

Supervisor Mark Illig called the regular meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, February 14, 2018, at the Pulteney Town Hall with the Pledge of Allegiance.

Present were: Supervisor Mark Illig; Councilman Kathleen Burns; Councilman Richard Musso; Councilman Michael Yastremski; Highway Superintendent Terry Gibson; Attorney Jennifer Prossick; Bookkeeper Rebecca Kirch; and Town Clerk Erica Giambra. Absent was Councilman Mark Goodwin.

Councilman Yastremski made motion seconded by Councilman Musso to accept the minutes of the January 10, 2018 organizational and regular Board meeting. All in favor. Carried.

Councilman Musso made motion seconded by Councilman Burns to pay General Bills in the amount of \$15,747.14, being vouchers No. 18-24 to No. 18-46. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Musso, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented the main expensive vouchers were from Steuben County Board of Elections and the annual payment to KWIK/KLOC.

Councilman Yastremski made motion seconded by Councilman Musso to pay Highway Bills in the amount of \$25,090.95 being vouchers No. 18-13 to No. 18-34. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Musso, yes; Supervisor Illig, yes. Carried. Highway Supt. Gibson noted a voucher for gravel otherwise routine bills.

Councilman Burns made motion seconded by Councilman Yastremski to pay Water District #1 Bills in the amount of \$20,245.63 being vouchers No. 18-14 to No. 18-23. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Musso, yes; Supervisor Illig, yes. Carried. The main expense for the Water District was to the Town of Jerusalem as contracted in the water agreement.

There are no transfers for this month.

The Highway, Water Department, Municipal Services, DCO, and Justice reports were all available to review.

Clerk Giambra reported it remains a busy time with tax collection. She has collected approx. a little over \$2,500,000.00 in taxes out of the approx. total amount of \$3 million. The 22nd Annual Regional Leadership Conference is Thursday, April 5th at Corning Community College. Clerk Giambra has registration forms for any interested Town official/Board member. The registration deadline is March 23rd. Lastly, she commented the Planning Board has recently approved to change their monthly meeting time to 7:00PM from 7:30PM.

Municipal Services Manager Welch mentioned within his report this month he was approached by Child Protective Services regarding a residence in Town. The major cause for concern was the absence of smoke and carbon monoxide detectors. After contacting the Red Cross, they were able to install smoke alarms and provide fire safety to the occupants at no cost.

Aside from the Water Operator report, Supervisor Illig stated all is well in the Water Dept.

Highway Superintendent Gibson stated the new truck is in Angelica which the Dept. traveled to view recently. The plow frame is on and the body should be done within the next few weeks hopefully before the March meeting. The Dept. has been busy plowing and sanding including hauling in sand. They have also been hauling in stone for

this year's projects. Councilman Musso asked what Highway Supt. Gibson's yearly road plan is? Highway Supt. Gibson stated he is waiting on pricing for oil and black top to fully determine plan. He will have a formal plan he can present to the Board at the March meeting. He confirmed they are in good shape regarding salt. Lastly to report, the Dept. put another radiator in the 2007 Sterling truck as the new one they replaced started to leak.

Regarding the Supervisor report, Supervisor Illig stated he drafted a letter to Pat Donnelly, Steuben County Commissioner of Finance, as a follow-up to their conversation requesting the Town of Pulteney re-acquire the Nichols Inn sight to provide additional parking for residents along West Lake Road. The letter was also sent to Scott VanEtten and Mike Hanna. Supervisor Illig will keep the Board advised of a response. Supervisor Illig also mentioned he will be out of Town from February 17th -24th. That week is payroll therefore Deputy Supervisor Musso will need to be on hand to sign checks.

Supervisor Illig made note that at the January meeting, although absent, Councilman Burns was nominated to chair the Memorial Day event as done in the past. Councilman Burns accepted.

Attorney Prossick stated there will be a need for a brief Executive Session after the regular meeting regarding litigation.

Supervisor Illig reported the Planning Board had their monthly meeting this past Monday February 12th in which they approved a special use permit for a farm distillery on Middle Road. The hours approved varied from what was requested however the applicant was cooperative with the adjustment. The approved hours of operation are Wednesday -Sunday 12pm-8pm. Special events will be allowed (3) events per calendar month with the hours allowed being 12pm-10pm. Supervisor Illig stated the occupancy limit expected will be less than 160, as will be determined by Municipal Services Welch.

