

Town of Campbell, NY

Town Board Meeting

Minutes

Monday, January 13, 2025 at 10:00 am

Guests

Roger McIlwain, Jaclyn Koperczak, Lyle Koperczak, Wayne Cosier, Jason Rosno, Denice Thompson

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Horton called the meeting to order at 10:00 AM with the Pledge of Allegiance. The Clerk then took Roll Call. Michael Austin arrived at 10:06 AM.

2. 2025 Organizational Meeting

Minutes:

ORGANIZATIONAL MEETING OF THE CAMPBELL TOWN BOARD FOR THE YEAR 2025

The organizational meeting of the Campbell Town Board was held on January 13, 2025, at 10:00 at the Campbell Town Hall with the following:

Town Board Members Present: Jeffrey Horton, John Tschantre, Glenn Vogel, Norman Maynard, and Michael Austin (late 10:06)

Others Present: Wendy Oman, Thomas Hargrave, Thomas Austin, Jacqui Kohman, Michelle Seeley

Compliance with Open Meetings Law: The meeting was called to order January 13, 2025 at 10:00 am at the Campbell Town Hall to take care of organizational business for the year 2025. Following the organizational meeting, the January monthly meeting will be held January 13, 2025. 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 #01-2025 For appointments and policies was offered by Michael Austin and seconded by Glenn Vogel as follows:

Regular Town Board Meetings That the regular monthly Town Board Meetings for the year 2025 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 2025 meeting which will be held Tuesday, October 14th due to the holiday scheduled on Monday, October 13th. (b) Held, if needed, the fourth Monday of each month, 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 2025 is hereby delegated to the Town Supervisor or in his/her absence, to the Deputy Town Supervisor.

NON-ELECTED APPOINTMENTS FOR THE YEAR 2025

Zoning Officer: That Thomas Hargrave is hereby appointed as Zoning Officer. Dog Control Officer: That Randy Akins is hereby appointed as Dog Control Officer. Court Clerks: That Danielle Wheeler-Evans is hereby appointed as the Court Clerk. Bookkeeper: That Wendy Oman is hereby appointed as Town Bookkeeper and secretary to the Town 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 2025 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 2025 Fiscal Year at zero compensation. Fair Housing Officer- That the Bookkeeper shall be designated as the Fair Housing Officer for the Town for the 2025 Fiscal Year at zero compensation. Health Officer: That NYS Public Health Law mandates that the Campbell Town Board is the local Board of Health and that Glenn Vogel is hereby appointed as Health Officer. 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. Janitorial Services/Basic Maintenance: That Justin Stark is hereby appointed the Janitor and basic maintenance. Snow Shoveling at Town Hall: That Anthony Harris is hereby appointed for Snow Shoveling at the Town Hall.

Mowing at Town Hall, East Campbell Park, Cemeteries and Flood Zone Area: That Anthony Harris is hereby appointed for mowing at the Town Hall and all cemeteries. He is also hereby appointed to mow the East Campbell Park. Anthony to be listed on the town insurance as a qualified driver. That the Highway Department will brush hog the flood zone area. 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, 2025.

DEPUTIES NAMED FOR THE YEAR 2025 The role of a deputy is to be able to step in for the specified elected position. The deputy is to be fully trained in all areas of the specified position.

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 Linda Wilson is hereby authorized. Deputy Tax Collector: That the appointment by the tax collector, Jacquelyn Kohman of Wendy Oman is hereby authorized. In the absence of the Tax collector, Water Administrator or Town Clerk where payments are collected, any Town hall employee can receipt in a payment for that department by placing the payment in an envelope, sealing the envelope, date stamp it in as received and tell the customer that a receipt will be

mailed to them. Then place the envelope in the appropriate mailbox. This does not apply to the court or court personnel.

