

Town of Danby Town Board
2021 Organizational Meeting
Monday 4 January at 7:00 PM
via Zoom Video Conferencing

Roll Call :

Town Board	Joel Gagnon, Supervisor Leslie Connors Jim Holahan Sarah Schnabel Matt Ulinski
Town Justices	Garry Huddle Theresa Klinger
Town Planner	David West
Town Code Officer	Steve Cortright
Town Bookkeeper	Laura Shawley
County Legislator	Dan Klein
Recording Secretary	Janice R. Adelman, Town Clerk

Public Attendees: Ted Crane, Katharine Hunter, Ronda Roaring, Bruce Richards, and Kevin Feeney

- I. Call to Order at 19:02
 - A. Additions/Deletions to Agenda
- II. Privilege of the Floor
 - A. Clerk Janice Adelman addressed the Board and public that property tax bills were still being prepared to be sent out some time this week. In the meantime, bills can be looked up online.
 - B. Ted Crane brought up the correspondence about the noise ordinance which is a subject that he has been interested in for a long time; if anything comes out of it, Crane would like to present his thoughts to the Board. Crane also noted the improved letterhead on the agenda suggesting that now might not be a good time to invest money in changing the letterhead until the web domain and any other changes have been completed.
 1. Adelman noted that the letterhead is an electronic version to be used at will and is easily modifiable; thus there is no cost-risk involved.
- III. Correspondence (Exhibits 1–5)
 - A. Email dated 20 Dec 2020 re Building in South Danby and Zoning
 - B. Email dated 27 Dec 2020 re Maintenance of Webpages
 - C. Email dated 29 Dec 2020 re Noise Ordinance
 - D. Association of Towns Statement
 - E. Court Justices Letter re Availability to Audit Court Records
- IV. Potential Planning Board Applicant Interviews
 - A. The Board is waiting on additional applications; consensus is to wait until the next Board meeting to hear from applicants.
 - B. Tabled until 20 January Board Meeting.
- V. Reports
 - A. Code Enforcement Officer (Exhibit 6)

1. Holahan posed two questions for Steve:
 - a. Does the pool on Curtis Road have to have an inspection because it was greater than 144 square feet?
 - i. Any swimming pool deeper than two feet requires a building permit, which then requires inspection.
 - b. Is solar permitting still free? Do we have to update anything?
 - i. Think there is no time limit on free solar permits unless and until it is rescinded by the Board. Might want to check original resolution dated 6 years ago...
 - ii. Cortright asked if we have adopted the unified solar permit application from NY State?
 - iii. Holahan and Ulinski think so, but are not certain.
- B. Town Planner
 1. Since the last meeting, West has been working with a few different applicants and will need to have an informal sketch review as a planning board this month. He is working on a checklist and a better application packet for various actions needed both from the public and from Town Planning to post on the website. Trying to provide clear information so that people easily understand what will be required of them during the process.
 2. West has been responding to inquiries and working with applicants regarding site plan reviews and special permit matters. There are a few other open projects that West is closing out work on with interim planner, John Czamanske. Additionally, West had a conference call with the prior planner, CJ Randall, who graciously walked him through her files.
 3. The Planning Group is meeting tomorrow to focus on growth management and open space protection tools available for municipalities.
 4. West is developing the water district policy and the process for allowing extensions of water outside the district and nearby properties.
 5. West is working with Town Attorney Guy Krogh on the Article 78 proceeding.
 6. Ulinski had several important topics that he doesn't want to get lost in the transition phases, but would like to get updates on at some point in the near future, and therefore is putting them on the radar:
 - a. The Hemp farm
 - b. The Cidery on Danby Road
 - c. The Storm Water District
 - d. The status of Brown Road as a highway issue
 - e. Article 78 proceedings, perhaps in executive session
- C. Town Clerk (Exhibit 7)
- D. Town Justices
 1. Klinger provided monthly reports and payments to the Clerk this morning. Tomorrow there is a conference call with special counsel for this 6th District court system.

- 2. Court remains closed to the public with virtual arraignments happening. Court Clerk, Diane Gair, continues to work her normal hours; Klinger and Huddle come in on Monday, Tuesday, and Wednesday mornings.
- 3. Huddle noted that they also submitted their request for the court audit.

