

STATE OF NEW YORK
COUNTY OF CORTLAND
TOWN OF HARFORD

January 8, 2024

The Town Board of the Town of Harford met for a regular monthly meeting at the Harford Town Hall on January 8, 2024 at 7:30 pm. Present at the meeting were: Michelle Morse: Town Supervisor: John Burns: Daryl Cross: Karen Snover Clift: George Ingalls: Councilmen, Jennifer Fox; Town Clerk, Scott Stairs: Highway Superintendent; Sandy Price: County Legislator; and other town residents.

The minutes of the December 2, 2023 Regular Meeting were reviewed for information and corrections.

RES #1: BE IT RESOLVED to approve the minutes as read and corrected.

George Ingalls made a motion to adopt Resolution #1. John Burns seconded the motion.

John Burns – Aye

George Ingalls – Aye

Karen Snover Clift - Aye

Daryl Cross – Aye

Michelle Morse - Aye

Bills listed on General Abstract #1 Highway Abstract #1, and Harford Mills Water District Abstract #1, were read by the Clerk and submitted to the Board for review.

RES #2: BE IT RESOLVED that the bills be approved as submitted and for the Supervisor to make the necessary payments.

Daryl Cross made a motion to adopt Resolution #2. George Ingalls seconded the motion.

John Burns – Aye

George Ingalls – Aye

Karen Snover Clift - Aye

Daryl Cross – Aye

Michelle Morse - Aye

Sandy Price: County Legislator; gave her report, a copy of her report is on file at the Town Clerk's office.

Michelle Morse reported on the following correspondence:

A check from the Town Clerk for \$207.00 for December fees.

Michelle Morse gave the Supervisors monthly report.

RES #3: BE IT RESOLVED that the Board approves the Supervisors monthly report as read.

John Burns made a motion to adopt Resolution #3. Daryl Cross seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse - Aye

Scott Stairs, Highway Superintendent, gave his report. A copy of his report is on file at the Clerk's office.

Scott Stairs talked to the Board about purchasing a new loader with a sticker price of \$235,192.00. See attached quote.

RES #4: BE IT RESOLVED to approve the trade in of the 2019 loader for \$165,000.00 bringing the price of the 2024 loader to \$70,192.00.

John Burns made a motion to adopt Resolution #4. Daryl Cross seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

New Business:



12/26/23
Town of Harford
Scott Stairs

NYSOGS PC69406

CAT 2024 938 LOADER	PER QUOTE	\$235,192.00
CAT 2019 938 LOADER	J3R08220 TRADE	- \$165,000.00
TRADE DIFFERENCE		\$70,192.00

Rick Bullock
MiltonCat
Machine Sales
507 765 3655

Corporate:
100 Quarry Drive
Milford, MA 01757
508.634.3400

84 Concord Street
North Reading, MA 01864
978.276.2400

14 Kendrick Road, Rt. 28
Wareham, MA 02571
508.291.1200

2158 Plainfield Pike
Cranston, RI 02920
401.946.6350

30 Industrial Drive
Londonderry, NH 03053
603.665.4500

One Cat Lane, Rt. 2
Richmond, VT 05477
802.434.4228

79 Robertson Boulevard
Brewer, ME 04412
207.989.1890

16 Pleasant Hill Road
Scarborough, ME 04070
207.883.9586

500 Commerce Drive
Clifton Park, NY 12065
518.877.8000

294 Ainsley Drive
Syracuse, NY 13210
315.476.9981

4610 E. Saile Drive
Batavia, NY 14020
585.815.6200

55 Industrial Park Drive
Binghamton, NY 13904
607.772.6500

RES #5: BE IT RESOLVED to approve the 2024 Appointments as corrected and review.

John Burns made a motion to adopt Resolution #5. George Ingalls seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES #6: BE IT RESOLVED to approve the payroll rates for 2024 as corrected and reviewed. See attached

George Ingalls made a motion to adopt Resolution #. John Burns seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES #7: BE IT RESOLVED that the Board approves the accounting service agreement for 2024 between the Town of Harford and the Town of Dryden for the amount of \$6,489.00.

Daryl Cross made a motion to adopt Resolution #7. John Burns seconded the motion.

