

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 12, 2022, at the Pulteney Town Hall with the Pledge of Allegiance.

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

It is noted those in attendance were wearing masks as mandated.

Bill Weber took a moment to speak of the recent passing of 4 Town residents. Roger Cole, Bill did not know, however he spoke with his son, Roger E., who mentioned his father moved next door to him on Gallagher Road in 1981. He worked construction in New Jersey and here until he retired. Highway Supt. Gibson remembers some “spirited” conversations with Roger regarding Gallagher Road.

Michael Drake passed away unexpectedly and far too young. He lived on Stone Road, was a Veteran of the US Army, had worked in Arizona on a project called Apache Reclamation, and most recently worked at Polly-O.

Bill Thompson, Bill knew quite well and would see him from time to time with his wife Elayne on various occasions at the Town Hall. They lived on South Main St in Pulteney before moving to Prattsburgh and retired from Mercury Aircraft. Bill remembers most, his enthusiast support for the Prattsburgh Vikings basketball team.

Brett Snyder was a great contributor to the lives of many in Pulteney and the area. Throughout his career he was active in both the Pulteney and Wayne Volunteer Fire Dept, Pulteney Volunteer Ambulance Corp as an EMT, and was Fireman of the year. He also fought forest fires out West on occasions. He married Mary Jo Loquasto in 2011, have 6 children, several relatives in the Snyder family, including his mother, Nancy. He was a dedicated, hard-working, great person and passed away far too young.

They all will be fondly remembered and sadly missed.

At this time, Clerk Giambra had elected officials Supervisor Illig, Councilman Burns, Councilman Rees, and Highway Supt. Gibson perform the oath of office for their positions.

Supervisor Illig made motion seconded by Councilman Tones designating the second Wednesday of the month at 7:00 PM as the regular Town Board meeting night. All in favor. Carried.

Councilman Tones made motion seconded by Councilman Burns to accept The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2022. Said coverage is with the Travelers Casualty and Surety Co. of America with Sprague Insurance Company as agent for bonding of all employees \$50,000 each and additional bonding on Supervisor and Deputy Supervisor- \$50,000; Town Clerk/Tax Collector- \$150,000; Bookkeeper- \$100,000; and Town Justice- \$75,000. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Burns consenting to the temporary assignment of the Town of Pulteney Justice to preside in other Town/Village courts in the Seventh Judicial District as need arises during the year 2022 and approve the temporary assignment of Judges from other Town/Village courts in the Seventh Judicial District to its court as need arises during the year 2022. All in favor. Carried.

Councilman White made motion seconded by Councilman Tones to accept the following Board Appointments:

**BOARD APPOINTMENTS:**

<u>-WATER PLANT OPERATOR</u>	Chuck Dluzak
<u>-MUNICIPAL SERVICE MANAGER</u>	Lauren Welch
<u>-DOG CONTROL OFFICER</u>	Debra Matthews
<u>-RECORDS MANAGEMENT &amp; ACCESS OFFICER &amp; REGISTRAR OF VITAL STATISTICS</u>	Erica Giambra
<u>-DEPUTY TOWN CLERK/ DEPUTY REGISTRAR OF VITAL STATISTICS</u>	Donna Conley
<u>-CEMETERY REGISTRAR</u>	Donna Conley
<u>-HISTORIAN</u>	Ray Emery
<u>-HEALTH OFFICER</u>	Janet Stone
<u>-TOWN ATTORNEY</u>	Jennifer Galvan, Esq.
<u>-WEBMASTER</u>	Don Radigan
<u>-COMPUTER CONSULTANT</u>	Fred Schulte
<u>-NECROLOGIST</u>	Bill Weber

All in favor. Carried. Supervisor Illig noted he has spoken with the individuals above and all have agreed to the appointments.

Supervisor Illig made motion seconded by Councilman White to designate the official legal newspaper as the Corning Leader, in addition continue to publish in the Courier Advocate and the Southern Tier Shopper. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Tones to designate Five Star Bank as the official bank the Town will continue to use. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Tones to accept the 2022 IRS standard \$.585 per mile to reimburse Town employees. All in favor. Carried.

