

Supervisor Mark Illig called the regular meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, December 8, 2021, at the Pulteney Town Hall with the Pledge of Allegiance.

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

Bill Weber took a moment to speak of the recent passing of several Town residents. Bill first mentioned Connie Darrin who passed last month being reported from complications of COVID. He did not know Connie but she lived in Pulteney on CR 74. Doris Edwards, Bill also did not get the chance to meet. She recently passed at 91 years old. She had lived in Pulteney working at Taylor winery, was known for her cooking, and had managed the kitchen at the Keuka Yacht Club. The last few years she spent living with her daughter in Corning. Marjorie Illig, Diane Albright’s mother, who passed at 101 years old had moved in with Diane in June after living in an assisted care facility. Bill recently spoke with Diane and relayed what a blessing it was for her mother to have spent her last days in her care. Warren Colvin, Bill knew quite well. He met Warren in the late 1980’s when Warren was Fire Chief and regularly attended Town Board meetings. He joined the Marines after high school and served in Vietnam. After being honorably discharged, he returned to Pulteney working as an accomplished welder. He earned the nickname “Grizz”, which if you knew him stood for Grizzly. Leonard “Lenny” Walkowicz was a summer neighbor of Bill’s on Stone Point where his wife, Marilyn, parents bought in 1972. Lenny was an Army Veteran serving during WWII and the Korean War in Germany. He retired from Kodak after 35 years in Rochester. Bill felt honored to attend his funeral in Fairport where he was pleased to meet his children and other relatives. They all will be fondly remembered and sadly missed by many.

Councilman Yastremski made motion seconded by Councilman Burns to accept the minutes of the November 10, 2021 regular Board meeting. All in favor. Carried.

The balance sheets and profit & loss reports were available to review. There are transfers in all 3 accounts this month.

**2021**

**BUDGET**  
**TRANSFERS**

12/8/21

<b>GENE RAL</b>	<b>Increase Budget Line</b>	<b>Amount</b>	<b>Decrease Budget Line</b>	<b>Amount</b>
	A1220.4 - Supervisor	\$	A1010.4 - Town Bd.	\$
	Contr Exp	75.00	Contr Exp	75.00
	A1620.42 -	\$	A5010.4 - Hwy Super	\$
	Repair/Maintenance	100.00	Contract Exp	100.00
	A1620.45 -	\$		\$
	Heating	1,000.00	A1620.2 - Equipment	1,000.00
		\$		\$
	A1620.49 - Water	50.00	A1620.48 - Insurance	50.00
	A1670.42 -	\$	A1930.4 - Judgements	\$
	Postage/Printing	500.00	& Claims	500.00
	A1670.44 -	\$		\$
	Advertising	100.00	A1620.48 - Insurance	100.00
	A4050.4 - Watershed	\$	A1410.4 - Clerk Contr	\$
	Contr Exp	400.00	Exp	400.00

A8020.4 - PB/ZBA	\$	A1420.1 - Atty Pers	\$
Contr Exp	1,400.00	Svcs	1,400.00
A9010.8 - State	\$	A9040.8 - Worker's	\$
Retirement	4,000.00	Comp	4,000.00
A9060.8 - Union	\$	A9030.8 - Social	\$
Insurance	750.00	Security	750.00
	<u>          </u>		<u>          </u>
Total	<b>\$8,375.00</b>	Total	<b>\$8,375.00</b>

<b>HIGHWAY</b>	<b>Increase Budget Line</b>	<b>Amount</b>	<b>Decrease Budget Line</b>	<b>Amount</b>
	D5130.1 - Bridges		D5142.1 - Snow Pers	
	Pers Serv	\$5,200.00	Serv	\$5,200.00
	D5130.43 -		D5130.4 - Machinery	
	Gasoline	\$1,500.00	Contr Serv	\$1,500.00
	D9010.8 - State		D5142.1 - Snow Pers	
	Retirement	\$8,221.00	Serv	\$8,221.00
		<u>          </u>		<u>          </u>
Total		<b>\$14,921.00</b>	Total	<b>\$14,921.00</b>
				<b>0</b>

<b>WATER</b>	<b>Increase Budget Line</b>	<b>Amount</b>	<b>Decrease Budget Line</b>	<b>Amount</b>
	SW8310.4 - Contr. Exp -		SW8310.6 - Fuel &	
	Admin	\$1,200.00	Maintenance	\$1,200.00
	SW8330.44 - Test		SW8330.2 - Equipment	
	TTHN/HAA5	\$200.00	- Purification	\$200.00
	SW9030.8 - Social		SW8389.4 -	
	Security	\$400.00	Contingency	\$400.00
		<u>          </u>		<u>          </u>
Total		<b>\$1,800.00</b>	Total	<b>\$1,800.00</b>

Councilman Tones made motion seconded by Councilman Burns to approve the General Account transfer of \$8,375.00. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Councilman Tones made motion seconded by Councilman Burns to approve the Highway Account transfer of \$14,921.00. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Councilman Tones made motion seconded by Councilman Burns to approve the Water Account transfer of \$1,800.00. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Councilman White questioned how the budget was so far off in the Highway Account for State Retirement that \$8,221.00 needed to be transferred? Will this be an issue next year also? With Bookkeeper Welch not present to respond, Supervisor Illig agreed was certainly a fair question and he will look into to ensure this error is corrected in moving forward.

