

**MINUTES OF TOWN BOARD MEETING OF AUGUST 10, 2020  
HELD AT THE TOWN HALL, 8529 MAIN ST., CAMPBELL, NEW YORK**

**PRESENT: Town Board Members:** Jeffrey Horton John R. Tschantre; Glenn Vogel, and James F. Drumm; **Town Clerk:** Michelle L. Seeley; and **Highway Supt:** Thomas A. Austin; **Code Enforcement Officer:** Thomas Hargrave;

**ABSENT:**

**GUESTS:** Ron Morse, Linda Baird, Joe Seeley, Wayne Crosier, Mickey Sonner, Jason Frost, Ed Tijie, Joshua Tijie, Gordon Hakes.

**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 July 13, 2020 were noted.

A motion was offered by James Drumm and seconded by Glenn Vogel to accept the minutes referenced above as written. Adopted by vote: AYE: 5 NAY: 0

**REPORTS**

**Monthly Reports Filed.**

It was noted that monthly Town Supervisor's Report dated August 4, 2020 was received from Wendy Oman the Town Bookkeeper, a Copy was filed with the Town Clerk.

**Highway Report (Thomas Austin)**

Paving on Savona Campbell Road and Tannery Roads Complete, will be paid for by CHIPS funding. Tom Austin requested that the Board make a motion to sign a prepaid invoice for the cost of the paving materials for no more than \$180 k so that the funds can be used before the anticipated 20% reduction in CHIPS funding for 2021 is made.

Tom is working on the 2021 Budget, included in the budget will be work on the Wood Bridge and the first Dry Run Road Bridge. Dry Run Road Bridge needs new guard rail and paving work. The money will come from the remaining 2020 CHIPS allotment.

A motion by Glen Vogel and seconded by Terry Wheat to authorize Jeffrey Horton or John Tschantre to sign a prepay check not to exceed \$180k for paving materials was adopted by roll call vote: Terry Wheat (Aye), John Tschantre (Aye) James Drumm (Aye) Glenn Vogel (Aye) and Jeffrey Horton (Aye).

The County will begin work on the Wood Bridge in 2021 and will use 170' of existing panels for repairs. The Town will need to pay for the remaining 40' of panels needed to complete the project. Tom estimates the cost to be around \$4,000. The first bridge on the Dry Run Road needs repairs to the guide rail and repaving. The money will come from the 2021 CHIPS funds.

The 2015 pick-up is now able to be replaced and Tom requested that the board make a motion to place the truck on Auctions International. Jeffrey Horton recommended that Tom call and find out about a replacement vehicle beforehand due to the shortage of inventory.

A motion by Terry Wheat and seconded by John Tschantre to place the 2015 pick-up on Auctions International was approved adopted by unanimous vote. AYE: 5 NAY: 0

**Water Report (Thomas Austin).**

Thomas Austin has completed two additional hours of his annual water training and needs ½ hour to complete the mandatory hours. He will seek on-line training to fulfill the required hours.

There was one water hook-up in district 3 on 08/11/2020. Tom talked to Jimmy in Erwin for assistance with the new hydrant on Scott Road.

Tom is working with Hunt Engineering on the design for the new Water 1 Ext. district. Water District 1 may need some upgrades, the grant can be used for these upgrades because the new district is an extension of Water 1.

Wendy Oman discussed going to quarterly billing for the water districts to save on time and cost of producing the water bills. Tom will still read meters on a monthly basis and consumers are still able to pay monthly. Wendy will send a letter to customers in September explaining the change.

Linda Baird asked how the customers would know their monthly amount. Tom A. responded that most people do not go over the allotted 9,000 gallons per month. Unless there is an issue or if they fill their own pool the amount should be the same month to month. Glenn Vogel asked about late fees and interest. The bill will be generated and sent prior to the due date and this should not be an issue.

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A motion made by Terry Wheat and seconded by James Drumm. To approve the change from monthly water billing to quarterly billing. The motion passed was approved and adopted by unanimous vote. AYE: 5 NAY: 0

The Town sent a formal letter to the kids that were riding their dirt bikes and 4 wheelers on town property, the letter stated that there will be one more warning then the police will be called.

**E. Campbell Fire Department Report**

Mickey Sonner reported that the new BBQ pit is almost done and the fire department expects to have 1-2 BBQ dinners to raise funds for the department by the end of the year.

The mini pumper will be up for sale until the end of the year, if it does not sell the FD will contact a broker.