E. Tech update

- 1. The Town is experimenting with an online cloud system, called OnlyOffice, for sharing and collaborating on documents

VI. Organizational Resolutions 2021 (Exhibit 8)

A. Supervisor’s Statement read by Gagnon

B. Discussion on Resolutions 1–14

- 1. Schnabel notes that for Resolution #3, the Deputy Town Clerk is an hourly position, and the AOT notes that we should include the hourly wages in this resolution.
 - a. Gagnon notes that the budget listing indicates that the hourly salary is not to exceed that amount.
 - b. Holahan suggests putting in brackets that it’s not to exceed that amount
 - c. Schnabel suggests listing hourly wages (e.g., deputy clerk, board secretaries, records retention officer, maintenance) in a separate resolution to be approved at the next board meeting on Jan 20.
- 2. **ACTION ITEM:** Resolution #4 should have health insurance premiums added to it. [duly amended]

Resolutions 1–14 of 2021

Moved By: Ulinski **Seconded By:** Connors

No further discussion

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinski	X		
Gagnon	X		

Resolutions 1–14 approved.

Resolution 15 of 2021 Deputy Town Clerk Appointment

Moved By: Ulinski **Seconded By:** Holahan

No further discussion.

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinski	X		
Gagnon	X		

Resolution 15 approved.

C. Resolution 16: Deputy Highway Superintendent Appointment

1. Schnabel asks whether this appointment should be tabled given the recent local law passed expanding residency requirement for the Highway Superintendent position, but nothing was done for the Deputy Highway Superintendent.
2. Discussion involved the need to pass a second law expanding the deputy position’s residency requirement.
3. Ulinski does not want to hold off on approving this appointment as it is the same person that has been in the role for quite some time; there is precedent that this has been approved and prefers not to interfere with deputy appointments and duties. Gagnon agrees.
4. The Board will check in with Attorney Guy Krogh regarding this matter.

D. Resolution 17: Appointment of Court Clerk

1. Gagnon wonders if there is a residency requirement for the Court Clerk. Schnabel responds that there is not because the Court Clerk would not ever take over for one of the Justices.
2. However, Schnabel does point out that the Town Board appoints the Court Clerk rather than acknowledging the Justices’ appointment; additionally, the Town Board cannot remove their clerk without the Justices’ approval.

- E. Resolutions 18–21 are somewhat new additions this year, having been brought to the Board’s attention and therefore included to cover all of the organizational bases.

Resolutions 16–21 of 2021

Moved By: Connors **Seconded By:** Holahan

No further discussion.

Vote:

Councilperson	Aye	No	Abstain
Connors	X		

Holahan	X	
Schnabel	X	
Ulinski		X
Gagnon	X	

Resolutions approved.

- F. Resolution 19: Appoint Voting Delegate to the Association of Towns
 - 1. Connors has been delegate in the past; however Schnabel is now on one of the AOT Committees, and Connors moves to appoint Schnabel.
 - 2. The 2021 Proposed Legislative Program was mailed and will be scanned for the Board Members to review prior to the AOT meeting.
 - 3. Discussion ensued around all Town Hall Officials' and Staff's ability to attend the AOT meeting without it blowing the budget since it is all virtual.
- G. Resolution 24: Jennings Pond Appointment
 - 1. Connors requested to table this resolution until April or May
- H. Resolution 24 now becomes Planning Board Chair Appointment

Resolutions 22–27 of 2021

Moved By: Connors **Seconded By:** Ulinski

No further discussion.

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel			X
Ulinski	X		
Gagnon			X

Resolutions approved.

- I. Resolutions 28–31
 - 1. 28–30 cover committee appointments for the Conservation Advisory Council, West Danby Water District, and Board of Zoning Appeals.
 - 2. Resolution 31: Planning Group Core Membership
 - 1. Concern with 3 Town Board members (Gagnon, Connors, and Schnabel) on the membership list to be appointed because there is a quorum of Board Members voting in the core Planning Group which also means that there would not be enough votes to pass the resolution with the remaining 2 Town Board members.

- a. Consensus is to remove Gagnon from the list of core members, although he remains Chair of the Planning Group, and discuss this at the next meeting.
- 3. Resolution 32 Planning Board Appointments are tabled until the Jan 20th meeting when applicants are expected to appear.

Resolutions 28–31 of 2021

Moved By: Holahan **Seconded By:** Ulinski

No further discussion.

