

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
February 8, 2010**

Regular Meeting of the Town Board of the Town of Covert held Monday, February 8, 2010, 7:30 P.M. at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Present
	Councilman Stephen Selover	Present
	Councilman Duane Waid	Absent
	Councilman Valerie Bassett	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Reporter, Aneta Glover

**Residents Present:** Charles Bosman, Daniel & Georgeanne Bakker, and Louis Cassaniti.

**Pledge of Allegiance:**

Hunt moved, seconded by Bassett to approve minutes. Motion carried unanimously.

Petitioner to the Board:

Charles Bosman reported that the roof is almost completed on Conifer Senior Housing project. Services will include pharmacy delivery, meals and bus transportation.

Louis Cassaniti explained to the Board that the Old Town Hall area is dangerous when it's dark without proper lighting on the property. He also asked if a flag could be provided and a plaque displayed with some history about the building,

Supervisor Jeffrey Mac Cheyne explained that the Highway Department needs a new welder to fix equipment. A state bid welder would cost around \$3,200.00.

Supervisor Reynolds reported about the mold in the Municipal Building basement. He sent test samples out to determine what kind of mold it is. He also noted there would be a water meeting February 18, 2010, 6:30 PM at the Municipal Building.

RESOLUTION No.—01-10

TOWN OF COVERT APPLIES TO THE NEW YORK STATE LOCAL GOVERNMENT  
EFFICIENCY PROGRAM FOR TOWN COURT CONSOLIDATION STUDY

Bassett moved, seconded by Hunt that the, Town of Covert applies to the New York State Local Government Efficiency Program for Town of Covert Consolidation Study:

WHEREAS, the New York State Department of State, division of local Government Services has extended it competitive 2009-2010 Local Government Efficiency Program until February 24<sup>th</sup>, 2010, and has re-opened the opportunities to apply for General Efficiency Planning Grants; and

WHEREAS, the Town of Covert and the Town of Lodi have started the process of consolidating Town Court functions and have agreed to perform a study to explore the costs and benefits, and the process for Town Court Consolidation; and

WHEREAS, the Town of Covert would act as Lead Applicant with the Town of Lodi as Co-applicant, and

WHEREAS, the cost of studying the Town Court consolidation is \$27,778 and

WHEREAS, if awarded, this grant would provide funds up to a maximum of \$25,000 toward eligible legal and consultant costs of the study, with a local cash and in-kind match of \$2,778 to be split by the Town of Covert; and Town of Lodi equally

WHEREAS, if awarded, both Towns will enter into a Memorandum of Understanding to conduct the study, with each municipality's responsibilities listed in detail; now, therefore, be it

RESOLVED, THAT THE Covert Town Board authorizes and directs the Town Supervisor to submit the General Efficiency Planning Grant Application to the New York State Division of Local Government Services 2009-2010 Local Government Efficiency Grant Program. Motion carried unanimously.

Bassett moved, seconded by Hunt, that Highway Fund Vouchers # 11-#32 in the amount of \$202,353.69 and General Fund Vouchers #21-#31 in the amount of \$14,536.97 be approved for payment. Motion carried unanimously.

Supervisor Michael Reynolds filed his revenue and expenditure report for January.

Highway Superintendent Jeffrey MacCheyne filed his January, 2010 written report with Board Members.

Town Clerk Freese filed her January, 2010 report with the Supervisor. A total of \$205.84 was remitted.

On the motion of Selover the meeting was adjourned at 8:45.

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Michael G. Reynolds, Supervisor

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Colleen Freese, Town Clerk

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
March 8, 2010**

Regular Meeting of the Town Board of the Town of Covert held Monday, March 8, 2010, 7:30 P.M. at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Present
	Councilman Stephen Selover	Present
	Councilman Duane Waid	Present
	Councilman Valerie Bassett	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Reporter, Aneta Glover  
Attorney John Sipos

**Residents Present:** Charles Bosman

**Pledge of Allegiance:**

Hunt moved, seconded by Bassett to approve minutes. Motion carried unanimously.

Petitioner to the Board:

Charles Bosman reported that Conifer Senior Housing project is progressing, and should be ready for occupancy in September 2010.

Town Attorney John Sipos reported on the Annual Meeting of The Association of The Town of the State of New York. He suggested that if a Town does decide to do shared service they really need to look at all cost associated with Town services'. Mr.Sipos presented poster for the New York State General Municipal Law .Section 800-809 conflict of Interest of Municipal Officers and Employees, which will be posted in the Municipal Building.

Supervisor Reynolds reported that the Village of Interlaken needs another water source. They are asking for the Town of Covert to support their request in applying for a grant to help get an improved water source.

After much discussion on the mold in the basement Supervisor Reynolds will contact Jason McCormick to write up a bid to clean the basement in the Municipal Building.

RESOLUTION No. 02-10

**TOWN OF COVERT SUPPORTS BETTER HOUSING FOR TOMPKINS COUNTY'S  
APPLICATION TO THE 2010 NEW YORK MAIN STREET GRANT PROGRAM**

Waid moved, THAT WHEREAS, the New York State Division of Housing and Community Renewal has opened the 2010 application period of the New York Main Street Grant Program with the application due on April 23<sup>rd</sup>, 2010; and

WHEREAS, Better Housing for Tompkins County has agreed to apply for Main Street funds for the commercial and mixed use properties along Interlaken's Main Street for the

purpose of building renovations addressing façade improvements, building code violations, and general renovations to improve the quality of Interlaken's commercial district; and

WHEREAS, the Town of Covert has a direct interest in the appropriate façade improvements in commercial and mixed-use buildings within the Town's commercial districts; and

WHEREAS, the Town also has a direct interest in the promotion of utilization of upper stories for residential housing within the Town's commercial districts; and therefore now

BE IT RESOLVED, that the Town does hereby support Better Housing for Tompkins County's application to the 2010 New York Main Street Grant Program.

The Resolution was duly seconded by Councilwoman Valerie Bassett and was adopted by Ayes-5-Selover, Bassett, Waid, Hunt and Reynolds.

ADOPTED this 8<sup>th</sup> day of March, 2010

Hunt moved, seconded by Selover to purchase a Fresh Air Unit that covers up to 3000 sq. ft. with UV light, Negative Ion Generator and regulated Ozone to clean up the air and kill the bacteria that is in the basement. The Unit Cost is \$650.00. Motion carried unanimously.

Selover moved, seconded by Hunt, to accept the bid for \$100.00 from Robert Deland for the surplus, Sergeant Green Leaf Safe and the Yale Class B Safe. Motion carried unanimously.

Waid moved, seconded by Hunt to approve the request of Cayuga Lake Triathlon Club to use public roads in our jurisdiction for the bicycle portion of their race on August 1, 2010. Motion carried unanimously.

The Books and Records of Town Officers were audited by the Town Board on Saturday, March 13, 2010.

Court Clerk Angela Champion filed the Annual Court report for previous Justice Louis Van Cleef for year 2009.

Councilman Steven Selover audited the Annual 2009 Court report.

Waid moved, seconded by Bassett, that Highway Fund Voucher # 33-#53 in the amount of \$20,994.21 and General Fund Vouchers #32- #55 in the amount of \$139,812.02 be approved for payment. Motion carried unanimously.

Highway Superintendent Jeffrey MacCheyne filed his February written report with Board Members.

Town Clerk Freese filed her February, 2010 report with the Supervisor. A total of \$107.53 was remitted.

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
April 12, 2010**

Regular Meeting of the Town Board of the Town of Covert held Monday, April 12, 2010, 7:30 P.M. at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Present
	Councilman Stephen Selover	Present
	Councilman Duane Waid	Present
	Councilman Valerie Bassett	Absent

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey MacCheyne  
Reporter, Aneta Glover

**Residents Present:** Charles Bosman, Daniel & Georgeanne Bakker, Brayton Foster.

**Pledge of Allegiance:**

**Approval of Minutes:** March 8, 2010 and special meeting minutes for March 13, 2010 were accepted.

Motioned: Councilman Gary Hunt  
Seconded: Councilman Duane Waid  
Motion carried unanimously

**Petitioner to the Board:** Charles Bosman reported that Conifer Village is now interviewing applicants. The Interlaken Community Action Group is planning on giving out welcome baskets to the Conifer Village residents.