2025 BOARDS Planning Board TERM END DATE Albert Johnson 12-31-2025 Linda Baird 12-31-2026 Laura Bowen 12-31-2027

Kyle Peterson 12-31-2028 Denice Thompson 12-31-2029 Anthony Harris, Alternative Member Zoning Board TERM END DATE David Morse 12-31-2025 Theron Seeley 12-31-2026 Dave Smith 12-31-2027 Steven Peck 12-31-2028 Anthony Creaton 12-31-2029

Board of Assessment Review TERM END DATE Francis Schosger 9-30-2025 Dale Seeley 9-30-2026 Daniel Drumm 9-30-2027 Pamela Drumm 9-30-2028 Joseph Seeley 9-30-2024 Needs an appointment

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 Jeffrey Horton and John Tschantre 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 2025 Adopted Town Budget, 2025 budget notes and 2025 signed and accepted letters of hire and any other positions that become a 2025 modified budget approval, be accepted and paid, including Social Security, where applicable, when due for the year 2025. 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 copy room 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 Zoning Officer be authorized \$100.00 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 2024 General Funds and Highway Funds be released for use in the corresponding Fund Balances for the year 2025. 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 2025 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. (d) That mileage be vouchered monthly or quarterly to the Town Clerk. 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 2025. 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 Addison, 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 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 2025. Rules of Order/Public Hearings: It is noted that the rules of order and policy established regarding public hearings would be the same as 2024.

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 that requested educational training in their 2025 budget be granted. The employee is to choose the least expensive (total of training and incidentals) training available to them with online training as 1st priority. Per Diem is paid according to the training provisions and Federal Guidelines. All training Certificates to be filed with the Bookkeeper in their personnel folder. Blanket resolution #01-2025 was: Adopted by Roll Call vote: AYES: 5 NAYS: 0 ABSENT: 0 Adjournment. At 10:15 AM the 2025 Organizational meeting was closed and the regular Monthly meeting was called to order.

Respectfully submitted, MICHELLE L.SEELEY Campbell Town Clerk DATED: January 13, 2025

3. Prior Minutes

Minutes:

A motion by Norman Maynard seconded by Glenn Vogel to approve the Draft minutes from 12/09/2024 was adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

4. Reports

a. HWY Report

Minutes:

The pressure washer that was discussed at the December meeting is on backorder, but should be in soon. The Salt Storage building is open on the left front side of the building allowing the elements in. The highway salt is difficult to move when it has been wet. There is a simple fix which is to install an end wall curtain that will extend out 20' and all the way up. The cost of the curtain is \$5,500. With the cost of salt being high, adding this curtain will save money over time by reducing waste from damaged salt. The Highway crew can install the curtain. There are funds left in the ARPA money that can be used to purchase the curtain. Michael Austin made the motion to purchase the curtain for \$5,500 using ARPA funds. The motion was seconded by Glenn Vogel. Adopted by Roll Call Vote Austin- Aye, Tschantre-Aye, Vogel-Aye, Maynard-Aye and Horton-Aye The new box on the Mack is working out well, but there is an issue with the electric controller, Thomas Austin has ordered the part. The part will cost \$1,500. A discussion was had regarding the new highway shop. The Town cannot get financing without an Engineer to sign off on the plans. At this time it is cost prohibitive to move forward on the project. Michael Austin would like to figure out what it would cost to modify the existing shop.

Vote results:

Ayes: 5 / Nays: 0

b. Water Report**Minutes:**

An intermunicipal Agreement between the Town of Campbell and Thurston Fire department addressing water use for fires only has been drafted and will be delivered to Thurston Fire department, by Jeffrey Horton. There needs to be an increase in the amount that BOCES pays in their water bill. Currently they are paying \$.20 less per EDU and \$4.62 less per month for O&M fees, than the rest of the District. These costs will need to be updated to reflect the cost that residential properties pay. The discrepancy has been caused by a system input and contract error. There has not been an update in 10 years and going forward can be updated every five years per the contract. Due to a \$450,000 donation BOCES does not pay a bond payment. Norman Maynard asked if the increase would affect the residential properties. Jacqui Kohman responded there would be no increase to residential properties. Thomas Austin stated that this would bring BOCES up to even. A motion to raise the cost to BOCES water O&M by \$4.62 and EDUs by \$.20 was made by Michael Austin and seconded by Glenn Vogel was adopted by Roll Call Vote- Austin, Aye- Tschantre, Aye- Vogel, Aye- Maynard, Aye- and Horton, Aye

Vote results:

Ayes: 5 / Nays: 0

c. Bookkeeper Report**Minutes:**

January 13, 2025 Board Meeting – Bookkeeper Report for December 2024
Report from the Town Clerk was submitted for the month of December 2024. The Court Clerks reports were submitted and the signed Supervisor report for December 2024 was submitted to the Town Clerk.

