

Regular Meeting

The Regular Meeting of the Ephratah Town Board was held at 6 PM on Wednesday, July 8th, 2020 at the Ephratah Town Hall. Roll call found the following members present:

Supervisor	Todd Bradt
Councilman	Ivan Duesler
Councilman	George Cosselman
Councilman	Andrew Chorlton-absent
Councilwoman	Eleanor Smith
Clerk	Cynthia Wesselmann
Hwy Superintendent	Alan Cretser
Code Enforcement Officer	Devon Percival
Attorney	Michael Albanese

The meeting was opened with Salute to the Flag led by Supervisor Todd Bradt.

Ivan Duesler made a motion to accept the meeting minutes from the regular meeting on June 10th, 2020. 2nd by George Cosselman. 4 ayes, carried.

Eleanor made a motion to pay General bills, Abstract #7, claim 38 thru 46 in the amount of \$4,878.94. 2nd by George Cosselman. 4 ayes, carried.

Eleanor Smith made a motion to pay Highway bills, Abstract #7, claim 45 thru 69 in the amount of \$250,526.98. 2nd by Ivan Duesler. 4 ayes, carried.

Communications:

- NYS DEC announced they will be extending the Online Hunter Education through August 31, 2020. The cost of the course is \$19.95 on Kalkomey's website.

Public Input:

- There was no public input at this time.

Reports:

Code Enforcement Officer:

- Mr. Devon Percival issued a notice for trash built up on Rte 29; talked home owners on Valley Rd having an auction and removing vehicles; inspected work on Co. Rte 119, and a garage to be built on the East Rd.
- Mr. Percival spoke with other home owners about a vehicle as NYS Code reads one vehicle is allowed unregistered. Another resident is replacing a roof; another is removing a deck, and another is repairing siding, a deck and a new roof.
- He has completed the first set of training for the 2020 Codes.
- He reported about sub division work on New Turnpike Road EAF Plot and narrative IW and a septic engineer drawing for a Rte 10 septic is scheduled.
- The Board spoke with the Attorney Mr. Albanese and concluded calling the sheriff if there are logs or vehicles on the road.

Planning Board:

- Nothing to report.

Highway:

- Highway Superintendent Alan Cretser said that they have started to mow and they have two part time guys Larry and Rick that are working out fantastic.

- Blacktop is scheduled for the week of July 20th.
- Mr. Cretser said they had received the new truck. He wanted the Town Board to know that the new trucks would not last twenty years as they have in the past. The Town will need to put away more money for trucks and repairs going forward. One of the trucks they have regens twice a day and has not been resolved.
- They are redoing the front of the Town building after the blacktop is done.

Youth:

- Alan Cretser said the Ephratah Recreation Commission is closed and they are undecided about the Car Show and Soccer, as they are not looking good either.

Assessor:

- Assessor Lynn Yuenger's report is on file. The final roll has been posted and printed.
- They continue to do data collections.
- She had a call from the Erie Blvd Hydro regarding the grievance she referred them to the Town Attorney.
- Again she would like the town board to consider working on a way to legally handle the "blight" issues.
- Any questions or concerns please call (518) 762-1166 and Ms. Yuenger will do her best to accommodate.

Supervisor:

- Supervisor Todd Bradt informed the Town Board of his meeting with Bill VanGorder with NBT regarding Insurance. They are recommended raising the Liability Policy to 5 million for most towns.

Historian:

- Historian, June Frasier reported on the Duesler genealogy and cemetery finding it on in good shape and another on Tillboro Road. They are sending for requests to the NYS archives.

New Business:

Resolution 49

George Cosselman made a motion to accept Resolution 49 adopting the Social Media Policy that Fulton County has in place as follows:

Policy For Use of Social Media

It is the intent of this *Policy for Use of Social Media* to govern the use of, and access to, social media websites such as Facebook, Twitter, Instagram, etc. by employees and departments of the Town of Ephratah. Certain social media sites can be effective communication venues to facilitate interaction and involvement with the public; however, should only be used to conduct official business of the Town. The provisions that follow are intended to protect the resources, reputation and financial integrity of the Town of Ephratah.

1. Employee Access

All requests to establish department social media sites and/or for employee access to social media must be submitted by the Department Head via written memorandum to the Town Supervisor for approval. The requesting memorandum must justify the need for access and the Town governmental purpose involved. If approved, the Town Supervisor will reply with a memorandum, including a copy to

the Information Services Director (Information Security Officer) identifying the specific employee approved for access and the media accounts allowed.