Supervisor Illig pointed out for all 3 accounts; State Retirement will be the most expensive vouchers. By paying before the first of the year, we do receive an annual discount. Councilman White made motion seconded by Councilman Tones to authorize to pay General Bills in the amount of \$27,889.82 being vouchers No. 21-215 to No. 21-234. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Councilman Burns made motion seconded by Councilman Tones to pay Highway Bills in the amount of \$43,821.21 being vouchers No. 21-196 to No. 21-216. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Other than retirement, the main expenses being for gravel and sand.

Councilman Yastremski made motion seconded by Councilman Burns to pay Water District #1 Bills in the amount of \$13,212.26 being voucher No. 21-102 and vouchers No. 21-103 to No. 21-112. Roll call vote: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. After review, the Water District voucher statement will need to be amended from the original by Bookkeeper Welch to show \$13,212.26 was the amount approved rather than the listed \$13,165.26 amount.

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

As a reminder, the Town of Pulteney Christmas luncheon is Thursday, December 16<sup>th</sup> 12:00pm at JB's. RSVPs were requested by today to Clerk Giambra. We look forward to celebrating another successful year despite the ongoing pandemic.

Lauren commented he completed the State mandated training and classes for his 2022 license renewal. Construction continues on the lake road. The Dept. is at approx. 80 building permits for the year which is just about average. He is working on more property transfers, including the old Knotty Pine Restaurant turned residential property.

Along with the Water report, Supervisor Illig stated Ken Forenz, previous Town Water Operator, contacted him to present to the Board requesting to be reimbursed for charges to his credit card from 10/2014 through 10/2021 for an annual remote access water software program that he was unaware until now that he has been charged for. He provided the invoices showing the charges to his card. Ken had originally signed up for the remote access just prior to him leaving the Water Dept. and before the Town had credit card accessibility. Supervisor Illig asked the Board if they had any questions or if they would like to speak with Ken over the matter? It is a misfortune that this was discovered 7 years later, however that being said, the Board agreed he provided sufficient documentation and that he should be reimbursed. Supervisor Illig will authorize the check to be cut and will be approved through voucher at the year-end meeting.

For the Assessor report, Supervisor Illig noted it should be interesting with the Town undergoing a revaluation year in 2022, that part of the data Assessor Oliver uses in revaluation are sale prices, considering in the last year, sales have been startling with properties selling for well over the assessed value. In a preliminary study, Assessor Oliver has indicated on average, the assessed value of a property will increase approx. 10% give or take, depending on each individual assessed property. Stay tuned.

In the DCO report, Deb Matthews relayed she is continuing to attempt to contact dog owners that are delinquent in renewing their dog licenses that were due June 30, 2021. She has been working to contact by phone or in-person.

Highway Supt. Gibson was not present due to the need to be out sanding, but in reading the report, the Dept. has been busy ditching, hauling in road sand, and hauling in stone for next year's projects. The leaves have been cleaned out of the cemeteries and the oil cooler in the grader has been repaired.

Continuing with reports, Supervisor Illig noted with a recent gas leak and continuous upkeep to the outdated and inefficient furnace at the Town Hall, he has asked Keeler Services to give us a quote to replace the furnace along with switching to propane heat. Once we receive the quote he will report back. This is a necessary upgrade that ARPA funding could be potentially be used for.

Councilman Burns relayed that she, Bookkeeper Welch, and Supervisor Illig met to discuss ongoing confusion regarding the garden and playground funds and how donations are being kept track of within our Bookkeeping system. She clarified donations and grant funding are not part of the Town budget, therefore need to be in a separate line item and be able to carry over to the following year if not used within a calendar year. In moving forward, she is going to make a copy of any donation check that comes in, send a thank you note confirming the check is being used properly and for the intent of the donation, and will provide a report for the Board to review throughout the year.

The Planning Board and Zoning Board of Appeals do not have meetings scheduled in December.

Under old business, 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 noted a few whose pictures were on the wall inside the Town Hall, however were not listed on the monuments outside. He and Supervisor Illig will continue to address over the winter including looking further into the Veteran banner program throughout Town.

In regards to the ARPA funding, Supervisor Illig commented the State has given some updated guidance regarding how municipalities can spend the funding. We also have received notification the first project funding expenditure report has been extended to April 30, 2022 rather than October 31, 2021. This is welcomed news as Councilman White, Supervisor Illig, and Councilman Burns agreed to wait until the first of the year to begin discussing recommendations of what the best ways are to utilize the funding for the Town.