Councilman Burns made motion seconded by Councilman Tones to approve the following Town of Pulteney 2022 pay schedule:

**Bi-Weekly: Highway**

Deputy HWY Supt.:	Jason Tears
MEO	James Sprague
MEO	Tim Cheney
MEO	Wade Hilton

**Bi-Weekly: General**

Town Clerk	Erica Giambra
Bookkeeper	Rebecca Welch
Highway Supt.	Terry Gibson
Municipal Svcs Mgr	Lauren Welch

**Bi-Weekly: Water**

Water Operator Supt. Lauren Welch  
Water Operator Chuck Dluzak

**Monthly: General**

Supervisor Mark Illig  
Justice Mary Hope Benedict  
Court Clerk Erica Giambra  
Assessor David Oliver  
Attorney Jennifer Galvan, Esq. (Voucher)

**Quarterly: General**

Councilman Kathy Burns  
Councilman Elizabeth White  
Councilman Richard Rees  
Councilman Tammy Tones  
Water Clerk Erica Giambra  
DCO Debra Matthews  
Historian Ray Emery

**Annual: General**

Registrar of Vital Stats Erica Giambra  
Deputy Town Clerk/Registrar & Cemetery Registrar Donna Conley  
Health Officer Janet Stone  
Board of Assessment Review Voucher (Paid in June)

All in favor. Carried.

Councilman White made motion seconded by Councilman Burns to authorize the petty cash fund for the Town Clerk/Tax Collector of \$100.00. All in favor. Carried.

Councilman White made motion seconded by Councilman Burns to authorize the petty cash fund for the Town Justice/Court Clerk of \$100.00. All in favor. Carried.

Councilman White made motion seconded by Councilman Tones to approve the following:

**SUPERVISOR APPOINTMENTS:**

- DEPUTY- Councilman Burns
- BOOKKEEPER- Rebecca Welch
- KWIC/KLOC ALTERNATE- Councilman Rees

All in favor. Carried.

As former Councilman Yastremski is no longer Deputy Supervisor with Councilman Burns being appointed, Supervisor Illig made motion seconded by Councilman White to adopt Resolution No. 1 of 2022 appointing Councilman Burns Deputy Supervisor authorizing her to be listed on all Supervisor/Bookkeeper related Town of Pulteney Five Star Bank accounts acting as co-signer of such accounts while removing Michael Yastremski from said accounts. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried.

Councilman Tones made motion seconded by Councilman Burns to approve the following:

**COMMITTEE APPOINTMENTS:**

RECREATION- Councilman Burns

WATER- Councilman White & Councilman Tones

AGRICULTURE- Supervisor Illig

DEVELOPMENT- Supervisor Illig

COMMUNITY GARDEN- Councilman Burns

All in favor. Carried. Supervisor Illig commented the committee appointments are if the need arose for the Board to take action on an issue, the committees would make a recommendation of how to proceed.

Councilman Tones made motion seconded by Councilman White to accept Highway Superintendent Gibson's appointment for Highway Supt. Deputy Jason Tears. All in favor. Carried.

Supervisor Illig announced the Town of Pulteney Investment Policy is on file and can be reviewed at any time for 2022.

The 2022 dog shelter contract with the Town of Wayland was on hand for each Board member to review. It is a continuation from the 2021 contract. Our DCO, Deb Mathews, is also DCO for the Town of Wayland so the agreement is appropriate on all accounts. Councilman White made motion seconded by Councilman Tones to approve the 2022 dog shelter contract at a yearly rate of \$350.00 as presented. All in favor. Carried.

The 2022 mowing contract was made available for all Board members to review. The contract is consistent with the agreement between Don Strzepek and the Town since 2018 at a rate of \$6600.00 annual/seasonal. Supervisor Illig commented what a great job Don and his team do. Councilman Tones made motion seconded by Councilman Burns to approve the 2022 mowing contract with Don Strzepek as presented. All in favor. Carried.

Our past Court/Town Hall security guard, Gordon Lanphere, has decided not to renew a contract for 2022. Supervisor Illig stated if the need arises, he will contact the County for them to provide a guard in which we will pay as charged at the time of service, otherwise we will leave the position vacant.

At this time, Supervisor Illig called the regular meeting of the Pulteney Town Board to order.

Councilman Tones made motion seconded by Councilman White to accept the minutes of the December 8, 2021 regular Board meeting and December 29, 2021 year end meeting. All in favor. Carried.

