

**MINUTES OF TOWN BOARD MEETING OF DECEMBER 14, 2020
HELD AT THE TOWN HALL, 8529 MAIN ST., CAMPBELL, NEW YORK**

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

ABSENT:

GUESTS: Bonnie Conaway, Linda Baird, Joe Seeley, Wayne Crosier, Allison Berger

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 November 9, 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 December 9, 2020 was received from Wendy Oman the Town Bookkeeper, a Copy was filed with the Town Clerk.

Highway Report (Thomas Austin)

Thomas Austin has spoken with Mike from Basil Chevrolet about the new Pick-up. The New pick up will not be ready by the end of 2020 and an invoice will not be presented until delivery is taken in 2021. A budget amendment will be needed for the payment of the new pick-up in 2021.

Tom received a phone call from Hornby inquiring about the remaining funds from the sale of the excavator/ bucket truck. There is between \$6,400 and \$6,600. The Town of Hornby would like those funds returned to them. This will need to be vouchered January 4, 2021. The Highway department is looking for a brush chipper.

Water Report (Thomas Austin)

The new mag meter has been received it is 1 ½ inches wider than the old one so the pipe will need to be cut to fit the new meter. Tom Austin has reached out to Steven King who is a professional pipe fitter to do the job. Jeffrey Horton agrees that this is the best course of action.

Tom Austin has not heard back on the well drilling for the Water 1 extension project. Tom updated Brian Smiths drawing for the proposed easement on his property. Richard Buck has not added the property owner's requirements to the contract so he will need to do an amendment. The easement contract with the Watkins' family is in the works.

A new pollution test has been sent off and the results came back as not detectable.

Bookkeeper Report (Wendy Oman)

December 14, 2020 Board Meeting – Bookkeeper Report for November 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 and then given to the Town Clerk.

November Revenues Received: Highway

11/17/2020 \$28,570 Auction International – truck sold

Budget Transfers this month.

From A7110.4 Park to DA5142.1 Personnel \$440.16
(Park mowed by Matt Jessup – paid out of highway)

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A motion to approve the above mentioned budget transfer was made by Glenn Vogel and seconded by James Drumm.

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Adopted by vote: Terry Wheat –Yea; John Tschantre- Yea; Jeffrey Horton-Yea; James Drumm- Yea; Glenn Vogel-Yea

PARK STATUS – The Eagle Scout project is complete and all additional invoices paid – per Board.

VETERAN FLAG PROJECT - The project closed at .00 dollars. A693 accounting ledger attached. Thank you to Michelle, Tom Austin and crew for a job well done.

END OF YEAR – There will be one more run of vouchered checks on December 28th. These checks will be for any invoices outstanding for the month of December. I am requesting that the board make a motion for these few vouchers to be approved by 2 Board members vs having to call a special meeting at the end of December. I am also asking that any transfers needed due to the final vouchers submitted can also be approved by the same 2 Board members.

A Motion to allow any two board members to sign the remaining 2020 Vouchers for invoices that come in or transfers that will be needed after the December 14, 2020 Board meeting for the month of December 2020 was offered by Terry Wheat and seconded by John Tschantre, Adopted by roll call vote: Terry Wheat –Yea; John Tschantre- Yea; Jeffrey Horton- Yea; James Drumm- Yea; Glenn Vogel-Yea
All mileage for December 2020 needs to be handed into Michelle by December 23rd. December 2020 mileage will not be paid out in 2021, except for Dec 24-31 at 2020 rate. (I have sent out an email to all who submit mileage).

January 2021 vouchers for invoices due in January 2021 will be dated 1-4-2021.

COURT ANNUAL AUDIT - Attached is the final Annual Audit of our court justices – no errors found. Again a thank you goes out to Patty, Doug and Kathy for all their continued hard work, especially during this pandemic. I will audit and fill in the month of November if we receive the invoice by the end of year along with filling in any revenue received from Steuben County in Dec. 2020 for the Traffic Diversion Program. I will submit this audit report and Board Resolution to Joan Casazza at the Internal Audit Services Unit of NY Court System by year end.

2020 Annual Court Report Resolution #14-2020

The Annual Audit of the 2020 Justice Financial Report was submitted to the board for review. The Audit was found to have no errors. (It is noted due to the Unified Court System being closed due to the pandemic and additional regulations placed on the courts, the 2020 revenues did not meet the 2020 expected revenues).

Jeffrey Horton called for a Resolution #14-2020 to approve the report.

A resolution made by James Drumm to accept the report was seconded by Terry Wheat. A roll call vote was taken.

