

Town of Campbell, NY

Town Board Meeting

Monday, April 14, 2025 at 10:00 am

Guests

1. Pledge / Call to Order / Roll Call

2. Prior Minutes

a. Draft Minutes 4/10/25

Attachments:

- **Draft Minutes 4/10/25** (town-board-meeting_minutes_2025-03-10_115530-Draft_w_Edits.pdf)

3. Reports

a. HWY Report

b. Water Report

c. Bookkeeper Report

Attachments:

- **Bookkeeper report** (4-14-25_bk_report.docx)

d. Zoning Officer Report

Attachments:

- **Zoning report** (aprildmtg2025__1_.doc)

e. Dog Control

f. Assessors Report

Attachments:

- **Assessor report** (Monthly_Report_April_2025_Assessor.docx)

g. Supervisor Report

h. Town Clerk Report

4. Old Business

5. New Business

a. 2025 Standard workday resolution

Attachments:

- **2025 Standard Workday Resolution** (2025_SWR.pdf)

6. Public Comment

7. Voucher Audit

8. Adjournment

Town of Campbell, NY

Town Board Meeting

Minutes

Monday, March 10, 2025 at 10:00 am

Guests

Wayne Cosier, Tony Harris, Darby Kramer

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Horton opened the meeting with the Pledge of Allegiance at 10 AM. The Clerk then took roll call. All present.

2. Prior Minutes

a. Draft Minutes February 10, 2025

Minutes:

A motion by Michael Austin seconded by Norm Maynard to adopt the draft minutes from February 10, 2025 was adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

3. Reports

a. HWY Report

Minutes:

The Highway has been doing regular maintenance on the roads between winter storms. The new truck is at Tenco and should be ready by the end of April or beginning of May. The second Truck will be ready at the beginning of the year in 2026.

b. Water Report

Minutes:

The new blower has been installed and there is a maintenance plan in place. The letter to BOCES has been sent for the new rate, Jacqui is waiting for a response. Jeffrey Horton is waiting to hear back from The Fire Commissioners in Thurston about the water usage agreement. There has been no new updates from Hunt Engineering or the DEC on the new well house.

c. Bookkeeper Report

Minutes:

Reports from the Town Clerk and the Court Clerk was submitted for the month of January 2025. The signed Supervisor report for January 2025 was submitted to the Town Clerk.

General Revenues

\$15,259.55 Upstate PILOT I have completed and submitted the 2024 AFR (Annual

Financial Report) for NYS, and the 2025 Steuben County Payroll Certification. I am working

on completing the town's NYS Retirement Gold Certification. I have started the NYS Retirement annual report and will bring to the April Board meeting for approval.

d. Zoning Officer Report

Minutes:

There were no Zoning permits this period. (1) ytd Reviewed zoning questions with interested parties.

Agriculture building 5051 Savona Campbell Rd Agriculture building 5356 County Rte 125 Property at 5444 Wolf Run Rd; single wide home-not permitted Property at 4351 Tannery Rd; single wide home- not permitted Info for demolition of property at 5031 County Rte 125 Discussed Flood Plain development of agriculture buildings with Janet Thigpen from Southern Tier Regional Info for electric upgrade at 5190 King Hill R Info on chimney inspection requirements (fire related) Submitted letter for March Planning Board meeting Agriculture building at 5051 Savona Campbell Rd Submitted letter for February Zoning Board meeting ; variance for Fire Dept new building Currently working with developer for Meads Creek and Wixon Rd solar projects Meads creek driveway permit approved by County The required soil samples per our Zoning Law . Who and where are samples stored .Also size of sample is not listed in our law Letter of violation for property 8493 Main Street (Fire damaged home) is drafted. Will forward to Town Attorney for review before issuing Does the Board still want to enforce open storage of motor vehicles within the Town as stated in Newsletter? There are approximately 35 properties affected to date. Please be reminded this includes all vehicles licensed for use on roads , highways and public waterways. Still need resolution on NYS annual report for code activities Jan-May 2024 Also need annual US census Bureau report submitted. There is still a concern from my point of view the code officer assigned to complete Town of Campbell's codes has too many towns and villages under his jurisdiction. (9) Also I have reason to believe annual fire inspections are not being completed as required. And the last item is our loss of information sharing as related to permits, inspections, violation notices , and other pertinent activities. Again this is my own personal views and not those of the Town Board. The Board decided to table the discussion on open storage until the April meeting. Discussion was had regarding the lack of communication from the County Code office on code and fire matters. Glenn Vogel stated that there were issues getting a hold of the Code Department for fire inspections after a chimney fire. In addition to the ZEO not being able to get information about projects that should have Zoning permits, the Assessor also has to chase information down to accurately assess property values. Thomas Hargrave stated that the arrangement needs to be reviewed. Supervisor Horton stated that the County is trying to get a license for Williamson Law Book so information can be better relayed.

e. Dog Control

f. Assessors Report

g. Supervisor Report

h. Town Clerk Report

Minutes:

The Clerk presented 2 interest letters for the Board of Assessment Review (BAR)

discussion was had about the willingness of one of the applicants willingness to be an alternate for the Zoning Board if he was not appointed to the BAR. A motion of Glenn Vogel seconded by Michael Austin to appoint Alicia Bablo to the Board of Assessment Review was adopted by vote 5-0. A motion to appoint Robert Estler as the alternate on the Zoning Board was made by Michael Austin and seconded by Glenn Vogel and was adopted by vote 5-0.

Vote results:

Ayes: 5 / Nays: 0

4. New Business

5. Public Comment

Minutes:

Darby Kramer stated that she appreciated the Board and the meetings and would be praying for all of the Town employees in their roles.