Vote:

Councilperson	Aye	No	Abstain
Connors			X
Holahan	X		
Schnabel			X
Ulinski	X		
Gagnon	X		

Resolutions approved.

VII. Consent Agenda
 A. Warrants

- 1. 2020 Vouchers
 - a. General Fund Vouchers 403 –417 for \$9,108.16
 - b. Highway Fund Vouchers 224 –244 for \$53,368.05
- 2. 2021 Vouchers
 - a. General Fund Vouchers 1–7 for \$68,812.21
 - b. Highway Fund Vouchers 1–4 for \$160,418.47
 - c. Water District Fund Voucher 1 for \$1,686.24

Resolution 32 of 2021 to Approve Warrants

- 1. Schnabel requested clarification around who the insurance companies are. PERMA is workman’s comp; NYMER is Smith Brothers.

Moved By: Schnabel **Seconded By:** Connors

No further discussion

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinski	X		

Gagnon X

Resolution 32 approved.

VIII. Old Business

A. Correspondence Policy tabled until Jan 20, 2021 meeting

- 1. Discussion centered around what the policy is meant to address with respect to Town Board meetings and their agenda items. The language therefore needs to be re-worked.

B. Website Upgrade

- 1. Based on last meeting’s query into security, updated the resolution to reflect the security measures that Siteground implements in hosting and email servers.
- 2. Will be slight overlap between the creation and roll-out of the new website and pointing the townofdanbyny.org domain to Siteground. Estimation is at least 2 months time to make the transition.
- 3. Ulinksi requests periodic updates to track progress.

Resolution 33 of 2021 to Move Web Hosting to Siteground

Moved By: Gagnon **Seconded By:** Schnabel

No further discussion

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinksi	X		
Gagnon	X		

Resolution 33 approved.

IX. New Business

A. Updating the Town Letterhead

- 1. Clerk Adelman recently refreshed the outdated blank letterhead because the old version was not electronic. The new version used the pre-existing logo and letterhead design with slight tweaks.
- 2. As this new letterhead is in electronic template format, it is easily modifiable, allowing for printing as needed without buying reams of letterhead that will never be used.
- 3. Several Board Members expressed discontent with the updated interim letterhead template around the logo and clarity of information presented.
- 4. Mary Ann Barr has been working on sketching a new logo with the Town Hall building. Ultimately her drawing will become the new Town logo.

B. Exterior Town Hall Lighting LED Upgrade

1. This is an opportunity to redo the lighting and make it all LED which Gagnon is in favor of pursuing.

Resolution 34 of 2021 to Switch Exterior Lighting to LEDs

Moved By: Gagnon **Seconded By:** Holahan

2. Schnabel volunteers to replace the lights and save money on labor.
3. Ulinski points out that this is part of the workplace violence program to make sure that employees have adequate lighting going in and out of the building.
4. No further discussion.

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinski	X		
Gagnon	X		

Resolution 34 approved.

5. Ulinski noted that there will be a number of building security recommendations forthcoming from the Threat Assessment team, including updating video cameras, blind spot mirrors, and crash bars on some of the doors that don't have them.

C. Action Item: Court Records Audit

1. This action item will be expanded to All Audits (i.e., Court, Clerk, and all other departments) and is a board responsibility.
2. Ulinski suggested that it might be feasible to do the audit an hour before a board meeting, much like with the budget workshops, and ask Shawley for something that the Board wishes to review so it would be more random.
3. Shawley will disseminate via email a packet of information including the questionnaires that are used in the audit.

X. Discussion of Next Meeting Date & Agenda

- A. There was some ambiguity around the next Board meeting date given the move of tonight's meeting.

Resolution 35 to Schedule the next Town Board meeting on 20 January 2021 at 7pm

Moved By: Gagnon **Seconded By:** Connors

No further discussion

Vote:

Councilperson	Aye	No	Abstain
Connors	X		
Holahan	X		
Schnabel	X		
Ulinski	X		
Gagnon	X		

Resolution 34 approved

- XI. Next Meeting Agenda Items
 - 1. Presentation on CCA by Terry Carroll
 - 2. Hemp farm updates
 - 3. Cidery on Danby Road
 - 4. Storm Water District
 - 5. Brown Road stream bank stabilization
 - 6. Article 78 Proceedings
 - 7. Planning Group Enabling Resolution
 - 8. Correspondence Policy
- XII. Adjourn at 21:28

