

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 13, 2021, 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; Bookkeeper Rebecca Welch; and Town Clerk Erica Giambra. Absent was Attorney Mark Schlechter.

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

Bill Weber took a moment to speak of the recent passing of 3 Town residents. Shelby Brown, Bill never met, however knows his son-n-law, Enoch Conger. Shelby worked and lived in Potter until moving to Pulteney to stay with Enoch and Shelby's daughter for the last 15 years. Don Proctor, along with his wife Wendy, was a neighbor of Bill's living just north of Stone Point on Spitz's Cove. He did not know Don well, but remembered the time he came to the senior luncheon at the Pulteney Presbyterian Church. Don was a Vietnam Veteran, worked at Robert Packer Hospital for 25 years, and owned a sporting goods store in Elmira. As his health worsen, he moved to the Bath VA where he lived until his passing. Michelle Kennedy, along with her husband Tom, lived on the corner of Gallagher Road and County Route 76. She raised 3 kids, worked at Gold Seal, Bully Hill, Park Pharmacy, and Pleasant Valley Winery. Bill remembers her kind and cheerful personality when she volunteered at Pulteney Firemen's events. She passed at the young age of 62. They all will be fondly remembered and sadly missed.

Supervisor Illig made motion seconded by Councilman Yastremski 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 White to accept The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2021. 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 Yastremski 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 2021 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 2021. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman White 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

-RECORDS MANAGEMENT & ACCESS OFFICER & <u>REGISTRAR OF VITAL STATISTICS</u>	Erica Giambra
-DEPUTY TOWN CLERK/ DEPUTY REGISTRAR OF <u>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>	Mark Schlechter, Esq.
- <u>WEBMASTER</u>	Don Radigan
- <u>COMPUTER CONSULTANT</u>	Fred Schulte
- <u>NECROLOGIST</u>	Bill Weber
- <u>TOWN COURT/HALL SECURITY</u>	Gordon Lanphere

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 Yastremski to accept the 2021 IRS standard \$.56 per mile to reimburse Town employees. All in favor. Carried.

Supervisor Illig made motion seconded by Councilman White to approve the following Town of Pulteney 2021 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

Quarterly: General

Councilman	Kathy Burns
Councilman	Elizabeth White
Councilman	Mike Yastremski
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.

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

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

Supervisor Illig made motion seconded by Councilman Tones to approve the following:

SUPERVISOR APPOINTMENTS:

DEPUTY- Councilman Yastremski
BOOKKEEPER- Rebecca Welch
KWIC/KLOC ALTERNATE- Councilman White

All in favor. Carried.

Supervisor Illig made motion seconded by Councilman Tones to approve the following:

COMMITTEE APPOINTMENTS:

RECREATION- Councilman Burns
WATER- Councilman White & Councilman Tones
AGRICULTURE- Councilman Yastremski
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.

Supervisor Illig made motion seconded by Councilman Yastremski 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 2021.

Supervisor Illig stated the dog shelter and mowing contracts will be discussed shortly.

At this time, Supervisor Illig called the regular meeting of the Pulteney Town Board to order. To begin the meeting, Supervisor Illig introduced recently appointed Dog Control Officer, Debra Matthews. Deb took the floor and presented her background. She lives in Cohocton where she started as their DCO in 2007. She has since become the DCO (with assistance of her husband Mike) in Wayland, Fremont, Prattsburgh, and Wheeler. She runs and maintains the Town of Wayland kennel and shelter and has since employed there in 2008. Deb mentioned her experience conducting dog control census and is also employed by Steuben County Public Health as the animal rabies investigator since 2010. In addition, she is a full-time child care provider. Deb commented she looks forward to working with the community and is willing to listen and assist as needed. Welcome Deb!

Supervisor Illig stated our current dog shelter contract with the SPCA expires 2/12/21. They have been nice to work with the past couple of years, however have limited hours of operation and are expensive in comparison to what the Town has entered into shelter agreements in the past. With Deb running the Wayland shelter, she provided a dog pound contract to the Board that would be an agreement between the Town of Wayland and the Town of Pulteney. After reviewing the contract, the Board noting a few minor typos that shall be corrected prior to signing, Councilman Yastremski made motion seconded by Councilman Burns to enter into the agreement with the Town of Wayland, and allow Supervisor Illig to sign the contract once administrative corrections are made, allowing this contract to be effective for 1 year expiring December 31, 2021 and terminating the current contract with the Finger Lakes SPCA. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried. Deb will send the corrected contract with the Town of Wayland Supervisor's signature tomorrow, for Supervisor Illig's signature. Clerk Giambra will return to Deb once signed.

