

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 9, 2019, at the Pulteney Town Hall with the Pledge of Allegiance.

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

Bill Weber took a moment of reflection to speak of the recent passing of Kathryn “Kay” Tietjen and Kathryn Darrin. Bill commented he has known Kay for approx. 60 years and Pulteney has lost another great “Grandlady”. She was married to the late Mike Tietjen Sr. who was once Highway Superintendent of Pulteney. She has 5 children, 2 of which still live in Town. She recently celebrated her 90th birthday in which her family held a memorable party that was attended by many. Kathryn Darrin, Bill stated he did not know. She was born and raised in Pulteney and moved several years ago to Kentucky. He is aware of several relatives that reside in Town. They both will be fondly remembered and sadly missed.

Bill also wanted to pay tribute to the wonderful birthday event recently held at the Prattsburgh Fire Hall celebrating Junior Gibson’s 89th birthday.

Supervisor Illig thanked Bill for his comments and remembrance as always. He pointed out that unless the family members attend the Board meetings or read the minutes, the moments of reflection Bill speaks of every month when there is a Town passing, are not realized by the family. Supervisor Illig suggested beginning with next month, Clerk Giambra, Bill, and himself draft a certificate to send to the family in honor of their loved one.

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

Supervisor Illig made motion seconded by Councilman Goodwin to accept The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2019. 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 2019 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 2019. All in favor. Carried.

Councilman Yastremski made motion seconded by Councilman Burns 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>	John Ballam
<u>-DEPUTY DOG CONTROL OFFICER</u>	Sherri Ballam
<u>-RECORDS MANAGEMENT & ACCESS OFFICER & 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 Prossick, 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 spoke with Historian Ray Emery and he has agreed to modify his monthly report attaching an addendum as to what correspondence and research he has assisted residents with throughout the month.

Councilman Yastremski made motion seconded by Councilman Burns 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.

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

Councilman Yastremski made motion seconded by Councilman Burns to accept the 2019 IRS standard \$.58 per mile to reimburse Town employees. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Goodwin to approve the following Town of Pulteney 2019 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 Kirch
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

Quarterly: General

Councilman Kathy Burns
Councilman Mark Goodwin
Councilman Mike Yastremski
Councilman Rich Musso
DCO John Ballam
Historian Ray Emery

Annual: General

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

All in favor. Carried.

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

Councilman Yastremski made motion seconded by Councilman Goodwin to authorize the petty cash fund for the Town Justice/Court Clerk of \$75.00. All in favor. Carried.

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

SUPERVISOR APPOINTMENTS:

DEPUTY- Councilman Musso
BOOKKEEPER- Rebecca Welch
KWIC/KLOC ALTERNATE- Councilman Goodwin

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

COMMITTEE APPOINTMENTS:

RECREATION- Councilman Burns
WATER- Councilman Musso & Councilman Goodwin
AGRICULTURE- Councilman Yastremski
DEVELOPMENT- Supervisor Illig
COMMUNITY GARDEN- Councilman Burns

All in favor. Carried.

Councilman Goodwin made motion seconded by Councilman Burns 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 2019.

Supervisor Illig made motion seconded by Councilman Yastremski to renew the 2019 dog shelter lease contract the Town has with Betty Walden. All in favor. Carried. Supervisor Illig commented fortunately Betty is back home and doing well after recent health issues. She now has a colleague who is assisting her with the shelter.

Supervisor Illig made motion seconded by Councilman Goodwin to renew Gordon Lanphere's security guard contract for the Town Court/Town Hall. All in favor. Carried.

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

Councilman Yastremski made motion seconded by Councilman Burns to accept the minutes of the December 12, 2018 regular Board meeting and the minutes of the December 26, 2018 year end meeting. All in favor. Carried.

The balance sheets as of December 31, 2018 were available to review. Supervisor Illig stated in the General Account \$11,657.41 is left over for a fund balance for 2019. This is short of the \$37,922.00 that was budgeted for 2019 in General. For Highway, the CHIPS reimbursement finally was deposited at the end of December leaving the Account at \$146,445.16. Subtracting \$41,000.00 in truck sales, that will be used to purchase a spare Highway truck, and \$33,408.00 in capital reserves that cannot be touched, leaves \$82,037.00 for a fund balance in Highway. For 2019, \$77,000.00 was budgeted for in Highway. Supervisor Illig is recommending approving an interfund transfer from Highway to General to adjust the balances closer to the budgeted amounts. Councilman Burns made motion seconded by Councilman Goodwin to transfer \$5,000.00 from the Highway Account to the General Account. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Goodwin, yes; Supervisor Illig, yes. Carried. The balance sheets and profit/loss statements for January 2019 were also made available to review. Supervisor Illig asked if there were any questions or concerns in which there were none.

Councilman Goodwin made motion seconded by Councilman Burns to authorize to pay General Bills in the amount of \$51,310.61 being vouchers No. 19-01 to No. 19-13. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Goodwin, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented the main expenses for General this month were vouchers to Lloyd D. Sprague & Son, Inc. for our 2019 annual insurance premium and to Steuben County for Workman's Compensation. Payment will be made once Clerk Giambra receives the funds from tax collection.