Submitted by Janice R. Adelman
Town Clerk

Exhibits 1–3. Correspondence

From: REDACTED

Subject: building in South Danby and zoning in general

Date: 20 December 2020 at 14:02:54 EST

To: Joel Gagnon , Leslie Connors , Matt Ulinski, Jim Holahan ,
"sschnabel@townofdanbyny.org", "code@townofdanbyny.org" , David West

Cc: Town Clerk

All:

1) I'm getting angry with all the building going on in South Danby. (With or without a building permit.) South Danby is zoned low density and is the only place where the Danby State Forest is located. All this building is a violation of the Comprehensive Plan. It is not consistent with rural character by anyone's definition.

2) SB used to create a year-end CEO report, and I am hereby requesting such a report.

3) I am requesting that there be a moratorium on the building of seasonal dwellings until the matter of seasonal dwellings is resolved. I had mentioned them to Jason, and I don't think he did anything about them, though I seem to remember him saying they weren't permitted under the zoning ordinance. (So why are they here?) I distinctly remember talking to SB about them.

She said, using the structure at the intersection of South Danby and Fisher Settlement roads as an example, "I'm requiring them to have all the elements of a house so that, if they stop being a club, they [the seasonal dwellings] can be sold as a house." The interpretation of that is clear--the Town is building more houses in South Danby! In addition, these seasonal dwellings are being rented on Airbnb and other places. I have seen them listed. A structure that is used for hunting in the fall and rented the rest of the year is not a seasonal dwelling, in my opinion.

4) Years ago, we had a discussion about who should be notified of planning board hearings. Olivia and I wanted notification to be sent to neighbors within at least 1000' of the property under discussion with a notice on the property. That request was nixed by the TB. So now we have this property on South Danby Rd. that was a house and a barn, that was subdivided sometime around 2014, certainly without my knowledge, so that the house is on one property and the barn is on another. At the time when that occurred, my house was only two houses up the road from that division. (Now it's three.) And when Jennifer Tiffany divided her property, again, I was never notified even though I'm her adjoining neighbor. I am requesting that this policy be changed.

5) At the time when the barn was separated from the house, I can't believe that the PB approved that the barn be allowed to become a dwelling. But it appears that that's what it's being used for. It must be made clear to people in Danby that there is no vested right to build or use a building (i.e., a barn) for a dwelling.

From: REDACTED

Subject: maintenance of webpages

Date: 27 December 2020 at 08:43:52 EST

To: Joel Gagnon

Cc: Leslie Connors, Matt Ulinski , "sschnabel@townofdanbyny.org", Jim Holahan, Town Clerk, David West, Laura Shawley

I was going through a lot of material SB had given me over the years, checking to see if it was on the Town's website. A lot of the old stuff is not on the Zoning page, but may be in Laserfiche. I haven't checked there. One thing she gave me was a disk with the 2011 Comp Plan and a "Draft Hwy Map." 1) The comp plan has 25 maps. The comp plan as posted lists the names of the maps but doesn't show the maps. These maps need to be posted and, if already posted, a link created to them. 2) There is NOTHING on the Highway Dept.'s page, not even the name of the superintendent of highways and certainly no map. There should be something on each page, listing who is responsible for the maintenance of that page with an email address for that person so that that person can be contacted directly should material or information be missing or incorrect.

From: REDACTED

To: "jgagnon" <jgagnon@townofdanbyny.org>, "lconnors" <lconnors@townofdanbyny.org>, "jholahan" <jholahan@townofdanbyny.org>, "sschnabel" <sschnabel@townofdanbyny.org>, "mulinsky" <mulinski@townofdanbyny.org>

Sent: Tuesday, December 29, 2020 1:33:05 PM

Subject: noise ordinance

Dear Danby Board Members,

My wife REDACTED and I have lived in Danby for nearly 30 years. Recent events have led us to learn, to our dismay, that Danby has no noise ordinance. There does appear to be a draft that was never completed. We would like to move this process forward since it is becoming a source of considerable stress in our lives. In particular we are interested in a limitation on noises (maximum volume in residential areas) from 7pm to 6 am.

Is there anything we could do to help advance the creation of such an ordinance? Should we attend a meeting? My wife is an attorney, could she help do research of existing ordinances? Our current situation is becoming insufferable.

