



# Town Board Meeting

## Minutes

**Monday, January 8, 2024 at 10:00 am**

Attendees: Board Members: Jeffrey Horton, John Tschantre, Michael Austin, Norman Maynard, Glenn Vogel, Highway Superintendent Thomas Austin, and Town Clerk, Michelle Seeley

### Guests

Linda Baird, Wayne Cosier

1. Pledge / Call to Order / Roll Call
2. 2024 Organizational meeting

#### Minutes:

ORGANIZATIONAL MEETING OF THE CAMPBELL TOWN BOARD FOR THE YEAR 2024 The organizational meeting of the Campbell Town Board was held on January 8, 2024, at 10:00 at the Campbell Town Hall.

Compliance with Open Meetings Law: The meeting was called to order January 8, 2024 at 10:00 am at the Campbell Town Hall to take care of organizational business for the year 2024. Following the organizational meeting, the January monthly meeting will be held January 8, 2024. The meeting is open to the public.

Pledge of Allegiance/Call to Order/ Roll Call/ Prior Minutes The pledge of allegiance was led by Jeffrey Horton and the meeting was called to order and roll call was taken by the Town Clerk. Blanket Resolution #01-2024 For appointments and policies was offered by Glenn Vogel and seconded by Norman Maynard as follows:

Regular Town Board Meetings That the regular monthly Town Board Meetings for the year 2024 shall be: (a) Held on the 2nd Monday of each month and shall be called to order at 10:00 am at the Campbell Town Hall; with the exception of the October and November 2024 meetings to be determined due to holidays scheduled on the Monday date. (b) Held, if needed, the fourth Monday of each month, there shall be a Town Board meeting called to order at 6:00 p.m. at the Campbell Town Hall.

Town Supervisor Powers and Duties: That the powers and duties necessary for the day-to-day administration of the Town for the year 2024 is hereby delegated to the Town Supervisor or in his/her absence, to the Deputy Town Supervisor.

#### NON-ELECTED APPOINTMENTS:

Building Inspector and Code Enforcement Officer: That James Overhiser, III is hereby appointed as Building Inspector and Code Enforcement Officer. Dog Control Officer: That Randy Akins is hereby appointed as Dog Control Officer. Court Clerks: That Danielle Wheeler-Evans and Teresa

Winnie are hereby appointed as Court Clerks. Bookkeeper: That Wendy Oman is hereby appointed as Town Bookkeeper and secretary to the Supervisor. Budget Officer: That the Town Supervisor is hereby appointed as the Budget Officer at zero compensation with the Bookkeeper as the administrator of the budget. Projects Administrator: That the bookkeeper is hereby appointed as the Projects Administrator for the Park Grant and the Water Extension Grant. Section 3 Coordinator: That the Bookkeeper, shall be designated as the Section 3 Officer for the Town of Campbell for the 2024 Fiscal Year at zero compensation. Labor Standards Officer- That the Bookkeeper shall be designated as the Labor Standards Officer for the Town of Campbell for the 2024 Fiscal Year at zero compensation. Fair Housing Officer- That the Bookkeeper shall be designated as the Fair Housing Officer for the Town for the 2024 Fiscal Year at zero compensation. The Health Officer position will be appointed at a later date. Tax Assessor: Holly Smalt is hereby appointed as Tax Assessor until the end of her contract which expires on 09/30/2025 Town Historian: That Sandra Austin is hereby appointed as Town Historian. Water Administrator Clerk: That Jacquelyn Kohman is hereby appointed as Water Administer Clerk. Water Treatment Operators (Water Districts 1, 2, 3 and 4): That Thomas Austin is hereby appointed as Water Treatment Operator for Water Districts 1, 2, 3 & 4 and John Kemp is hereby appointed Assistant Operator for Water District 1 & 4. Summer Recreation Director: That Paula Ayers is hereby appointed as Summer Recreation Director. Janitorial Services/Basic Maintenance: That Justin Stark is hereby appointed the Janitor and basic maintenance. Snow Shoveling at Town Hall: That Joseph Gauss is hereby appointed for Snow Shoveling at the Town Hall.

Mowing at Town Hall and all cemeteries. That the Highway department is hereby appointed to mow the East Campbell Park, the East Campbell cemetery and the flood zone. The Highway department to be reimbursed from the General Fund for its services after the mowing season. Records Management Officer: It is noted that the Records Management Officer is always the Town Clerk. The Town Clerk is therefore responsible for all Town records including retention, storage and purging of all records according to the NYS Archives Local Government Retention Schedules, which also include all electronic filing of records. Town Attorney: To hereby appoint Richardson and Pullen LLC as the official Town Attorney through their contract ending December 31, 2024.

