

# **TOWN OF BARTON**

**DONALD FOSTER, SUPERVISOR**

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**AGENDA – FEBRUARY 10, 2025 @ 6:30 PM**

**Via In-Person**

- 1. PLEDGE OF ALLEGIANCE**
- 2. PRIVILEGE OF THE FLOOR**
- 3. APPROVE MINUTES OF PREVIOUS MEETING**
- 4. APPROVE VOUCHERS FOR GENERAL, HIGHWAY, SEWER AND WATER FUNDS**
- 5. PERSONNEL**
  - a. Town Clerk
  - b. Highway Superintendent
- 6. NEW BUSINESS**
  - a. Resolution 2c-Standard Work Day and Reporting Resolution
  - b. Resolution 2d- Authorization to Close Bank Account (Tax Collector MMI)
  - c. Resolution 2e – Authorization for Melanie Sinsabaugh to Conduct an Audit of the 2024 Town of Barton Court Records
  - d. Resolution 2f – Approve New FOIL Notification Requirements for Public Employers
  - e. Annual Review of the Town of Barton Procurement Policy
  - f. Executive Session
- 7. OLD BUSINESS**
- 8. ADJOURNMENT**

CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

ADOPTED

RESOLUTION NO 2c

STANDARD WORK DAY AND REPORTING  
RESOLUTION

**WHEREAS**, The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term;

**NOW THEREFORE** upon a motion by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ and carried; therefore, be it

**RESOLVED**, that the Town of Barton hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
<b>Appointed Officials:</b>									
Melanie Sinsabaugh			Bookkeeper	01/01/25-12/31/25	6.00	3.57	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Nancy Perry			Court Clerk	01/01/25-12/31/25	6.00	2.53	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Jenifer Monahan			Assessor Clerk	01/01/25-12/31/25	7.00	8.42	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Catherine Kozemko			Assessor	01/01/25-09/30/25	6.00	3.57	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED

RESOLUTION NO 2d

AUTHORIZATION TO CLOSE BANK ACCOUNT  
(TAX COLLECTOR MMI)

**WHEREAS**, it has been found that the account "Tax Collector MMI" is no longer being used; and

**NOW THEREFORE** upon a motion by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, and carried; therefore, be it

**RESOLVED**, that on this day, \_\_\_\_\_, the Tax Collector MMI Account, located at Tioga State Bank, be closed out immediately.

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED

RESOLUTION NO. 2e

AUTHORIZATION FOR MELANIE SINSABAUGH TO  
CONDUCT AN AUDIT OF THE 2024 TOWN OF BARTON  
COURT RECORDS

**WHEREAS**, Section 2019-A of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets to the auditing board of the town, and that such records then be examined and that fact be entered into the minutes of the Town Board's proceedings; and

**WHEREAS**, the Unified Court System's Internal Audit Office is responsible for monitoring Town Board compliance with Section 2019-A; and

**WHEREAS**, the NYS Unified Court System requests that we provide a copy of the audit of the Town of Barton court records for fiscal year ending in 2024 and a copy of the board resolution acknowledging that the required examination was conducted; and

**WHEREAS**, Town of Barton Bookkeeper, Melanie Sinsabaugh, has agreed to conduct an audit and review of the Town of Barton court records for a fee of \$300.00; and

**NOW THEREFORE** upon a motion by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_ and carried; therefore, be it

**RESOLVED**, that the Town Board of the Town of Barton authorizes Melanie Sinsabaugh to conduct an audit and review of the 2024 Town of Barton court records for a fee of \$300.00.

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED

RESOLUTION NO 2f

APPROVE NEW FOIL NOTIFICATION  
REQUIREMENTS FOR PUBLIC EMPLOYERS

**WHEREAS**, on September 4, 2024, Governor Kathy Hochul signed legislation requiring public employers to notify employees if their disciplinary records are requested as part of a Freedom of Information Law (FOIL) request; and

**WHEREAS**, this legislation amends Section 87 of the Public Officer's Law by adding language which states:

All agencies subject to the requirements of the public officers law shall develop a policy regarding providing a notification to public employees in the event that the agency is responding to a request for such employee's disciplinary records.

; and

**NOW THEREFORE** upon a motion by Councilperson \_\_\_\_\_, seconded by Councilperson \_\_\_\_\_, and carried; therefore, be it

**RESOLVED**, that on this day, February 10, 2025, the Town Board of the Town of Barton, County of Tioga, State of New York hereby enacts a policy on the release of employee-related information under FOIL as set forth as follows:



# Town of Barton

## Policy on the Release of Employee-Related Information Under FOIL

### **Purpose:**

Pursuant to Article 6 of the Freedom of Information Law (FOIL), Chapter 302 of the Laws of 2024, all agencies must develop a policy to notify public employees if their disciplinary records are being released in response to a FOIL request. This policy shall ensure the proper notification requirements, contents of the notification, delivery of the notification and define the records to be released.

### **Definitions:**

- 1) FOIL - Freedom of Information Law (also referred to as Public Officers Law, Article 6, Sections 84-90)
- 2) Record - any information kept, held, filed, produced or reproduced by, with or for an agency or the state legislature, in any physical form whatsoever including, but not limited to, reports, statements, examinations, memoranda, opinions, folders, files, books, manuals, pamphlets, forms, papers, designs, drawings, maps, photos, letters, microfilms, computer tapes or discs, rules, regulations or codes.

### **Notification Requirement:**

The Town of Barton will provide notice to current and former public employees if their employment records are subject to a FOIL request. Notification shall occur after the records are released, in line with the legislative intent to ensure minimal notice.

### **Content of the Notification:**

The notification will include a statement informing the employee that their employment records have been released. While there is no requirement to provide a copy of the FOIL request or the released records, the Town of Barton will provide any records released to the employee.

### **Delivery of Notification:**

The notice should be delivered in writing, either via regular mail or email, depending on the availability of the employee's contact information. In the event that a former employee is unable to be contacted, all reasonable efforts will be made and these attempts documented. Such notification efforts shall be the responsibility of the Barton Town Clerk.

### **Disciplinary Records:**

The Town of Barton will use the definition of "disciplinary records" under Public Officers Law (POL) §86(6) for law enforcement, applying it to non-law enforcement employees. Counseling memos may also be classified as disciplinary records if they relate to employment discipline.