There was a fatal fire in the Hidden Forest trailer court on 07/17/2020. The FD had problems getting their tankers to the scene because of the condition of the access bridge. They have talked to the owner and he has refused to do repairs. Tomas Hargrave will go out and talk to the owner of the court and inform him of the Fire Code. If the bridge is removed there will be only one way in and one way out of the Court.

The E. Campbell FD training academy is reopen and running.

**Bookkeeper Report (Wendy Oman)**

**August 10, 2020 Board Meeting – Bookkeeper Report for July 2020**

**Revenue Notes**

Regular monthly Revenue received from the Town Clerk and the Court Clerk. All Bookkeeper accounts settled and Supervisor report given to the Town Supervisor for signature.

**Additional Revenue Received**

Sales Tax 2 <sup>nd</sup> Qtr (General)	\$41,687.63
Sales Tax 2 <sup>nd</sup> Qtr (Highway)	\$70,210.44
Casella 2 <sup>nd</sup> Qtr (Closed 4-6-20 to 6-22-20)	\$ 3,579.80
Hometown Hero Project – Banners	\$ 1,840.00
Hometown Hero Project – Donation	\$ 50.00

**BUDGET TRANSFERS**

<b>FROM</b>	<b>\$\$\$\$</b>	<b>TO</b>	<b>REASON</b>
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**2021 Budget calendar is attached. Tentative Budget will be presented at the Sept. 14 meeting.**

**WATER: Request to change the water billing to quarterly billing in 2021.**

<b>Quarter 2021</b>	<b>Meter Reading of</b>	<b>Mail date</b>	<b>Payment due by</b>
1 <sup>st</sup>	Nov – Dec – Jan	January 28	February 24, 2021
2 <sup>nd</sup>	Feb – March – April	April 28	May 26, 2021
3 <sup>rd</sup>	May – June – July	July 28	August 25, 2021
4 <sup>th</sup>	August – Sept – Oct	October 27	November 24, 2021

1. 2020 monthly billing will continue with the water meter readings in the month of August, September and October in order to give time for ample notification to customers of the billing change and to stay in line with re-levy date. October 2020 bill is due by Nov.25<sup>th</sup> and the annual county re-levy date is December 1<sup>st</sup>.
2. Tom would continue meter readings on a monthly basis to be able to continue to track water leakage. Wendy would continue to give Tom this monthly report.
3. Letter to be sent out with the September 2020 billing and a note will be placed on the October 2020 post card that we will change to quarterly billing as of November meter read. The letter would explain the change and also explain that everyone can continue to pay on a monthly basis but the postcard will only be mailed quarterly. My concern is the reaction of our customers who are on a limited monthly income who prefer to pay monthly. Unfortunately it is not feasible to try to maintain both monthly and quarterly billings.

This will allow a savings on postage, postcards and administrative costs.

Wendy Oman – Bookkeeper

Jeffrey Horton made the comment that the revenue received was only about 6% less than the projected amount because a sales tax levy has been approved on all online purchases.

**BUDGET CALENDAR FOR 2021 BUDGET**

1. Department budgets handed out to individual departments by August 14, 2020.
2. Individual department budgets due back to Bookkeeper by August 28, 2020.
3. Bookkeeper files the Tentative Budget with Town Clerk by September 14, 2020 Board meeting. (Tentative Budget is not available to the public)
4. September 14, 2020 Town Board meeting:
  - a. Bookkeeper reviews a short overview with Board.
  - b. Salary piece presented to Board in Executive Session by Bookkeeper.
  - c. Board members to independently review the Tentative Budget, except any .01 figures (personnel services) and get back to Bookkeeper with their proposed revisions by September 30, 2020.
5. October 5, 2020 Board meeting:
  - a. Tax Cap Resolution - Town Clerk – if needed.
  - b. Revised Tentative Budget presented by the Bookkeeper which will include the salaries that were discussed in executive session on September 14, 2020. Discussion to follow with any changes made by the Bookkeeper. Executive session needed if salaries are to be further discussed.
  - c. Approve the Revisions to the Tentative Budget. Adopt the Revised Tentative Budget as the Preliminary Budget. Bookkeeper files the Preliminary Budget with the Town Clerk. (Preliminary Budget is available to the public, as of October 6, 2020 at 10:00 am and no more changes can be made until after the Public Hearing)
  - d. Public Hearing date set. I recommend October 26, 2020 @ 6:00 pm.
6. All final revisions discussed at the Public Hearing completed by Bookkeeper by November 9, 2020 Board meeting. (These revisions are not permanent until after the vote of Board)
7. November 9, 2020 Board meeting:
  - a. Revised Preliminary Budget items reviewed with Board by Bookkeeper. Revisions voted on by Board, once these revisions are adopted, a Board Resolution is needed to adopt the Revised Preliminary Budget as the FINAL 2021 ADOPTED BUDGET.
8. Town Clerk files the Final 2021 Adopted Budget with Steuben County within 10 days – November 19, 2020.
9. After filing, the 2021 Budget is available to the Public and posted on website.