John Burns – Aye

2024 Appointments

The Town of Harford designates:

Official Newspaper – The Cortland Standard
Official Depository for the Town – The First National Bank of Dryden
Official Radio Station – WKRT or 99.9FM

Positions:

Deputy Supervisor – Karen Snover Clift
Bookkeeper/Budget Officer –Town of Dryden Amanda Anderson
Registrar and Records Management Officer –Jennifer Fox
Deputy Town Clerk and Deputy Registrar – Dytonya Dapp
Dog Control Officer – Lindsay Andersen
Harford Mills Water District Superintendent – Howard Lelick

Town Attorney – Coughlin and Gerhart LLP
Town Hall Caretaker – David Canfield
Deputy Highway Superintendent – Gary Brown
Code Enforcement Officer – Adam Brown
Court Clerk – Deanna Day
Cemetery Mowing/Maintenance – will be up for bid

Salaries:

Town Supervisor - \$5,500.00
Councilperson - \$1,500.00
Town Clerk/Tax Collector - \$10,000.00
Town Justice - \$7,000.00
Court Clerk - \$2,500.00
Highway Superintendent - \$62,800.00 plus single person health insurance coverage – town pays 90% of the premium
Lee Knuppenburg - \$25.46 per hr. plus single person health insurance coverage – town pays 90% of the premium
Gary Brown - \$27.56 per hour plus single person health insurance coverage – town pays 90% of the premium
Seasonal Sidewalk Cleaner – William Babcock - \$75.00 / hour
Dog Control Officer - \$6,960.00
Harford Mills Water District Superintendent - \$3,000.00
Town Hall Caretaker - \$2,500.00
Town Historian - \$2,000.00
Planning Board
Chairman - \$150.00
Members - \$75.00
Zoning Board of Appeals

Chairman - \$150.00
Members - \$75.00
Assessment Board
Chairman - \$150.00
Members - \$75.00

FURTHER RESOLVED: To pay part-time highway employees up to \$17.75 for employees who do not carry a Class B license and up to \$23.50 for part time highway employees with a Class B license (decision for pay is at the discretion of the Highway Superintendent).

FURTHER RESOLVED to authorize the Highway Superintendent to spend \$1,500.00 for small tools and implements

FURTHER RESOLVED to allow a total of \$1,200.00 clothing allowance for Highway employees

FURTHER RESOLVED to allow mileage reimbursements of \$0.65 per mile

FURTHER RESOLVED to provide a petty cash fund of \$50.00 for the Town Clerk/Tax Collector.

FURTHER RESOLVED to hold regular Town Board meetings on the first Monday of each month except when it is a holiday, then the meeting will be on the following Monday. All Town Board meetings will be held at the Harford Town Hall at 7:30 pm unless a conflict arises, then the Town Board meeting will be held at the Highway Garage.

FURTHER RESOLVED to authorize the Supervisor to pay utility bills that offer early discounts when necessary.

FURTHER RESOLVED that the Water Superintendent submit the meter reading to the Town Clerk no later than the 5th day of the month that they are read.

FURTHER RESOLVED that the Town Clerk provides copies of the minutes to the Town Board members within ten days of each meeting. The minutes will also be posted at the Harford Town Hall and the Community Bulletin Board or website.

FURTHER RESOLVED that all vouchers, bills and monthly reports are to be submitted to the Clerk by 1:00 pm on the Thursday preceding the Board meeting.

FURTHER RESOLVED that the Town Clerk charges:

	\$25.00 for all returned checks
	\$0.50 per copy and faxes

FURTHER RESOLVED to accept the Town Code of Ethics as presented.

FURTHER RESOLVED accept the Town Purchasing policy as presented.

2024 Payroll Rates for Town of Harford

Position	Name	Frequency	2024 Annual	# of pay periods	Per Pay Period
Town Board	Daryl Cross	semi-annual	1,500.00	2	750.00
	Karen Snover-Clift		1,500.00	2	750.00
	George Ingalls		1,500.00	2	750.00
	John Burns		1,500.00	2	750.00
Town Justice	Lynnsey Ingalls	monthly	7,000.00	12	583.33
Justice Clerk	Deanna Day	monthly	2,500.00	12	208.33
Supervisor	Michelle Morse	monthly	5,500.00	12	458.33
Town Clerk	Jennifer Fox	monthly	10,000.00	12	833.33
Janitor	David Canfield	monthly	2,500.00	12	208.33
Highway Super	Scott Stairs	biweekly	62,800.00	26	2,415.38
Historian	James Dulle?	annual	2,000.00	1	2,000.00
Highway	Gary Brown	biweekly	\$ 27.56		26.25 hourly
Highway	Leland Knuppenburg	biweekly	\$ 25.46		24.25 hourly
Highway	William Babcock	biweekly			75.00 hourly
Highway	Summer part-time (Sornberger, Tiltson, Stairs G)	biweekly			17.00 hourly
Water Superintendent	Howard Lelik	semi-annual	3,000.00	2	1,500.00

2023 rates
 waiting for 1/8/24
 board meeting

Do Res #

ACCOUNTING SERVICES AGREEMENT

This agreement made and entered between the TOWN OF HARFORD ("Harford"), party of the first part, and the TOWN OF DRYDEN ("Dryden"), a municipal corporation organized and existing under and by virtue of the laws of the State of New York, 93 East Main Street, Dryden, New York, 13053.

