

Supervisor Mark Illig called the regular meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, July 8, 2020, at the Pulteney Town Hall with the Pledge of Allegiance.

Roll call: Supervisor Mark Illig; Councilman Elizabeth White; Councilman Michael Yastremski; Councilman Tammy Tones; Councilman Kathleen Burns; Highway Superintendent Terry Gibson; Attorney Mark Schlechter; Bookkeeper Rebecca Welch; and Town Clerk Erica Giambra.

It is noted those in limited attendance wore masks and social distancing was practiced at 6 feet apart.

Bill Weber spoke in memory of a recent Town passing, Ron Strait. Bill first met Ron in 1983 when Ron lived on Mill St. It was years later; Bill would regularly see him at the Pulteney Senior lunches. Ron retired from Mercury, was a Veteran of the US Air Force, had 3 daughters (Gaylynne, Karen, and Lori), several grandchildren and great-grandchildren. He will be fondly remembered and sadly missed.

Councilman Yastremski made motion seconded by Councilman Burns to accept the minutes of the June 10, 2020 regular Board meeting. All in favor. Carried.

Councilman White made motion seconded by Councilman Tones to authorize to pay General Bills in the amount of \$7,478.69 being voucher No. 20-107 and vouchers No. 20-108 to No. 20-126. Roll call vote: Councilman Burns, yes; Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Supervisor Illig, yes. Carried. Supervisor Illig noted voucher No. 20-112 is for partial payment of our mowing contract and No. 20-118 is to Lauren for mileage reimbursement. Remaining vouchers are overall routine for General this month.

Councilman Burns made motion seconded by Councilman Tones to pay Highway Bills in the amount of \$58,183.92 being voucher No. 20-91 and vouchers No. 20-134 to No. 20-150. Roll call vote: Councilman Burns, yes; Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Supervisor Illig, yes. Carried. Vouchers for stone and oil projects and the culvert replacements on Brown and Town Line Roads were among the main expenses, all of which we will be reimbursed by CHIPS funding.

Councilman Yastremski made motion seconded by Councilman White to pay Water District #1 Bills in the amount of \$6,716.95 being voucher No. 20-22 and vouchers No. 20-60 to No. 20-66. Roll call vote: Councilman Burns, yes; Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Supervisor Illig, yes. Carried. The main expense being voucher No. 20-22 to Marchionda Excavating for an emergency repair otherwise routine vouchers.

There are no transfers this month. The balance sheets and profit & loss reports were available to review. Supervisor Illig spoke with County Manager, Jack Wheeler, in regards to sales tax data. Jack did not have an idea if there will be a shortfall this year due to the minimal sales tax income coming in. In the General P&L, currently we are \$45,000 over budget due to this shortage in sales tax income, therefore something we will have to keep an eye on. In the Highway P&L, we are in good shape since the CHIPS funding has been released in full as Highway Supt. Gibson reported last month. We will receive a reimbursement payment the end of July for the first quarter then an additional payment in September. The Water P&L is on track with the greatest revenue being in the 3<sup>rd</sup> quarter billing that just went out the beginning of July. Third quarter is the time of

year with the highest seasonal residents present with the most water usage, especially recently with the weather being hot and dry. Meter replacements and repairs have been costly to the Water budget but should balance out once 3<sup>rd</sup> quarter income comes in. Depending how the year ends, will determine water rates for next year.

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

As discussed last month, Clerk Giambra reported she has data on local average cemetery prices. Depending on if it's a larger municipality with a cemetery association or a smaller municipality that is not for profit, the ranges vary. On average, plots are being sold at \$450.00-\$700.00 (Town of Pulteney currently is at \$100.00); cremation burials range \$250.00-\$350.00 (we are at \$50.00); full burials range \$450.00-\$600.00 (we are at \$200.00). It is the overall opinion of the Board the Town needs to raise cemetery prices. We have had the same prices for decades and are not even close to covering maintenance expenses, including mowing and Highway Dept./Town Clerk hours spent. Cemetery prices in Pulteney are definitively the most inexpensive locally. When needed, most local Funeral Directors come to us knowing our prices are the cheapest. Our main cemetery, Glen View, is getting full and we need to be more cautious in moving forward. Supervisor Illig, Highway Supt. Gibson and Clerk Giambra will review the data and make a recommendation to the Board next month as far as adjusting prices.