**Highway Superintendent:**

Highway Superintendent, Jeffrey Mac Cheyne reported that it would cost \$1,950.00 to have the 2002 Sterling dump truck box sandblasted and painted. This would extend the life of the truck.

**Committees:**

Councilman Stephen Selover reported that he attended the Assessor Committee Meeting and they will be doing a full review of properties this year to assure all property is assessed equal. Councilman Selover will also attend the 29<sup>th</sup> Annual meeting of the Cayuga Medical Center.

**Old Business**

Selover moved, seconded by Waid, to accept Mr. Outsider Lawn Maintenance contract for the Season, mowing the Old Town Hall at \$25.00 per mow; mowing Shrier Road Cemetery at \$77.58 per mow and mowing the Municipal Building at \$75.00 per mow. Motion carried unanimously.

**New Business:**

Hunt moved, seconded by Selover, that Town Clerk Colleen Freese attends the New York State Town Clerk Association's 28<sup>th</sup> Annual Conference in Saratoga, New York on April 25-27. Motion carried unanimously.

Hunt moved, seconded by Waid, to approve the Town Clerk to purchase a Canon Image Runner, 1025If copier in the amount of \$1,713.00, which includes the service contract for one year. Motion carried unanimously.

Hunt moved, seconded by Waid, to approve the sandblasting and painting of the 2002 Sterling dump truck box in the amount of \$1,950.00. Motion carried unanimously.

Waid moved, seconded by Hunt, that Highway Fund Voucher # 54-#69 in the amount of \$28,591.18 and General Fund Vouchers #56- #79 in the amount of \$22,737.42 be approved for payment. Motion carried unanimously.

Highway Superintendent Jeffrey MacCheyne filed his March written report with Board Members.

Town Clerk Freese filed her March report with the Supervisor. A total of \$219.70 was remitted.

Code Enforcement Office filed his March written report with the Board Members and Town Clerk.

Tax Collector Colleen Freese reported on 2010 Tax Collectors Report to the Board and filed it with the Supervisor.

On the motion of Selover the meeting was adjourned at 8:40

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
JUNE 14, 2010**

Regular Meeting of the Town Board of the Town of Covert was held at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York on June 14, 2010 at 7:30 P.M.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilman Duane Waid	Present
Councilman Valerie Bassett	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey MacCheyne  
Reporter, Aneta Glover  
Attorney for Town, John Sipos  
Charles Bosman, Keith Jay

Supervisor Reynolds called the meeting to order at 7:30 P.M. with the Pledge to the Flag.

Supervisor Reynolds opened the public hearing. The purpose of the hearing was to hear any comments on the annexation of Charles & Marsha Bosman Property Tax # 06-2-84.121 into the Village.

Charles Bosman commented that he was in favor of the annexation and there were no other comments.

Supervisor Reynolds closed the public hearing at 7:40 PM and opened the regular meeting.

**Approval of Minutes:** May 10, 2010 Town Board Meeting Minutes were approved.

Motioned: Councilman Gary Hunt  
Seconded: Councilwoman Valerie Bassett  
Motion carried unanimously

**Highway Superintendent:** Highway Superintendent MacCheyne reported that they would put a cap on the old well line to prevent the water from backing up into the basement of Municipal Building.

**Town Clerk:** Town Clerk Freese reported that she is a Notary now and will be able to provide this service for the community once the State issues her Notary number. According to the State records, the Town had over sixty delinquent dog licenses. Notices were sent out and about thirty have responded; the remainder of the names will be turned over to the Dog Control Officer.

**Town Attorney:** Attorney Sipos discussed a request received from Timothy and Frances Maguire for a Community Acknowledgment Form to be signed stating their house is above the Flood line level. He advised the Town Board to receive a certified survey map with the high water mark indicated on it.

**Town Supervisor:** Supervisor Reynolds reported that he attended the Trumansburg Fire meeting and they discussed the new billing system. Also Richard Bauer has approached him and the Town Clerk about having some kind of a memorial to recognize Vets.

The Town Board is willing to give an area for the Veterans Memorial and requested Mr. Bauer to submit a design for the display. The Board will take a look at it and decide what to do next.

Waid moved, seconded by Hunt, that the annexation of the 1.784 acres Bosman Property, tax map number 06-2-84.121, be annexed into the Village of Interlaken as requested by the Bosman's. Motion carried unanimously.

Hunt moved, seconded by Waid, that the variance request application No.13-10 for Victor Rozenfine, 8477 Main Street, Interlaken, for an 8'x12' shed be referred to the Planning Board. A public hearing will be held at the Municipal Building July12, 2010 at 7:30 P.M. Motion carried unanimously.

The Town Board of the Town of Covert, in the County of Seneca and State of New York, met in the Town Municipal Building located at 8469 South Main Street in the Town of Covert, County of Seneca, State of New York, on the 14 day of June, 2010 at 7:30 P.M. The following resolution was moved by Bassett and seconded by Selover. Motion carried unanimously.

RESOLUTION No.04-10

**Standard Work Day and Reporting Resolution**

BE IT RESOLVED, that the Town of Covert hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number  (Last 4 digits)	Registration Number	Standard Work Day  (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System  (Y/N)	Days/Month  (based on Record of Activities)
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Elected Officials							
Supervisor	Michael Reynolds			3	01/01/2010-12/31/2011	N	10
Highway Supervisor	Jeffrey MacCheyne			8	01/01/2007-12/31/2011	N	20
Town Clerk	Colleen Freese			7	01/01/2010-12/31/2011	N	20
Board Member	Valerie Bassett				01/1/2008-12/31/2011	N	1
Appointed Officials							

On this 14 day of June, 2010

Colleen R. Freese, Town Clerk

Date enacted: June 15, 2010

I, Colleen R. Freese, clerk of the governing board of the Town Of Covert, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 14 day of June, 2010 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board consists of 4 members, and that 4 of such members were present at such meeting, and that 5 of such members voted in favor of the above resolution.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Covert

Bassett moved, seconded by Hunt, that Highway Fund Voucher #84- #99, in the amount of \$19,420.01 and General Fund Vouchers #90-#108, in the amount of \$27,752.53, be approved for payment. Motion carried unanimously.

Highway Superintendent, Jeffrey MacCheyne, filed his May written report with Board Members.

Town Clerk Freese filed her May report with the Supervisor. A total of \$99.51 was remitted.

Code Enforcement Officer filed his May report with the Board reporting that one new permit was issued.

On the motion of Hunt, the meeting was adjourned at 9:00 PM.

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Town Clerk

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Supervisor

**TOWN OF COVERT**  
**REGULAR TOWN BOARD MEETING**  
**May 10, 2010**

Regular Meeting of the Town Board of the Town of Covert was held at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York on May 10, 2010 at 7:30 P.M.

**Roll Call:** Supervisor Michael Reynolds      Present  
                  Councilman Gary Hunt              Present  
                  Councilman Stephen Selover          Present  
                  Councilman Duane Waid              Present  
                  Councilman Valerie Bassett        Present

**Others Present:** Town Clerk, Colleen Freese  
                          Highway Superintendent, Jeffrey MacCheyne  
                          Reporter, Aneta Glover  
                          Charles Bosman, Charles Freese

Supervisor Reynolds called the meeting to order at 7:30 P.M. with the Pledge to the Flag.

**Approval of Minutes:** April 12, 2010 Town Board Meeting Minutes were approved.  
                                  Motioned: Councilman Gary Hunt  
                                  Seconded: Councilman Duane Waid  
                                  Motion carried unanimously

**Petitioner to the Board**

Charles Bosman reported that the second and third floors of Conifer Village are now sheet rocked. They are working long hours and plan to be open August 1, 2010.

Charles Bosman presented the Board with a survey map for Tax map # 06-2-84.121 to be annexed into the Village of Interlaken.