The next Zoning Board of Appeals meeting is March 20th with a hearing scheduled regarding an application for a special use permit for a major recreational development of a 15-site campground referred to as "glamping". The applicant went in front of the Planning Board in January and now is being referred to the Zoning Board requesting a variance of 3 acres. The Department of Transportation is also involved and Supervisor Illig reported he spoke with the DOT to ensure that our permitting is completely separate from the DOT and their involvement and requirements from the applicant.

Under old business, Supervisor Illig stated since Councilman Goodwin is absent, once he returns, to further review water billing procedures in light of additional information received since the water committees last discussion in January.

Continuing with old business, Supervisor Illig reported regarding the hire of a new Highway employee, it is customary the Highway Supt. interviews the candidates and makes a recommendation to the Board. Councilman Yastremski confirmed it is a State Law the Highway Superintendent does the hiring and firing of all Highway employees. At the appropriate time, the Board/Highway Supt. Gibson will advertise for the position in order to have a full-time employee hired for June 1st.

Under new business, as stated at the January meeting, rather than passing a Resolution to extend the Cold War Exemption, a Local Law must be adopted. Attorney Prossick drafted Local Law No. 1 of 2018 for the Board to review. Supervisor Illig made motion seconded by Councilman Musso to schedule a public hearing in regards to Local

Law No. 1 of 2018 extending the Cold War Veterans Exemptions at the March 14, 2018 Town Board meeting at 7:30pm. All in favor. Carried.

Continuing with new business, the Pulteney Fire District #2 provided the Board with the annual Intermunicipal Agreement for use of fuel storage facilities. The agreement was made available for each Board member to read through and review. Supervisor Illig made motion seconded by Councilman Yastremski to accept the Intermunicipal Agreement for use of fuel storage facilities with the Pulteney Fire District #2. All in favor. Carried.

Supervisor Illig wanted to discuss the establishment of an employee salary schedule. He believes since our employees are so highly valued it is important to have a guideline if the need arises to have to replace an employee. Supervisor Illig is recommending to reduce each salary by 15% except for the Water Operator due to the certification needed. He stated it would be fair for a new employee to have a baseline number however also taking experience into account. Supervisor Illig put together proposed starting salaries for each payroll position. He believes reducing the salaries 15% is a good starting point. The Board agreed the notion is a good idea however more research is needed before acting on. Councilman Musso will check various websites to determine appropriate starting salaries. Councilman Burns will look into civil service salaries based on position and Supervisor Illig will research other surrounding Towns including Barrington, Prattsburgh, and Urbana. They will report back at the March meeting.

When the water committee discussed water billing procedures last, it was also discussed how inconvenient and ultimately not proper practice it was for Lauren and Chuck to accept cash payments from residents. For building permits, septic inspections, etc. Lauren does not have a respectful place to store cash payments prior to Bookkeeper Kirch making the deposit. Chuck only receives 1 or 2 cash payments per quarter for water billing therefore it is ideal for both to not accept cash payments entirely. Supervisor Illig made motion seconded by Councilman Burns to enact April 1, 2018, Municipal Services Manager Welch and Water Operator Dluzak not be permitted to accept cash payments, however allowing Clerk Giambra to continue to accept. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Musso, yes; Supervisor Illig, yes. Carried. It was noted, if possible, to place the announcement on the next quarterly water payment notices.

Supervisor Illig asked if there were any public comments or concerns at this time. None being heard, as stated previously there is a need for an executive session. All are welcome to stay until the executive session is over, however there will be no further business conducted with the exception of a quarterly review and audit.

Supervisor Illig made motion seconded by Councilman Yastremski to recess the regular meeting and enter into an executive session. All in favor. Carried.

Once the executive session was completed, Supervisor Illig made motion seconded by Councilman Burns to recess the executive session and resume the regular meeting. All in favor. Carried.

Bookkeeper Kirch provided all necessary documents for a formal quarterly audit which was completed successfully.

Supervisor Illig made motion seconded by Councilman Burns to adjourn the meeting. All in favor. Carried.

Meeting adjourned at 8:04 PM.

Town Clerk