



Town Board Meeting

Minutes

Monday, March 11, 2024 at 10:00 am

Attendees: Supervisor; Jeffrey Horton, Deputy Supervisor; John Tschranke, Board Members ; Norman Maynard and Glenn Vogel, Highway Superintendent; Thomas Austin, Water Administrator; Jacquie Kohman, Town Clerk; Michelle Seeley

Guests

Tony Creaton, Joseph Seeley, Wayne Cosier

1. Pledge / Call to Order / Roll Call

Minutes:

Jeffrey Horton called the regular meeting to order at 10 Am with the Pledge of Allegiance. The Clerk took roll call , Michael Austin absent. Supervisor Horton then acknowledged the passing of a long time resident, Gordon Hakes, who has come to meetings for several years, and was the Father in Law of a past Board Member, James Drumm.

2. Prior Minutes

Minutes:

A motion to adopt the Draft minutes from February 12, 2024 was made by John Tschantre and seconded by Glenn Vogel. Adopted by vote

Vote results:

Ayes: 4 / Nays: 0

3. Reports

a. HWY / Water Report

Minutes:

Ten year equipment roll over: Thomas Austin discussed replacing the 2016, ten wheeler in 2026. The 4x4 International will be paid for and the payment can applied to the new ten wheeler. In order to keep the schedule of rolling over the equipment and keeping them insured with the full replacement value policy, the new equipment needs to be ordered this year to lock in the price. Tom asked if he could get prices. The Board asked that Tom go ahead and get numbers on a new vehicle.

WATER/ The power and gas are on at the new well. Tom Austin is meeting with a Vacri Representative to look over yards and finalize a punch lists for yards and other things affected by the new Water District installation. There have been 5 more hook ups.

b. 284 Form- Agreement

Minutes:

Thomas Austin explained the Expenditure of 2024 Highway moneys. A total of \$115,000 for primary work and general repairs on 51.67 miles of Town Highways, sluices, culverts and bridges having a span of less than 5 feet and boardwalks or renewals thereof. Forty Dollar Road County Route 1 to the Thurston Line a distance of .6 miles: \$61,000 Stoney Ridge from State Route 415 to the seam of the new road a distance of .5 miles: \$50,000 Tannery Road Intersection of Vieley Road leading to the New Seam a distance of .4 miles: \$45,000 A motion to approve the 284 agreement was made by Glenn Vogel and seconded by Norman Maynard: adopted by Roll Call Vote- 1 Absent

Vote results:

Ayes: 4 / Nays: 0

c. Bookkeeper Report

Minutes:

Read by Jeffrey Horton. Reports were submitted to me from the Town Clerk and the Court Clerk for the month of February 2024. The signed Supervisor report for February 2024 was submitted to the Town Clerk. Revenue - General \$9,002.40 Time Warner Communications Franchise \$56,129.05 BelGioioso PILOT Payment Revenue-Highway \$136,261.94 Sales Tax Payment #1 \$477,288.23 Water Extension Project- Draw#24 received and paid out/ Reports Completed 2024 Payroll certification mailed to Steuben County on 2-15-2024 Completed 2024 Capitol plan and reserve plan for March 2024 executive session. 2023 AUD Financial statement- had to ask for an extension, granted to 4-27-2024 2024 ARPA money verification - will submit by 4-1-2024 2024 NYS Retirement Standard Workday - will bring to April 2024 Town Board for approval

d. Codes

e. Dog Control

Minutes:

The DCO Report was received- attached to physical minutes.

f. Assessors Report

Minutes:

The Assessors Report was received- attached to physical minutes.

g. Supervisor Report

Minutes:

Submitted, and attached to paper minutes.

h. Town Clerk Report

Minutes:

Michelle Seeley discussed using a new system to help with record retention. There is a program that can scan all of the Town records, and store them in the most up-to-date electronic format. This system can be used in all offices and will help with record retention. It

will also reduce the need for paper storage, as the scanned documents would become the official record. While some records would still be maintained in both electronic and paper forms, others could be disposed of as soon as they are scanned (Vouchers). The cost of the program for the first office would be around \$8,500 plus the annual cost. A representative from Laserfiche had presented her product to the Clerk and Supervisor earlier in the week. The Representative will assist with the Grant writing process so the Town will not have to put out the full cost of the program, and grants could be obtained as additional offices are added to the program. There are also grants available for the maintenance of the program. The representative will put together a presentation for the Board and will start the Grant process if approved in time for the 2025 Records Management Grant application process.