(The back page is the OSC's Town Budget Calendar. This is where all our deadlines come from.)

**FOR YOUR VIEWING PLEASURE --- LAST YEARS 2020 BUDGET IS LOCATED ON OUR WEBSITE [www.campbellny.com](http://www.campbellny.com) Government Tab, Supervisor/Council**

**Thank you in advance for all your participation in the 2021 Budget process.**

**Dog Control (Randy Akins)**

It was noted that a report was received from the DCO for August 2020 and it is on file with the Town Clerk.

**Codes (Thomas Hargrave)**

Subject Monthly report for Building Dept

1. There were 13 building permits issued
  - (1) Fence
  - (2) Accessory buildings
  - (3) Roofs
    - (1) Septic system
    - (1) Addition
    - (1) Garage
  - (3) Zoning
    - (1) Alteration to existing
2. There were (23) permit inspections
3. Work is progressing on Monroe Tractor addition and Austin Construction rebuild
4. Session 3 of my code training week 8/3 on line in my office
5. No COO AND COC issued this month
6. (3) Site plan (3) floodplain permits on Planning Board agenda. Thanks Michelle for your help
7. Most of my time is spent on property maintenance issues

8. (8) new Property violations issued this month

**Assessor Report (Holly Smalt)**

**Supervisor Report (Jeffrey Horton)**

Received August 4, 2020 from bookkeeper

**Town Clerk Report (Michelle Seeley)**

**Fire Department Report (Linda Baird)**

Linda Baird of Campbell Fire Dept., reported on fire calls; 27 medical, 6 Fire, 5 MVA, 14 Misc. July total 52 YTD 252.

**NEW Business**

Due to a suggestion made for the Town to place their meeting dates and agendas on the Town Facebook page, Jeffrey Horton discussed the prospect with the Board. The meetings are scheduled for the same week and time as they have been for several years. There is no reason that this information cannot be published on the Facebook page.

A motion by Terry Wheat and seconded by Glenn Vogel to add the agenda to the Towns Social Media page going forward The motion passed was approved and adopted by unanimous vote. AYE: 5 NAY: 0

**Old Business**

**Campbell Town Park Eagle Project**

Joshua Tigie has been working on the project at the Campbell Town Park. Due to the COVID 19 pandemic the labor that would have been donated by BOCES is no longer available. Ed Tijie is getting quotes for renting a skid steer and an auger to drill holes for the fence. The addition of the rental and the additional scope of the project have increased the estimated cost of \$1,800.00 to approximately \$3,200.00 In June of 2018 the Town Board agreed to make up the difference in cost if need be. Mr. Tijie requested that the Board follow through and approve the additional \$1,700.00 that is needed to finish the project due to the changes in scope of the project.

A motion made by Terry Wheat and seconded by James Drumm to approve the additional \$1,700.00 for the project was adopted by unanimous vote. AYE: 5 NAY: 0

**Public Comment**

Linda Baird asked about the sign board that was discussed in a meeting earlier this year. Jeffrey Horton stated that he had been looking but had not found one for under \$1,200.00

**Announcements**

There will be a budgetary executive session in the September meeting to discuss personnel and wages.

**Voucher Audit – 7:48 p.m.**

Vouchers were submitted and approved as follows:

General Fund Vouchers #237-253	\$ 19,154.37
Highway Vouchers #118-127	\$ 17,335.77
Water District 1 SW- Vouchers #43-49	\$ 2,844.21
Water District 2 SW2-Vouchers # 18-21	\$ 290.19
Water District 3 SW3-Vouchers #19-20	\$ 135.00
Trust & Agency TA Voucher # 8	\$ 185.00
Street Lighting SL Voucher #254	\$ 451.86
For a grand total of	\$ 40,396.40
\$	

**Adjournment.**

There being no further business before the Board, the meeting was, upon motion by Jeffrey Horton and seconded by Glenn Vogel, adjourned at 7:49 p.m.

Respectfully submitted,

MICHELLE L. SEELEY  
Campbell Town Clerk

**DATED:** \_\_\_\_\_, 2019.

ATTACHMENTS:

Campbell Town Board Minutes for Meeting of August 10, 2020

Distribution list

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

Town Board – 5

Plann Bd-6

Assessor

Hwy.

CEO

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