

Supervisor Mark Illig called the regular meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, August 12, 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.

Fortunately, there were no recent Town passing's for Bill Weber to speak of this month.

Councilman Tones made motion seconded by Councilman White to accept the minutes of the July 8, 2020 regular Board meeting. All in favor. Carried.

Councilman White made motion seconded by Councilman Burns to authorize to pay General Bills in the amount of \$5,451.50 being vouchers No. 20-128 to No. 20-146. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig noted voucher No. 20-138 to Keeler Services is for the air conditioning units to be serviced as Lauren mentioned last month. 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 \$15,305.93 being vouchers No. 20-151 to No. 20-168. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Voucher No. 20-160 for 16 new truck tires were among the main expenses, remaining vouchers overall routine.

Councilman Tones made motion seconded by Councilman Yastremski to pay Water District #1 Bills in the amount of \$15,825.10 being vouchers No. 20-67 to No. 20-76. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. The main expense to Ferguson Enterprises for on-going meter replacements. There also was a voucher to Master Meter Systems for the annual software system fee.

There are no transfers this month. The balance sheets and profit & loss reports were available to review. In the General P&L, Supervisor Illig reported even with major projects/renovations to the Town Hall, we are in good shape. In regards to sales tax income, Bookkeeper Welch received the second installment of the quarterly payment from Steuben County of \$10,500.00. The Board had budgeted \$42,000.00 for 2020 and can anticipate the full amount paid by the end of the year. Supervisor Illig spoke with County Manager, Jack Wheeler, in regards to sales tax data. With information from the State being so time lagged, Jack did not have an idea if there will be a shortfall in moving forward. Councilman Burns believes the amount the Board budgets for sales tax income with the County, is what is in turn payed out. It was noted the Board will have to pay attention and lean towards being conservative when budgeting for 2021 due to COVID and reduced sales tax income. In the Highway P&L, we are behind currently, however are in good shape since we are still to receive a CHIPS reimbursement payment in September. The Water P&L is on track with the greatest revenue being in the 3rd quarter billing that 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 3rd quarter income comes in. Depending how the year ends, will determine water rates for next year. Supervisor Illig reported with estimating income after the 4th quarter, it should place the Water District over budget, therefore he is hopeful we should be able to maintain the \$105.00 quarterly rate for the Water District going into 2021. Meter replacements however will continue to be a concern until all are replaced.

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

Clerk Giambra reported the Town rabies clinic was held July 30th in a drive-thru manner at the Highway Barn. The clinic was a success with 96 dogs and 18 cats being vaccinated. She thanked the several volunteers for all their efforts ensuring the clinic ran as smooth as possible. There was \$482.00 in donations collected which is split between the Town and County. The clinic was very busy and everyone seemed appreciative the Town held the clinic as most Towns have canceled for this year. Clerk Giambra also mentioned hunting licenses went on sale this past Monday, August 10th. Donna Colvin relayed that the Ladies Auxiliary has canceled Trunk or Treat and Breakfast with Santa this year due to safety concerns. They look forward to hosting events again in 2021.

Municipal Services Manager Welch commented lake properties are selling extremely quick right now. In the last week he had (4) transfer inspections and has had issues with them all. Building permits are starting to slow slightly. He noted he is not reviewing any permits prior to receiving a check in hand.

Supervisor Illig mentioned along with the Water report, Chuck fortunately has an app on his phone that enables him to transfer water from Jerusalem to Pulteney when needed as he is on call 24/7. With it being so hot and dry, he has had to transfer often this summer, particularly on the weekends. Lauren stated there is a room in the Ambulance building that has been used to store Water Dept. items and the Fire Commissioners are asking for the supplies to be removed. If needed, the Board approved Lauren to hire help to move what is in storage.

For the Assessor report, Supervisor Illig commented Assessor Oliver has had 2 trips within the last 3 weeks to the hospital. Fortunately, he is doing well now and is supposed to come in for office hours tomorrow the 13th for his usual Thursdays.

Highway Supt. Gibson reported the Dept. has finished stone and oil projects for the year. The Towns of Urbana, Prattsburgh, and Wayne all assisted in putting down stone. They will be starting on Lower Middle Road next week replacing culverts. He spoke with a John Deere representative that will be looking into a used grader for the Town. Highway Supt. Gibson mentioned there are a few maple trees in the cemetery that need addressed. He has been waiting for the tree service to return his call to schedule a meeting and recommendation if they need trimmed or torn out.

Clerk Giambra reported Court was held August 5th being the first time allowed since March. There are still several stipulations regarding what cases can be heard depending on when a ticket was issued or a crime committed. Anything after August 1st still needs adjourned until further notice.

Supervisor Illig wanted to make the Board aware of (2) recent situations in Town. The first being, he received a call around the 4th of July from an upset resident on

Tobey Road. The resident was disturbed that the Highway Dept. had brush hogged on the upper side of Tobey Road in the right-a-way which went onto his property. He explained to Supervisor Illig he wanted in writing documentation that the Town forfeit the right-of-way on his property. Supervisor Illig denied the Town would be willing to do that. The resident then in turn called the NYS Troopers requesting for the Highway Dept. to be arrested. Supervisor Illig wrote a letter to the resident stating the Town's position, met with the Trooper, and gave the Trooper a copy of the letter. At this point, the situation appears resolved, however Attorney Schlechter will be asked to get involved from here if needed.

The second situation, involved (2) neighbors that live on West Lake Road. Lauren was receiving weekly calls from these neighbors that became more personal in nature and did not involve the Town. Supervisor Illig wrote a letter to both neighbors stating the Town is not involved and Lauren has been instructed to not respond to their personal issues and complaints. They need to refer to the proper authorities. Calls have since stopped.