WITNESSETH, that Harford and Dryden, in consideration of the promises and the mutual covenants and agreements contained herein, do hereby mutually agree as the follows:

1. All monthly accounting services will be performed by Dryden's current bookkeeper at Dryden's office at 93 East Main Street, Dryden
2. Monthly accounting services will include but not limited to the following:
 - process checks for vouchers, Excellus, and the State Comptroller Justice bill, deliver to Town Supervisor
 - deliver to Town Supervisor prepared deposit slips for funds received and bank account transfers
 - recording of payroll entries in QuickBooks software
 - make bank transfers electronically for movement of funds for payroll
 - monthly bank reconciliations
 - monthly reconciliation of health insurance payments
 - monthly reporting of NYSLRS employee withholding
 - print cancelled checks as needed for Highway Superintendent for CHIPS reporting
 - monthly financial reports to the Harford Town Board
 - prepare and file annual group insurance form (AGIF) for Excellus (due in August)
 - prepare and file annual ShelterPoint Disability form (due in May)
 - prepare and file Annual Financial Report (AFR) with Town Supervisor approval (due February 28)
 - help with budget preparation – gather prior year and current year information, prepare budget worksheet, update after each budget meeting, prepare tentative budget for Board approval, prepare final budget
 - File tax cap report before the budget is finalized
 - prepare, distribute, and file annual 1099 and 1096 forms as required
 - respond to requests for information by NYSLRS
3. All current year documents will be stored at Dryden's Town Hall. After all year end reporting, the bookkeeper will box all the documents and give them to Harford Supervisor for storage at Harford Town Hall.
4. This agreement shall be for January 1, 2024 to December 31, 2024, provided, however that Dryden or Harford may, at its option, terminate this Agreement upon 60 days prior written notice, and upon the exercise of said option to terminate, this Agreement shall automatically cease and terminate at the expiration of the said 60 day period.

5. Dryden shall be paid an annual rate not to exceed \$6,489 to cover all costs except any costs related to the QuickBooks software subscription.
6. Dryden agrees to comply with all state guidance in regard to financial reporting of Harford finances.
7. This Agreement can be changed only by an agreement in writing signed by both parties.
8. This Agreement constitutes the complete understanding of the parties, and superseded all prior agreements, understandings, negotiations, and arrangements between the parties.
9. This Agreement shall be construed in accordance with the laws of the State of New York.

IN WITNESS WHEREOF, the Town of Dryden has caused its corporate seal to be affixed hereto and these presents to be signed by its Supervisor duly authorized to do so, and to be attested by the Town Clerk.

TOWN OF DRYDEN

(SEAL OF THE TOWN OF DRYDEN)

BY: _____

Jason Leifer, Supervisor

Attest By: _____

Bambi Avery, Town Clerk

TOWN OF HARFORD

(SEAL OF THE TOWN OF HARFORD)



Michelle Morse, Supervisor

Attest By: _____

Jennifer Fox, Town Clerk

George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse - Aye

RES# 8: BE IT RESOLVED that the Town approves the attached Budget Modifications for the 2023 Budget.

John Burns made a motion to adopt Resolution #8. Daryl Cross seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES# 9: BE IT RESOLVED that the Town approves the changes to the Harford Mills Cemetery rules and regulations as corrected and reviewed effective January 2024. See Attached

John Burns made a motion to adopt Resolution #9. George Ingalls seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES# 10: BE IT RESOLVED that the Town approves Karen Snover Clift to fill the seat of Town Board Councilwoman.

Resolved, that this Town Board hereby approves the following budget modifications for the 2023 budget:

A Fund		From	To	Reason
(368.05)	A1315.41	Accounting - Contractual	368.05 A1315.4 Accounting - Contract	Higher Accounting Cost
(1,670.83)	A1410.2	Town Clerk - Equipment	1,670.83 A1410.4 Town Clerk - Contractual	Due to 2022 zoning invoice received in 2023
(3,526.45)	A1620.2	Operation of Plant - Equipment	3,526.45 A1620.4 Operation of Plant - Contractual	higher than normal expenses for building
(4,850.00)	A1420.4	Attorney - Contractual	4,850.00 A3310.2 Traffic Control - Equipment	Purchase new speed sign
(829.45)	A5132.2	Garage - Equipment	829.45 A5132.4 Garage - Contractual	higher than budgeted garage costs
(10,815.00)	A599	Fund Balance	10,815.00 A8010.4 Zoning - Contract	Due to 2022 zoning invoice received in 2023
(75.00)	A8020.1	Planning - Personal Serv	75.00 A8020.4 Planning - Contractual	Changed board members from payroll to stipend
(4,569.15)	A1420.4	Attorney - Contractual	4,569.15 A8810.4 Cemeteries - Contractual	Removal of stumps in cemetery
(1,936.83)	A9040.8	Workers Comp Insurance	7.52 A9050.8 NYS Retirement 1,929.31 A9010.8 Disability Insurance	Year end adjustments to retirement contribution

