

Supervisor Mark Illig called the regular meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, April 12, 2023, at the Pulteney Town Hall with the Pledge of Allegiance.

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

Bill Weber took a moment to reflect and speak of the recent passing of Virginia Stanton. Bill did not know Virginia, but in speaking with her good friend Rita Finley, he remembered her tending frequently to her flowerbed on Roff Hill, where she lived with her husband Carl until he passed in 1995. She remained on Roff Hill, while living full time in Rochester, where she was a teacher for 34 years. She will be fondly remembered, and sadly missed by many.

Councilman White made motion seconded by Councilman Burns to accept the minutes of the March 8, 2023 regular Board meeting. All in favor. Carried.

Councilman Rees made motion seconded by Councilman Tones to pay General Bills in the amount of \$5,993.36 being voucher No. 23-49, voucher No. 23-50, and vouchers No. 23-51 to No. 23-66. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Vouchers overall routine for this month.

Councilman White made motion seconded by Councilman Rees to pay Highway Bills in the amount of \$19,200.24 being vouchers No. 23-57 to No. 23-79. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig commented most vouchers were for equipment repair and maintenance.

Councilman Burns made motion seconded by Councilman Tones to pay Water District #1 Bills in the amount of \$18,904.48 being vouchers No. 23-34 to No. 23-44. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig stated the main expenses were for water payment to the Village of Penn Yan and we had another water leak in an area near White Top that we had previously done a site repair to several years ago. It is believed due to a change in water pressure caused a clamp to migrate down the pipe allowing 30,000 gallons to be lost immediately. Fortunately, the depth was at the appropriate 4ft so no special equipment was needed and the repair was relatively uncomplicated. Chuck is in the meantime now looking into a new clamping device to avoid similar issues in the future.

There are transfers needed at this time for all 3 Accounts.

<b>GENERAL</b>	<b>Decrease Budget Line</b>	<b>Amount</b>	<b>Increase Budget Line</b>	<b>Amount</b>
	A1450.1 - Election Pers Svc	\$ 600.00	A1620.51 - Contingency	\$ 600.00
	A1620.48 - Insurance	\$ 1,000.00	A1620.51 - Contingency	\$ 1,000.00
	A4050.11 - Municipal Super	\$ 22,423.07	A1620.51 - Contingency	\$ 22,423.07
	A4050.49 - KWIK	\$ 374.00	A1620.51 - Contingency	\$ 374.00
	A8810.4 - Cemetery Contr Exp	\$ 300.00	A1620.51 - Contingency	\$ 300.00
	<b>Total</b>	<b>\$24,697.07</b>	<b>Total</b>	<b>\$24,697.07</b>

HIGHWAY	Increase Budget Line	Amount	Decrease Budget Line	Amount
	D5142.4 - Snow Contr. Exp.	\$ 27,000.00	Highway Money Market - Unrestricted Fund Bal.	\$27,000.00
	Total	<b>\$27,000.00</b>	Total	<b>\$27,000.00</b>

WATER	Increase Budget Line	Amount	Decrease Budget Line	Amount
	SW8310..44 - Supplies	\$300.00	SW8310.41 - Equipment	\$300.00
	SW8310.7 - Emergency Repair	\$22,423.07	SW8310.11 - Personal Services	\$22,423.07
	SW8340.6 - Cost of Water	\$100.00	Sw8340.7 - Jerusalem Transfer	\$100.00
	Total	<b>\$22,823.07</b>	Total	<b>\$22,823.07</b>

As shown in the General Account line item A4050.11 the title has been changed to Municipal Supervisor from Water Operator Supervisor, as agreed by the Board as well as additional corrections, including mathematical errors and increasing vs decreasing budget lines that Bookkeeper Welch noted and will correct in the system. As corrected and shown above, Councilman Burns made motion seconded by Councilman Rees to transfer a total of \$24,697.07 within the General Account. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Councilman White made motion seconded by Councilman Tones to transfer a total of \$27,000.00 within the Highway Account. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Councilman Burns made motion seconded by Councilman Tones to transfer a total of \$22,823.07 within the Water Account. Roll call vote: Councilman Rees, yes; Councilman White, yes; Councilman Tones, yes; Councilman Burns, yes; Supervisor Illig, yes. Carried. Supervisor Illig mentioned these transfers with the corrections will be reflected in the P&L in the May report at next month's meeting.