General Revenues: Water Extension: Mortgage Tax \$29,507.31 \$182,749.35 DRAW 32

Highway Revenues:

Auction International sale of 2021 Chevy/Plow \$38,470.00 CHIPS Reimbursement

\$20,930.89

2025 Budget Modification needed: Health Officer (as per 2025 organizational minutes)

\$500.00 Zoning Personnel (extra hours added per December TB meeting) \$5,408.00 Filing

Clerk (min wage, no building access, no computer access) \$3,875.00 I am requesting to

activate Kali Oman (was a summer rec employee) in payroll to help with file clean-up and any odd jobs that need to be done in any department (shredding, filing, mail processing).

Request she be paid minimum wage and will work only when another employee is present in the building. She will have no access to her own computer logon and will be supervised when doing any computer input.

2024 was successfully closed and all programs updated to 2025.

Any questions, feel free to ask!

Wendy Oman – Bookkeeper/Projects Manager

d. Zoning Officer Report

Minutes:

1. There were (0) Zoning permits YTD (25)

1. Reviewed zoning requirements with interested parties. NYSEG transmission lines installation Zoning for Taft rd. – previous property owned by Steuben County land bank 3.Submitted letters for January Planning Board meeting Site plan for Amish workshop at 8867 St Rte. 415 Subdivision for 5188 Wixon rd. Flood plain app for 4855 Cross St Subdivision for County Rte. 125 Repair garage for 8537 Clinton St. old suburban propane property Thanks Michelle

1. Currently working with developer for Meads Creek and Wixon Rd solar projects Thanks again Michelle for info

1. Will included solar project updates , NYS DEC burn ban dates and open storage of motor vehicles in newsletter

2. No response from NYS Codes Division on requirements needed to update open permits in our system before Steuben County assumed responsibility. Will investigate other contacts at NYS to help resolve

e. Dog Control

Minutes:

On 12/11/24 I received a call from the NYSP about a call that they had received from a caretaker concerning four dogs at 4542 ct rt 1 that the caller believed were not being cared for properly. I assisted the troopers the following morning in giving them a statement about the condition of the dogs and also in removal of four dogs from the residence to our shelter in Rathbone. I explained to the officers while I was there that the dogs needed to be transported from my shelter to a vet clinic for care and evaluation. After not hearing anything from them I contacted the SPCA in Bath as well as the trooper's barracks in Painted Post and eventually Brooke Payne (animal cruelty officer) for Steuben County to no

avail. I contacted Jeff Horton on January 2nd and explained to him the situation. After several days, about a dog that bit him on Taft rd. I went to the residence of Mr. David Baker at 4776 Taft rd and spoke with him about the incident, he told me that he was not aware of his dog biting anyone, I explained to him that if it happened again I would be pursuing a dangerous dog proceeding and that he needed to contact our town clerk and license the dog. After leaving the area I received a call from a Mr. Andy Frisbee who resides on the Campbell-Savona rd. about a German shepherd that has been frequenting his property. I stopped at the Mr. Robert Mills residence and told him that this was his last warning, he will be receiving tickets. Later that day I received a call from the NYSP about a dog at large on 186 near county route 125, the officer told me that the dog ran back towards a residence on county route 125. On of Jeff in communications with everyone involved arrangements were made to finally transport said dogs from our shelter in Rathbone to area SPCA' s. Mr. Jerry Aldrich delivered a beagle to Hornell and the remaining three to the SPCA in Waverly. Thank you Jeff for all of your cooperation and involvement in this matter. On 12/28/24 I received a call from Autumn Schwartz about a Great Pyrenees that was at large on 186 near dandy mart. I went immediately to the area and was assisted by the NYSP in removing the dog. I was contacted by the owner later that day and the dog was redeemed by the owner, Mrs. Melissa Thompson who resides in Addison, I collected \$75.00 for redemption fees and delivered to the Campbell town hall. On 12/30/24 I received a call from Mr. Josh Dibble 1/9/25 I met with my state inspector from Ag and markets for my yearly inspection, everything went well and I passed my inspection.

