



DRAFT

Town Board Meeting

Minutes

Monday, April 8, 2024 at 10:00 am

Attendees: Board Members: Jeffrey Horton, John Tschantre, Michael Austin, Norman Maynard, Glenn Vogel, Highway Superintendent, Thomas Austin, Water Admin, Jackie Kohman and Town Clerk, Michelle Seeley

Guests

Wayne Cosier, Joseph Seeley, Richard Buck

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Horton called the regular meeting to order at 10 am and opened with the Pledge of Allegiance. The Clerk then took Roll Call. All present.

2. Prior Minutes

a. Draft Minutes March 11, 2024

Minutes:

A motion by Glenn Vogel seconded by Michael Austin to adopt the minutes as written was adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

3. Reports

a. HWY / Water Report

Minutes:

HIGHWAY: Thomas Austin has quotes for the 2026 truck that is on the equipment rotation list. He does not have quotes for the body so he will wait to give the information to the Board at the next meeting. Michael Austin asked how many miles on the 2016 truck, what shape is the body in, and how well the Towns equipment does on Auctions International, and would the money from the sale go to the purchase of the new truck. Thomas Austin stated that there are approximately 56,000 miles on the 2016 truck, the dump body has some rust but the frame is good, equipment sales on Auctions International generally bring fair prices. The money for the truck would be used to pay on the new one. Thomas Austin said he has a new company for the loan that does not charge a prepay penalty. PARK:

John Tschantre asked for an update on the park. The contractor was supposed to be at the park two weeks ago, he never came. Thomas Austin has tried to contact the contractor but has not had any luck. He called Tim Steed who talked to the contractor. The contractor is

waiting for the Basket Ball hoop base. Thomas Austin is going to call the company that makes the base and see about the delay. Michael Austin questioned if the Town could buy the base and then deduct the cost from the contract. Norman Maynard questioned how much the contractor has been paid. The Town has not paid anything to the contractor to this point. There are several holes at the park that need to be filled in. The Highway employees will take care of it. WATER: There have been more hookups, there was an issue with one of the hookups on Clawson Drive at the curb box. The homeowner is still hooked to their well because the issue will need to be fixed before they can hook up. Vacri is starting their final reclamation process Monday, they will fix the issue on Clawson Drive. The new well house is good, just needs the wiring finished. Once Moody is paid the project will be completed within 3 weeks. Glenn Vogel asked about the fire hydrants that need to be fixed. Thomas Austin said they would be corrected. Jeffrey Horton asked if Thomas Austin would have the highway guys paint the ends of the building and the back door. He reached out for a quote and it would be more cost effective to pay the guys overtime to do the job. The general fund would pay them to do it, not the highway fund.

b. Bookkeeper Report

Minutes:

April 8, 2024 Board Meeting – Bookkeeper Report for March 2024 Reports were submitted to me from the Town Clerk and the Court Clerks for the month of March 2024.

The signed Supervisor report for March 2024 was submitted to the Town Clerk. Revenue – General \$21,410.00 CHIPS received that was due to General from 2023 \$15,847.87 JCAP Grant money received for court room build

Court grant money received in – Patty and I are working on submitting receipts and paperwork for the court build out.

\$107,467.90 & \$23,737.16 Water Extension Project – Draw #25 & #26 received & paid out

REPORTS 2023 AUD Financial statement – Granted an extension to 4-27-2024, still in the process of working on it. 2024 ARPA report was submitted for and accepted for our

remaining funds to be used by Dec. 2026. 2024 NYS Retirement Standard Workday –

Needs Town Board approval & Resolution 2024 Audit of Town – 2 quotes given to the town supervisor for discussion. Municipal Solutions has moved \$30,000 out of grant contingency

to help with this cost. A Motion to accept the Bookkeepers report was made by Michael Austin and seconded by John Tschantre. Adopted by Vote.

Vote results:

Ayes: 5 / Nays: 0

c. Codes

d. Dog Control

Minutes:

Received attached to minutes.

e. Assessors Report

Minutes:

Received attached to minutes.

f. Supervisor Report

g. Town Clerk Report

4. Old Business

a. Sign Board

Minutes:

Not discussed.

b. Updated Cyber Security information

Minutes:

Jackie Kohman brought the Board up to speed on the new Cyber Security measures required by the insurance company. Once these requirements are in place the insurance will back date to February, 2024. Five of the eight goals have been completed. She will have a sample policy available by the June Meeting.