Town Clerk Freese reported that the Town Clerk Association Conference was very informative. The State is planning on turning the Agriculture Division of Dog licensing over to the Towns in order to save the State money. This decision is pending on the State Budget.

**Old Business**

Supervisor Reynolds reported that he requested four proposals to clean up the mold in the basement. Two companies responded, Felix Air Duct Cleaning and Enviro-Tech Environmental Services. Some of the water in basement is coming from the eaves trough which may need to be adjusted properly or replaced to prevent the overflow. Supervisor Reynolds will contact Brubaker Enterprise, who installed the eaves trough on the back of the building and request them to assess the problem and confirm their responsibility to fix

them right. In addition, have them assess the other eaves trough on the building and give their recommendation.

**New Business:**

There was much discussion on solid waste management and that the Town Board passed a Refuse Ordinance for Town of Covert. Town Clerk will look into this Ordinance for next Board meeting.

On the motion of Councilman Hunt, seconded by Councilwoman Bassett, the Town Board will hold a Public Hearing June 14, 2010, at 7:30 P.M. to hear any comments on the Annexation of Charles and Marsha Bosman Property Tax Map # 06-2-84.121 to be annexed into the Village of Interlaken.

Waid moved, seconded by Selover, that Highway Fund Voucher # 70-#83, in the amount of \$22,996.24, and General Fund Vouchers # 80- # 89, in the amount of \$12,185.91, be approved for payment. Motion carried unanimously.

Highway Superintendent, Jeffrey MacCheyne filed his April written report with Board Members.

Town Clerk Freese filed her April report with the Supervisor. A total of \$68.10 was remitted.

Code Enforcement Office filed his April report with the Board reporting that three new building permits were issued.

On the motion of Hunt, the meeting was adjourned at 8:40.

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
JULY 12, 2010**

Regular Meeting of the Town Board of the Town of Covert was held at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York on July 12, 2010 at 7:30 p.m.

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Present
	Councilman Stephen Selover	Present
	Councilman Duane Waid	Present
	Councilman Valerie Bassett	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey MacCheyne  
Reporter, Aneta Glover  
Attorney for Town, John Sipos  
Charles Bosman, Max & Emily Aman, Glenn Boyes  
Daniel & Georgeanne Bakker

Supervisor Reynolds called the meeting to order at 7:30 p.m. with the Pledge to the Flag.

Supervisor Reynolds opened the public hearing at 7:31 p.m.

The purpose of the public hearing was for a variance under Land Management Ordinance for Victor Rozenfine, 8477 Main Street, to construct an 8' x 12' storage shed 15' from the Sideline instead of the 20 feet requirement, application No. 13-10.

Victor Rozenfine commented that he was in favor and the shed would not extend beyond the existing garage.

Supervisor Reynolds closed the public hearing at 7:45 p.m. and opened the regular meeting.

**Approval of Minutes:** June 14 12, 2010 Town Board Meeting Minutes were approved.  
Motedioned: Councilwoman Valerie Bassett  
Seconded: Councilman Gary Hunt  
Motion carried unanimously

**Petitioner to the Board:** Charles Bosman reported that the Conifer Village Project is near completion. The driveway has been black topped and they are performing final painting and cleaning tasks. The tentative plan is to open August 16, 2010.

**Highway Superintendent:** Highway Superintendent MacCheyne reported that the department has cleared brush; cold patched roads; replaced crossover pipes on Stout Road and Dunn Road; and performed regular maintenance on equipment.

**Town Clerk:** Town Clerk Freese presented the pictures of the Flag design suggested by Dick Bauer for the Veterans Memorial. A sketch is needed to determine what the final project will look like.

**Committee:** Councilwoman Bassett and Councilman Waid attended the Trumansburg Fire District Meeting. Councilwoman Bassett reported that the Fire Department's definition of a resident is anyone who owns, rents, leases, or has a business in the Fire District. Residents qualify for insurance only billing. The Fire Department is working on an insurance only billing system. If you do not currently reside in the Fire District you will be billed for services.

Councilman Waid reported that he reviewed the Annual Report from New York Municipal Insurance and there is a surplus which should keep our insurance rate down this year.

Councilman Hunt asked for an up date on the Water Project for the Towns.

Councilman Bassett stated that she does not see where the Water Project would directly benefit the Town of Covert residents outside of the Village. It simply is not the best use of scarce funds at this time.

Emily Aman asked how you know the Town resident would not benefit.

Councilman Bassett stated that when you try to get funding for something like this from the government they look at the numbers and we are a very small Town.

Emily Aman commented that other states like Alabama and South Carolina have municipal water in rural areas where towns are less populated.

**Supervisor:** Supervisor Reynolds reported that they need someone to do maintenance work at the Municipal Building occasionally.

There was a lengthy discussion about the roads in the Town of Covert and the work that needs to be done.

Emily Aman commented that the road budget needs increased funding to be able to complete necessary repairs.

**OLD BUSINESS:**

Hunt moved, seconded by Waid, that the variance request be approved for Victor Rozenfine, 8477 Main Street, Interlaken, for an 8'x 12' shed. Motion carried unanimously.

**NEW BUSINESS:**

**RESOLUTION# 05-10  
2011 Reassessment Improvement Project**

Waid moved, seconded by Selover THAT **WHEREAS**, the State of New York will provide financial assistance to the Town for implementation of a system of Real Property Tax Administration which conforms to the standards established pursuant to Subdivision 1 of # 1570 of the Real Property Tax Law; now therefore it is hereby

**RESOLVED**, by the Town Board of the Town of Covert, New York, that the Town of Covert hereby request State assistance, specifically from the Office of Real Property Services of the State of New York, to help do a reassessment project to archive and maintain a uniform standard of assessment for the Town of Covert assessment roll in accordance with Section 305 of the Real Property Tax Law; and be it

**FURTHER RESOLVED**, that the Supervisor is hereby authorized and directed to expend the necessary funds for the preparation of said plan and the establishment and maintenance of the Real Property Improvement Program and to make application to the State Board of Real Property Services for financial assistance therefore pursuant # 1573 of the New York State Real Property Tax Law. Motion carried unanimously.

**RESOLUTION 06-10**

**Town of Covert Workplace Violence Prevention Policy and Incident Reporting**

Hunt moved **THAT WHEREAS**; it is the Town of Covert's policy to promote a safe environment for its employees. The Town is committed to working with its employees to maintain a work environment free from violence, threats of violence, harassment, intimidation, and other disruptive behavior. While this kind of conduct is not pervasive at our agency, no agency is immune. Disruptive behavior at one time or another will affect every agency.

The Town of Covert is committed to the safety and security of our employees. Workplace violence presents a serious occupational safety hazard to our agency, staff, and clients. Threats, threatening behavior or acts of violence against employees, visitors, guests, or other individuals by anyone on Town of Covert property will be thoroughly investigated and appropriate action will be taken, including summoning criminal justice authorities when warranted. All employees are responsible for helping to create an environment of mutual respect for each other as well as clients, following all policies, procedures and program requirements, and for assisting in maintaining a safe and secure work environment.

This policy is designed to meet the requirements of NYS Labor Law 27b and highlights some of the elements that are found within our Workplace Violence Prevention Program. The process involved in complying with this law included a workplace evaluation that was designed to identify the workplace violence hazards our employees could be exposed

to. Other tools that were utilized during this process included establishing a committee made up of management and Authorized Employee Representatives who will have an ongoing role of participation in the evaluation process, recommending methods to reduce or eliminate the hazards identified during the process and investigating workplace violence incidents or allegations. All employees will participate in the annual Workplace Violence Prevention Training program.

The goal of this policy is to promote the safety and well-being of all people in our workplace. All incidents of violence or threatening behavior will be responded to immediately upon notification. The Town of Covert has identified response personnel that include a member of management and an employee representative. If appropriate, the Town of Covert will provide counseling services or referrals for employees.

All Town of Covert personnel are responsible for notifying the contact person designated below of any violent incidents, threatening behavior, including threats they have witnessed, received, or have been told that another person has witnessed or received.

