

**MINUTES OF TOWN BOARD MEETING OF June 10, 2019  
HELD AT THE TOWN HALL, 8529 MAIN ST., CAMPBELL, NEW YORK**

**PRESENT: Town Board Members:** Jeffrey Horton John R. Tschantre; Glenn Vogel, Terry E. Wheat and James F. Drumm; **Town Clerk:** Michelle L. Seeley; and **Highway Supt:** Thomas A. Austin. **Bookkeeper:** Wendy Oman

**ABSENT: None**

**GUESTS:** Joe Hauryski, Stanley manning, Linda Baird, Joe McUumber, Karen Miller, Gordon Hakes, Wayne Crosier, Richard Buck, Joseph Seeley

**Call To Order/Pledge /Roll Call/ Prior Minutes.**

Mr. Horton called the regular monthly meeting to order at 7 p.m. at the meeting room of the Campbell Town Hall and led the pledge of allegiance. The Town Clerk then took roll call. The minutes of were noted.

A motion was offered by James Drumm and seconded by Terry Wheat to accept the minutes referenced above as written.

Adopted by vote: AYE: 5 NAY: 0

**REPORTS**

**Highway Report (Thomas Austin)**

The second part of the grant money came in and both new pieces of equipment have been paid for. The new grader will be delivered next week, and warranty will be through Five Star Equipment. The warranty date starts when we receive the equipment.

Tom has been working with Real Term and NYSEG to have the lights replaced. Real Term was unable to provide the replacements for a reasonable cost so the Town has requested that NYSEG replace the existing street lights with LED lights. An agreement between NYSEG and the Town of Campbell to pay for the unexpired life of the existing lights at a cost of \$2,498.61 and NYSEG will install and service the new lights.

A Motion was made by Terry Wheat to allow Jeffrey Horton to sign the agreement between the Town and NYSEG. The motion was seconded by Glenn Vogel and the motion passed.

Aye: 5 Nay:0

**Water Report (Thomas Austin)**

The new cameras have been installed at the water plant and have already caught 3 people from out of the area dumping (2 from Addison, 1 from Bath). They have been contacted and told that the dump is for residents of Campbell, and not to return. Their names are on file at the Shop.

Friday June 7<sup>th</sup>, 2019 Tom attended a day long training, Sustainable Utility Management of Rural and Small Systems. The class was interactive and allowed attendees to work together on solutions for their districts. Tom would like to set up open house like tours at the water plant the community would be invited to come. He would also like to send out a quarterly newsletter to the people in the water districts that would explain the process of how water is treated and a breakdown on the water payment, so that they understand the cost.

**Fire Department Report (Joe McUumber)**

May Calls 1 fire, 24 Medical, 3 MVA, 3 Miscellaneous. 31 MTD and 186 YTD.

**Historian Report (Sandra Austin)**

Read by Jeffrey Horton and on file with the Town Clerk.

Hope Cemetery would like to place a 5 drawer in the historian's office so that those records are no longer being kept at the home of the cemetery board members. Jeffrey Horton has informed the Hope Cemetery Association that if the Board agrees to allow them to keep their records at the Town Hall, the records can only be accessed during regular business hours, no keys will be issued to them.

Based on this information a motion by John Tschantre and seconded by James Drumm to allow Hope Cemetery Association to keep a 5 drawer filing cabinet in the Historian's office was made.

Adopted by vote: AYE:5 NAY:0

**Supervisor Report (Wendy Oman)**

Read by Jeffrey Horton and on file with Town Clerk.

**Bookkeeper Report (Wendy Oman)**

**Revenue Notes**

Regular monthly revenues received from Town Clerk and Court Clerk. All accounts settled and Supervisor report given to Jeff for review and signature.

All grant money received for excavator and truck (\$300,000).

General Fund \$	Highway	\$125,754.18 Grant Money (truck)
		\$174,245.82 Grant Money (truck)

Budget Adjustments

Due to/Due from \$174,245.82 reimbursed to General Fund from Highway for loan of funds.