To begin the meeting, Supervisor Illig proposed to reorganize the incoming/outgoing cash flow within the Town of Pulteney Supervisor Accounts. He is proposing to have all income be deposited into our established Town checking accounts, limiting the number of transfers that need made, and smooth lining the administrative bookkeeping process. Since the accounts generate minimal interest, rather than set up a more restrictive reserve fund, he would like to designate the fund balance for the General Account of \$27,666.51 and the fund balance for the Highway Account of \$31,852.33 to be deposited into the General money market account and the Highway money market

account respectively, allowing for funds to be transferred at any time for whatever projects are needed at that time. Supervisor Illig made motion seconded by Councilman White to adopt Resolution No. 2 of 2022 that as of January 12, 2022 to deposit all income into the Town established checking accounts and transfer the General fund balance, as of the January 3, 2022 balance sheet, of \$27,666.51 and the Highway fund balance of \$31,852.33, into the General money market account and the Highway money market account respectively. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried.

Supervisor Illig reported the Water District fund balance, as of the January 3, 2022 balance sheet, resulted in starting the year with a shortage of \$-8,157.52. He commented the expenditures that needed made causing the shortage, should be able to qualify for reimbursement of permitted expenses using ARPA funding.

The balance sheets and profit & loss reports were available to view. Supervisor Illig commented the ARPA funding is being shown on the General P&L statement as retained earnings of \$66,666.48. As all accounts must be zeroed at the end of the year, with the exception of donations/grants, Councilman White made motion seconded by Councilman Burns to transfer the \$2000.00 in grant funding listed on the General Journal transaction, along with as Councilman Burns pointed out, \$256.22 in donations, for a total transfer of \$2256.22 from contingency into a playground line item for grant/donation funds for 2022. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried.

Supervisor Illig stated he and Bookkeeper Welch need to work on the P&L statements further to provide clearer more accurate account information and will have updated statements, including the corrected playground line item of \$2256.22 for the February 9, 2022 Board meeting. He believes the Town, due to adopting a conservative budget in 2021, is financially in good shape.

Councilman White made motion seconded by Councilman Tones to authorize to pay General Bills in the amount of \$34,560.34 being vouchers No. 22-1 to No. 22-20. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented the main expense for General this month was to The Keller Group for our 2022 annual insurance premium that Supervisor Illig meets with the agent every year to keep the premium consistent year to year.

Councilman Burns made motion seconded by Councilman Tones to pay Highway Bills in the amount of \$7,206.78 being vouchers No. 22-1 to No. 22-13. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried. Vouchers are overall routine for Highway this month.

Councilman Tones made motion seconded by Councilman Burns to pay Water District #1 Bills in the amount of \$14,173.77 being vouchers No. 22-1 to No. 22-8. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Supervisor Illig, yes. Carried. Supervisor Illig pointed out voucher No. 22-7 being an annual charge to the Water Dept. for administrative fees and voucher No. 22-5 for an annual reimbursement charge for the Water truck fuel paid to the Highway Dept.

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

Clerk Giambra reported tax season is well under way and busy as always. So far, she has collected approx. \$502,000.00 out of the over \$3.1 million due in amount billed in just 12 days. She will be writing a check to the Town tomorrow for the General levy fund.

Municipal Services Manager Welch commented the Dept. has not slowed down given the time of year. Construction is consistently on-going and he believes will continue throughout the year forecasting the Planning and Zoning Boards will be busy. Also, he is preparing to file 1203 State reports for 2021.

Supervisor Illig met with Assessor Dave Oliver and he is about 50% complete with the revaluation process of all parcels and will be finished on schedule. In a preliminary study, Assessor Oliver has indicated, on average, the assessed value of a property could increase approx. 10% give or take, depending on each individual assessed property. Stay tuned.

Highway Superintendent Gibson reported the Dept. has been plowing, sanding, and tree trimming as it has been a fairly easy winter so far. They are still down a man as Wade continues on disability. He spoke with the John Deere salesman regarding the ordered new grader and it might be June before we receive. He will have to rent a grader in the spring if this is the case. It is being reported that there will be an increase in the base amount of CHIPS funding of 20%. If so, this will be the first increase in 10 years and allows for a lot more work that can be done. He is supposed to hear officially sometime this month and will report back at the February meeting.

For the Supervisor report, Supervisor Illig reiterated 2021 was a great year for the Town thanking all the Town employees for their hard work and great efforts and a warm welcome to Councilman Rees as the Board looks forward to working with him.