**Designated Contact Person:**

Michael Reynolds Town Supervisor  
607-532-9567  
3522 West Ave. Interlaken, NY14847

Gary Hunt Highway Chairman  
607-532-4909  
4141 Bergen Beach Rd. Interlaken, NY 14847

The resolution was duly seconded by Councilwoman Valerie Bassett and was adopted by Ayes 5 Selover, Waid, Hunt, Bassett and Reynolds.

Bassett moved, seconded by Hunt, that Highway Fund Voucher #100-109 in the amount of \$13,853.33 and General Fund Vouchers # 109-121 in the amount of \$15,017.95 be approved for payment. Motion carried unanimously.

Highway Superintendent, Jeffrey MacCheyne, filed his June written report with Board Members.

Town Clerk Freese filed her June report with the Supervisor. A total of \$309.30 was remitted.

Code Enforcement Officer filed his June report with the Board and reported that he issued four permits.

On the motion of Hunt, the meeting was adjourned at 9:00 p.m.

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Town Clerk, Colleen Freese

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Supervisor, Michael Reynolds

**TOWN OF COVERT  
REGULAR TOWN BOARD MEETING  
AUGUST 9, 2010**

Regular Meeting of the Town Board of the Town of Covert was held at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York on August 9, 2010 at 7:30 p.m.

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Present
	Councilman Stephen Selover	Absent
	Councilman Duane Waid	Present
	Councilman Valerie Bassett	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey MacCheyne  
Reporter, Aneta Glover  
Charles Bosman, Daniel & Georgeanne Bakker

Supervisor Reynolds called the meeting to order at 7:30 p.m. with the Pledge to the Flag.

**Approval of Minutes:** July 12, 2010 Town Board Meeting Minutes were approved.  
Motioned: Councilwoman Valerie Bassett  
Seconded: Councilman Gary Hunt  
Motion carried unanimously

**Highway Superintendent:** Highway Superintendent MacCheyne reported that the department has hauled more crush run for South Burdick Road; hauled free milling from South Seneca School to Town Barns; ditching and cutting brush on South Frontenac Road; ripped up South Burdick Road and put down fabric and covered with crusher run; helped the Town of Romulus and Ovid oil, stone, and mix pave on some of their roads.

**Town Clerk:** Town Clerk Freese reported Trumansburg American Legion is renewing their Liquor license and Lucas Winery is renewing their Wine license. There was discussion on establishing a new Local Law for the Dog Licenses that the State is requiring.

Town Clerk Freese read the letter of resignation from David Raymond: *Effective September 1, 2010, I will be leaving my position of cleaner / janitor. I simply no longer have the time to do this anymore. I was finding myself having to come over either late at night or early in the morning in order to do this and this was not allowing me time to do the little things which need to be done at the Town Hall. I hope this time frame of one month will allow the board time to find someone else. I would especially like to thank Colleen Freese for all she has done to assist me in getting everything I needed to do this. Sincerely, David Raymond*



**Committee:** Councilwoman Bassett reported that there would be a Trumansburg Fire District meeting August 12, 2010 at 7 O'clock.

**Supervisor:** Supervisor Reynolds reported that Seneca County Sheriff Department coordinated some prisoners to come and clean up the basement and remove the paneling from the walls at the Town Municipal Building.

**Old Business:** Plans for the Veterans' Memorial are proceeding; Dick Bauer has contacted different companies to get estimates for a granite stone to be engraved. Seneca Meadows is going to donate money to help with the cost of items needed for the Veterans' Memorial.

**New Business:** Supervisor Reynolds reported that Jerry Collins wanted to dedicate the bridge on County Road 143 to Harold and Sue Wright. The County agreed it was a good idea and Mr. Collins is organizing the dedication for August 28, 2010 at 3 O'clock; there will be food and beverages.

Waid moved, seconded by Hunt, to approve the signing of the Interlaken Historical Society Contract for 2010, in the amount of \$1400.00. Motion carried unanimously.

Bassett moved, seconded by Hunt, that Highway Fund Voucher #110-120 in the amount of \$18,974.81 and General Fund Vouchers # 124-142 in the amount of \$19,025.91 be approved for payment. Motion carried unanimously.

Highway Superintendent, MacCheyne filed his July written report with Board Members.

Supervisor Reynolds filed his revenue and expenditure report with the Board.

Town Clerk Freese filed her July report with the Supervisor. A total of \$355.14 was remitted.

Code Enforcement Officer filed his July report with the Board and reported that he issued five permits.

On the motion of Hunt, the meeting was adjourned at 8:45 p.m.

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Town Clerk, Colleen Freese

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Supervisor, Michael Reynolds

**REGULAR TOWN BOARD MEETING  
SEPTEMBER 13, 2010**

**Call to Order:** The regular Town Board Meeting was called to order by Supervisor Michael Reynolds at 7:30PM.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffery Mac Cheyne  
Code Enforcement Officer, John Poludniak  
Reporter, Aneta Glover  
Justice William Shaw

**Residents Present:** Charles Bosman, Jane Selover, Billy Wech

Supervisor Reynolds called the meeting to order at 7:30 with the pledge to the Flag.

**Approval of Minutes**

August 9, 2010 Regular Town Board Meeting  
Motedioned: Councilwomen Valerie Bassett  
Seconded: Councilman Gary Hunt  
Carried Unanimously

**Petitioners to the Board:**

Justice William Shaw presented the Board with his budget request for 2011. Justice Shaw also reported that the Court has received new equipment from the state which has kept the equipment cost down for the Town of Covert.

Charles Bosman reported that the Conifer Village apartments opened August 15, 2010 and held an open house September 15, 2010 in which seventy people attended. Conifer will have a Ribbon Cutting Ceremony, Thursday, October 7, 2010 at 3 pm.

Highway Superintendent Jeffery Mc Cheyne reported that the 1984 Auto Car was auctioned off and sold for \$2,500.00.

Highway Superintendent Mc Cheyne submitted Town of Covert Highway report for the month of August as follows:

1. Hauled crusher run, 1 ST's and 1 A's stone for roadwork.
2. Cut off drain tile that dumped into the parking lot at the Town Hall.
3. Oil and stoned South Burdick, West Covert, and Arden Roads.
4. Scraped more bad sections on Townline Road and added crusher run.
5. Another round of cold patching on all hard surface roads.
6. Re-shaped and added crusher run to South Frontenac and Hatch Roads.
7. Helped the towns of Ovid and Romulus with oil and stoning.
8. Regular maintenance on all equipment.

**Town Clerk:** Town Clerk Freese reported before moving forward with Dog License we are waiting on the State to release their Local Law requirements. In addition, dog license rates need to be determined.

**Committees:** Councilman Hunt reported that the highway committee met and went over items for the budget and drove on some of the roads in the Town of Covert to see what repairs are needed.

**Old Business:**

Supervisor Reynolds reported that he attended the Trumansburg Fire District Meeting and they are looking at many options for the ambulance service to see what would be the most cost effective. They stated that in three years there probably would not be any volunteer EMS firemen remaining.

**New Business:**

Councilman Gary Hunt commented that in order to keep the roads in proper condition and replace equipment, the 2011 budget will need to be increased in these categories.

Supervisor Reynolds reported that there will be granite bricks to purchase for \$50.00 a brick. The brick includes their name engraved with the branch of services and years they served in the Military.

Hunt moved, seconded by Waid, to acknowledge that Cayuga Lake Creamery has been voted #1 for the best ice cream parlor in New York State. Motion carried unanimously.

Budget workshops will be held October 4 and 11, 2010 at 6 P.M. at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York.

Town Clerk Colleen Freese filed her August report with the supervisor. A total of \$204.45 was remitted.

Code Enforcement Officer gave his August report to the Board and reported one permit was issued.

Supervisor Reynolds filed his August revenue and expenditure report with the Board.

Hunt moved, seconded by Waid, that the Highway Fund Vouchers #121-134 in the amount of \$44,610.60 and General Fund Voucher # 143-162 in the amount of \$ 14,059.02 be approved for payment. Motion Carried Unanimously.