To adjust the decrease in Park Grant Budgeted Amounts

Debit A7110.41 \$107,304

Credit A3089 \$107,304

To adjust the decrease in Youth Grant Budgeted Amounts (e-mail explanation attached)

Debit A7310.1 \$103.00

Credit A3820 \$103.00

1. **Key Project:** E-mail sent to Hank Fuller- he will be here the end of June to proceed with changing locks, adding break bar in historian room and locks on bathrooms.
2. **East Campbell Park:** Grant paperwork being worked on with Kathleen Mcisaac and our scope was approved to be adjusted. Due to the delay in the approval of the grant, work will be able to be started once the paperwork is completed. Plans now are to use BOCES help in the 2019-2020 school year.
3. **Bathroom Compliance:** E-mail to Sarah O'Brien of PERMA about bathroom compliance. (my e-mail and her response attached). Basically we have to be in compliance with our own codes and the direction of the ADA standards for accessible design (I have a copy if anyone wants one - 24 pages). I will be working with a local contractor on the requirements when he installs the toilet and the baby changing station.
4. **Personnel:** I have sent everyone, paid and unpaid, a letter with date options for the mandatory sexual harassment training. I will also be going over all of our current policies and all will have to sign that they attended and understand our policies and it will be added into my personnel records. 2 new Summer recreation personnel have been hired and summer rec is all ready to start.
5. **Water Department:** The annual water report from Erwin water source was mailed to district #2 & #3 with their May billing. DOH local paperwork for all districts was filed along with the annual water certification to Albany.

**Dog Control/Codes (Marvin Rethmel)**

Report turned in and read by Jeffrey Horton and is filed with the Town Clerk.

**Assessor Report (Holly Smalt)**

Report turned in and read by Jeffrey Horton and is filed with the Town Clerk.

**Town Clerk Report (Michelle Seeley)**

Rabies Clinic was a success, there were over 200 animals vaccinated and 131 people brought in their cats and dogs (163 dogs 46 cats). We raised a total of \$611.75 of which our part was \$305.50. This clinic is vital to our community animals and would not have been possible without the wonderful men and women that volunteered their time to make it a success. As always Tom and Ida Austin, Sandra Austin and Joseph Seeley were there, Randy and Mary Akins came this year and helped make the process easier. We used the Bath Vet Clinic ladies again this year, Rebecca Peters DVM and her assistant, Andrea Williams LVT as usual they did a great job. Because of the wonderful

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assistance of these volunteers I was able to register 25 dogs, 3 of which were new to the system.

**E. Campbell Park Grant Resolution #16-2019.**

Discussion was had concerning the Campbell Park grant that the bookkeeper Wendy Oman has been working on getting amended. The scope of the adjustment was approved.

**RESOLUTION #16-2019** as follows, was offered by James Drumm and seconded by John Tschantre.

**WHEREAS**, the Town of Campbell (hereinafter the "Town") owns and maintains The East Campbell Town Park located on corner of Dry Run Road and Meads Creek Road; and

**WHEREAS**, the Town is proposing to restore and improve recreational facilities at the East Campbell Town Park (collectively, the "Project"); and

**WHEREAS**, the Town is obligated under New York State Office of Parks, Recreation and Historic Preservation (OPRHP) to submit a duly adopted Resolution and Certification approving the Town's acceptance of grant funds and delegating signing authority to execute the NYS Master Contract for Grants.

**NOW, THEREFORE, BE IT:**

**RESOLVED**, that the Town Board hereby makes the following findings:

The Project consists of restoring and improving the current facilities at the East Campbell Town Park;

**IT IS FURTHER RESOLVED**, that:

The Town applied for financial assistance from the OPRHP under the Title 9 of the Environmental Protection Act of 1993 for the purpose of funding the development of East Campbell Town Park;

**IT IS FURTHER RESOLVED**, that:

The Town is authorized and directed to accept these grant funds in an amount not to exceed \$66,817 for the project described in the grant application;

**IT IS FURTHER RESOLVED**, that:

The Town is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such development of East Campbell Town Park;

**IT IS FURTHER RESOLVED**, that:

The Town is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

**IT IS FURTHER RESOLVED**, that:

The Town Board delegates signing authority to execute the Master Contract and any required deed of easement to the individuals who hold the following elected or appointed municipal office and employment position titles: Town Supervisor and Director of Grants Management.

Adopted by vote: AYE: 5 NAY: 0

**Speed Limit reduction Clawson Drive Resolution #17-2019**

As discussed at our May 13<sup>th</sup> 2019 meeting the residents of Clawson Drive are requesting the speed limit be reduced from 40 M.P.H. to 25 M.P.H.