Thank you for your consideration,

REDACTED

Exhibit 6. Code Enforcement Officer's Report

To be added.

Exhibit 7. Town Clerk's Report

To be added.

**Town of Danby Town Board
Organizational Resolutions
January 4, 2021**

Supervisor’s Statement to the Board:

- The rules of order adopted by the Town Board as resolution 56 of 2020 will be followed at all Town Board Meetings.
- The orderly conduct of all meetings is imperative. Accordingly, there can be only one speaker at a time and whoever is chairing a meeting should insist on controlling the order of speakers to insure that. The following statement of policy will be added to the posted agenda for all Town Board meetings: The public has a right to attend and observe all public meetings. This right does not include the right to comment, except at public hearings. It is, however, the policy of the Town Board to allow for participation by the public at all Town Board meetings, primarily during time set aside for it, called privilege of the floor. Each speaker may be limited to 3 minutes. Comments may be allowed at other times during the meeting, but only if a person wishing to speak is recognized by the chair.
- Method of claims for payment of all bills will be by voucher.
- The Town Board will audit all bills.

RESOLUTION NO. 1 OF 2021 - PROVISION OF BLANKET UNDERTAKING

Resolved, that in lieu of any individual undertaking as required, the Town Board of the Town of Danby approves the procurement of a blanket undertaking from any duly authorized corporate surety to cover the officers, clerks and employees of the town.

RESOLUTION NO. 2 OF 2021 - APPROVAL TO INVEST IDLE FUNDS

Resolved, that the Town Board of the Town of Danby authorizes the Supervisor to invest idle funds.

RESOLUTION NO. 3 OF 2021 - APPROVAL OF YEAR 2021 SALARIES

• Town Board (x4).....	\$ 2,935.00
• Town Supervisor.....	28,985.00
• Deputy Town Supervisor.....	0.00
• Assistant to Supervisor.....	9,173.00
• Bookkeeper.....	24,122.00
• Town Justice (x2).....	16,043.00
• Court Clerk.....	15,912.00
• Highway Superintendent.....	62,678.00

- Deputy Highway Superintendent.....28,342.00
- Highway Secretary.....30,600.00
- Town Clerk.....40,568.00
- Code Officer55,883.00
- Planner.....66,500.00
- Water Plant Operator (West Danby)..... 13,938.00
- Water Plant Operator Assistant (West Danby)..... 3855.00
- Water Clerk (West Danby).....4996.00
- Historian 1000.00

Resolved, that the Town Board of the Town of Danby authorizes the Supervisor to pay the above annual salaries.

RESOLUTION NO. 4 OF 2021 - PAYMENT OF BILLS

Resolved, that the Town Board of the Town of Danby approves a blanket resolution to authorize the Town Supervisor to pay utility bills, freight, postage, health insurance premiums, execute contracts (except for bid awards, which shall be executed by the Town Board), and to conduct other normal proceedings, such as payroll in advance of audit in order to keep affairs moving on a timely basis.

RESOLUTION NO. 5 OF 2021 - 2020 FINANCIAL REPORT

Resolved, that the Town of Danby Town Supervisor, in lieu of preparing a financial report under NYS Town Law Article 3, §29.10, shall submit to the Town Clerk a copy of the report submitted to the State Comptroller required by Section 30 of Municipal Law.

RESOLUTION NO. 6 OF 2021 - TOWN OF DANBY OFFICIAL NEWSPAPER AND BANK DEPOSITORY

Resolved, that the Town Board of the Town of Danby names the Ithaca Journal as its Official Newspaper and Key Bank and Tompkins Trust Co. as depositories for Town Funds.

RESOLUTION NO. 7 OF 2021 - DANBY ATTORNEYS

Resolved, that the Town Board of the Town of Danby names the law firms of Miller Mayer, LLP and Thaler and Thaler to represent the Town of Danby in all Zoning, Planning Board, and General Town of Danby business. The Town Board reserves the right to seek other legal aid if it deems it necessary.

RESOLUTION NO. 8 OF 2021 - MILEAGE REIMBURSEMENT FOR TOWN MILEAGE

Resolved, that the Town Board of the Town of Danby authorizes reimbursements for private automobile mileage incurred on Town Business to be paid at the rate of fifty-six cents (\$0.56) per mile.