On the motion of Hunt, the meeting was adjourned at 9:30 P.M.

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**STATE OF NEW YORK  
COUNTY OF SENECA  
TOWN OF COVERT**

**March 13, 2010**

Special Meeting of the Town Board of the Town of Covert held Saturday, March 13, 2010, at 9: AM at the Town of Covert Municipal Building, 8469 South Main St., Interlaken, New York.

Members present: Councilwoman Valerie Bassett, Councilmen Stephen Selover, Gary Hunt and Duane Waid.

Also present: Town Clerk Colleen Freese and Doreen Mount.

Absent: Supervisor Michael Reynolds.

Purpose of said meeting was the Town Board received notice from Woodland Roadhouse that they need a 30 day wavier to renew their liquor license.

Doreen Mount owner of Woodland Roadhouse reported they need a 30 day wavier in order to prevent a lapse in their liquor license due to a hold up on paper work with the State. Without the wavier, they would not be able to serve liquor for a couple of weeks.

The Board of the Town of Covert does hereby give notification of receiving notice from Woodland Roadhouse that they need a 30 day waiver to renew their liquor license. On the motion of Councilman Waid, Seconded by Councilwoman Bassett, the Town Board of The Town of Covert hereby grants the Woodland Roadhouse Restaurant & Caterer, Inc. a waiver for 30 days as need for the renewal of their liquor license (# 3130233).

On the motion of Hunt the meeting adjourned at 9:30

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**STATE OF NEW YORK  
COUNTY OF SENECA  
TOWN OF COVERT REGULAR BOARD MEETING  
October 11, 2010**

**Call to Order:** The regular Town Board Meeting was called to order by Supervisor Michael Reynolds at 7:30 PM.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Town Attorney, John Sipos  
Charles Bosman, Max & Emily Aman, Michael & Margie Borzansky

Supervisor Reynolds called the meeting to order at 7:30 with the pledge to the Flag.

**Approval of Minutes**

September 13, 2010 Regular Town Board Meeting  
Motion: Councilwomen Valerie Bassett  
Seconded: Councilman Duane Waid  
Carried Unanimously

**Petitioners to the Board:**

Mike Borzansky addressed the Board regarding their neighbor the Jones family, and their dogs killing some of his chickens. Borzansky would like the Jones family to take the proper steps in securing their animals and take responsibility for the damage the dogs have done.

Emily Aman discussed different budget items and suggested the Board review the budget and consider increasing the Highway Department line for road repairs. She also suggests the Town Board consider increasing the Highway Superintendent pay as well as the Town Supervisor pay. Mrs. Aman would also like the Town Board to consider supporting a summer recreation program for the South Seneca School area with some kind of program that would reach 10 to 15 year olds.

Highway Superintendent Jeffrey Mc Cheyne submitted his Town of Covert Highway report for the month of September as follows: Oil and stone West Covert Road, Arden Road, and South Burdick Road, took 1984 Auto Car/10 wheeler to Lansing for auction, another round of cold patching on all roads, moved material from the shop to Covert to make room for the pug mill, mix/pave Interlaken Beach Road, South Frontenac and Bassett Roads, helped Village of Interlaken pave Seneca Street, built up shoulders and driveways on newly paved roads, regular maintenance on all equipment.

The Board requested that a Public Hearing be set for the Town Budget , THAT WHEREAS, the Town Board of the Town of Covert has reviewed and made changes to the 2010 Tentative Budget for the Town of Covert, The Five Town Coordinated Assessment Program, the Trumansburg and Interlaken Fire Protection Contract and the South Seneca Ambulance, NOW THEREFORE BE IT RESOLVED that the Town Clerk is duly authorized to schedule the Public Hearing for the Town of Covert's 2010 Preliminary Budget to be held on Monday, October 25, 2010 at 6:00 PM at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York. The board noted that there is much work remaining to be done on the budget and a postponement of the hearing may be necessary.

After a lengthy discussion on the Veterans Memorial and looking over the proposals from Kenneth Riemer for an estimated price of \$4,000.00, Dave Allen's estimate of \$24,940.00 and Mike King's for \$2,400.00 plus \$55.00 an hour, the Board decided to go with Ken Reimer to do the work on the Veterans Memorial.

Selover moved, seconded by Bassett, to refer the variance request for Carl and Debra Guy, application # 24-10, to the Planning Board. A public hearing will be held at the Municipal Building, November 8, 2010, 7:30 pm. Motion carried unanimously.

Hunt moved, seconded by Bassett, to approve the purchase of a 2011 Ford Pickup F250 4x4 with a western 7.5' plow blade by the Highway Superintendent as long as it is within the budget amount for line item DA5130.2 equipment for 2010. Motion carried unanimously

Town Clerk Colleen Freese filed her September report with the supervisor. A total of \$366.58 was remitted.

Code Enforcement Officer Poludniak gave his September report to the Board and reported one building permit was issued.

Supervisor Reynolds filed his September revenue and expenditure report with the Board.

Hunt moved, seconded by Waid, that the Highway Fund Vouchers # 135-147 in the amount of \$103,814.96 and General Fund Vouchers # 163-176 in the amount of \$ 22,357.48 be approved for payment. Motion carried unanimously.

On the motion of Hunt, seconded by Bassett, the meeting was adjourned at 10:00 P.M.

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk

**TOWN OF COVERT  
SPECIAL TOWN BOARD MEETING  
OCTOBER 25, 2010**

**Call to Order:** The Public Hearing for the Town of Covert 2011budget was called to order by Supervisor Michael Reynolds at 6:00PM.

<b>Board Members:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Absent
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese

Supervisor Reynolds opened the public hearing.  
The purpose of the public hearing was to hear comments on the proposed 2011 Budget, including General Town Funds, Highway Funds, Five Town Coordinated Assessment Program Fund, South Seneca Ambulance Fund and Trumansburg and Interlaken Fire Protection District Fund.

Bassett moved, seconded by Selover to adjourn the public hearing for the 2011budget because the tentative budget was incomplete. The budget could not be adopted at this time.

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Michael G. Reynolds, Supervisor

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Colleen R. Freese, Town Clerk



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**November 8, 2010**

**Call to Order:** The regular Town Board Meeting was called to order by Supervisor Michael Reynolds at 7:30 PM.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Town Attorney, John Sipos  
Reporter, Aneta Glover

**Resident Present:** Michael Borzansky, Donald Kenyon, James Wyckoff, Jeffrey Vann, Glenn & Michelle Boyes, John & Karen Darling

Supervisor Reynolds called the meeting to order at 7:30 with the pledge to the Flag.

**Approval of Minutes**

For October 11, 2010 Regular Town Board Meeting and October 25, 2010 Special budget meeting.

Motion: Councilwomen Valerie Bassett  
Seconded: Councilman Duane Waid  
Carried Unanimously

**Petitioners to the Board:**

Glenn & Michelle Boyes, John & Karen Darling, Michael Brozansky, addressed the board regarding the damage caused by the animals owned by their neighbors, the Jones family. They want them to be held financially responsible for the damage and repairs and responsible for preventing further damage. They were informed they could file a civil Law suit. Supervisor Reynolds has been working on other options to help solve the problem.

Richard Bauer wanted permission to place a large postal mail box in the parking lot at the municipal building to collect old flags. The Town Board feels it is a duplication of efforts that is already being done in the town and they will not consider it.

**Highway Superintend: Jeffrey Mac Cheyne**

1. Installed two new overhead lights in the main shop.

2. Worked on the turbo charger on the grader.
3. Graded and added Run of crusher on West Covert Road, Hall's Corner Road and Townline Road
4. Cut shoulder on Lower Covert Road and added cold mix pavement to widen the road.
5. Graded and paved Town Hall parking lot.
6. Helped the Town of Ovid oil and stone Munson Road.
7. Took 2002 Sterling to Tenco for repair.
8. Scraped and added millings to lower section of Frontenec Road.
9. Helped Town of Lodi haul Item # 4 gravel.
10. Regular maintenance on all equipment.