While on the topic of contracts, Supervisor Illig noted the proposed 2021 mowing contract provided to the Board. The contract is consistent with the agreement between Don Strzepak and the Town since 2018. Supervisor Illig commented the mowing service does an outstanding job and has agreed to do the same work at the same price for 2021. The contract rate is set at \$6600.00, therefore the Board does not have to place out for bid if they choose not to. Councilman Tones made motion seconded by Councilman White to continue the mowing contract with the same contractor for 2021 at a rate of \$6600.00. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried.

Councilman Yastremski made motion seconded by Councilman White to accept the minutes of the December 19, 2020 regular Board meeting and December 28, 2020 year end meeting. All in favor. Carried. Supervisor Illig thanked Councilman and Deputy Supervisor Yastremski for running the year end meeting in his absence.

The balance sheets and profit & loss reports were available to view. Supervisor Illig explained he made an error when preparing the budget in that the Highway truck lease payments were not calculated into the equation. A 2021 fund balance estimate sheet was provided to the Board showing: In the General Account we are beginning the year with \$49,814.00 fund balance coming in under budget, Highway fund balance of \$70,834.00 coming in over budget since not taking lease payments into account, and fund balance in Water of \$41,847.00. Supervisor Illig is suggesting to make the budget whole,

to transfer \$30,000.00 from the General Account into the Highway Account, once revenue from tax payments come in. Supervisor Illig made motion seconded by Councilman Burns to transfer \$30,000.00 from the General Account fund balance into the Highway Account fund balance once tax payment revenue comes in to take into account the truck lease payments. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried. Councilman White questioned the profit & loss budget vs. actual statements asking why it shows negative balances for all 3 Accounts? Supervisor Illig replied the statements do not reflect the fund balances, therefore particularly for the January statements it appears off as having negative balances. The statements are generated through Quick Books and he and Bookkeeper Welch are looking for a better system to provide clearer more accurate Account information.

Councilman Yastremski made motion seconded by Councilman Tones to authorize to pay General Bills in the amount of \$45,412.42 being vouchers No. 21-1 to No. 21-16. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented the main expenses for General this month were vouchers to Steuben County for annual Workman's Compensation and to The Keller Group for our 2021 annual insurance premium.

Councilman White made motion seconded by Councilman Burns to pay Highway Bills in the amount of \$25,160.32 being vouchers No. 21-1 to No. 21-21. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried. The voucher for Workman's Compensation was the main expense.

Councilman Tones made motion seconded by Councilman Yastremski to pay Water District #1 Bills in the amount of \$20,159.78 being vouchers No. 21-1 to No. 21-8. Roll call vote: Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Councilman Yastremski, yes; Supervisor Illig, yes. Carried. Supervisor Illig pointed out voucher No. 21-6 being an annual charge to the Water Dept. for administrative fees, mostly postage. In addition, a voucher for Workman's Compensation with remaining vouchers routine.

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

Clerk Giambra reported tax season is busy as always. This year in particular having an issue with taxpayers receiving their bills by mail. She mailed the bills out December 30, 2020 and is receiving several calls thus far to remail or email bills. So far, she has collected approx. \$455,000 out of the over \$3 million due in amount billed. Also, as previously approved, Eastern Security is scheduled to come January 19th to upgrade/fix the non-working security camera system.

Municipal Services Manager Welch commented, as seen in his report, the Dept. has not slowed down with the time of year. Also, he has completed all 2020 classes and tests and is preparing to file 1203 State forms.

For the Water report, Supervisor Illig asked the Board to look in their packets as there are 2 separate situations (both customers provided letters), in which water customers are asking for assistance. The first being, a customer that owns 2 separate parcels, both with living spaces, across the street from one another. She is asking the

Board to consider being billed for both properties in 1 bill (being the minimum quarterly charge plus combined usage for the 2 properties). In the water report, Chuck mentioned there would be no way to meter the water usage for both parcels going through one meter. The second situation, being a customer, that due to improper hookup in 2008, had a recent water leak resulting in a water bill of over \$1000.00. They are asking for the bill to be forgiven minus the quarterly rate. Supervisor Illig is asking Councilmen Tones and White, appointees on the Water Committee, to investigate the situations, speak with Chuck as well as the property owners, and report back with a recommendation on how to proceed at the February meeting. Both agreed.