There was a Planning Board meeting held this past Monday the 10th where 3 applications were reviewed and a noise ordinance was officially presented to the Planning Board. It had been previously presented and discussed this past fall at Town Board meetings, however was the first of discussions for the Planning Board. The proposed ordinance is actually a template of what the Town of Jerusalem currently has enacted. The Planning Board is requesting Attorney Galvan review the proposal, make any changes/ comments/suggestions/concerns, etc. and report back at the February 14<sup>th</sup> Planning Board meeting. Highway Supt. Gibson/Chairman of the Planning Board relayed there were certainly pros and cons discussed by the Planning Board and public with several relevant points made on both sides. A noise ordinance has been discussed in years past, however never went further as there are so many things to consider including regulations, enforcement, court administration, boat noise/noise travel, etc. all presenting fine lines. Councilman Burns questioned how prevalent the noise complaints are in Town? Supervisor Illig relayed from the Planning Board meeting that it would be practically impossible to get an accurate number of calls/incidents from 911. Planning Board member and Fire Chief, Dan Radigan, commented the Fire Dept does get called out to answer complaints when other law enforcement agencies are not able at that time. Supervisor Illig stated it is a universal agreement that most of the incidents/issues/concerns arise from absentee landlords. Attorney Galvan will review and report back next month.

There will be a Zoning Board of Appeals meeting on January 18<sup>th</sup> at 7pm with 1 hearing scheduled.

Under old business, as previously mentioned, Supervisor Illig spoke at length with Town Veteran, Dan Schoeffler, who is active in the American Legion in Hammondsport to help update the names of Pulteney Veterans. Dan provided an updated list and he and Supervisor Illig will continue to address over the winter, including looking further into the Veteran banner program throughout Town.

Regarding the ARPA funding, Councilman White, Supervisor Illig, and Councilman Burns need to schedule a sit down to begin discussing recommendations of what the best ways are to utilize the funding for the Town. The State has given some updated guidance regarding how municipalities can spend the funding. It is believed we will be able to use funding for reimbursement of 2021 expenses toward the Water District, playground, Municipal Services, Town Hall, etc. Councilman White attended the Bath Town Board meeting this past Monday, as it was being reported they were having a presenter speak as to useful information regarding spending and reporting of ARPA funds. Unfortunately, there were not a lot of takeaways from the meeting except the possibility of a timeline for funding plans by 2024 and spending funds by 2026. Councilman White and Councilman Burns are scheduled to attend a webinar this Friday the 14<sup>th</sup> through the Association of Towns. Hopefully this will provide better guidance and clarity in all aspects. It was suggested Bookkeeper Welch email Councilman White a list of recent expenditures that could potentially be used for reimbursement then the committee will meet in the near future to decide how to utilize the remaining funding.

Continuing on the agenda, the proposed noise ordinance was previously discussed under the Planning Board.

Under new business, the Town procurement policy on file has not been updated since 2006, in turn statistical figures are out of date. The Board is requesting Attorney Galvan review, update/adjust as needed taking into account NYS standard guidelines and amounts, look at other local Town policies also as guidance to develop more appropriate standards for a Town vs. the State and report back at the March meeting. The current policy the Town has on file is more stringent than what is necessary and not what the Town is actually practicing.

Lastly, under new business, Supervisor Illig stated there is a need to adopt an updated Resolution regarding the NYS Retirement System and the reporting of a standard work day/record of activities for elected and appointed officials. to send to NYS Retirement and the Office of State Comptroller. Supervisor Illig made motion seconded by Councilman Burns to adopt Form RS 2417-A Standard Work Day and Reporting Resolution for Elected and Appointed Officials as shown below. All in favor. Carried.

### **Standard Work Day and Reporting Resolution- No. 3 of 2022**

BE IT RESOLVED, that the Town of Pulteney / Location code 30718 hereby establishes the following as standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Name	Social Security Number (Last 4 digits)	Registration Number	Standard Work Day (hrs/day)	Term Begins/Ends	Days/ Month (based on Record of Activities )	Tier 1 (Check only if member is in Tier 1)	Not submitted (Check box if no record of activities completed or timekeeping system)
Elected Officials								
Town Clerk	Erica Giambra	****	*	6	01/01/2022 - 12/31/2025	26.63		
Highway Superintendent	Terry Gibson	****	*	6	01/01/2022 - 12/31/2023	31.77		
Appointed Officials								
Bookkeeper	Rebecca Kirch	****	*	6	01/01/2022-12/31/2022	18.64		
Water Operator	Charles Dluzak	■ ■ ■ ■ ■	*	6	01/01/2022-12/31/2022	29.89		

With no need for an executive session, Supervisor Illig asked if the public had any comments or questions? With nothing heard, Supervisor Illig made motion seconded by Councilman Tones to adjourn the meeting. All in favor. Carried.

Meeting adjourned at 8:17 PM.

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Erica Giambra, Town Clerk