**Committees:**

Councilwoman Valerie Bassett sent a letter to the Office of State Comptroller requesting an audit of the financial practices, processes, and records of the Town of Covert. The Office of the State Comptroller is considering sending an examiner to review the Town of Coverts books. Bassett wants to make sure the Town is following the correct procedures.

Councilman Duane Waid requested that the Town Clerk look up the Planning Board minutes and Town Board minutes for the Town Board to review in order to see what has been approved for the Oak Harbor Road to be maintained.

Supervisor Reynolds discussed adding ambulance charges per parcel; one residence (mobile home, cottage or dwelling) would equal 1 unit, 2 residences would equal 2 units and so on. Councilman Hunt made motion, seconded by Councilman Waid, to table the review of the ambulance charges at this time. Supervisor Reynolds will setup a time with Ann Morgan to come and address the Board about the ambulance charges and answer any question. Motion carried unanimously

Don Kenyon addressed the Board with concerns about the budget and the increase in tax rates each year. He requested the Budget Officer present a budget which includes past, present, and expected future revenues, expenditures, and goals.

Supervisor Reynolds suggested they wait to purchase a 550 truck for the Highway Department. He wants to keep the tax rate down and have a good fund balance.

**Resolution No.7-10**

On the motion Bassett, seconded by Waid, that a Public Hearing be set for the Town Budget , THAT WHEREAS, the Town Board of the Town of Covert has reviewed and made changes to the 2011 Tentative Budget for the Town of Covert, The Five Town Coordinated Assessment Program. Trumansburg and Interlaken Fire Protection Contract and the South Seneca Ambulance, NOW THEREFORE BE IT RESOLVED that the Town Clerk is duly authorized to schedule the Public Hearing for the Town of Covert's 2011 Preliminary Budget to be held on Monday, November15, 2010 at 6:00 PM at the Town of Covert Municipal Building, 8469 South Main Street, Interlaken, New York. Motion carried unanimously

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF COVERT,  
SENECA COUNTY, NEW YORK  
RESOLUTION No. 8 - 2010  
RESOLUTION AUTHORIZING SCHEDULING OF PUBLIC HEARING FOR  
PROPOSED LOCAL LAW ENTITLED "Town of Covert Dog Control Law"**

**Bassett moved, WHEREAS,** the Town Board of the Town of Covert, after due deliberation, finds it in the best interests of the Town to schedule a public hearing to solicit public comment upon a proposed Local Law entitled "Town of Covert Dog Control Law;" and

**WHEREAS,** the Town Board of the Town of Covert has reviewed the draft of the aforementioned proposed Local Law No.01-10 for "Town of Covert Dog Control Law" and deems it in the best interests of the Town of Covert to proceed in accordance with the Code of the Town of Covert and the Laws of the State of New York in adopting said Local Law,

**WHEREAS,** this action by the Town Board is a "Type II" action under the regulations promulgated by authority contained in the State Environmental Quality Review Act (SEQRA), which appear in 6 NYCRR Part 617.5, thereby requiring no further action by the Town Board, in that Part 617.5 (c) states that actions that are not subject to review under SEQRA include, "(27) adoption of regulations, policies, procedures and local legislative decisions in connection with any action on this list" and subsection (20) on this list includes "routine or continuing agency administration and management, not including new programs or major reordering of priorities that may affect the environment". This action involves continuing agency administration and management in that it pertains to the adoption of regulations regarding the licensing of dogs, an activity the Town of Covert has conducted in the past and will continue to conduct.

**NOW, THEREFORE, BE IT RESOLVED,** that the Town Clerk be, and she hereby is, directed to schedule a public hearing to be held on December 13, 2010 at 7:30 p.m. at the Town of Covert Municipal Building, 8469 S. Main Street, Interlaken, New York; and be it further

**RESOLVED,** that the Town Clerk, be and hereby is, authorized to forward to the official newspaper of the Town a Notice of Public Hearing in the form substantially the same as that attached notice; and be it further

**RESOLVED,** that the Town Clerk be, and she hereby is, directed to post a copy of the proposed Local Law on the Town of Covert sign board and take any and all other necessary actions to **properly** bring the aforementioned Local Law before the Town Board of the Town of Covert for its consideration. The resolution was duly seconded by Councilman Waid, Motion carried unanimously.

I, Colleen R. Freese, Town Clerk of the Town of Covert do hereby certify that the

aforementioned resolution was adopted by the Town Board of the Town of Covert on November 8, 2010 by the following vote:

	AYE	NAY
Michael Reynolds		
Duane Waid	yes	
Valerie Bassett	yes	
Gary Hunt	yes	
Steve Selover	yes	

Supervisor Reynolds gave an update on the Veterans' Memorial. The Town Board has decided to wait and have a dedication for the Veterans' Memorial in May, 2011 on Memorial Day which will allow more time to complete the project.

Carl and Debra Guy, application # 24-10, withdrew their variance request.

Hunt moved, seconded by Waid to hold executive session at the end of meeting as requested by Town Attorney John Sipos.

Hunt moved, seconded by Waid, to come out of executive session and go back into the regular Board meeting.

Town Clerk Freese filed her October report with the supervisor. A total of \$182.55 was remitted.

Supervisor Reynolds filed his October revenue and expenditure report with the Board.

Bassett moved, seconded by Hunt, that the Highway Fund Vouchers # 148-159 in the amount of \$29,881.14 and General Fund Vouchers # 177-197 in the amount of \$ 23,128.69 be approved for payment. Motion carried unanimously.

On the motion of Hunt, seconded by Bassett, the meeting was adjourned at 10:45 P.M.

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Supervisor, Michael Reynolds

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Town Clerk, Colleen Freese

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**November 15, 2010**

Supervisor Michael Reynolds called meeting to order at 6:00 PM.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne

**Resident Present:** Charles Bosman, Charles Freese

Supervisor Reynolds opened the Public Hearing at 6:05 P.M  
The purpose of said Public Hearing is to hear comments on the 2011 Town of Covert Budget.  
No one appeared in favor or against the 2011 Budget.

Councilwoman Bassett would like to see improved procedures for the Budget for Town of Covert. She recommends the Fund balance be put in the General Fund where it could be spent for what ever is needed and not limited to the Highway Department.

Councilmen Selover recommend a Highway Fund balance because that is were the greatest needs usually are.

**RESOLUTION NO 9-2010**

Hunt moved, seconded by Selover, That the Preliminary Budget be adopted as the final budget for 2011, and **WHEARAS**, this Town Board met at the time and place specified in the notice of the Public Hearing on the Preliminary Budget and heard all persons desiring to be heard thereon; **NOW THEREFORE BE IT RESOLVED**, that this Town Board hereby adopts such Preliminary Budget as originally compiled with modifications and amendments, as the Annual Budget of the Town of Covert for the fiscal year beginning January1,2011 and that such Budget as adopted be entered in detail in the minutes of the proceeding of the Town Board, and be it

**FURTHER RESOLVED THAT**, the Town Clerk of the Town of Covert shall prepare and certify duplicate copies of said Annual Budget, as adopted pursuant to Section 202, Subd. Of the Town Law, and deliver one copy thereof to the Supervisor of this Town to be presented by him to the Board of Supervisors of this county. Motion carried. Councilwoman Bassett, Councilman Hunt, Waid, Selover all voting Aye (See attached Budget)

Councilman Hunt moved, seconded by Waid, to adjourn the meeting at 6:15 P.M. Motion carried unanimously

Respectfully Submitted

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Town Clerk, Colleen Freese

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Supervisor, Michael Reynolds

**COUNTY OF SENECA  
TOWN OF COVERT REGULAR BOARD MEETING  
December 13, 2010**

**Call to Order:** The regular Town Board Meeting was called to order by Supervisor Michael Reynolds at 7:30 PM.

<b>Roll Call:</b> Supervisor Michael Reynolds	Present
Councilman Gary Hunt	Present
Councilman Stephen Selover	Present
Councilwoman Valerie Bassett	Present
Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Town Attorney, John Sipos  
Reporter, Aneta Glover

**Resident Present:** Jeffrey Vann, Chuck Bosman

Supervisor Reynolds called the meeting to order at 7:30 with the pledge to the Flag.