**RESOLUTION #17of 2019.** On motion of Councilman James Drumm, seconded by Councilman Terry Wheat, as follows:

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WHEREAS, at the May13, 2019 Town of Campbell Monthly Town Board Meeting, a petition was presented by a citizen containing 27 signatures, a copy of which is attached hereto and made a part hereof; and

WHEREAS, said petition was presented requesting a reduction of the speed limit to a safer speed limit on Clawson Drive between State Route 415 and Main Street and

WHEREAS, said petition indicates that the current speed limit which is currently 40 m.p.h. is unsafe because vehicles at that speed cannot slow down quick enough to stop if there is a child or a pet in the roadway; and requests that the speed limit be reduced to a more reasonable 25 m.p.h. limit

**NOW, THEREFORE, BE IT RESOLVED**, that the Town Board hereby accepts said speed limit reduction petition and hereby refers same to the Steuben County Highway Department for review and action.

Adopted by vote of, AYE 5, NAY 0

**Standard Workday Resolution #18-2019**

A motion made by Councilman Terry Wheat and seconded by Councilman Glenn Vogel as follows, was adopted by vote

Aye:5, Nay:0

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.

**Public Comment.**

Other Comments—none.

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**Budget Transfers.**

RESOLUTION #19-2019, was offered by James Drumm and seconded by Terry Wheat to authorize the following budget transfers:

FROM:	TO:	AMOUNT:
A 7110.41	A 3089	\$107,304
A7310.1	A 3820	\$ 103

Adopted by vote AYE: 5 NAY:0

**Attorney Client Privilege with Richard Buck 8:20 -8:59pm**

**Voucher Audit – 8:30 p.m.**

Vouchers were submitted and approved as follows:

General Fund Vouchers # 176-214	\$ 31,416.05
Highway Vouchers # 97-113	\$ 70,313.18
Water District 1 SW- Vouchers # 29-37	\$ 1,845.54
Water District 2 SW2-Vouchers # 13	\$ 15.00
Water District 3 SW3-Vouchers # 14-15	\$ 130.00
Street Lighting SL Voucher # 215	\$ 969.28
Trust & Agency TA Voucher # 6	\$ 173.00
For a grand total of	\$ <b>104,862.05</b>

**Executive Session.**

On motion of James Drumm seconded by Terry Wheat, the following resolution was adopted: RESOLUTION #20-2019: RESOLVED that this Board move into executive

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session to discuss items concerning matters leading to the appointment and employment of a particular person or persons.

Time 9:05 PM. Adopted by roll call Vote: Ayes- 5; Nays-0.

**Close Executive Session.**

On motion of Terry Wheat, seconded by Glenn Vogel, the following resolution was adopted: RESOLUTION #21-2019: Resolved that the executive session be closed and that this Board return to regular meeting. Time 9:35 PM. Adopted by vote: Ayes- 5; Nays-0.

**Open Positions**

The board has chosen to fill the open positions that will be vacated by Marvin Rethmel when he retires on July 18, 2019, with the appointment of 2 new employees. The Code Enforcement office and DCO positions will become separate positions and be part time.

\*\*\*\*The Board is waiting on a response from the candidates chosen for these positions and will inform the public as soon as they have signed agreements with them.

**New Position Created**

A motion by Terry Wheat and seconded by Glenn Vogel to approve hiring of a part time Deputy Town Clerk was approved by vote as follows:

AYE:5 NAY:0

The Board has recognized that as the Town Hall has become busier and the Court Clerk/Deputy Town Clerk, Kathy Darcangelo, is getting busier with the court, and the Bookkeeper position is incompatible with being Deputy Town Clerk, by State law, a new Deputy Town Clerk should be hired to fill in for the Town Clerk as needed. The Town Clerk will be granted \$1,600 for the remainder of 2019 and will have a line item added in 2020 for this position. She will be in charge of finding the candidate, setting appropriate hours and assigning tasks to the person that is hired.

Once an appropriate candidate is found, the Town Clerk will appoint them as Deputy Town Clerk upon Board approval.

**Adjournment.**

There being no further business before the Board, the meeting was, upon motion by Jeffrey Horton and seconded by John Tschantre, adjourned at 9:41 p.m.

Respectfully submitted,

MICHELLE L. SEELEY  
Campbell Town Clerk

**DATED:** June 13, 2019

ATTACHMENTS:

Campbell Town Board Minutes for Meeting of June 10, 2019

Distribution list

[date] \_\_\_\_\_ 2019---- t.b. minutes---

Town Board – 5

Plann Bd-6

Assessor

Hwy.

CEO

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