2. Social Media Account Management

Each Department of the Town should limit the number and type of social media web site accounts to the minimum required to effectively meet its mission requirements. Likewise, the number of department employees allowed access/use of social media accounts for Town government purposes should be limited.

- A. Town social media accounts must be created using an official Town government email account.
- B. The Department Head shall be responsible for any department social media account and all content entered on the associated site.
- C. Department users should be limited to the Department Head and no more than two (2) additional employees who understand management perspective and the risks of social media relations.
- D. The Town Supervisor shall have authority to grant additional Users to Departments that have police/investigation missions on a case-by-case basis.
- E. Each Department Head shall maintain a list of the Department's social media networking application domain names in use, the names of all employee administrators of these accounts, as well as the associated user identifications and passwords currently active within their respective agencies.

3. Acceptable Use

Use of social media applications by employees shall only be for further a Town of Ephratah governmental purpose. Employee use of social media for personal interests while on duty for the Town of while using Town equipment is prohibited and is a violation of the Town of Ephratah Information Security Policy. Employees must follow all regulations and policies according to the Town of Ephratah Information Security Policy when using social media for Town of Ephratah business.

4. Employee Conduct

A summary of ethical Social Media conduct is listed below:

- A. Customer protection and respect are paramount.
- B. Every effort must be made to keep interactions factual and accurate. Only links to credible sources of information will be utilized or disseminated.
- C. The users' relationship, opinions, and identity shall not be hidden or disguised in any way.
- D. The rules of the venue/application shall be adhered to.

E. Any privacy and permissions shall be protected by the user. The lines between public and private, personal and professional are sometimes unclear. By identifying yourself as a Town of Ephratah employee, you are creating perceptions about your expertise and about the department, Town government, customers, business partners and the general public. Be sure that all content associated with you is consistent with your work and with Town government's values, professional standards and policies.

5. Content

Department Heads are responsible for establishing, publishing, and updating their department's pages on social media sites. Although it will be the Department Head's responsibility to maintain the content, the Town Supervisor and Information Security Officer (ISO) will monitor the content on each of the pages to ensure 1) a consistent town-wide message is being conveyed and 2) adherence to the Social Media Policy. The Town Supervisor shall have authority to direct departments to modify or remove social media content to ensure good public relations, Town reputation, best practices and industry norms.

Sites must contain visible elements that identify them as official sides of the Town of Ephratah, such as the Town Seal, department brand, contact information, etc.

6. Security

The Information Services Director (ISO) shall limit employee Internet access to Social Media web sites according to the Town's acceptable use policy, while allowing authorized Users to reach content necessary to fulfill Town government business requirements. Limitations may include:

- A. Allowing Internet access only to Users who are specifically authorized.
- B. Preventing unnecessary functionality within Social Media web sites, such as instant messaging (IM) or file exchange.
- C. Minimizing and/or eliminating the addition of web links to other web sites, such as "friends", to minimize the risk of exposing a government user to a link that leads to inappropriate or unauthorized material.
- D. Enable technical risk mitigation controls such as filtering and monitoring of Social Media web site content posted and/or viewed and/or scanning any and all files exchanged with Social Media web sites.

7. Citizen Conduct

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between the Town of Ephratah government and the public. Town government social media site articles and comments containing any of the following forms of content shall not be allowed:

- A. Comments not related to the particular social medium article being commented upon.

B. Comments in support of or opposition to political campaigns or ballot measures.

C. Profane language or content.

D. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation.

E. Sexual content or links to sexual content.

F. Conduct or encouragement of illegal activity.

2nd by Eleanor Smith. 4 Ayes, Carried.

Resolution 50

George Cosselman made a motion to accept Resolution 50 to pay Greg Fairchild's voucher in the amount of \$491.25, for mowing 11 cemeteries. 2nd by Eleanor Smith. 4 ayes, carried.

Unfinished Business

- The Town Board audited the Tax Collector, Vicki Lansburg books from the 2020 tax season.

Resolution 51

George Cosselman made a motion to accept Resolution 51 as the Town Board found the Tax Collector, Vicki Lansburg's books from the 2020 tax season to be in good shape with a job well done! 2nd by Eleanor Smith. 4 ayes, carried.

George Cosselman made a motion to end the town board meeting. 2nd by Eleanor Smith. 4 Ayes, carried. Time 6:47pm

Respectfully submitted,

Cynthia A. Wesselmann
Town Clerk, Town of Ephratah