



# Town Board Meeting

## Minutes

**Monday, January 9, 2023 at 7:00 pm**

Attendees: Board Members: Jeffrey Horton, John Tschantre, Michael Austin, James Drumm, Glenn Vogel, Highway Superintendent Thomas Austin, Code Enforcement Officer Thomas Hargrave, Dog Control Officer Randy Akins, and Town Clerk, Michelle Seeley

### Guests

Wayne Cosier, Norman Maynard, Steve Peck, Dale Seeley, Joan Palinkas, Denice Thompson, Jordan Frost

#### 1. Organizational Meeting 2023

##### Minutes:

Compliance with Open Meetings Law: The meeting was called to order January 9, 2023 at 7:00 p.m. at the Campbell Town Hall to take care of organizational business for the year 2023.

Following the organizational meeting, the January monthly meeting will be held January 9, 2023.

The meeting is open to the public.

Pledge of Allegiance/Call to Order/ Roll Call/ Prior Minutes The pledge of allegiance was led by Jeffrey Horton and the meeting was called to order and roll call was taken by the Town Clerk.

Blanket Resolution #01-2023 For appointments and policies was offered by Glenn Vogel and seconded by James Drumm as follows:

Regular Town Board Meetings That the regular monthly Town Board Meetings for the year 2023 shall be: (a) Held on the 2nd Monday of each month and shall be called to order at 7:00 pm at the Campbell Town Hall; with the exception of the October 2023 meeting which will be held at 7:00 pm the Tuesday following the Columbus Day Holiday, October 10, 2023. (b) Held, if needed, the fourth Monday of each month, there shall be a Town Board meeting called to order at 7:00 p.m. at the Campbell Town Hall. (c) Per the adopted meeting list adopted by the Town Board on January 9, 2023.

Town Supervisor Powers and Duties: That the powers and duties necessary for the day-to-day administration of the Town for the year 2023 is hereby delegated to the Town Supervisor or in his/her absence, to the Deputy Town Supervisor.

##### NON-ELECTED APPOINTMENTS:

Building Inspector and Code Enforcement Officer: That Thomas Hargrave is hereby appointed as Building Inspector and Code Enforcement Officer. Dog Control Officer: That Randy Akins is hereby appointed as Dog Control Officer. Court Clerks: That Danielle Wheeler-Evans and Teresa Winnie are hereby appointed as Court Clerks. Bookkeeper: That Wendy Oman is hereby

appointed as Town Bookkeeper and secretary to the Supervisor. Budget Officer: That the Town Supervisor is hereby appointed as the Budget Officer at zero compensation with the Bookkeeper as the administrator of the budget. Projects Administrator: That the bookkeeper is hereby appointed as the Projects Administrator for the Park Grant and the Water Extension Grant. Section 3 Coordinator: That the Bookkeeper, shall be designated as the Section 3 Officer for the Town of Campbell for the 2023 Fiscal Year at zero compensation. Labor Standards Officer- That the Bookkeeper shall be designated as the Labor Standards Officer for the Town of Campbell for the 2023 Fiscal Year at zero compensation. Fair Housing Officer- That the Bookkeeper shall be designated as the Fair Housing Officer for the Town for the 2023 Fiscal Year at zero compensation. Health Officer: That NYS Public Health Law mandates that the Campbell Town Board is the local Board of Health and that at this time the board has decided that the Health Officer position will be appointed at a later date. Tax Assessor: Holly Smalt is hereby appointed as Tax Assessor until the end of her contract which expires on 09/30/2025 Town Historian: That Sandra Austin is hereby appointed as Town Historian. Water Administrator Clerk: That Jacquelyn Kohman is hereby appointed as Water Administer Clerk. Water Treatment Operators (Water Districts 1, 2, 3 and New Water District #1 Extension): That Thomas Austin is hereby appointed as Water Treatment Operator for Water Districts 1, 2, 3 & New Water District #1 Extension and John Kemp is hereby appointed Assistant Operator for Water District #1 and New Water District #1 Extension. Summer Recreation Director: That Paula Ayers is hereby appointed as Summer Recreation Director. Janitorial Services/Basic Maintenance: That Justin Stark is hereby appointed the Janitor and basic maintenance. Snow Shoveling at Town Hall: That Joseph Gauss is hereby appointed for Snow Shoveling at the Town Hall.

Mowing at Town Hall, East Campbell Park and Cemeteries: That Joseph Gauss is hereby appointed for mowing at the Town Hall and all cemeteries except, East Campbell Cemetery, located at East Campbell Park location. That the Highway department is hereby appointed to mow the East Campbell Park and the East Campbell cemetery. The Highway department to be reimbursed from the General Fund for its services after the mowing season. Records

Management Officer: It is noted that the Records Management Officer is always the Town Clerk.