Jeffrey Horton (Recused), James Drumm (Aye), John Tschantre (Aye), Glenn Vogel (Aye) and Terry Wheat (Aye)

WATER RE-LEVY FINAL – The final re-levy was submitted to Steuben County on November 25th via email to Melissa Edwards of Real Property Tax Service. Water #1 - \$17,298.91, Water #2 - \$1,559.06 and Water #3 - \$4,576.12 for a total of \$23,434.09. A copy of the final submission was given to the Town Supervisor.

WATER EXTENSION – The invoice for the well testing will be paid out of 2020 budgeted money. The addendum dated December 1, 2020 has the cost at \$26,700.

Inter-municipal Agreement for Driver Diversion Program Resolution #15-2020

INTERMUNICIPAL COOPERATION AGREEMENT PURSUANT TO ARTICLE 5-G OF THE GENERAL MUNICIPAL LAW

Resolution #15-2020 to accept the intermunicipal agreement below was offered by James Drumm and seconded by Terry Wheat

THIS AGREEMENT, made this 14th day of December, 2020 by and

between the Town of Campbell, a municipal corporation of the State of New York, having its offices at 8529 Main Street, Campbell NY 14821 (hereinafter “the Town”), and the County of Steuben, a municipal corporation of the State of New York, having its offices at 3 East Pulteney

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Square, Bath, New York 14810, (hereinafter "the County"). Herein Town of Campbell and Steuben County are collectively referred to as "the parties".

WITNESSETH

WHEREAS, the General Municipal Law §119-0 authorizes municipalities to enter into agreements covering a governmental function performed by both entities; and

WHEREAS, both the Town of Campbell and Steuben County are responsible for promoting public safety and providing safe highways, roads, and streets for vehicular traffic; and

WHEREAS, Steuben County has created a Traffic Diversion Program under Local Law #4-2019 with the goal to increase the safety of the roads in Steuben County by teaching drivers how to be better drivers; and

WHEREAS, the service charge for applying to and being accepted into the Traffic Diversion Program is subject to periodic review and modification by the Steuben County Public Safety Committee upon the recommendation of the District Attorney and the Commissioner of Finance; and

WHEREAS, any change in the service charge can be done without any notice to or consent from participating municipalities; and

WHEREAS, receiving a portion of said service charge will help municipalities inside Steuben County promote public safety and traffic safety; and

WHEREAS, the respective governing bodies have determined it to be in the best interest of their respective municipality and the public at large, to enter into this inter-municipal agreement.

NOW, THEREFORE, the parties hereto hereby agree as follows:

1. The Town of Campbell shall receive 30 percent of net monies collected from any successful completion of the Traffic Diversion Program originating from its geographical limits.
 - a. Any such payments to the Town of Campbell shall be made by the Steuben County Finance Department on a quarterly (every three (3) months) basis.
 - b. For any traffic ticket that is not disposed of through successful completion of the Traffic Diversion Program the Town of Campbell shall be entitled to only those fees and surcharges they are entitled to under applicable New York State law.
 - c. The parties agree that the service charge shall be subject to periodic review and can be changed at any time by the Steuben County Public Safety Committee upon the recommendation of the District Attorney and the Commissioner of Finance.
2. Authority for Execution on Behalf of Campbell – Supervisor Horton of the Town of Campbell has executed this agreement pursuant to a Resolution adopted by the Town Board of the Town of Campbell, at a meeting thereof held on December 14, 2020.
3. Authority for Execution on Behalf of the County -the Steuben County Manager has executed this agreement pursuant to a Resolution adopted by the County Legislature of the County of Steuben, at a meeting thereof held on November 23, 2020.
4. Any and all notices and payments required hereunder shall be addressed as follows, or to such other address as may hereafter be designated in writing by either party hereto:

To Town of Campbell: Mr. Jeffrey P. Horton, Campbell Town Supervisor of 8529 Main Street, Campbell NY 14821

To County of Steuben: Tammy Hurd-Harvey, Steuben County Commissioner of Finance, 3 East Pulteney Square, Bath, New York 14810.

5. Term: This agreement shall commence December 14, 2020 and shall terminate on December 14, 2025. Either party may terminate this inter-municipal agreement by written notice to other with ninety (90) days' notice. Further, the term of this agreement may be extended upon mutual consent of the parties to an additional term of five (5) years.
6. The parties shall at all times defend, indemnify and hold harmless the other party and its employees from any and all claims, damages or judgments or for the defense or payment thereof, based on any claim, or any affiliated claims, by reason of any act or failure to properly act on the part of the respective party and in particular as may arise from the performance under this contract. Such obligation to such respective party not be construed to be negated, abridge or reduce other rights of indemnity which would otherwise exist. This provision shall supersede any other provisions in this Agreement deemed to be in conflict, unless specifically stated otherwise.
7. This agreement constitutes the complete understanding of the parties. No modification of any provisions thereof shall be valid unless in writing and signed by both parties.