**RESOLUTION NO. 9 OF 2021 - REAFFIRMATION OF CERTAIN TOWN OF DANBY
POLICIES AND PROCEDURES**

Resolved, that the Town Board of the Town of Danby reaffirms:
the Town of Danby Procurement Policies and Procedures (as established in
Resolution No. 24 of 1993, amended in 2004 and 2010);
the Town of Danby Flag Policy (Resolution No. 99 of 2020);
the Town of Danby Email Policy and Procedures (Resolution No. 50 of 2020)

RESOLUTION NO. 10 OF 2021 - TOWN BOARD MEETINGS

Resolved, that the Town Board of the Town of Danby regular monthly board meetings be scheduled at 7:00pm, with the first meeting on the second Monday of the month and the second meeting on Wednesday of the following week.

**RESOLUTION NO. 11 OF 2021 - AUTHORIZATION FOR PURCHASE OF TOOLS,
EQUIPMENT, ETC.**

Resolved, that the Town Board of the Town of Danby authorizes the of Danby Highway Superintendent to purchase tools, equipment (other than motorized equipment), small implements, tires and tubes, etc. in the amount not to exceed \$3000 at any given time without prior approval of the Town Board.

RESOLUTION NO. 12 OF 2021 - HIGHWAY IMPROVEMENTS REIMBURSEMENT

Resolved, that the Town Board of the Town of Danby will sign an agreement that monies collected for repairs and improvements of Town Highways (State Aid DA3501, Consolidated Highway Improvement) be expended upon 70.2 miles of Town of Danby highways.

**RESOLUTION NO. 13 OF 2021 - AGREEMENT TO SPEND TOWN HIGHWAY FUNDS -
2021**

Resolved, that pursuant to the provisions of Section 284 of the Highway Law, the Town Board of the Town of Danby agrees that money levied and collected for the repair and improvement of highways, and received from the state for repair and improvement of highways, shall be expended as follows:

1. General Repairs. The sum of \$278,340 may be expended for general repairs upon 70.2 miles of town highways, including roads, culverts, and bridges.
2. Improvements. The allocation of CHIPS money to be spent on town highway improvement projects will be determined by the Highway Superintendent, with the concurrence of the Town Board, at a later date.

No money set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements, until the Town Board approves the specifications and estimates for such construction.

RESOLUTION NO. 14 OF 2021 - HEALTH CONSORTIUM APPOINTMENT

Resolved, that the Town Board of the Town of Danby appoints Laura Shawley as its representative to the Health Insurance Consortium.

RESOLUTION NO. 15 OF 2021- ACKNOWLEDGMENT OF DEPUTY TOWN CLERK APPOINTMENT

WHEREAS there has been no Deputy Town Clerk in the Town Clerk's Office since August 2020; and

WHEREAS the Danby Town Clerk also serves as the Danby Tax Collector; and

WHEREAS Danby property tax collection began January 1, 2021; and

WHEREAS the Town Clerk, Janice Adelman, reviewed the 17 applications received through Tompkins County Civil Service website posting to fill the Deputy Town Clerk position; and

WHEREAS the Danby residency requirement for the Town Clerk necessitates the Deputy also be a Danby resident, thereby disqualifying the 14 candidates who are not Danby residents, so that a total of three candidates were under consideration; and

WHEREAS Town Clerk and Deputy Town Supervisor, Councilperson Ulinski interviewed the a candidate who stood out among the three Danby candidates and determined that Cynthia Katz possesses the knowledge, skills, and ability to satisfactorily perform the duties of the Deputy Town Clerk; and

WHEREAS Janice Adelman, Town Clerk, has chosen Cynthia Katz to be Deputy Town Clerk of Danby, effective 21 December 2020;

Now, therefore, be it

Resolved, that the Town Board of the Town of Danby does hereby acknowledge the appointment made by the Town Clerk, of Cynthia Katz as Deputy Town Clerk, effective 21 December 2020; and, be it further

Resolved, the said position is part time for approximately 20 hours a week, at the hourly wage of \$16.00 not to exceed the annual budget line cap of \$22,738; and, be it further

Resolved that a twenty-six (26) week probationary period applies and shall end effective 21 June 2021, with no further action by the Town Board if there is successful completion of the probationary period as determined by the Town Clerk.

