

**TOWN OF PHILADELPHIA  
TOWN BOARD MEETING  
MARCH 10, 2021 @ 5:30 P.M.**

**Present:** Supervisor: Deborah LaMora, Clerk/Tax Collector: Cheryl Reed, Highway Superintendent: Mike Freeman, Council Members: Sandra Carpenter, Bob Watson, Kirby Klock, Jefferey Sands, Code Enforcement: Matt Remington and Assessor's: John Kiechle and Tamrica Brown.

**Minutes:** for the February 2021 Town Board Meeting were read prior to the meeting. Sandra mentioned an error on Resolution: 2021-07 that needed to be corrected and Jeff noticed an error on Resolution: 2021-06. Bob made a motion to accept the minutes with the necessary corrections. Jeff seconded this motion. All were in favor, motion carried.

**Financial Report:** for January 2021 was read aloud by Supervisor. Council Members signed this report as their approval.

**Clerk Report:**

1. Mailed 2<sup>nd</sup> Town & County Tax Notices on February 26, 2021.
2. Last collection day will be March 12, 2021.
3. Can accept full payment by mail if postmarked no later than March 12, 2021.
4. Will be settling payment due to Jefferson County Treasurer the week of March 22, 2021. Will have full report following meeting.

Carol Weaver audited/reviewed the Town Clerk's Cash Book and records for the fiscal year 2020. (Please see attached resolution)

**Highway:**

1. Filled Potholes.
2. Will begin 4 days at 10 hours beginning April 1, 2021 if weather permits.

**Recycling Center:**

1. Was broken into on the 6<sup>th</sup> or 7<sup>th</sup>, 2021. First Aid Box was taken and will cost \$208.00 to replace.
2. Damage to door from break in has been repaired.
3. One load of scrap metal sent to Kimco.
4. One load of Cardboard ready to go to Kruger.

5. Letter of appreciation from St. Pauly Textile, Inc. (Please see attached)
6. Spring Clean-up is scheduled for May 3<sup>rd</sup> through May 12<sup>th</sup>. Price for each individual pickup site will remain at \$35.00.

**CEO Report:**

1. Code Enforcement Office information on Town Website has been updated.
2. Issued 1 Bldg. Permit & 1 Zoning Permit to Scott Sampson.
3. Will be training/virtually the week of March 5<sup>th</sup>, 2021.

**Assessor:**

1. Email for Assessor has been changed and is now available to both Assessors, John Kiechle and Tamrica Brown.
2. Partial Assessments will start being done.
3. Office will be changing to digital as much as possible.
4. Assessor Kiechle said he uses the office i-pad for pictures and for replicating to Jefferson County.
5. Personal computer owned by Assessor Kiechle was taken to Jefferson County Office of Real Property Services by John Kiechle where Town Business was removed from the hard drive.

**Park:**

1. Wayne Mattingly would like to be allowed use the Baseball Field at the Town Park for the end of July, Joel Davis Memorial Tournament. A decision will be made at a later time and will fully comply with Jefferson County's Rules and regulations regarding Covid-19. (Please see attached resolution)

**Cemetery:**

1. Commission will meet in April. No definite date at this time.

**Old Business:**

1. Received Franchise Fee check in the amount of \$965.47 from Charter Communications.
2. Received Key Bank Credit Card Reimbursement of \$1,010.00.
3. Working with Town Attorney, Joseph Russell on Town of Philadelphia Local Law No. 1 of year 2021. This local law will establish a Local Government Code Enforcement Program.
4. The Highway Dept. would like to hire a youth, part time, 18 – 22 years of age to work at the Town Park/Cemetery during the Summer months of 2021.

Supervisor will complete an application to the Workplace regarding the Summer Youth Program being offered there.

**New Business:**

1. A new computer was purchased for the Code Enforcement Office.
  2. Individuals have expressed their interest in buying property given to the Town of Philadelphia by resident, Terry Hull. The Philadelphia Town Board have made no decision to sell but will have an appraisal done.
  3. Personnel Policy changes are completed and will be incorporated into the Town of Philadelphia Employee Handbook by
  4. An Executive Meeting was held on March 4, 2021 @ 2:00 P.M. with guest Roxanne Burns. This meeting was to discuss a Local Law regarding the Town of Philadelphia Assessor's Position being an elected or appointed position. (Please see attached resolution)
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1. NYS Office of General Services - - - - Will speak to Philadelphia Cemetery Commission regarding a Veteran's Cemetery.
  2. New Excellus Rates from Fuller Insurance were sent to Supervisor. Town Board will review these rates and further discuss this issue at the April 14, 2021 Town Board Meeting.
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With there being no further questions or comments, Sandra made a motion to adjourn seconded by Kirby. All were in favor. Meeting adjourned at 6:20 p.m.

Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

The following resolution was offered by Sandra and seconded by Kirby who moved its adoption.

**RESOLUTION: 2021-10 REVIEW OF CLERK BOOKS**

**WHEREAS:** Carol Weaver reviewed the Town Clerk's General Receipt Book from 01/01/2020 through 12/03/2020, and Recycling Receipt Book from 01/11/2020 through 09/23/2020 and Town Clerk's Ledger from 01/01/2020 through 12/03/2020 and

**WHEREAS:** matched General Receipt Book to Town Clerk's Cash Receipt Book (Ledger) for all the dates listed above, matched Cash Receipt Books to Bank Deposit Slips, randomly selected addition of all categories and totals, matched Recycling Work Sheets to Cash Receipt Book and random selections shows dollars in correct categories and

**WHEREAS:** reviewed deposits and all were made in a timely manner, cross referenced totals of cash receipts book to Town Clerk Reports. Each month added across and down and all reports to Town Board agreed and

**WHEREAS:** receipt book numbers 18183 & 18184 had name of customer and amount paid but were not listed in ledger and receipt numbers 18185 & 18186 had the same person and amount listed but were in ledger and

**WHEREAS:** books were neat, well labeled, and easy to follow,

**THEREFORE, BE IT RESOLVED:** The Philadelphia Town Board does accept Carol Weaver's review of Town Clerks Books for dates listed above.

The above resolution was adopted via the following roll vote:

Supervisor Lamora: aye

Council Members:

Carpenter: aye

Watson: aye

Klock: aye

Sands: aye

I hereby certify the Philadelphia Town Board accepted this resolution on March 10, 2020.

Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_



**St. Pauly Textile, Inc.**

**Town of Philadelphia**

**Dear Friends,**

We hope this letter finds you well and warm. This past year was challenging in many regards for our company, as well as many of the organizations and people we partner with. On the bright side, however, it seems that lots of people who were stuck at home took the opportunity to clean out their closets! Here is the year-end information for your clothing shed:

- 87,310 pounds of clothing were donated to your shed in 2020.
- This was enough to clothe an estimated 6,963 people all over the world.
- Based on this volume of clothing, your organization received \$3,492.

Thank you so much for continuing to partner with us and for helping us get through this challenging year. We truly appreciate all the support you've given to this program and to our team!

Sincerely,  
The Team at  
St. Pauly Textile, Inc.

The following resolution was offered by Jeff and seconded by Bob who moved its adoption.

**RESOLUTION 2021-11 TOWN PARK BASEBALL FIELD TOURNAMENT**

**WHEREAS:** Wayne Mattingly has asked the Philadelphia Town Board for their support and approval for the use of the Town Park Baseball Field at end of July 2021 and

**WHEREAS:** The Baseball grounds will be home to a Joel Davis Memorial Tournament and

**WHEREAS:** All Covid-19 Precautions will be followed, and the Baseball Field will be left in neat and clean manner,

**THEREFORE, BE IT RESOLVED:** The Philadelphia Town Board does approve Mr. Wayne Mattingly's request for the use of the Town Park Baseball Field for the time and purpose listed above.

The above resolution was approved via the following roll vote:

Town Board Members:

Supervisor LaMora:	aye
Carpenter:	aye
Watson:	aye
Klock:	aye
Sands:	aye

I hereby certify this resolution was adopted March 10, 2021 by the Philadelphia Town Board.

Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_

The following resolution was offered by Bob Watson and seconded by Jeffrey Sands who moved its adoption.

**RESOLUTION: 2021-12 CHANGE TO ONE APPOINTED ASSESSOR**

**WHEREAS:** The Philadelphia Town Board in its entirety held an Executive Session/Meeting with Roxanne Burns, representing Jefferson County Office of Real Property Services on March 4, 2021 @ 2:00 P.M. and

**WHEREAS:** There were several issues discussed among them, the benefits of having a sole appointed Assessor and

**WHEREAS:** following a discussion and review of prior incidents within the Assessor's Office a decision was agreed upon,

**THEREFORE, BE IT RESOLVED:** The Philadelphia Town Board unanimously chose to change from three (3) elected Assessor positions to a Town Board Appointed Single Assessor.

The above resolution was adopted per the following roll vote:

Town Council:

Supervisor: Deborah LaMora	aye
Sandra Carpenter:	aye
Bob Watson:	aye
Kirby Klock:	aye
Jeffrey Sands:	aye

I officially state the Philadelphia Town Board adopted the above resolution on March 10, 2021.

Town Clerk: \_\_\_\_\_

Date: \_\_\_\_\_