumansburg. The fee schedule is geared toward the low end, but not the lowest of the examples found. Discussion included professional expenses incurred by the Town associated with the process and eliminating the Payments in Lieu of Dedication of Recreational Land for Major Subdivision that was proposed as follows:

New York State Law Pertaining to the subdivision of land provides that towns may require applicants to donate land for recreation to the Town. The law also provides that in lieu of land, fees may be charged and applied to the Town's recreational acquisition and development program. Payments to the Town's Capital Projects Fund Recreation account shall be computed at \$1000 per lot, excluding the original lot, or

\$1000 per dwelling unit if more than one dwelling unit per lot (e.g., each apartment or condominium in an apartment building, or each dwelling unit in a town house complex). In accordance with the Town's Subdivision Regulations, land may be dedicated for park purposes if it is determined by the Planning Board, with approval of the Town Board, that such dedication is desirable.

RESOLUTION #64-10

ADOPT SUBDIVISION FEE SCHEDULE

On a motion of Councilperson Folts, seconded by Councilperson Simmons, the following was

ADOPTED	Ayes	5	Folts, Parson, Jones, Simmons, Stewart
	Nays	0	

Resolved the following fee schedule be adopted for subdivision:

Subdivision Schedule of Fees

Affidavit - division of property not subject to review - no charge

Sketch Plat Review - no charge

Minor Subdivision Plat Approval - \$125 plus \$50 per lot (excluding the original lot)

Major Subdivision Preliminary Plat Approval - \$250 plus \$100 per lot (excluding the original lot)

Major Subdivision Final Plat Approval - \$450

Consultant Review of Conceptual, Preliminary and Final Plat Applications (Major Subdivision)

Application for subdivision approval may be referred by the Planning Board to its Town Engineer and/or private consultants for review. Such consultants may include an engineer, planning consultant or other specialist necessary for the Board to make an informed decision. Expenses incurred by the Town for this purpose shall be fair and reasonable and shall be reimbursed to the Town by the applicant in the amount of the actual expense incurred. A minimum escrow account of \$1,000 shall be established for this purpose at the time of preliminary plat application for any major subdivision. Should the required escrow be depleted before final approval, the applicant will be advised that additional monies must be deposited before review will continue.

Performance/Maintenance Guarantees (Bond, Deposits or Letters of Credit)

These requirements shall be met in accordance with the procedure established by the Town's Subdivision Regulations.

ADDRESSING SUBCOMMITTEE

Work has begun on the new address numbers for the Town, primarily on lake properties. Once the numbers have been reviewed, letters will be sent to the respective property owners with their new number and street name along with other important information. The letters will be going out in small segments as each section of the Town is completed.

SLOPES SUBCOMMITTEE

Town Attorney Bailey will be invited to the Slopes Subcommittee meeting next week to review his comments as outlined in the March 8, 2010 letter to Supervisor Jones on the proposed slopes regulations amendments.

Discussion ensued on how to address various concerns received on the slopes regulations.

- Comments from Zoning Board Co-Chair Jim Bird were distributed to the Planning Board at their March 4th meeting. However, only the changes proposed by the Slopes Subcommittee were accepted by the Planning Board.
- Attorney Bailey incorporated Mr. Bird's comments in his March 8th letter.
- Supervisor Jones is aware of concerns from local contractors, but the Subcommittee determined they are a special interest group that can bring their concerns to the public hearing.

Should the Town Board determine substantial changes are needed following the public hearing, we will have to schedule and advertise another public hearing, and thus incur additional expense and delay the local law adoption process.

RESOLUTION #65-10

ESTABLISH MILEAGE REIMBURSEMENT

On a motion of Councilperson Simmons, seconded by Councilperson Parson, the following was

ADOPTED	Ayes	5	Folts, Parson, Jones, Simmons, Stewart
	Nays	0	

Resolved that mileage rates for Town officials and employees be set in accord with the Internal Revenue Service recommended rate per mile.

RESOLUTION #66-10

AUTHORIZE ATTENDANCE TO FINGER LAKE WATER WORKS CONFERENCE

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following was

ADOPTED	Ayes	5	Folts, Parson, Jones, Simmons, Stewart
	Nays	0	

Whereas; the Finger Lakes Water Works Conference is holding a Spring Meeting, Thursday, April 1, 2010 at Harbor Hotel, 16 N. Franklin Street, Watkins Glen, NY;

Whereas; the cost of a pre-paid, pre-registered 2010 Member is \$22.00/person;

Whereas; the cost of a pre-paid; pre-registered Non-member is \$25.00/person;

Whereas; accreditation of operator contact hours will be given for attendance;

Whereas operator contact hours are a requirement of the NYS Department of Health for recertification;

Therefore be it resolved to authorize attendance of (2) persons to attend the Finger Lakes Water Works Conference Spring Workshop at a cost of \$47.00.

RESOLUTION #67-10

NEW YORK MUTUAL AID FOR WATER/WASTEWATER PROVIDERS AGREEMENT

On a motion of Councilperson Stewart, seconded by Councilperson Simmons, the following was

ADOPTED	Ayes	5	Folts, Parson, Jones, Simmons, Stewart
	Nays	0	

Whereas utilities recognize that incidents which may impact health or safety may require aid or assistance in the form of personnel, equipment, and supplies from outside the are of impact; and

Whereas signatory utilities have established an Intrastate Program for Mutual Aid and Assistance; and

Whereas the Town of Jerusalem is a member of the New York Rural Water Association; and

Whereas New York Rural Water Representatives have recommended to the Keuka Park Water and Sewer Department to become a member of the Water/Wastewater Agency Response Network (NYWARN); now,

Therefore be it resolved that the Town of Jerusalem Supervisor be authorized to execute the New York Mutual Aid and Assistance Agreement for Water/Wastewater Providers.

With there being no further business, on a motion of Councilperson Stewart, seconded by Councilperson Simmons, the meeting was adjourned at 9:33 P.M.

Sheila McMichael, Town Clerk