RESOLUTION NO. 16 of 2021 - ACKNOWLEDGMENT OF DEPUTY HIGHWAY SUPERINTENDENT APPOINTMENT

Resolved, that the Town Board of the Town of Danby acknowledges the Highway Superintendent's appointment of Jack Shawley Jr. as his Deputy Superintendent.

RESOLUTION NO. 17 OF 2021 APPOINTMENT OF COURT CLERK

Resolved, that the Town Board of the Town of Danby appoints Diane Gair as Danby Court Clerk.

RESOLUTION NO. 18 of 2021 - ACKNOWLEDGMENT OF SUPERVISOR APPOINTMENTS

Resolved, that the Town Board of the Town of Danby acknowledges the appointment by the Town Supervisor of:
Matt Ulinski as Deputy Town Supervisor
Laura Shawley as Bookkeeper, Budget Officer, and Assistant to the Supervisor
Mary Ann Barr as Town Historian

RESOLUTION NO. 19 OF 2021 - REAFFIRMATION OF TOWN OF DANBY APPOINTMENT PROCEDURES

Resolved, that the Town Board of the Town of Danby reaffirms the Town of Danby Appointment Procedures (as established in Resolution No. 70 of 2020).

RESOLUTION NO. 20 OF 2021 - APPOINTMENT OF HANDICAPPED PARKING PERMIT ISSUERS

Resolved, that the Town Board of the Town of Danby appoints the Town Clerk and Deputy Clerk as agents to issue handicapped parking permits.

RESOLUTION No. 21 of 2021 - APPOINTMENT OF CONTACT FOR NY STATE GRANTS GATEWAY

Resolved, that the Town Board of the Town of Danby appoints the Town Planner as the contact person for the NY State Grants Gateway.

RESOLUTION NO. 22 OF 2021 - APPOINTMENT OF DELEGATE TO ASSOCIATION OF TOWNS ANNUAL MEETING

Resolved, that the Town Board of the Town of Danby appoints Sarah Schnabel as the town's delegate with Joel Gagnon as the alternate to the Association of Towns Annual Meeting.

RESOLUTION NO. 23 OF 2021 - APPOINTMENT OF DOG CONTROL OFFICER

Resolved, that the Town Board of the Town of Danby , pursuant to contract, appoints the SPCA of Tompkins County as its Dog Control Officer.

RESOLUTION NO. 24 OF 2021 - PLANNING BOARD CHAIR

Resolved, that the Town Board of the Town of Danby appoints Jody Scriber to Chair the Planning Board.

RESOLUTION NO. 25 OF 2021 - APPOINTMENT OF BOARD OF ZONING APPEALS CHAIR

Resolved, that the Town Board of the Town of Danby reappoints Earl Hicks to Chair the Board of Zoning Appeals.

RESOLUTION NO. 26 OF 2021 - APPOINTMENT OF CONSERVATION ADVISORY COUNCIL CHAIR

Resolved, that the Town Board of the Town of Danby reappoints Clare Fewtrell to Chair the Conservation Advisory Council.

RESOLUTION NO. 27 OF 2021 - APPOINTMENT OF PLANNING GROUP CHAIR

Resolved, that the Town Board of the Town of Danby reappoints Joel Gagnon to chair the Planning Group.

RESOLUTION NO. 28 OF 2021- APPOINTMENT OF CAC MEMBERS

Resolved, that the Town Board of the Town of Danby appoints Margaret Corbit, Don Schaufler, George Adams, and Jonathan Zisk to the Conservation Advisory Council.

RESOLUTION NO. 29 OF 2021 - APPOINTMENT OF WEST DANBY WATER BOARD MEMBER

Resolved, that the Town Board of the Town of Danby reappoints Marrell Cortright to the West Danby Water Board.

RESOLUTION NO. 30 OF 2021 - APPOINTMENT OF BOARD OF ZONING APPEALS MEMBER

Resolved, that the Town Board of the Town of Danby reappoints Elizabeth Lamb as a member of the Board of Zoning Appeals.

RESOLUTION NO. 31 OF 2021 - APPOINTMENT OF PLANNING GROUP CORE MEMBERS

Resolved, that the Town Board of the Town of Danby appoints Sarah Schnabel, Leslie Connors, Elana Maragni, Bruce Richards, Earl Hicks, Toby Dean, Jonathan Zisk, and Clare Fewtrell to the core membership of the Planning Group.