Municipal Services Manager Welch commented he is busier than ever with major projects of new large homes being built on the lake. There is an increase in 6 building permits compared to last year at this time. The incoming permits will certainly increase our tax base as seen in his report.

For the Assessor report, Supervisor Illig presented an official Board of Assessment Review report and explained the process involved. The BAR met for Grievance Day May 28<sup>th</sup>. The report showed the adjustments the BAR agreed upon, which was an extremely small percentage of tax assessments. Supervisor Illig stated this is a reflection of what a great job Dave does. Obviously, no resident is pleased with a tax bill, however accept the overall fairness of the assessment and if not, the appropriate procedures are in place.

Highway Supt. Gibson reported the Dept. has been mowing roadsides, finished grading roads and putting dust oil in front of houses. They stoned and oiled Depew Road and will be doing Town Line and Judson sometime in July. Highway Supt. Gibson also prepared the Board, he will need to order truck tires next month going through a vendor on State bid.

Supervisor Illig had several things to report this month. He started by stating he has received calls from residents on Ford Road concerned about the dust conditions as the Highway Dept. has been in the process of working on. Supervisor Illig took a ride and agreed the road was in bad shape. In turn, the Highway Dept. dust oiled the road in front of the resident's houses in attempt to control the dust better. Supervisor Illig noted it helped the road tremendously and agreed at this time, is the best we can do regarding the road condition.

Continuing, as discussed last month, Supervisor Illig had asked Bookkeeper Welch to research with Five Star Bank what the longest term we could secure in purchasing a new grader. To purchase a \$300,000.00 grader, the longest term would be a 6-year repayment schedule at \$50,000.00 per year. As reviewed with Highway Supt.

Gibson, the number of hours used on the grader is approx. 5000 hours/year, which in turn ends up being \$104.00/hr. if we purchased a new grader. A grader is a necessary piece of equipment but at that rate is too expensive. Therefore, Supervisor Illig is proposing Highway Supt. Gibson and Councilman Yastremski begin a search for a used grader that would cost half the price of a new grader. Highway Supt. Gibson agreed he needs a dependable grader but a used is acceptable. In addition, Supervisor Illig requested Bookkeeper Welch list a schedule of Highway equipment payments left on the roller until 2021 and the Peterbilt until 2022. Councilman White asked if we needed to put out for bid to purchase a used grader. Councilman Yastremski confirmed based on a State bid, purchasing Town between Town does not need to go out for bid. After a thorough discussion, Supervisor Illig made motion seconded by Councilman Burns to authorize Highway Supt. Gibson and Councilman Yastremski to begin a search for a used grader per specifics to meet our needs and make a recommendation to the Board once appropriate. Roll call vote: Councilman Burns, yes; Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Supervisor Illig, yes. Highway Supt. Gibson added we should be able to sell the current grader for \$30,000.00. Supervisor Illig noted when preparing the 2021 budget, the Board potentially could need to increase the equipment funds and decrease funds for road work. Bookkeeper Welch will also confirm with Five Star, being it would be a used piece of equipment vs. new when she researched terms, if that would change the term from 6 years down to 3 or 4? Further discussion at the August meeting.

Supervisor Illig mentioned the Pulteney Town Justice term is up for re-election this year. The Democratic party met this past weekend and will hold a Democratic Caucus July 16, 2020 at 6PM at the Town Hall to nominate a candidate for the position. Notices have been posted as needed.

Supervisor Illig reported at the June meeting, the Board entered into an executive session at the end of the meeting. The Board drafted a letter to employees and provided a token of their appreciation. Supervisor Illig reiterated how the Town Board recognizes and appreciates the dedication and service of our employees and thanked them for all their hard work especially in the last several difficult months.

Supervisor Illig commented he continues to receive positive input and compliments regarding the new tennis/pickle ball court. It is getting good use with much appreciation for the court and gorgeous view. With the enjoyment people are getting, it certainly was a good investment.