DEPUTIES NAMED: Deputy Town Supervisor: That John Tschantre is appointed Deputy Town Supervisor pursuant to Section 43 of the Town Law. Deputy Highway Superintendent: That the appointment by the Highway Superintendent, Thomas Austin, of Bradley Austin is hereby authorized. Deputy Town Clerk and Deputy Registrar of Vital Statistics: That the appointment by the Town Clerk, Michelle Seeley, of Teresa Winnie is hereby authorized. Deputy Tax Collector: That the appointment by the tax collector, Jacquelyn Kohman of Wendy Oman is hereby authorized.

**OTHER BOARD APPOINTMENTS:**

Zoning Board: That Theron Seeley be appointed to the Zoning Board for a 5 year term of January 1, 2023 through December 31, 2027.

POLICIES & MISCELLANEOUS: Bank Depositories: That Community bank, N.A. and Five Star Bank are hereby designated as the official depositories for all Town funds and Accounts. Banking Resolution: That the Town Supervisor and Deputy Town Supervisor be authorized signers on the

Town Bank Accounts: General Funds, Highway Funds, Water District Funds, Reserve Funds, Trust & Agency Funds and Capital Project Funds. Wages of Town Officials & Staff: That the wages of Town Officials and all staff as set forth in the 2024 Adopted Town Budget, 2024 budget notes and 2024 signed and accepted letters of hire, be accepted and paid, including Social Security, where applicable, when due for the year 2024. Also note that time off for all Town Hall employees for vacation, education or compensation time off is to be documented on the calendar in the water administrator's office at least 1 week in advance. Sick time must also be documented on this calendar. Petty Cash Funds Authorized: That the following be authorized: Town Clerk be authorized \$300.00 (\$200.00 held in bank as overdraft protection), \$100.00 in cash drawer in petty cash funds; the Justices be authorized \$100.00 each in petty cash funds; the Bookkeeper be authorized \$50.00 in petty cash funds; the Water Collection Clerk be authorized \$150.00 in petty cash funds; and the Tax Collector be authorized \$150.00 (\$150.00 held in bank as overdraft protection) in petty cash funds. Highway Expenditures: That the Highway Superintendent is authorized to spend up to \$4,000.00 per item for the purchase of parts, equipment and tires as necessary, without Board approval. Stump Removal: That the Highway Superintendent, is hereby authorized to contract for removal of stumps for the Highway Department, at a cost not to exceed \$200.00 per stump. Final Balances: That the final balances of the year 2023 General Funds and Highway Funds be released for use in the corresponding Fund Balances for the year 2024. All Original Town Records: That as requested by the Town Clerk, by authority of paragraph 30 of the Town Law, it is hereby the Town policy that all Town records including canceled checks, contracts, deeds, vouchers, tax records, warrants, insurance policies and other records that shall be kept in the Town Clerk's vault or in other approved fire safe storage. Access to these records will be available during regular Town Clerk business hours, Monday through Thursday 8:00 am to 4:00 pm according to the Freedom of Information Law. The Town Clerk is responsible for all retention, storage and purging of such records. Mileage: That Town Officials be reimbursed per mile traveled at the Federal rate established for the year 2024 on official Town Business. Mileage Policy: For the purpose of establishing a policy and standard for requirements for submitting mileage for all departments, the policy will be: (a) That for field reviews, dinner meetings, complaint calls, business meetings, etc., that the address destination is listed with the appropriate mileage. (b) That for banking at Community Bank, NA or Five Star Bank, NA, the mileage is based on driving to the nearest branch which is 20 miles, round trip. (c) That for business at the Steuben County Office Building, mileage is 22 miles, round trip. Town Policies: That the Procurement & Vouchering Policy, English Language Proficiency Policy, Ethics Policy and Sexual Harassment Policy adopted by the Town Board, are hereby reaffirmed for 2024. Blanket Bonds: That the Town obtains Blanket Bonds for Town Officials in the amount and for the purposes that each office requires. Official Newspaper: Based on Town Law, §64 (pg. 243 Town Clerk Manual, 2013) the Town is not designating an official Town newspaper. Ambulance Service: That American Medical Response of 25 E. Pulteney St., Corning, NY is hereby appointed the official Town Ambulance service per signed contract. Animal Shelter: That Jerry Aldrich Private Kennel and Shelter located in Rathbone, NY is hereby appointed as the Town Animal Shelter per signed contract as long as said shelter is in compliance with and passes all inspection reports. Emergency Plan for Ice Jam and or Flooding: The emergency plan for a foreseeable ice jam and potential flooding is as follows: the Highway Superintendent, Town Supervisor and/or the Deputy Town Supervisor, and

Michael Austin are authorized to deal with the situation at their discretion.