Resolution #15-2020 was adopted by roll call vote: Terry Wheat -Yea; John Tschantre- Yea; Jeffrey Horton- Yea; James Drumm- Yea; Glenn Vogel-Yea

Dog Control (Randy Akins)

A report was received from Randy Akins regarding dog calls in November 2020.

Codes (Thomas Hargrave)

1. **There were 6 building permits issued this period (148 ytd)**
- 2 **Roofs**
 - 1 **New mobile home installation**
 - 1 **Demolition/ removal of mobile home**
 - 1 **Storage building**
 - 1 **Maintenance of property- New garage doors**
2. **There were (32) permit inspections (83 certificates of completion/occupancy YTD)**
3. **Received my certification for Code Enforcement Training**
4. **Investigated 4 complaints. One resolved**
5. **Property maintenance issues (60 ytd)**
6. **Met with potential buyer of Ward property on main street**
7. **Issued report for intended use of CMA church (fire dept)**
8. **Received build drawings for Dollar General. Will complete plan review this month**
Steuben County reviewing their interactions with project
9. **New hours for code enforcement coverage starts Jan 1, 2021. Office hrs. the same**
10. **Reviewing septic locations for water extension for Hunt engineers. This is a challenge with limited data we have available**

Assessor Report (Holly Smalt)

The following report will bring you up-to-date on the activities of the Assessor's Office.

This month I have been continuing to work on exemption renewals that will be sent out at the end of the month along with processing transfers for my monthly sales transmission to the state, escrows, & other misc. administrative duties.

I am continuing to work on the revaluation project for 2021. I am in the process of working on the land schedule and cost tables.

Fire Department Report (Linda Baird)

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Linda Baird of Campbell Fire Dept., reported on fire calls; 42 November total 328 YTD Total.

NEW Business

A motion to move the January 2021 meeting to the first Monday of the month and combine the Annual Organizational meeting with the regular monthly meeting was made by Terry Wheat and seconded by John Tschantre.

Adopted by roll call vote: Terry Wheat -Yea; John Tschantre- Yea; Jeffrey Horton- Yea; James Drumm- Yea; Glenn Vogel-Yea

Emergency Evacuation Plan

The Town will need an Emergency Evacuation plan for disasters. Glenn Vogel checked with the County to find out if there was one on file with the County, but Campbell does not have one, only 3 towns in the county have one filed at this time. There will need to be a public hearing to go over the template and make a plan.

Old Business

Live streaming Town Board Meetings as discussed by Bonnie Conaway at the November 2020 meeting. Supervisor Horton contacted Lauri Mifflin of the AOT, she explained that the retention time for this type of record varies. At this time it is not cost effective to invest in live streaming meetings. Any person who wants to record the meeting would need to have specific permission from the Board.

Audit of Tax-Cap Override

An audit of the Town of Campbell Tax-Cap override process has been conducted by the NYS Comptroller’s office. The result of the audit shows no issues.

Public Comment

Allison Berger of Frog Hollow turned in a petition against future expansion of Hakes C&D. There are 49 signatures that were turned into and entered into the permanent record by the Town Supervisor. Jeffrey Horton informed Mrs. Berger that any further signatures would need to be turned into the supervisor so they can be added.

At this time there is no application for expansion of the landfill, however because of the wording on the petition the signatures can be accepted. A motion by Glenn Vogel to accept the signed petitions was seconded by Terry Wheat and adopted by unanimous vote 5 yea- 0 nay.

Voucher Audit – 8:30 p.m.

Vouchers were submitted and approved as follows:

General Fund Vouchers #334- 354	\$ 12,729.39
Highway Vouchers #174-188	\$ 30,933.21
Water District 1 SW- Vouchers #65-71	\$ 1,894.39
Water District 2 SW2-Vouchers # 27	\$ 75.00
Water District 3 SW3-Vouchers #28-29	\$ 71.75
Trust & Agency TA Voucher # 12	\$ 185.00
Street Lighting SL Voucher # 355	\$ 520.01
For a grand total of	\$ 46,408.75

Adjournment.

There being no further business before the Board, the meeting was, upon motion by Jeffrey Horton and seconded by James Drumm, adjourned at 8:20 p.m.

Respectfully submitted,

MICHELLE L. SEELEY

Campbell Town Clerk

DATED: November 9, 2020