Highway Superintendent Gibson reported the new pickup truck should have been here on January 6th but wasn't ready and is now being told should be soon. He suggested once he receives the truck, to schedule getting the undercoat sprayed as a preventative measure. The spray would cost \$150.00. The Board agreed very worthwhile and a good idea. Councilman Yastremski is requesting Highway Supt. Gibson update the equipment replacement plan. The plan has not been updated since November of 2016. Highway Supt. Gibson agreed and will report back.

There was not a Justice report provided this month as to date, however Clerk Giambra reported in person appearances have been at a stand-still since November mandated by the State. The Court is preparing to be able to hold virtual appearances in moving forward.

Supervisor Illig spoke with Historian Ray Emery and he and an associate familiar with grant writing, have been working on a NYS grant for a historical marker for in Town. Further updates to come.

For the Supervisor report, Supervisor Illig noted the Planning Board has unanimously approved a proposed Town of Pulteney Outdoor Lighting Law for the Town Board to review and act upon. The lighting law was provided to the Board. Supervisor Illig commented the Planning Board, including Town resident Jack Lucek, have discussed and worked on this proposal for well over a year. Supervisor Illig asked the Board if they had any comments or questions. With none being heard, Supervisor Illig made motion seconded by Councilman Burns to schedule a public hearing on February 10, 2021 at 7:30pm for the proposed Local Law No. 1 of 2021 Town of Pulteney Outdoor Lighting Law and for Clerk Giambra to publish as needed. All in favor. Carried. If adopted, this document would be a Local Law on its own, separate from the Town Zoning Law.

Continuing with the Supervisor report, Assessor Oliver wanted the Board to be aware of NYS legislation that was passed to address exemptions. This legislation is a provision that covers senior citizens and persons with disabilities to carry over their exemptions for the 2021 assessment roll. With this legislation being recently decided, Assessor Oliver wishes they would have made the decision earlier in the year, as he had already spent a lot of time and expense mailing out exemption forms when in retrospect was unnecessary.

There was a Planning Board meeting held this past Monday the 11th and, as referenced in the Municipal Services report, the Planning Board received and reviewed a special use permit application for a large solar farm on Chidsey Hill. Bergmann Engineers and Delaware River Solar are heading the project. They are proposing a 35-acre farm with 8-acres being solar panels. After discussing Monday evening, the

Planning Board decided to schedule a meeting February 8, 2021 at 7:00pm for further discussion regarding decommissioning, bonding, property assessments/exemptions, etc. The Town adopted a Solar Law in 2017 that will be used to reference throughout discussions. Supervisor Illig will report back details of the Planning Board meeting at the February Town Board meeting. There is not a Zoning Board of Appeals meeting scheduled for January.

Under old business, Supervisor Illig commented he recently has had a few phone conferences with the auditors. They continue to request information and documentation for the data collection phase. There have been technical issues with the Highway Union contract that Bookkeeper Welch has had to address. We will await their written report and move forward from there. Supervisor Illig again thanked Bookkeeper Welch and Clerk Giambra for their ongoing efforts in the extensive process.

Continuing with old business, as mentioned at the December meeting, Governor Cuomo signed legislation requiring all public employers to create contingency operation plans to protect public workers in future health emergencies. A template was given to the Board to review and make any changes or suggestions for the Board to possibly adopt at the year-end meeting. No action was taken at the year-end meeting as it was decided for the Board to take their time to discuss further. Clerk Giambra sent the Board an email to register for a webinar PERMA was presenting in assisting municipalities with developing an emergency plan. Councilmen Burns and White attended the webinar in which both commented provided valuable information. Councilman White, Councilman Burns, and Supervisor Illig will meet to draft a proposed plan to present to the Union representative as requested by February 1, 2021. The new Law requires the plan development and adoption by April 1, 2021. Further discussion to come.

Under new business, a new 2021 dog shelter contract has been adopted earlier in the meeting.

Lastly, under new business, there remains Board Appointments. Supervisor Illig made motion seconded by Councilman Burns to appoint Matthew Marino to a term of 5 years effective 1/1/21-12/31/25 as an Alternate on the Zoning Board of Appeals. All in favor. Carried. Supervisor Illig made motion seconded by Councilman Tones to appoint Carol McGill as Chairman of the Zoning Board of Appeals. All in favor. Carried. Supervisor Illig made motion seconded by Councilman Burns to appoint William Dineen to a term of 7 years effective 1/1/21-12/31/27 as member to the Planning Board. All in favor. Carried.

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 8:08 PM.

Erica Giambra, Town Clerk