Unified Court Temporary Assignment System: That the Town participates in the temporary justice assignment program pursuant to Section 12b of the Judiciary Law for the Year 2024. Rules of

Order/Public Hearings: It is noted that the rules of order and policy established regarding public hearings would be the same as 2023.

EDUCATION/SCHOOLING: Highway Superintendent Schooling and Conference: That the Highway Superintendent has authorization to attend the Highway Superintendent's schooling and the Highway Superintendent's Conference and is authorized to do so at the Town's expense. Per Diem is paid according to the training provisions and Federal Guidelines. State Magistrate Association: That the Town Justices be authorized to attend the State Magistrates Meetings at the Town's expense, according to the adopted policy. Training & Certifications: That any required training in any department in year 2024 is authorized at the Town's expense with all Certificates of training to be filed by the Bookkeeper in the employee's personnel folder. The employee is to choose the least expensive (total of training and incidentals) training available to them. Per Diem is paid according to the training provisions and Federal Guidelines.

Blanket resolution #01-2024 was: Adopted by Roll Call vote: AYES: 5 NAYS: 0 ABSENT: Adjournment. At 10:14 PM the 2024 Organizational meeting was closed and the regular Monthly meeting was called to order.

**Vote results:**

Ayes: 5 / Nays: 0

**a. Regular Meeting**

**Minutes:**

Jeffrey Horton Closed the 2024 Organizational Meeting at 10:14AM am and opened the regular meeting at 10:14 AM.

**3. Prior Minutes**

**Minutes:**

A motion by Glenn Vogel and seconded by John Tschantre to adopt the December 15, 2023 minutes was approved by vote

**Vote results:**

Ayes: 5 / Nays: 0

**4. Reports**

**a. HWY / Water Report**

**Minutes:**

Highway Update: The money that has been set aside for the Superintendents truck should be used to keep up the process of turning over the trucks. Thomas Austin has been getting quotes for a new truck. Right now without a plow the amount is \$58,000. Thomas Austin may consider selling the current supervisors truck to the Water District, He would consider putting a utility body on the truck. The Highway continues to finish cutting down and removing dead trees along the roads.

Park Update: The fence has been attached and the court leveled. There is an issue with the Basketball hoop. Tomas Austin is working with the contractor and the engineer to correct

the issue.

Water Update: There have been 11 new hook-ups and another 10 scheduled. NYSEG put in a call to 811 for the new poles. They are expected 01/08/2024 but could be closer to the end of the week.

**b. Bookkeeper Report**

**Minutes:**

A motion to approve the bookkeepers report along with the transfers was made by Glenn Vogel and seconded by Norman Maynard. Adopted by vote

**Vote results:**

Ayes: 5 / Nays: 0

**c. Codes**

**d. Dog Control**

**e. Assessors Report**

**f. Supervisor Report**

**g. Town Clerk Report**

**5. Old Business**

**Minutes:**

Michael Austin stated that he was disappointed about the change in meeting time. He believes that 10 am is too early but 6PM would work better.

Norman Maynard also stated that he was not in favor of the new time.

Jeffrey Horton stated that he had discussed moving the meeting with the board members and there was not an issue. The time of the meeting is set at the discretion of the Board. The meeting would not be able to be held at 6 PM due to conflicts for one of the members. It would have to moved back to 7 pm. The earlier time is also more convenient for the Staff that are required to be there. With the office staff in office at the time of the meeting, if there is a question for one of the departments, it can be addressed at the meeting with out the need to wait for the next day.

Wayne Cosier asked if the time of the meeting being changed would hurt attendance? Jeffrey Horton stated that, the people who come to the meetings are all retired or self employed. There will still be a 6 pm meeting on the fourth Monday as needed for public hearings, such as those held for Local Laws and budgeting. John Tschantre suggested a 6 month trial for the new time. If there are issues the subject can be revisited.

**6. New Business**

**7. Public Comment**

**8. Announcements**

**9. Voucher Audit**

**Minutes:**

A-General 1-14 16-22 \$ 68,656.96 SL- Street Lighting \$

DA- Highway 1-18 \$ 71259.42 SW1- Water District 1 1 \$ 265.58 SW2- Water District 2 1 \$ 521.01

SW-3 Water District 3 1 \$ 2112.81 H-3 Capital Projects \$

FD1- Fire District 1 15 \$ 217612.40 FD2- Fire District 2 16 \$ 103,000.00 TA- Trust and Agency 1

\$ 205.00 TOTAL \$ 463,633.18

## 10. Adjournment

**Minutes:**

Upon Motion of Michael Austin and seconded by Glenn Vogel the meeting was called to a close at 10:55 AM

**Vote results:**

Ayes: 5 / Nays: 0

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Contact: Michelle Seeley (townclerk@campbellny.com 607-527-8244 x213) | Minutes published on 01/23/2024 at 12:47 PM