4. Old Business

a. Sign Board

Minutes:

Norman Maynard asked about the sign discussed at the February meeting. What was the cost of the sign, where would it be placed? Jeffrey Horton stated that the sign would cost about \$700 if purchased on Amazon.

Discussion was had on where the sign would be placed. On the point of where the sign would be placed options of the post office and in front of the Town hall were discussed. How it would be secured, and who would take care of putting the letters on it. Justin Stark was suggested. Norman Maynard thought it would be better if it was in front of the Town Hall, another option would be by the Post Office. The sign would need to be tied down and secured very well, the Fire Department sign blew over. Joseph Seeley stated that they made long screws that would work. John Tschantre asked if it was needed. Glenn stated that several people are not on Facebook and don't get the paper.

5. New Business

a. Steuben county shared services

Minutes:

A discussion and explanation of the Steuben County Shared Services Mutual Aid agreement was had. The agreement allows municipalities to assist with maintenance with labor and machinery. This is an agreement that the Town and Steuben County enter into every five years. A motion by Glenn Vogel and seconded by Norman Maynard to approve signing the Shared Services agreement for 2024 was adopted by Vote.

Vote results:

Ayes: 4 / Nays: 0

b. Set public hearing for Steuben County ethics law update

Minutes:

Due to a local law made years ago, Steuben County is the Towns Ethics Board. The County Ethics Law is being updated. The Ethics Board is to help to ensure that purchases do not benefit board members and employees. Jeff will have someone from the County come to the April Meeting to explain.

c. Steuben County to close bridge, County Route 4 detour

Minutes:

March 18th the County will close Smith Hill Bridge for repairs, they expect to be finished by November, 2024.

d. Cyber Security Insurance

Minutes:

Jackie Kohman discussed the Cyber Security requirements that are being implemented by the State. Multi Factor Authorization is harder for Hackers, but another option is having employees change passwords quarterly, and making them complex passwords. The Town will need to do updates by August of 2024 or insurance will not renew. NYMER can test the network, Jackie is looking for more information, and will be attending a grant meeting Wednesday on Cyber Security. Norman Maynard asked if Jackie needed help. Jackie stated that NYMER and CPE are assisting.

e. Summer Rec Program

Minutes:

Summer rec did not go well last year. There were only 19 kids for the 2023 program. The School has started their own program that offers 5 days a week, and transportation. The School program runs all summer. A suggestion to have the program on the weekends, however Paula Ayres is not available on the weekends. Discussion was had as to whether to offer the program for 2024. A decision was made to cancel the program and pick it back up if the school drops their program.

f. Appointment Zoning Board Alternate Member

Minutes:

There is an open position for an alternate member on the Zoning Board. A letter of interest was received from Anthony Creaton. A motion to appoint Anthony Creaton as the Alternate to the ZBA was made by Glenn Vogel and seconded by John Tschantre, Adopted by vote.

Vote results:

Ayes: 4 / Nays: 0

6. Public Comment

Minutes:

There was no public comment.

7. Voucher Audit

Minutes:

A-General 63-91 & 93 \$ 50,314.44 SL- Street Lighting 92 \$ 889.32 DA- Highway 39-52 \$ 33,169.75 SW1- Water District 1 8-12 \$ 1,265.60 SW2- Water District 2 3-4 \$ 9,908.55 SW-3 Water District 3 3-4 \$ 169.96 H-3 Capital Projects 3-4 \$ 584,716.13 TA- Trust and Agency 3 \$ 212.00 TOTAL \$ 680,645.75

8. Executive Session- Capitol Plan

Minutes:

A motion by John Tschantre and seconded by Glenn Vogel to enter into Executive Session on Capitol Improvements at 11:10 am was adopted by vote. A motion by John Tschantre and seconded Glenn Vogel to exit Executive Session at 11:29 adopted by vote.

Vote results:

Ayes: 4 / Nays: 0

9. Adjournment**Minutes:**

The meeting was adjourned on motion of John Tschantre and seconded by Glenn Vogel at 11:30.

Vote results:

Ayes: 4 / Nays: 0

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