The Town Clerk is therefore responsible for all Town records including retention, storage and purging of all records according to the NYS Archives Local Government Retention Schedules,

which also include all electronic filing of records. Town Attorney: To hereby appoint Richardson and Pullen LLC as the official Town Attorney through their contract ending December 31, 2023.

DEPUTIES NAMED: Deputy Town Supervisor: That John Tschantre is appointed Deputy Town Supervisor pursuant to Section 43 of the Town Law. Deputy Highway Superintendent: That the

appointment by the Highway Superintendent, Thomas Austin, of Bradley Austin is hereby authorized. Deputy Town Clerk and Deputy Registrar of Vital Statistics: That the appointment by

the Town Clerk, Michelle Seeley, of Teresa Winnie is hereby authorized. Deputy Tax Collector:

That the appointment by the tax collector, William Rosplock of Jacquelyn Kohman is hereby authorized.

#### OTHER BOARD APPOINTMENTS:

Zoning Board: That Kyle Peterson be appointed to the Zoning Board for a 5 year term of January 1, 2023 through December 31, 2027.

POLICIES & MISCELLANEOUS: Bank Depositories: That Community bank, N.A. and Five Star

Bank are hereby designated as the official depositories for all Town funds and Accounts. Banking Resolution: That the Town Supervisor and Deputy Town Supervisor be authorized signers on the Town Bank Accounts: General Funds, Highway Funds, Water District Funds, Reserve Funds, Trust & Agency Funds and Capital Project Funds. Wages of Town Officials & Staff: That the wages of Town Officials and all staff as set forth in the 2023 Adopted Town Budget, 2023 budget notes and 2023 signed and accepted letters of hire, be accepted and paid, including Social Security, where applicable, when due for the year 2023. Also note that time off for all Town Hall employees for vacation, education or compensation time off is to be documented on the calendar in the court clerk's office at least 1 week in advance. Sick time must also be documented on this calendar. Petty Cash Funds Authorized: That the following be authorized: Town Clerk be authorized \$300.00 (\$200.00 held in bank as overdraft protection, \$100.00 in cash drawer) in petty cash funds; the Justices be authorized \$100.00 each in petty cash funds; the Bookkeeper be authorized \$50.00 in petty cash funds; the Water Collection Clerk be authorized \$150.00 in petty cash funds; and the Tax Collector be authorized \$150.00 in petty cash funds. Highway Expenditures: That the Highway Superintendent is authorized to spend up to \$4,000.00 per item for the purchase of parts, equipment and tires as necessary, without Board approval. Stump Removal: That the Highway Superintendent, is hereby authorized to contract for removal of stumps for the Highway Department, at a cost not to exceed \$200.00 per stump. Final Balances: That the final balances of the year 2022 General Funds and Highway Funds be released for use in the corresponding Fund Balances for the year 2023. All Original Town Records: That as requested by the Town Clerk, by authority of paragraph 30 of the Town Law, it is hereby the Town policy that all Town records including canceled checks, contracts, deeds, vouchers, tax records, warrants, insurance policies and other records that shall be kept in the Town Clerk's vault or in other approved fire safe storage. Access to these records will be available during regular Town Clerk business hours, Monday through Thursday 8:00 am to 4:00 pm according to the Freedom of Information Law. The Town Clerk is responsible for all retention, storage and purging of such records. Mileage: That Town Officials be reimbursed per mile traveled at the Federal rate established for the year 2023 on official Town Business. Mileage Policy: For the purpose of establishing a policy and standard for requirements for submitting mileage for all departments, the policy will be: (a) That for field reviews, dinner meetings, complaint calls, business meetings, etc., that the address destination is listed with the appropriate mileage. (b) That for banking at Community Bank, NA or Five Star Bank, NA, the mileage is based on driving to the nearest branch which is 18 miles, round trip. (c) That for business at the Steuben County Office Building, mileage is 22 miles, round trip. Town Policies: That the Procurement & Vouchering Policy, English Language Proficiency Policy, Ethics Policy and Sexual Harassment Policy adopted by the Town Board, are hereby reaffirmed for 2023. Blanket Bonds: That the Town obtains Blanket Bonds for Town Officials in the amount and for the purposes that each office requires. Official Newspaper: Based on Town Law, §64 (pg. 243 Town Clerk Manual, 2013) the Town is not designating an official Town newspaper. Ambulance Service: That American Medical Response of 25 E. Pulteney St., Corning, NY is hereby appointed the official Town Ambulance service per signed contract. Animal Shelter: That Ann Denmark Private Kennel and Shelter located in Addison, NY is hereby appointed as the Town Animal Shelter per signed contract as long as said shelter is in compliance with and passes all inspection reports. Emergency Plan for Ice Jam and or Flooding: The

emergency plan for a foreseeable ice jam and potential flooding is as follows: the Highway Superintendent, Town Supervisor and/or the Deputy Town Supervisor are authorized to deal with the situation at their discretion.