Supervisor Reynolds opened the public hearing at 7:35 p.m.

The purpose of the public hearing was to hear comments on the proposed Local Law 01-10 entitled "Town of Covert Dog Control Law." There was discussion on the fees for dog licenses, and decision to put spayed dog cost at \$10.00 and charge the extra \$1.00 for Animal Control Population and unspayed dogs fee will be \$20.00 plus \$3.00, charge for Animal Control Population as is required by the State.

Supervisor Reynolds closed the public hearing at 7:50 p.m. and opened the regular meeting.

**Approval of Minutes**

For November 8, 2010 Regular Town Board Meeting and November 15, 2010 public hearing for adopting the budget.

Motion: Councilwoman Valerie Bassett

Seconded: Councilman Duane Waid

Carried Unanimously

**Petitioners to the Board:**

Barbara Mc Call of South Seneca Ambulance discussed the payment of ambulance calls. The procedure is to bill the Insurance Company and after payment the balance due is billed to the patient. If the person is a tax payers of the Town of Covert and they call South Seneca Ambulance and let them know they are a tax payer the balance of the bill will be waived. South Seneca Ambulance reported 857 runs between January and November 2010. Town attorney John Sipos advised the Town Board not to sign the South Seneca Ambulance contract at this time. John said it is legal to have a provision in the contract for the resident of the Town of Covert stating if you are a tax payer the balance

of your ambulance bill maybe waived and these things need to be worked out with the billing department and South Seneca Ambulance.

Chuck Bosman went to an eight hour meeting on housing planning and figured he could use this training to meet the four hour requirement for the planning board. Harriet Haynes County Planner said the Town Board could pass a resolution to accept this as a approved course to meet the required training for the Planning Board.

**Highway Superintendent: Jeffery Mac Cheyne**

Highway Superintendent: Jeffrey Mac Cheyne reported that he applied for stimulus money to fix the bridge on South Frontenac Road, it looks good for the Town to receive some stimulus money for this project. North Frontenac Road will be built up and fixed so it can be used while South Frontenac is closed to work on the bridge.

Tom Seaman is calling asking for the Town to take over the plowing and up keep on Oak Harbor Road. Highway Superintendent Mac Cheyne feels the road is very dangerous. Councilman Hunt and Councilwomen Bassett are opposed for the town to take over this road they do not feel it is in the best interest of the Highway guys or Town as there are no guiderails and it is a very steep hill for the Highway trucks.

**Committees:**

Councilwoman Bassett is very concerned about the Interlaken Fire Contract and why they automatically add 5% every year. The time has come that the Board needs to have a meeting with, Interlaken Fire Company and negotiate the contract.

Councilman Hunt reported that he appreciates the way the Bookkeeper is doing the expenditure and revenue report. Dick Bauer contacted Councilman Hunt and wants to display some wreaths out front; Councilman Hunt is going to work with Mr. Bauer this weekend to put some greens out front.

Councilman Waid reported that NYMIR Insurance provides coverage for “short term pollution event” which is defined as a continuous discharge, dispersal, release or escape of pollutants that can be identified as happening during a 48 hour time period.

Supervisor Reynolds reported he is working on number signs for the houses in the Town of Covert and checking on prices for material to make signs. They are still working within the Trumansburg Ambulance and what they can offer the Town for their services.

Year end meeting will be held December 27, 2010 at 6 O'clock at the Municipal Building 8469 South Main Street, Interlaken, NY.

Hunt moved, seconded by Selover, to approve the renewal of American Legion Post 770 Bell Jar and Queen of Hearts Raffle. Motion carried unanimously.

Waid moved, seconded by Bassett, to reappoint Gerald Reynolds to the Planning Board for the seven year term. Motion carried unanimously.

Selover moved, seconded by Hunt, that the Local Law Number 1-2010 Town of Covert Dog Law be approved. Motion carried unanimously.

# Local Law # 01 for 2010

## Town Of Covert Dog Control Law

This article shall be known and may be cited as the "Town of Covert Dog Control Law." The purpose of this article shall be to promote the health, safety, morals and general welfare of the Town of Covert, including the protection and preservation of the property of the Town of Covert and its inhabitants and of the peace and good order, by adopting and enforcing certain regulations and restrictions on the privileges of the owners of dogs and the rights and privileges of the residents of the Town of Covert and by imposing restrictions upon the keeping and running at large of dogs within the Town of Covert.

### **1. License fees.**

In addition to any licensing fee required to be paid to the State of New York, the owner of any dog requiring a license pursuant to law shall pay to the Town of Covert, at the time of issuance of such license, with a fee for an unspayed or unneutered dog being at least \$5 more than that of a spayed or neutered dog and as set forth in the official fee schedule of the Town of Covert. Said fee schedule is on file in the Township offices and set by resolution by the Board of the Town of Covert. (See Resolution pertaining to fees for licensing Dog)

### **2. Application.**

Any dog harbored within the Town of Covert which is owned by a resident of New York City or licensed by the City of New York, or which is owned by a non-resident of New York State and licensed by a jurisdiction outside the State of New York, shall for a period of thirty (30) days be exempt from the licensing and identification provisions of this local law.

### **3. Licensing of Dogs, Rabies Vaccination Requirement.**

The Town of Covert requires owners of dogs six (6) months of age or older, unless otherwise exempted shall be licensed. The owner of each dog required to be licensed shall obtain, complete and return a dog license application together with the license application fee, any applicable license surcharges and such additional fees as may be established by Town of Covert. Each license application shall be accompanied by proof that the dog has been vaccinated against rabies or a statement from a licensed veterinarian that such vaccination would endanger the dog's life in which case vaccination shall not be required. Each license issued shall be valid for a period of one year and shall not be transferrable. The Town of Covert authorizes a shelter; which has been named by resolution; to acting by its manager to provide, accept and grant an application for a dog license at the time of the adoption of a dog from said shelter provided that such application is made in accordance with this law and the license fee, any additional fee and surcharge shall be remitted to Supervisor of the Town of Covert on or before the third day of the month following the month in which the license fee and additional fee and surcharge was received. Excepted from payment of the license fee are applications submitted for a dog license for any guide, hearing, and service, war,



working search, detection, police and therapy dogs with certification of such.

**4. Prohibitions.**

It shall be unlawful for an owner of, or any person harboring, any dog in the Town of Covert to permit, allow or suffer any dog to:

- A. Engage in excessive loud howling or barking or to conduct itself in such a manner as to repeatedly annoy any person other than the owner or person harboring such dog.
- B. Cause damage or destruction of property or commit a nuisance upon the premises of a person other than the owner or person harboring such a dog.
- C. Chase or otherwise harass any person in such a manner as to reasonably cause intimidation or to put such person in reasonable apprehension of bodily harm or injury.
- D. Habitually chase or bark at motor vehicles, bicycles, moving vehicles or animals or, in running at large, cause unreasonable disturbance.
- E. Run at large when in heat, and such female dog shall be confined to the premises of such person or of a veterinarian or in a boarding kennel during such period.
- F. Be off the premises owned or leased by the owner or harborer of said dog unless said dog is under the visual, voice or sound control of its owner or a responsible person able to control the dog.
- G. Attack, bite, molest, maul or harass any person who is peaceably conducting himself in any place where he may lawfully be.
- H. Any violation of this section shall be a criminal offense, punishable by a fine not exceeding one hundred dollars for a first offense and not exceeding five hundred dollars for commission of a second offense within twelve months, and or including fifteen days incarceration in the Seneca County Jail.

**5. Enforcement officers.**

The Dog Control Officer of the Town of Covert shall be the enforcement officers of the provisions of this chapter.

**6. Apprehension of dogs.**

The Dog Control Officer shall apprehend any dog found by him/her to be in violation of any of the provisions of this chapter pursuant to Article 7 of the Agriculture and Markets Law of the State of New York.