Lastly under old business, as Attorney Schlechter resigned as our Town Attorney effective September 14, 2021, we currently have a Town Attorney vacancy. After reaching out to our previous Town Attorney, Jennifer Prossick, who made a recommendation, Councilman Tones and Councilman White interviewed the candidate, Jennifer Galvan. They both agreed she was personable, local, and has experience being on the Avoca Planning Board. With her lack of experience as a municipal Attorney, comes the benefit of her working currently under Attorney Prossick who can give her guidance if needed. Both Councilmen are making a recommendation to the Board of appointing Attorney Galvan. Clerk Giambra had provided Attorney Galvan with a proposed contract to review at the beginning of the meeting. She commented she was able to review the contract and would feel comfortable executing the agreement this evening. She would be a contract employee and receive a 1099. The Board reiterated the need to come to each Town Board meeting along with all necessary legal tasks and documentation. Supervisor Illig asked Councilman Burns and Councilman Yastremski if they had any questions or concerns for Attorney Galvan? With nothing heard and on the recommendation of Attorney Prossick, Councilman Tones, and Councilman White, Councilman Tones made motion seconded by Councilman White to appoint Attorney

Jennifer Galvan to a term effective December 8, 2021 to December 31, 2022 and for Supervisor Illig and Attorney Galvan to enter into the proposed agreement as provided. All in favor. Carried.

Under new business, Blaine Mays was present to discuss the upcoming Prattsburgh Gravel Grinder Classic bike race that will begin and end at Steuben Brewing Co. on May 22, 2022. The race will start around 10/11:00am and will be approx. 45 miles. This race was started in 2008 and is picking up quite a fan base with publicity all over the country and in Canada. Blaine relayed the owner wants to give a heads up to all the local Towns the bikes will be going through. The race is insured, there will be no road closures, and have EMT's/Marshalls at every intersection. The Board gave their full support, thanked Blaine for bringing to their attention, and wished a successful day for the event.

It is that time of year to address Board terms expiring. Clerk Giambra has contacted the following and they all gave approval to be nominated for re-appointment. Councilman White made motion seconded by Councilman Burns to re-appoint the following individuals to the terms proposed: Board of Assessment Review (BAR) Zac DeVoe 5 yr. term (10/1/21-9/30/26); Zoning Board of Appeals (ZBA) Denise Smith 5 yr. term (1/1/22-12/31/26); Planning Board Mark Fellows 7 yr. term (1/1/22-12/31/28); Ethics Board Chuck Dluzak, Ginny Illi, and Tammy Tones 5 yr. term (1/1/22-12/31/26). All in favor. Carried.

As required every year, a Court audit/review of financial records (given to the Board each month) and dockets for the year must be performed by the Board. Clerk Giambra has prepared an annual audit checklist and provided all necessary documents to the Board for their review. Supervisor Illig made motion seconded by Councilman Yastremski to adopt the following Resolution:

**RESOLUTION AUTHORIZING A COURT AUDIT AND REVIEW HAS BEEN CONDUCTED AND ALL NECESSARY DOCUMENTS BE SENT TO THE PROPER AUTHORITY WITHIN THE STATE OF NEW YORK UNIFIED COURT SYSTEM**

**WHEREAS**, at the December 8, 2021 Town of Pulteney regular Board meeting, the Town Justice financial records and dockets, for the calendar year ending 2021 as requested, were duly examined and found to be acceptable within the standards of Municipal accounting procedures. In addition, collected Court fines/fees have been turned over to the proper officials of the Town as required by law.

**NOW THEREFORE BE IT RESOLVED**, the Town Clerk is hereby authorized to send a copy of this Resolution and any necessary supporting documents to the appropriate authority within the State of New York Unified Court System.

ROLL CALL VOTE: Councilman Yastremski, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried.

Lastly under new business, Supervisor Illig stated the Board needs to schedule a year end meeting in order to pay final bills. It was agreed the year end meeting will be Wednesday, December 29<sup>th</sup> at 3PM. Clerk Giambra will publish as needed.

With the last meeting of the year scheduled, Supervisor Illig also pointed out that will be Councilman Yastremski's last meeting as Councilman. Supervisor Illig and the Board thanked Councilman Yastremski for his incredible 40 years of public service and will be honored at the Christmas luncheon on the 16<sup>th</sup>. Supervisor Illig mentioned he and the Board look forward to working with (soon to be) Councilman Rich Rees and to another successful year ahead.

Supervisor Illig wished everyone a Merry Christmas. There is no need for an executive session and asked the public/Board if they had any comments or questions at this time? With nothing heard, Councilman Tones made motion seconded by Councilman Yastremski to adjourn the regular meeting. All in favor. Carried.

Meeting adjourned at 7:44PM.

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Erica Giambra, Town Clerk