Unified Court Temporary Assignment System: That the Town participates in the temporary justice assignment program pursuant to Section 12b of the Judiciary Law for the Year 2023. Rules of Order/Public Hearings: It is noted that the rules of order and policy established regarding public hearings would be the same as 2022.

EDUCATION/SCHOOLING: Highway Superintendent Schooling and Conference: That the Highway Superintendent has authorization to attend the Highway Superintendent's schooling and the Highway Superintendent's Conference and is authorized to do so at the Town's expense. Per Diem is paid according to the training provisions and Federal Guidelines. State Magistrate Association: That the Town Justices be authorized to attend the State Magistrates Meetings at the Town's expense, according to the adopted policy. Training & Certifications: That any required training in any department in year 2023 is authorized at the Town's expense with all Certificates of training to be filed by the Bookkeeper in the employee's personnel folder. The employee is to choose the least expensive (total of training and incidentals) training available to them. Per Diem is paid according to the training provisions and Federal Guidelines.

Blanket resolution #01-2023 was: Adopted by Roll Call vote: AYES: NAYS: ABSENT:  
Adjournment. At 7:15 PM the 2023 Organizational meeting was closed and the regular Monthly meeting was called to order.

**Vote results:**

Ayes: 5 / Nays: 0

**2. Pledge / Call to Order / Roll Call**

**3. Prior Minutes**

**Minutes:**

A motion by James Drumm and seconded by John Tschantre to accept the minutes as presented for the December 12, 2022 regular meeting was adopted by vote.

**Vote results:**

Ayes: 5 / Nays: 0

**a. December 12, 2022**

**4. Reports**

**a. HWY / Water Report**

**Minutes:**

The Mack truck has been fixed and the voucher is in the vouchers to be paid this month. The water districts are going well and there are no issues to report. With the two house fires in the past week there was a large expenditure of water but the system performed as it was designed to and there were no issues.

Denice Thompson asked about the New water District. Jeffrey Horton explained that the project is on track to start as soon as the weather breaks. The company is going to begin purchasing pipe and storing it in the Towns Corn Field. Paperwork to file for an extension will be started as soon as the Town can begin the process. Denice Thompson asked where they would start. Will they hook users up immediately or will they do sections at a time? The

undergroomed boring is the first thing to be done. The company has no issues with hooking people up as soon as they can.

#### **b. Bookkeeper Report**

##### **Minutes:**

January 9, 2023 Board Meeting - Bookkeeper Report for December 2022 Reports were submitted to me from the Town Clerk and the Court Clerk for the month of December 2022. The signed Supervisor report for December 2022 was submitted to the Town Clerk. Revenues received into General account \$17,754.22 Mortgage Tax \$247,074.79 CHIPS money on behalf of Highway Revenue received into Highway account \$247,074.79 CHIPS money from General 2022 END OF YEAR TRANSCCTIONS I. \$100,000.00 transferred from Water Extension back to General- 2023 Balance still owed to General \$16,083.89. 2. \$201,000.00 transferred from Highway back to General- money was used to fund Highway account to pay invoices while waiting on CHIPS money. 3. All revenue accounts were received in 2022. No negative accounts in expenditures for 2022. 4. All end of year 2022 transfers needed were signed off by the Town Supervisor- list attached. 5. All of 2022 Voucher run #13 (2023 invoices due in December 2022) were uploaded into 2023. 6. All petty cash accounts were verified for 2023 - all in good standing. 7. Accounting, payroll, water and capital asset programs all opened successfully into 2023.

#### **c. Codes**

##### **Minutes:**

1. There were (10) building permits issued this period YTD (159) Carport (1), Pellet stove (1), Fence (1) , new modular home (1) , septic repair (1), Demolition (1), Zoning (4) Deck repair, siding, storage shed repair
  1. **There were (18) permit inspections this period YTD (207)**
  2. **There were (10 ) COC issued (126) YTD**
  3. **Fire Inspection Schedule for 2022 (14) completed (2) open**
  4. **Violation notices sent (0 ) YTD (84) corrected (0) YTD (45)**
  5. **Provided assistance to (3) residents on future site plans, flood plain and subdivision applications**
    1. **Hunt Engineering in process of submitting new gymnasium plans for BOCES and also sewer connection to Town of Erwin**

#### **d. Dog Control**

##### **Minutes:**

There were 2 reports this month, both were handled and the people were told to come in and register their dogs. The Town Clerk reported that both parties have complied. The Animal shelter has passed all of their inspections and has been reappointed as the shelter for the Town of Campbell.