**7. Custodian of dog to be deemed offender.**

The owner of record, custodian or person who keeps harbors or otherwise has charge of any dog which has been impounded pursuant to any provisions of this chapter shall be deemed an offender and shall be subject to the penalty prescribed in this chapter.

**8. Notification of custodian.**

Within 24 hours of the impounding of any dog, or as soon thereafter as possible, the Dog Control Officer shall notify the owner or custodian thereof, if ascertainable, of its impoundment. Upon payment of fees and charges as hereinafter provided by this chapter, the dog shall be forthwith surrendered to the owner or custodian thereof.

**9. Service of summons.**

The Dog Control Officer shall apprehend and impound any dog that is found by him to be in violation of any of the provisions of this chapter. Within 24 hours, or as soon thereafter as possible, the Dog Control Officer must serve or have served upon the owner of record or harbinger of such impounded dog a summons returnable in the Town Court of the Town of Covert and file with the court a verified information and supporting deposition by the person or persons making the complaint.

**10. Redemption fees.**

Any dog apprehended hereunder may be redeemed by the owner or harbinger thereof upon payment of a redemption fee to the Town Dog Shelter, as deemed by resolution, plus an additional fee for each twenty-four-hour period or part thereof that the dog is held in the Town of Covert, as well as the appropriate license fee if the dog is unlicensed. No dog may be redeemed without a receipt indicating payment of fees. All fees hereunder are as set forth on the fee schedule approved by the Town Board. All fees collected shall be turned over to the Supervisor for the Dog Control Fund of the Town of Covert.

**This local law shall take effect on January 1, 2011.**

	AYE	NAY
Michael Reynolds		
Duane Waid	yes	
Valerie Bassett	yes	
Gary Hunt	yes	
Steve Selover	yes	

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF COVERT,  
SENECA COUNTY, NEW YORK,**

**RESOLUTION NO.11 – 2010**

**RESOLUTION ADOPTING FEES PERTAINING TO THE LICENSING OF  
DOGS**

**WHEREAS**, the Town Board of the Town of Covert has adopted a Local Law No.01 - 2010 Adopting Regulations Regarding the Licensing of Dogs; and

**WHEREAS**, this Local Law requires the Town Board to establish certain fees and surcharges pertaining to the licensing of dogs.

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board of the Town of Covert hereby establishes the following fees and surcharges:

1. The license fee for a spayed or neutered dog shall be \$10.00
2. The license fee for an unspayed or an unneutered dog shall be \$20.00
3. The surcharge if the dog to be licensed is altered shall be \$1.00
4. The surcharge if the dog to be licensed is not altered shall be \$3.00
5. The surcharge for every dog counted in an enumeration but is found to be unlicensed shall be \$5.00.
6. \$25.00 for each purebred license pursuant to Subdivision 2 of section 109 of the and Market Law if more than ten (10) and no more than twenty-five (25) registered purebred dogs or purebred dogs eligible for registration over age six months are harbored on the owners premises at the time of the application.

AND BE IT FURTHER RESOLVED, that these fees shall be effective as of January 1, 2011

I, Colleen R. Freese, Town Clerk of the Town of Covert do hereby certify that the aforementioned resolution was adopted by the Town Board of the Town of Covert, December 13, 2010 by the following vote:

	AYE	NAY
Steve Selover	yes	
Gary Hunt	yes	
Duane Waid	yes	
Valerie Bassett	yes	

## **Standard Work Day and Reporting Resolution**

### **RESOLUTION # 12-2010**

Selover moved, seconded by Waid to approve Resolution #12-10 BE IT RESOLVED, that the Town of Covert hereby establishes the following as standard work days for elected and appointed officials and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by these officials to the clerk of this body:

Title	Name	Social Security Number  (Last 4 digits)	Registration Number	Standard Work Day  (Hrs/day)	Term Begins/Ends	Participates in Employer's Time Keeping System  (Y/N)	Days/Month  (based on Record of Activities)
<b>Elected Officials</b>							
Supervisor	Michael			6	01/01/2010/1	N	10

	Reynolds				2/31/11		
Board Member	Valerie Bassett			6	01/01/2008	N	1
<b>Appointed Officials</b>							

On this 13 day of December, 2010

\_Colleen R. Freese

Date enacted: December 13, 2010

I, Colleen R. Freese, Town Clerk of the governing board of the Town of Covert the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board, at a legally convened meeting held on the 13 day of December, 2010 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

I further certify that the full board, consists of 4 members, and that 4 of such members were present at such meeting and that 3 of such members voted in favor of the above resolution. Councilwoman Bassett abstained, Motion Carried Unanimously.

Highway Superintendent MacCheyne filed his November report with the Board.

Town Clerk Freese filed her November report with the Supervisor. A total of \$337.09 was remitted.

Supervisor Reynolds filed his November revenue and expenditure report with the Board.

Hunt moved, seconded by Waid, that the Highway Fund Vouchers # 160-175 in the amount of \$70,848.24 and General Fund Vouchers # 198- 219 in the amount of \$ 19,884.18 be approved for payment. Motion carried unanimously.

On the motion of Selover, seconded by Hunt, the meeting was adjourned at 9:50 P.M.

\_\_\_\_\_  
Supervisor, Michael Reynolds

\_\_\_\_\_  
Town Clerk, Colleen Freese

**TOWN OF COVERT  
TOWN BOARD YEAR END MEETING  
December 27, 2010**

**Call to Order:** Town Board Year End Meeting was called to order by Supervisor Michael Reynolds at 6:05.

<b>Roll Call:</b>	Supervisor Michael Reynolds	Present
	Councilman Gary Hunt	Absent
	Councilman Stephen Selover	Present
	Councilwoman Valerie Bassett	Present
	Councilman Duane Waid	Present

**Others Present:** Town Clerk, Colleen Freese  
Highway Superintendent, Jeffrey Mac Cheyne  
Town Attorney John Sipos  
Reporter, Aneta Glover

Petitioners to the Board:

Barbara McCall of South Seneca Ambulance introduced attorney Karen Taddeo, representing South Seneca Ambulance Service, Bill Shipman, representative for Multi-Med Billing Services for South Seneca Ambulance and Lee Hoglan volunteer from South Seneca Ambulance.

There was a lengthy discussion about the contract and billing procedures for the South Seneca Ambulance services and concerning the legal aspects of the contract and payments due for Ambulance services provided. According to Attorney Karen Taddeo the law requires the ambulance service to collect co-payments for services rendered.

Bill Shipman representative for Multi-Med Billing Service, for South Seneca Ambulance, reported that they make every reasonable attempt to collect payments due for services rendered. He also discussed that the billing agents can use guide lines provided by the States subsidy program to determine the financial ability to pay the balance due for the service rendered.

There also was discussion on what type of contract or agreement is legal for the Town of Covert to enter into with the South Seneca Ambulance service. Would it be legal for the Town to give a donation under a 501C3 to South Seneca Ambulance? Attorney Taddeo suggested Town attorney Sipos write a letter to the State Comptroller asking for his opinion on these matter. Attorney Sipos will contact the State Comptroller Office and get back to the Town Board. He advised the Town Board not to sign any agreement at this time with South Seneca Ambulance until these matters are worked out.

Councilwoman Bassett announced the purpose of the year end meeting is to approve fund balance transfers. She stated an earlier date needs to be set for final payment of bills in order to allow the bookkeeper time to make necessary apportion of funds to be approved at the year end meeting.

Waid moved, seconded by Bassett, to accept the resignation of Francis Yushinsky from the Planning Board and to thank him for serving. Motion carried unanimously.

Selover moved, seconded by Bassett, that the Highway Fund Vouchers # 220-230 in the amount of \$14,526.66 and General Fund Vouchers # 176-182 in the amount of \$17,203.49 be approved for payment. Motion carried unanimously.

On the motion of Waid, seconded by Selover, the meeting was adjourned at 7:40 P.M.

Respectfully Submitted

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Town Clerk, Colleen R. Freese

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Supervisor, Michael Reynolds