Supervisor Illig noted, unfortunately letters such as these are required, however not often. Both letters were provided to the Board but Supervisor Illig wanted to explain the situations and action placed.

Councilman Burns wanted to thank Highway Supt. Gibson and the Highway Dept. for removing and cleaning out the dilapidating garden beds in the Community Garden. As a reminder, she mentioned this is a rebuilding year and the committee is planning to have the garden ready and available for 2021. There will be a garden meeting September 8th and October 13th at 6PM to discuss plans and research which beds to purchase. There is \$1200.00 budgeted currently for 2020 which none of which has been spent. Bookkeeper Welch stated those funds will transfer into the fund balance and will not be carried over. Rather than spending funds purchasing items now for next year, the Board agreed at the budget workshop they can discuss budgeting \$1200.00 again or increase the amount. Councilman Burns also reported the library is looking to have outdoor events at the Community Garden. They are proposing having a Christmas get together, donating an evergreen tree and have carolers, cocoa, etc. She asked if there was any objection from the Board, all denied.

Attorney Schlechter reported he is waiting for papers to be sent to Supervisor Illig to be signed for the ambulance building sub-division transfer. Once he receives and signatures filed, the sub-division will be officially finalized.

There was not a Planning Board meeting this past Monday, August 10th and there is not a Zoning Board of Appeals meeting scheduled for August.

Under old business, as discussed last month, Clerk Giambra reported she had 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. The Board agreed the Town needed to raise cemetery prices. We have had the same prices for decades and are not even close to covering maintenance expenses, including mowing, full burial contractor, and Highway Dept./Town Clerk hours spent. This increase is not to make money but simply balance some of the maintenance fees. Supervisor Illig, Highway Supt. Gibson and Clerk Giambra met and after reviewing local prices are prepared to make a recommendation to the Board. A proposal was given to the Board as follows for the 3 active cemeteries in Town:

**PROPOSAL FOR CEMETERY RATES FOR GLEN VIEW, THOMAS &
SHUART CEMETERIES**

<u>PRESENT COST</u>	<u>PROPOSED</u>
Plot Fee: \$100.00	\$300.00
Full Burial Fee: \$200.00	\$400.00
Cremation Fee: \$50.00	\$300.00

Once costs are approved, effective August 12, 2020

After discussing, Councilman Yastremski made motion seconded by Councilman White to approve the proposed cemetery fees in the 3 active cemeteries as presented effective immediately August 12, 2020. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Clerk Giambra will post the approved prices on the website front page.

As mentioned last month, the Board needs to schedule a budget workshop to prepare for the 2021 budget. Supervisor Illig and Bookkeeper Welch will prepare the budget worksheets and meet with the Dept. heads prior to the workshop. The Board agreed on Monday, August 31st, 5PM. Clerk Giambra will publish as needed.

Under new business, the Town of Pulteney was notified we have been selected by the NYS Comptroller's Office for an audit. Due to COVID, they are not making office visits instead the audit will be done remotely. They sent us a list of documents they are initially requesting in which we have sent via secured email file. Dept. heads, Board members, and most employees have received interview calls from the auditors. Bookkeeper Welch received an additional request for detailed ledgers and bank statements. She is currently working on getting them the documentation. Further updates at the September meeting.

Continuing with new business, the Chairman of the Zoning Board of Appeals, Larry Fischer, is seeking to retire when his term expires 12/31/20. In the meantime, Larry suggested the Board look for an additional member to serve as an alternate for the remainder of the year then can replace his opening on the Board 1/1/21. Jack Lucek, a retired engineer that moved to Pulteney several years ago is interested in serving. He has been working with the Planning Board on lighting regulations. Supervisor Illig asked if the Board had any questions in regards to Jack, all denied. Supervisor Illig made motion seconded by Councilman Burns to appoint Jack Lucek as an alternate member on the ZBA effective 8/12/20-12/31/20 then serving as a full member 1/1/21-12/31/25. All in favor. Carried.

Clerk Giambra recently received an email from the NYS Archives that the LGS-1 local government retention schedule has taken effect August 1, 2020. This schedule consolidates and supersedes the previous four local government schedules. The Board must formally adopt the LGS-1 by January 1, 2021 to be able to use the schedule. Supervisor Illig made motion seconded by Councilman White to adopt the following Resolution:

RESOLVED, By the Pulteney Town Board of the Town of Pulteney that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein.

FURTHER RESOLVED, that in accordance with Article 57-A:(a)only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;(b)only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

All in favor. Carried. Councilman White suggested a hard copy of the LGS-1 be attached to the Resolution. The Board agreed. Clerk Giambra will attach and it will be available for the public to view.

Supervisor Illig mentioned he and Highway Supt. Gibson spoke with our mowing contractor and he is willing to fix some of the older grave stones that have fallen apart. Since we do not have perpetual care and the families of these older stones are long gone, Supervisor Illig stated it should be up to the Town to fix what we can. There is \$12,000.00 in a cemetery CD fund that we can use towards. The contractor should be able to work on this fall.

Lastly, Supervisor Illig commented KLOC, the committee that manages the lake level, has started work on a dam repair that has needed done since an inspection last year but has had delays. The repair is going very well and the Board should take a look at if they get a chance and are in Penn Yan.

Supervisor Illig stated there is no need for an executive session and asked if the public had any comments or questions at this time.

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

Meeting adjourned at 8:04 PM.

Erica Giambra, Town Clerk