DA Fund		From	To	Reason
(10,842.74)	DA5142.1	Snow Removal - Personal	19,395.39 DA5110.1 General Repairs - Personal	Higher than budgeted payroll exp
(8,552.65)	DA599	Fund Balance		
(30,793.04)	DA3501	CHIPS Funding	108,363.21 DA5112.2 Permanent - Capital Outlay	Awaiting 2023 CHIPS reimbursement in 2024
(77,570.17)	DA599	Fund Balance		
(25,085.00)	DA2665	Sales of Equipment	30,134.78 DA5130.2 Machinery - Equipment	Extra expense from purchasing a new pick up truck
(4,057.14)	DA2680	Insurance Proceeds		
(992.64)	DA5110.4	General Repairs - Contractual	15,348.03 DA5142.4 Snow Removal - Contractual	Higher than budgeted snow removal expenses
(10,000.00)	DA5120.4	Bridges - Contractual	650.69 DA9010.8 State Retirement 332.39 DA9060.8 Health Insurance	Higher than budgeted benefit lines
(5,000.00)	DA8760.4	Disaster Work - Contractual		
(348.03)	DA9710.7	Bond Interest		
(983.08)	DA9710.6	Bond - Principal		
(201,882.17)			201,882.17	

Town of Harford
P.O. Box 120
Harford, N.Y. 13784

**Rules and Regulations for the Cemeteries within the
Town of Harford:**

Grave sites shall be used by the purchaser or the purchasers spouse or relatives.

Headstones will be placed upon a suitable base provided by the Town of Harford at a charge to the owner. Headstones must be placed at the head of the grave.

Burial of cremation ashes will be done by the Town of Harford at a charge to the owner. (Maximum of 4 per grave).

No glass vases or containers.

Tree and shrub planting will be controlled and allowed only by permission granted by the Town of Harford.

Effigies, monuments of structures that are ruled unsightly or in bad taste by the Town of Harford will not be allowed.

The Harford Town Board reserves the right to regulate the conduct of any person(s) while on cemetery grounds. And to exclude improper persons and prevent improper assemblages therein.

The Harford Town Board reserves the right to prevent the burial in a lot, plot or part thereof of a body not entitled to burial therein.

The Harford Town Board will regulate or prevent disinterment.

The active cemeteries within the Town of Harford will be open from 9:00am–9:00pm.

Fee Schedule:

Graves (5x10) – \$500.00

Burial of Cremation Ashes – \$100.00

Headstone Foundation – \$.80 per square inch

Disinterment Fee – \$800.00

Call James Black - 607-743-0043

To Open and Close = \$575.00 - WEEKDAYS

\$675.00 - WEEKENDS

Measure plots 5x10 – this leaves 2 feet for the headstone.

When selling plots

Measure the 5x10= \$500.00

Give them a receipt of sale – Under Documents Cemetery plots and invoice

Make them a deed– mail to them keep copy on file

Karen's term will run from January 1, 2024 – December 31, 2024. There will be an election in November 2024 to determine who will fill the seat for the remaining 3 years.

Daryl Cross made a motion to adopt Resolution #10. George Ingalls seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES# 11: BE IT RESOLVED that the Town approves Harford Town Clerk 2023 annual books.

John Burns made a motion to adopt Resolution #11. Daryl Cross seconded the motion.

John Burns – Aye
George Ingalls – Aye
Karen Snover Clift - Aye
Daryl Cross – Aye
Michelle Morse – Aye

RES# 12: BE IT RESOLVED that the Town approves the Harford Town Judge annual report.

John Burns made a motion to adopt Resolution #12. Daryl Cross seconded the motion.

John Burns – Aye

George Ingalls – Abstain

Karen Snover Clift - Aye

Daryl Cross – Aye

Michelle Morse – Aye

The Harford Town Clerk will work on the following.

1. Survey the park
2. Get fence options and bids for Harford cemetery and behind Pat's.
3. In March get bids for the walking trail, playground, building renovations and the cemetery mowing.
4. Another email address for town social media.

John Burns talked about moving forward with the Amish Zoning and the Unsafe Structures law.

Michelle Morse will contact the Town Lawyer.

Karen Snover Clift talked about extending the Wind Turbine Moratorium. And other ways to get the information out to the public so there might be more involvement.

Karen will reach out to the Town Lawyer about the Moratorium and the certified letter for the Water District Members.

RES #13: BE IT RESOLVED to adjourn the meeting at 9:20 p.m.

George Ingalls made a motion to adopt Resolution #13. John Burns seconded the motion.

John Burns – Aye

George Ingalls – Aye

Karen Snover Clift - Aye

Daryl Cross – Aye

Michelle Morse - Aye

Respectfully submitted,
Jennifer Fox, Harford Town Clerk