

**TOWN OF HOUNSFIELD BOARD MEETING**  
**November 18, 2015**

A special meeting of the Town of Hounsfeld Town Board was called to order at 6pm by Supervisor Timothy Scee, at the Town Hall, 18774 Co. Rt. 66 and the Pledge of Allegiance was said.

Board members present were: Supervisor Scee, Councilman Stephen Lee, Councilman Todd Farrington, Councilman Richard Young, and Councilman Carson Lennox.

Supervisor Scee received correspondence as follows: South Jefferson School District sent an invitation to the Town Board and the Highway Department to a Thanksgiving Dinner at the Wilson Elementary Building Friday at 11:30am.

Supervisor Scee also received a letter of resignation from Maryann Yuhas, Clerk to the Supervisor effective December 31, 2015. Mrs. Yuhas will complete all year end reports and will work with the new software supplier to turn over all data needed to set up the accounting and will work with the new Clerk to the Supervisor to set up the employees' payroll, explain the budget and give the cash balances for each fund for \$1,000 to be paid by voucher. If any additional time is needed to train the new clerk, she will charge \$25.00 per hour, by voucher.

A motion was made by C'man Young and 2<sup>nd</sup> by C'man Farrington to accept the resignation of Maryann Yuhas, Clerk to the Supervisor and thanked her for her years of service to the Town. All voted aye and the motion was carried.

A motion was made by C'man Lee and 2<sup>nd</sup> by C'man Farrington to reappoint David Anderson to the Board of Assessment Review for a 5 year term ending 9/30/2020. All voted aye and the motion was carried.

Since the current Clerk to the Supervisor has resigned, Supervisor Scee presented a quote from Business Automation Services Inc. for software for the new Clerk to the Supervisor to use in the amount of \$15,320. After a discussion was held a motion was made by C'man Farrington and 2<sup>nd</sup> by C'man Young to purchase the BAS software for the new Clerk to the Supervisor, not to exceed the quoted price of \$15,320. All voted aye and the motion was carried.

A motion was made by C'man Farrington and 2<sup>nd</sup> by C'man Lennox to authorize Supervisor Scee to sign the agreement with BAS, purchasing the software for the Clerk to the Supervisor, with a payment of half (\$7,660) by the end of December and balance of \$7,660 in January 2016. All voted aye and the motion was carried.

After a discussion of the two candidates for the job of Clerk to the Supervisor, Supervisor Scee determined that his choice is Donna Martel. A motion was made by C'man Farrington and 2<sup>nd</sup> by C'man Young to hire Donna Martel as Clerk to the Supervisor as of 1/1/16 with a salary of

\$18,000 and to pay up to \$450 for any work or training performed by Donna in December 2015. All voted aye and the motion was carried.

C'man Lee asked if the audit results are in yet and the Clerk to the Supervisor reported that the audit included years 2009 and 2010 and it was a favorable report for both years. Each Board member will be receiving a hard copy of the report in the near future.

Supervisor Scee and C'man Lennox gave a report of a meeting with Senator Patty Richie about funding for proposed water district 6.

Supervisor Scee opened the floor for public comment and a few residents of the Storrs Road were present to ask for an update of the proposed water district 6 and C'man Lee provided an update.

A motion was made by C'man Farrington and 2<sup>nd</sup> by C'man Lennox for Resolution #15-17, approving a Negative Declaration for the SEQR of the proposed NYS Rt 12F sewer district. All voted aye and the motion was carried.

The next meeting will be held on December 9, 2015.

This meeting was adjourned at 6:42 PM.

Submitted by,

Diane M. Nier  
Town Clerk