6. Executive Session Land Acquisition and Disposition

Minutes:

A motion to enter into Executive session at 10:43 AM was made by Michael Austin and seconded by Glenn Vogel. Adopted by vote 5-0 A motion to return from Executive session at 11:33 was made by Michael Austin and seconded by Glenn Vogel. Adopted by vote 5-0

7. Old Business

Minutes:

The Supervisor asked the clerk if there had been anyone asking for a petition on the referendum for the land sale. She explained that there had been many questions about the land on Wolf Run and State Route 415 but there had been no petitions requested. The Supervisor confirmed that the County had signed off on the deed for Wolf Run. Information on the land auction for the property on State Route 415 would be available at the April 14th meeting.

8. Voucher Audit

Minutes:

A-General 61-98 \$ 89,632.04 SL- Street Lighting 60 \$ 807.56 DA- Highway 46-65 \$ 93,087.6
SW1- Water District 1 12-20 \$ 3952.26 SW2- Water District 2 4-5 \$ 9984.14 SW-3 Water District
3 4 \$ 59.19 SW-4 9-14 \$ 2262.5 TA- Trust and Agency 7-9 \$ 734.77 TOTAL \$ 200,520.06

9. Adjournment

Minutes:

A motion to close the meeting at 11:41 was made by Michael Austin and seconded by Glenn Vogel was adopted by vote

Vote results:

Ayes: 5 / Nays: 0

April 14, 2025 Board Meeting – Bookkeeper Report for March 2025

Reports from the Town Clerk and the Court Clerk was submitted for the month of March 2025. The signed Supervisor report for March 2025 was submitted to the Town Clerk.

General Revenues

\$78,556.85 NYSEG Pilot

Highway Revenues

\$ 3,384.64 Scrap Metal
\$34,353.93 CHIPS from 2024
\$15,000.00 From A for DA Reserve DA230

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I am still working on completing the town’s NYS Retirement Gold Certification.

The park project is ready to close as soon as a “pooling” test is done on the court and the grant people will come onsite to view. After that I can start the grant closing paperwork.

NYS Retirement Report needs to be reviewed and approved by resolution today.

New phones have been installed. It was part of the initial ARPA money set aside for technology improvements.

The long reach excavator was delivered to the pit and is vouchered today. This is also ARPA money.

Any questions, feel free to ask!

Wendy Oman – Bookkeeper/Projects Manager

**To: Town Board**

**From: Tom Hargrave ZEO**

**Date: April 14,, 2025**

**Subject March 2025 Monthly report for Zoning Dept**

1. There were 5 Zoning permits this period. (6) ytd  
Agriculture building 5051 Savona Campbell Rd  
Roof top solar Center St  
Garage 4737 Savona- Campbell Rd  
Addition 4740 Clawson Drive  
Accessory building for Will Wood property Rte 415
2. Reviewed zoning questions with interested parties.  
JMC rental property on Main St- Duplex Development  
EV chargers requirements per zoning law
3. Received soil sample data from Meads Creek and Wixon Rd Solar projects
4. Sent letter to NYS for dealer license approval for Gauss property which was approved by the planning board 2022  
Zoning variance letter for carport installation Main St – side yard requirements  
Following up on Timber permits – Mills rd. Thanks Tom A and Michelle for info  
Following up on Timber permit for Curtis Hollow  
Amish Workshop on Rte 415 starting work on gravel for the lot  
Repair shop on Clinton St installing fence screening  
Waiting on info for project upgrades at Belgioioso Cheese

**Cordially, Tom Hargrave**

**TOWN OF CAMPBELL**  
**8529 Main Street**  
**Campbell, New York 14821**  
**Holley L. Smalt, Assessor**

Town Board  
8529 Main Street  
Campbell, New York 14821

April 14<sup>th</sup>, 2025

Dear Board Members,

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

I have been busy working on preparing the Tentative Roll (special franchise, certifying state land, exemptions, and telecommunications) as well as continuing to process monthly transfers, escrows, & other misc. administrative duties.

I am continuing to do field review and updating property record cards as well as working on open building permits and doing field review to verify recent sales.

The cut-off date for processing of the Tentative Roll is April 14<sup>th</sup>.

March 20<sup>th</sup> I attended our monthly assessor's association meeting.

After reviewing the PDC# (Pre-Decisional Collaboration) I have established a Level of Assessment of 78% for the 2025 tax roll.

Pursuant to Section 501 of the RPTL an inventory notice needs to be published in the town's official paper for 2 consecutive weeks. I had sent the legal ad to The Town Clerk and she submitted to the Shopper.

Grievance is scheduled on May 27th from 4pm – 8pm at the town hall.

Once again if there are any questions or comments, please feel free to contact me.

Sincerely,

Holley L. Smalt, Assessor

**2025 Standard Workday Resolution # \_\_\_\_\_**

BE IT RESOLVED, that the Campbell 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 & Town Justice standard work day of Five day work week, six hour day.

Superintendent of Highways, standard work day of Five day work week, eight hour day.

APPOINTED OFFICIALS: Dog Control Officer & Assessor, standard work day of Five day work week, six hour day.

The Resolution was introduced by \_\_\_\_\_ and seconded by \_\_\_\_\_.

Adopted by Roll Call Vote: Yea \_\_\_\_\_ Nay \_\_\_\_\_

**CERTIFIED TRUE COPY**

I Michelle Seeley Clerk of the Town of Campbell, hereby certify that the foregoing is a full, True, and accurate copy of a resolution duly and regularly adopted by the governing body of the municipality at a meeting duly and regularly held April 14, 2025 in which a quorum was present throughout, and the required majority of the governing body voted in favor of this resolution. I further certify that this resolution is still in full force and effect and has not been revoked or modified.

Dated: April 14, 2025

Signature:

Town Campbell Town Clerk

Affix Seal of Municipality Here