It is noted it's still too early to plan a postponed Memorial Day celebration. Councilman Burns asked about the Eagle Scout project in Glen View. Supervisor Illig recently spoke with the Eli Hill and his intentions, now that Scouts are allowed to proceed with phases reopening, are to scrape and repaint the cannon in the cemetery as planned.

Attorney Schlechter reported he is waiting for papers back for the ambulance building sub-division. Once he receives and signatures filed, the sub-division will be officially finalized.

There is a Planning Board meeting this Monday, July 13<sup>th</sup> with 1 special use permit hearing. There will be a Zoning Board of Appeals meeting July 21<sup>st</sup> with 3 hearings scheduled.

Under old business, continuing the discussion from last month regarding the proposed farmer's market, Attorney Schlechter provided an update. As agreed upon last month, since the proposal is early on in the process, the continuing Covid-19 pandemic, and a formal written plan and contractual agreement between the Town and DBA needs enacted, this year is not realistic and to focus on making happen for the summer of 2021. The Board agreed part of the agreement would be the Town would have ultimate veto power over the DBA and vendors. Attorney Schlechter has a call in to the Association of Towns and Cornell Co-op for sample agreements to follow. Attorney Schlechter did provide Kayla a sample application form however it will need to be tweaked to the Towns terms. Lines of communication will remain open in pursuing the welcomed proposal.

Under new business, with the reopening of the playground, Councilman Burns had concerns regarding sanitation, masks, and overall rules of the playground. She had called Steuben County Public Health to receive guidance on the reopening of playgrounds and they stated they are still awaiting to receive from the State. There are guidelines in regards to pools, in which Public Health referred her to those, which do not necessarily apply to our situation. Supervisor Illig had posted a sign masks required when the Board reopened the playground, but Councilman Burns noted many are not wearing masks. When playing tennis and pickleball, social distancing can be practiced effectively without wearing a mask. For young children, wearing a mask is not ideal as well. Supervisor Illig stated it would be impossible to enforce and the Board agreed it ultimately is the responsibility of the parents/guardians of the children. After a thorough discussion, the Board agreed to add to the playground rules: Practice social distancing, wear a mask (when needed and appropriate), use equipment at your own risk, wash hands/sanitize before and after use, and a warning if the guidelines are not followed may result in the playground closure. It was decided rather than chaining sanitizer to the playground, to upgrade the Larry's Latrine facility the Town has outside the Town Hall to include a hand washing station. The playground appears to be being enjoyed and residents are happy to have open again. Hopefully, the guidelines will be followed to ensure the health and safety of those enjoying and the playground can remain open.

Continuing with new business, Lauren stated he has been approached by several residents asking what is going on with the community garden as the current state does not look good. Councilman Burns commented the garden committee has not been able to meet this year with the pandemic, the United Way Volunteer Day is not available this year, and she has not been able to keep up with the weeds and falling beds that man power is much in need. She is requesting extra funds be budgeted for 2021 into the community garden to replace the beds. There is currently \$850.00 budgeted. Supervisor Illig asked the Highway Dept. to remove the current dilapidating beds when able. Highway Supt. Gibson agreed. Councilman Burns will look into purchasing raised beds further. Depending, the community garden may have to remain as is (minus the beds) until next year when funding and volunteers can be secured in moving forward.

Lastly under new business, it is that time of year to begin budget discussion for 2021. Supervisor Illig stated he and Bookkeeper Welch will meet to gather the preliminary numbers, however similar to last year he would like all Board members to be a part of putting the budget together from the bottom-up. With everyone contributing, it makes the hearing and approval process run smoother. Tentatively, the Board agreed to

schedule a budget workshop the end of August and will confirm at the August Board meeting on the 12<sup>th</sup>.

Supervisor Illig stated there is no need for an executive session and asked if the public had any comments or questions at this time. Lauren asked if he could have the air conditioning units serviced, especially the ones in the new office space which aren't working properly. The Board agreed.

With further nothing heard, Councilman White made motion seconded by Councilman Tones to adjourn the regular meeting. All in favor. Carried.

Meeting adjourned at 8:15 PM.

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Erica Giambra, Town Clerk