Councilman Burns made motion seconded by Councilman Yastremski to pay Highway Bills in the amount of \$28,932.30 being vouchers No. 19-01 to No. 19-15. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Goodwin, yes; Supervisor Illig, yes. Carried. Supervisor Illig stated in December the Board approved to pay the principal first installment for the new Highway truck, however the interest was not included in the approved amount. The voucher for \$4,620.00 to Five Star Bank will cover the interest amount. The voucher to Steuben County for Workman's Compensation was the main expense.

Councilman Burns made motion seconded by Councilman Goodwin to pay Water District #1 Bills in the amount of \$213,930.32 being vouchers No. 19-01 to No. 19-09.

Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Goodwin, yes; Supervisor Illig, yes. Carried. A voucher for Workman's Compensation was also applied to the Water District. The main expense for the Water District was the annual bond payment to M&T bank. Again, payment will be made once the tax revenue check is received. Clerk Giambra will be writing a check within the next two weeks from tax collection for General and the Water District.

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

Clerk Giambra reported 9 days into tax collection, she has received approx. \$300,000 out of the approx. \$3 million due in amount billed.

Municipal Services Manager Welch commented, along with his report, he has been busy dealing with a separated sewer line near Cozy Cove. The line has been repaired and replaced with a brass sleeve. The property sale and transfer can now go through with the passing sewer inspection. In addition, he will be out of Town the week of January 21st for vacation.

Water Operator Dluzak was not present, however Supervisor Illig gave an update on the major leak as reported at the year-end December meeting. The leak was found to be near the property of 10,000 Delights. The owner had run a line up to the Bed and Breakfast in which the connection failed and came apart. The leak was undetectable since it was unmetered and due to erosion. W.O. Dluzak had to bring in a professional service to assist with detecting. The Water District lost approx. 200,000 gallons of water due to this leak. Since it was the fault of the owner, he has agreed to pay for the emergency consulting agent (\$995.00). There remains the question if the owner should also pay for the lost water charge. Supervisor Illig, W.O. Dluzak and Municipal Manager Welch will discuss and calculate an approximate charge to bring in front of the Board to determine how to proceed in February.

Highway Superintendent Gibson reported the Dept. has been busy sanding roads. He contacted George & Swede to receive pricing on roller packages. Further discussion regarding a roller under new business.

There is not a Planning Board nor Zoning Board of Appeals meeting scheduled for January.

Under old business, Attorney Prossick reported she contacted the abstract company and they have not gotten any further with the title to the Ambulance building due to the holidays. She is hoping to have a full report at the February meeting.

Regarding the tennis courts, Supervisor Illig stated Highway Supt. Gibson, Councilman Yastremski, and himself are in the process of getting quotes, developing a proposal, and making a firm recommendation to the Board. It is their intention to repair 1 tennis/pickleball court as well as pave the basketball court. As a reminder, Attorney Prossick stated any projects over \$30,000 must be placed out for bid. The Board agreed it would be beneficial to place the courts and repaving the parking lot together for formal bid to get a better rate. The Board has budgeted \$20,000-\$25,000 to pave the parking lot. The total funding of the parking lot has been agreed to be split with the library. Further updates in February.

Under new business, for the last 2 years the Highway Dept. has leased a roller from May-October at approx. \$16,000 a year. The Board requested Highway Supt. Gibson contact George & Swede, who has been the leasing service, and get quotes to

purchase a used vs. new roller. George & Swede provided a quote for a new 2019 roller for \$109,264.00 and 2016 used for \$89,000.00. The Board must determine whether to continue to lease vs. purchase (used or new). Supervisor Illig commented if the Town purchases a used roller the payback would be approx. 5 years. The last roller the Dept had was used and lasted 30 years. He asked the Board for their comments. It was unanimous the optimal option would be to purchase a used roller. It was noted if we purchase a new roller it would be under state contract and would not have to be placed out for bid. Purchasing a used roller does need to go out for bid. Supervisor Illig made motion seconded by Councilman Yastremski to authorize a public notice be placed in the Corning Leader soliciting bids for a used 2016 or newer drum roller with bids being opened at the February 13, 2019 regular Board meeting at 7:30pm. All in favor. Carried. Supervisor Illig and Bookkeeper Welch will research financing and make a proposal at an upcoming meeting. It is understood the Highway Dept. is in need of a roller by May.

Continuing with new business, although it is winter, it is time to think of spring and the upcoming mowing season. Supervisor Illig commented the mowing service used for 2018 did an outstanding job and has agreed to do the same work at the same price for 2019. The contract rate was made at \$6600.00 therefore the Board does not have to place out for bid if they choose not to. Supervisor Illig made motion seconded by Councilman Burns to continue the mowing contact with the same contractor for 2019 at a rate of \$6600.00. Roll call vote: Councilman Yastremski, yes; Councilman Burns, yes; Councilman Goodwin, yes; Supervisor Illig, yes. Carried.

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

Meeting adjourned at 7:54 PM.

Town Clerk

