

**Town of Middlefield**  
**September 8, 2020**  
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The regular meeting of the Middlefield Town Board was opened at 7:00 pm by Supervisor Joe Harris. The minutes of the August 11, 2020 have been available for review. With no changes made, the minutes were approved with a Motion by Woeppel, second by Branigan. Ayes-5 Nays-0. Motion carried

Present: Supervisor Joe Harris, Council members Peg Leon, Jeff Woeppel, Bud Tabor and Kelly Branigan. Town Justice Donna Yerdon, Zoning Officer Neal Newman. Town Attorney David Clinton, Liam Murray.

**Privilege of the Floor-** Town Justice Donna Yerdon expressed concerned over Highway Superintendent Brendan Kraham not sanitizing the areas touched as he leaves the town hall, especially since he is now quarantining due to being exposed to COVID. Judge Yerdon has been working to correct a credit that should have gone back into the JCAP line, but was instead credited to the garage account at Bruce Hall. There is also an issue with two of the new doors not having weather stripping on the bottoms, those have now been ordered.

**Dog Control Officer Report-** No report received.

**Highway Superintendent Report-** Brendan Kraham was not in attendance due to being exposed to COVID. A Motion to amend the 284 agreement to include Norton Cross Road commencing at St. Rt. 166 and leading to Co. Rt. 35 for a distance of 1.15 miles, and Eggleston Hill Rd. commencing at Co. Rt. 33 leading to Cooper Rd. for a distance of 1.09 miles was made by Tabor, second Woeppel. Ayes-5 Nays-0. Motion carried.

**Financial Report-** The financial report was emailed prior to the meeting. Approval of the "Guidelines for Financial Management" was made with a Motion made by Woeppel, second Branigan. Ayes-5 Nays-0. Motion carried.

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**Planning Board Report-** Zoning Officer Neal Newman gave a report to the board. Liam Murray- Lot Line adjustment tax map 131.00-2-41.01, four acres from this parcel to an adjacent parcel on 472 Cornish Hill Rd tax # 131.00-2-41.03. With Planning Board approval a Motion was made by Leon, second Tabor. Ayes-5 Nays-0. Motion carried. Sammy & Barbara Bayes 166 Van Yahres Road, tax map 85.00-1-21.00 simple subdivision. The short environmental assessment form was filled out by the applicant and reviewed. The town board filled out their portion of the SEQR form. A motion to approve the Supervisor to sign the mylar was made by Tabor, second by Leon. Ayes-0 Nays-5. Motion carried.

**Old Business-** Council member Peg Leon updated the board on the purchasing options for gutters for the town hall building. A discussion was held on the merit of pursuing monies through a JCAP grant for the improvement of the town hall parking lot. A letter officially requesting the grading of the town hall parking lot will be sent to Brendan Kraham Highway Superintendent. A Motion to approve the purchase of gutters for the town hall was made by Leon, second Branigan. Ayes 5 Nays-0. Motion carried.

**New Business-** Workplace Violence Policy. A Motion to approve the updated policy was made by Leon, second Branigan. Ayes-5 Nays-0. Motion carried. The procurement policy will be revised with changes and distributed prior to the next meeting. On Tuesday September 22, 2020 at 9:00am a budget workshop will take place at the town hall. Resolution #6 Standard Workday and Report Resolution. A Motion to approve was made by Tabor, second Branigan. Ayes-5 Nays-0. Motion carried.

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**Bills**

General Bills. Abstract 154-170 in the amount of \$11,006.42. A Motion to approve was made by Branigan, second Leon. Aye-5 Nays-0. Motion carried.

Highway Bills. Abstract 133-145 in the amount of \$22,495.52. A Motion to approve was made by Tabor, second by Leon. Ayes-5 Nays-0. Motion carried.

The meeting was adjourned at 9:44pm with a Motion by Woepfel, second Branigan. Motion carried.

Beth Moakler  
Town Clerk