#### **e. Assessors Report**

##### **Minutes:**

I have sent out all annual exemption renewals for the 2023 Assessment Roll Year to

property owners. All exemption renewals and new exemptions need to be submitted by March 1st, taxable status date to my office.

I attended a continuing education class on December 5th, Ratio Studies. I received 6 continuing education credits. I attended the monthly assessor's meeting on December 14th. I have been processing monthly transfers, escrows, & other misc. administrative duties throughout the month as well as verifying sales and working on current & open building permits. Once again if there are any questions or comments, please feel free to contact me.

**f. Supervisor Report**

**g. Town Clerk Report**

**5. Old Business**

**a. Sand Purchases From Board Member 2023**

**Minutes:**

Due to the price and quality of sand this year, the Town Supervisor contacted the Attorney to find out how the Town could purchase sand from Austin Construction, which has approximately 600 ton of road sand available. The Attorney advised that the Town get 3 quotes from vendors within one week of the Board meeting, including Austin Construction. As long as there is a considerable price difference, the Board should place the subject on the agenda. then list the prices. Quotes from Venders include Coots, Savona NY \$13.00 per ton through April 30, 2023 Dalrymple is \$12.80 per ton no end Austin Construction is \$10.25 per ton. The Austin Construction bid is \$2.55 less expensive per ton and there are no hauling costs or have the guys leave the town. This would save money in fuel costs as well. Jeffrey Horton called for Public comment to ensure that any questions from the Public on this topic were addressed before a vote was taken. Norman Maynard questioned how much sand the Town would purchase from Austin Construction. Michael Austin restated that there was only approximately 600 ton left. Jeffrey Horton confirmed that the Town would purchase the remainder of Austin Constructions sand supply and would take as much as is left even if it is more than 600 ton. Thomas Austin stated that last year the Town purchased 3,000 ton and that 600 ton will only last for another storm or two before the Town would need to purchase more. Thomas Austin has instructed his guys to put down as much as it takes to make the roads safe. Wayne Cosier asked what company the Town would buy sand from after the Austin Construction sand was gone. Jeffrey Horton stated that the cost between the other two companies were \$.20 and were approximately the same distance, and that the board would leave it up to Thomas Austin as to where to get it. Jeffrey Horton called for a motion to purchase the available sand from Austin Construction at \$10.25 per ton, which is the least expensive of the three quotes. James Drumm made the motion which was seconded by John Tschantre. A roll call vote was taken with Michael Austin recusing himself.

**Vote results:**

Ayes: 4 / Nays: 0

**6. New Business**

**a. Proposed Local Law 1 of 2023**

**Minutes:**

The State has sent a new Codes Law that needs to be adopted, the Town Lawyer is looking at the law and making some corrections to spelling, and clarifying some definitions with-in the law. The Town will need to set a public hearing to review the law.

A motion by Michael Austin was seconded by John Tschantre to have a Public Hearing on the next regularly scheduled meeting date of February 13, 2023 at 7 pm. to discuss LL 1 of 2023 Entitled Introductory Code Enforcement law. The motion passed with a roll call vote.

**Vote results:**

Ayes: 5 / Nays: 0

**7. Public Comment**

**Minutes:**

Dale Seeley stated that his issue with his STAR exemption had been resolved. He then questioned if his driveway was Town property, as it is shown on the Tax Map.

Thomas Austin stated that it is not Town property and is private property. He will double check the map and give an update later.

**8. Announcements**

**9. Voucher Audit**

**Minutes:**

Vouchers were submitted and approved as follows: General Fund Vouchers # 1-22 & 24 \$ 51,068.02 Street Lighting Voucher # 23 \$ 693.54 Highway Vouchers # 1-16 \$ 78,566.64 Water District 1 Vouchers # 1-3 \$ 1,376.80 Water District 2 Vouchers # 1-4 \$ 1,927.82 Water District 3 Vouchers #1-3 \$ 2,241.18 Trust & Agency Voucher # 14 \$ 198.00 For a grand total of \$136,072.00

**10. Adjournment**

**Minutes:**

There being no further business before the Board, the meeting was upon motion, adjourned at 8:15p.m.