5. New Business

a. Fair Housing Resolution

Minutes:

WHEREAS, the Fair Housing Act was passed in April 1968 and prohibits discrimination in housing due to race, national origin, religion, sex, familial status, disability status, etc.: and WHEREAS, the Town of Campbell understands the importance of acting to further fair housing in the community: NOW, THEREFORE, be it RESOLVED as follows: 1. The Town Board designates April as Fair Housing Month 2. The Town Board has designated Wendy Oman, Town Bookkeeper to act as the Fair Housing Officer. Dated: April 9, 2024
Introduced by: Michael Austin Seconded by: John Tschantre Voting Aye: Michael Austin, John Tschantre, Norman Maynard, Glenn Vogel, Jeffrey Horton Voting Nay: none

Vote results:

Ayes: 5 / Nays: 0

b. Standard Workday Resolution

Minutes:

2024 Standard Workday Resolution: BE IT RESOLVED, that the Town Board be and hereby establishes the following as a standard work day for elected and appointed officials for the purpose of determining days worked reportable to the NYS and Local Employees' Retirement System: ALL ELECTED OFFICIALS—Supervisor; Councilperson; Town Clerk; Tax Collector and Town Justice—Five day work week; six hour day. Superintendent of Highways—Five day work week, eight hour day. APPOINTED OFFICIALS--- Code Enforcement Officer; Dog Control Officer; Assessor.—Five day work week, six hour day. The Resolution was introduced by Glenn Vogel and seconded by Norman Maynard. The resolution was adopted by Roll Call vote; Austin: Aye, Tschantre: Aye, Vogel: Aye, Maynard: Aye, Horton, Aye

Vote results:

Ayes: 5 / Nays: 0

c. Quotes for Audit

Minutes:

There needs to be an audit done for the new water district because of the grants. Wendy received 2 Quotes. The least expensive was \$29,000.00 and is from Leslie Spurgin, CPA with Insero & Company. Kaitlyn has moved \$30,000.00 from the grant contingency to cover the audit. A motion to hire Leslie Spurgin, CPA with Insero & Company for \$29,000.00 to complete the Audit was made by Michael Austin and seconded by Norman Maynard. The motion was adopted by Roll Call vote: Austin: Aye, Tschantre: Aye, Vogel: Aye, Maynard: Aye, Horton, Aye

Vote results:

Ayes: 5 / Nays: 0

d. Resignation of Code Enforcement Officer

Minutes:

James Overhiser turned in a resignation to take effect on April 14, 2024. He told Jeffrey Horton that if the Town needed assistance before he could be replaced, he would help. Jeffrey Horton discussed a shared services contract with the County, the Town would need to make a Local Law in order for that to happen. In the meantime the Town will post an ad in the Shopper to fill the position. A motion by Michael Austin seconded by Glenn Vogel to accept the resignation was adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

e. Fourth Monday April Meeting

Minutes:

Michael Austin would like to use the meeting on the fourth Monday of April as stated in the 2024 Organizational meeting to have representatives from both fire departments answer questions. There have been several issues being brought up in Town about the new building and rumors. Michael Austin would like to address those issues. Norman Maynard questioned if there had been any updates on the Town paying Workman's Comp for Campbell Fire District 1. Jeffrey Horton said that the Town must pay it, even though that is not the case with all Towns. Rich Buck and Mark Butler the attorney for the Fire District had discussed the issue several years ago. There will be a second meeting for April on April 22, 2024 at 6 PM.

f. Abandoned Cemetery Policy

Minutes:

Abandoned Cemetery Burial Policy April 8, 2024

As of April 8, 2024 the Town of Campbell has instituted a policy regarding Town owned Abandoned Cemeteries. Going forward no burials will take place in any of the Town owned abandoned cemeteries without proof of deed for a specific plot in such cemetery. This policy will affect the following cemeteries and will include any cemetery that is in the future turned over to the Town or abandoned. Riverside Cemetery – County Route 125 Hillside Cemetery/ AKA Nute Cemetery or Stevens Farm Cemetery - State Route 415 Balcom Cemetery- Curtis Coopers Rd. Chris John/ AKA Town Line Cemetery- Meads Creek Road

A motion to adopt the policy regarding Town owned or abandoned cemeteries was made by Glenn Vogel and seconded by Michael Austin. Adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

6. Executive session- Personnel

Minutes:

A motion to enter into Executive Session at 10:40 AM to discuss personnel issues was made by Michael Austin and was seconded by John Tschantre. The motion was adopted by vote 5-0. The Town Attorney requested that the Town Clerk join the Board. A motion to end the Executive Session at 11:25 Am was made by John Tschantre and seconded by Michael Austin. The motion was adopted by vote 5-0.

Vote results:

Ayes: 5 / Nays: 0

7. Public Comment

8. Announcements

9. Voucher Audit

Minutes:

A-General 94-124 \$ 75,134.90 DA- Highway 53-68 \$ 41,996.63 SW1- Water District 1 13-20 \$ 2,446.49 SW2- Water District 2 5-9 \$ 772.32 SW-3 Water District 3 5-8 \$ 3117.01 SW-4 2 &4-5 \$ 717.29 H-3 Capital Projects 5-6 \$ 23,717.16 TA- Trust and Agency 4 \$ 212.00 TOTAL \$ 148,113.80

10. Adjournment

Minutes:

A motion by Michael Austin and seconded by Glenn Vogel to end the meeting at 11:29 AM
Adopted by vote

Vote results:

Ayes: 5 / Nays: 0

Contact: Michelle Seeley (townclerk@campbellny.com 607-527-8244 x213)