f. Assessors Report

Minutes:

I have sent out all annual exemption renewals to property owners (Senior Citizen, Agricultural, & Disability). All exemption renewals and new exemptions need to be submitted by March 1st, taxable status date to my office. My office hours will remain the same as last year. I have been processing monthly transfers, escrows, & other misc. administrative duties throughout the month as well as verifying sales and working on current & open building permits. I attended a monthly assessors meeting on December 11th, 2024 As we begin another new year I have attached a copy of the assessment calendar for the year.

g. Supervisor Report

h. Town Clerk Report

5. Old Business

6. New Business

a. Horton Lane Parking

Minutes:

Michael Austin asked about selling Horton Lane to the Koperczak family, with a permanent easement to the fire hydrant. There have been several issues with parking in that area. Thomas Austin stated that the Town would need to do a Qualified Abandonment which would allow the Town to retain a rite of way. Jaqueline Koperczak would like to hang no parking signs due to the issues of the neighbors being able to safely enter and exit their

driveways and lack of accessibility of Emergency Services in case of an emergency when parents are dropping off or picking up kids. Jeffrey Horton will look into a qualified abandonment and requested no Parking Signs be placed in the mean time. Jaqueline Koperczak thanked Michael Austin for all of his assistance in the matter.

7. Public Comment

Minutes:

Denice Thompson asked about the property on 415 that the Town owns. When will the auction be and how will it be done? Supervisor Horton stated that the Board needed to go into an executive session and would have information for her afterward.

8. Executive Session- Property Acquisition and Disposition

a. Open

Minutes:

A motion to enter into Executive Session at 11:30 AM by Michael Austin seconded by Glenn Vogel was adopted by vote Michael Austin returned to the regular meeting halfway through the executive Session.

Vote results:

Ayes: 5 / Nays: 0

b. Close

Minutes:

A motion to enter back into regular session was made by Glenn Vogel and seconded by Michael Austin at 11:49 AM. was adopted by vote

Vote results:

Ayes: 5 / Nays: 0

c. Discussion

Minutes:

The Survey for the property on Clawson and State Route 415 has been completed. The Town of Campbell will retain 2 ac. of the property. The Town must hold an auction for the property. Two Referees and one Auctioneer will be required. Jeffrey Horton and John Tschantre will act as Referees and Richard Buck, the Town Attorney will act as Auctioneer. The Date for the Auction will be set at the February 10, 2025 Town Board Meeting. The starting price for the property will be set according to what the Town paid for the parcel including fees.

9. Voucher Audit

Minutes:

Voucher Number Total

A-General 1-10 &11-27 \$ 77,896.43 SL- Street Lighting10 \$ 785.80 DA- Highway 1-22 \$ 60,163.07 SW1- Water District 1 1-2 \$ 112.88 SW2- Water District 2 1-2 \$ 486.84 SW-3 Water District 3 1-2 \$ 2,140.46 SW-4 1-2 \$ 179.29 TA- Trust and Agency 1 \$ 1,219.54 TOTAL \$ 142,834.31

10. Adjournment

Minutes:

A motion by Glenn Vogel seconded by Michael Austin to close the regular meeting at 11:55 AM was adopted by Vote.

Vote results:

Ayes: 5 / Nays: 0

Contact: Michelle Seeley (townclerk@campbellny.com 607-527-8244 x213) | Minutes published on 01/27/2025,
adopted on 02/10/2025