



DRAFT

Town Board Meeting

Minutes

Monday, April 10, 2023 at 7:00 pm

Attendees: Board Members: Jeffrey Horton, John Tschantre, Michael Austin, James Drumm, Glenn Vogel. Bookkeeper Wendy Oman, Highway Superintendent Thomas Austin, Code Enforcement Officer, Thomas Hargrave and Town Clerk, Michelle Seeley

Guests

Jordan Frost, Tehya Shove, Wayne Cosier, Norman Maynard, Denice Thompson, Michael Bohlen, Roger Reep

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Horton opened the meeting with the Pledge of Allegiance to the flag. The Clerk took roll call- All present. Supervisor Horton Advised the public and the Board that he would need to step out for a few minutes at 7:15 PM to attend court, but that Deputy Supervisor Tschantre would be running the meeting and he would be back.

2. Prior Minutes

Minutes:

A motion by James Drumm and seconded by Glenn Vogel to accept the minutes as written from March 10, 2023 was adopted by vote

Vote results:

Ayes: 5 / Nays: 0

3. Reports

a. HWY / Water Report

Minutes:

The Highway is beginning to prepare for summer operations. Thomas Austin rented a broom from Monroe Tractor to sweep the streets. The County has started the bridge work on Dry Run and the detour is now open. The County will be pouring the Footers on April 11, 2023 on the County Side of the Bridge, there is no projection for the beams.

Park Project Thomas Austin has requested that the Board make a motion to hire Christy Construction to finish the grading, binder, and top of the new tennis court. The Highway crew would haul the blacktop and gravel for the project, but Christy would complete the rest of the work. A motion to allow Christy to complete the Park Project was made by Michael Austin and seconded by John Tschantre was adopted by Roll Call Vote- Austin; Aye, Drumm; Aye, Vogel; Aye, Tschantre; Aye, Horton Aye

Vote results:

Ayes: 5 / Nays: 0

b. Bookkeeper Report

Minutes:

Reports were submitted to me from the Town Clerk and the Court Clerk for the month of March 2023. The signed Supervisor report for March 2023 was submitted to the Town Clerk.

Revenue General \$64,332.51 NYSEG Pilot Highway \$ 3,087.28 Scrap Metal \$17,772.61
CHIPS Reimbursement

All money due to the General Account from the Capital Project was transferred back to General \$16,083.89. The Capital project will now pay out as grant money is received for the invoices.

New Water District #4 (Water Extension) account setup at bank and due to-due from journal entries set up. Billing has started in the district as of April 4, 2023. All monies will be paid back over time to the following accounts with the water departments being paid back 1st.

Due to General \$25,000.00 Initial banking account set-up

Due to General \$23,700.00 2020-2023 Salaries

Due to Water #1 \$ 1,973.75 New Meter

Due to Water #3 \$ 1,973.75 New Meter ~~~~~ OSC AUD Review: March 20th Erica Colucci from NYS Office of the State Comptroller was assigned to the Town to review the Annual Update Document (AUD) that I submitted. Her review prompted 6 questions regarding my submission. General, Highway, Water districts and the Capital Project all had reclassification coding issues. The remaining question was on our net pension liability vs asset classification which was corrected to our capital asset program. The only other issue is that Campbell is due for a town wide audit and I explained that with the finalization of the new water district the grant funding requires a complete audit. I will be putting the cost of an audit in our 2024 budget to satisfy this event in 2024. All my answers were accepted, all changes made and an amended audit was received back from the OSC. I filed the amended AUD with the town clerk and Jacqui has placed it on our webpage.

- Payroll Certification for 2022 was filed with PERMA and Steuben County for worker's compensation compliance.
- The required Civil Service payroll reporting for 2022 was filed with Steuben County.

NYS Retirement: I have submitted my retirement request to NYS with a retirement date of April 28, 2023. The past year succession plan with Jacqui has run very smoothly. Jacqui has transitioned well into the water department. May 1st Jacqui will be a full time employee with benefits and I will remain as a "part time pensioner" as your bookkeeper and admin to the Town Supervisor. This succession plan was part of the 2023 budget.

As of May 1st my scheduled office hours will be Tues, Wed & Thurs 10-2. Other hours will be worked according to the work load of the month (beginning of month settlements, day after board meeting and payroll weeks will include more hours). I will also remain as your projects manager to the completion of the water extension and park projects. Jacqui will continue to train in new areas of the supervisor clerk position and as my backup as bookkeeper. I am also delegating other responsibilities of the daily office routine to the

Town Clerk, Michelle Seeley. It is a pleasure working for the Town of Campbell.
A Motion to Accept the March 10, 2023 Bookkeeper Report was made by Michael Austin and seconded by Glenn Vogel Adopted by vote

Vote results:

Ayes: 4 / Nays: 0

c. Codes

Minutes:

The Town will be removing the new ramp in the rear of the building to install a new ramp 8' wide with handrails on both sides, to better serve as a handicapped entrance.

d. Dog Control

e. Assessors Report

f. Supervisor Report

g. Town Clerk Report

Minutes:

The Town Clerk stated that she has 3 of the 5 Hometown Hero Banners needed for her order, but if she did not get another 2 orders to make a minimum order by May she would need to make different plans.

The Town Clerk Thanked John Tschantre for helping her with a Dog call the previous week.

The 2023 Drive Through Rabies Clinic will be held at the Legion Field in Campbell on May 25, 2023 at 6-8 pm.

4. Old Business

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 10, 2023

Introduced by: Michael Austin Seconded by: Glenn Vogel Voting Aye: Michael Austin, James Drumm, Glenn Vogel, John Tschantre Voting Nay: None Absent: Jeffrey Horton

Vote results:

Ayes: 4 / Nays: 0

b. NYS Standard Workday Resolution

Minutes:

023 Standard Workday Resolution: 2 of 2023 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. Introduced by Michael Austin seconded by Glenn Vogel- Roll Call Vote- Austin; AYE, Drumm; AYE, Vogel; AYE, Tschantre; AYE, Horton; Absent

Vote results:

Ayes: 4 / Nays: 0

c. Summer Recreation Dates and Time

d. Set Public Hearing for LL# 2 of 2023 Comprehensive Plan Addendum and Zoning Law updates

Minutes:

A motion to set the Public Hearing for proposed Local Law #2 of 2023 Comprehensive Plan Addendum and Zoning Law updates for public review on April 24th 2023, the regularly scheduled second meeting of the month (as adopted at the January Organizational meeting) was made by James Drumm, and seconded by Glenn Vogel. Adopted by vote,

Horton Absent

Vote results:

Ayes: 4 / Nays: 0

6. Public Comment

7. Announcements

8. Voucher Audit

9. Adjournment

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