Looking at this month's P&L, Supervisor Illig pointed out in the Water District line item SW9720 Statutory Installment Bond of \$50,000.00 was added to the P&L to show the offset and the reduced expense of \$50,000.00 in line item SW8310.7 Emergency Repair due to the Five Star loan we secured due to the "big dig". Supervisor Illig stated he did this in order to keep the budget numbers the same, make more understandable, and capture the loan accounting transaction. He continued referring to the balance sheet, which now shows under Long-Term Liabilities SW632 Emergency Repair Loan of \$50,000.00, exhibiting a trail of the financial transactions. Councilman White stated this recording however does not reflect the actual budget and the loan should not appear as a liability. After further Board discussion, Supervisor Illig stated he will take the Board's input, reflect, and come back with a more refined recommendation of the recording of the accounting transactions.

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

Clerk Button reported tax collection is completed. She collected a little over \$3.3 million with 109 unpaid bills remaining. She has a tax settlement appointment scheduled with the County tomorrow. The 11<sup>th</sup> annual LULA training will be held Monday, April 24<sup>th</sup> from 5-8pm at the Yates County Auditorium and by zoom for those that are interested in attending. The presentation will be "Land Use Implications of Short-Term Rentals for Keuka & Seneca Lakes". Clerk Button has emailed the link to all to register. Lastly, she has scheduled the annual rabies clinic for Thursday, June 1<sup>st</sup> from 5-7pm with East View Veterinary. It will be a drive-thru clinic as previously done the last few years.

Municipal Services Manager Welch commented getting busier as the sun is coming out. Several permits for decks, sheds, docks, etc. He has started the process of mailing out zone 1 inspection notices.

In the Water report, W.O. Dluzak is requesting to give a \$1000.00 credit to a water customers account. Supervisor Illig explained, when the Water District was installed 15 years ago, his meter mistakenly was installed on his neighbor's property. As a result, the resident has personally spent over \$5,000.00 to move the water line to the correct spot on his property. Supervisor Illig and Chuck are recommending to assist in the installation fee to provide a \$1000.00 credit to his water account which they believe is a reasonable and fair settlement. Councilman White suggested for there to be a document that is signed by the Town and the resident agreeing and signing off on the proposed settlement. The Board agreed. Atty. Galvan will draft a legal document for both parties to sign. Supervisor Illig made motion seconded by Councilman White to give a credit of \$1000.00 to the water customers account to offset some of the expenses of the contractor's error of installing the water line incorrectly. All in favor. Carried. Councilman Burns asked if there has been any feedback since the quarterly water bills went out the beginning of the month with the increase in rates from \$105.00 to \$110.00? Clerk Button stated overall she has not heard of any major complaints and believes the email and notice sent explaining the increase helped.

Supervisor Illig met with Assessor Dave Oliver who has reported his plans to retire at the end of the year. As we have had an agreement with the Towns of Urbana and Wayne to all share Dave's services, Supervisor Illig mentioned it would be ideal to continue that shared service, especially as there is a shortage of experienced Assessors, particularly locally. In addition, it would be hard to find an individual to just take a part-time position in Pulteney vs. a full-time with benefits in doing all 3 Towns. Bill Mahr, the Supervisor in Wayne, has suggested an individual that comes highly recommended. She has worked for the Town of Wayne, however recently took a position with the County, but has expressed an interest in the training and position if the 3 Towns can offer adequate compensation. The 3 Supervisors and potential candidate are meeting next Monday to discuss details in moving forward. She would need to leave the County position, intern with Dave the remainder of the year, and take over the beginning of the year. It will be up to the 3 Towns to determine the appropriate compensation during the internship. Supervisor Illig asked the Board if he has their support in moving forward with meeting with the candidate and pursuing an internship? He is anticipating the extra compensation needed for shadowing will be for approx. 6 months. The Board all agreed to move forward with the meeting and will go from there. He will keep the Board posted and provide a report at the May meeting.

Highway Superintendent Gibson reported the Dept. has been hauling in gravel for summer projects and grading in potholes. He went to Albany for a Superintendent conference in attempts to get more CHIPS funding. He relayed it appears doubtful we will receive anything additional from the program. He recently spoke with the Peterbilt salesman and we did get a slot for a new truck. It will take a year to receive. Lastly, he put up the pickleball nets (a second net was recently ordered as previously approved). Clerk Button has reached out to Top Dog Studio to make a sign in regards to the nets and securing them to the tennis court fence.

For his report, Supervisor Illig wanted to thank Councilman Burns, the Board, and staff for everything in his absence during February and March. Everyone works well as a team and it shows.

Attorney Galvan reported she has not received any updates on the pending litigation but will continue to keep checking into.

There is not a Planning Board nor Zoning Board meeting scheduled for April.

Under old business, with Supervisor Illig and Chair of the STR committee Bill Dineen back from Florida, they will get together with the committee to refresh the STR discussion. As reported last month, Councilman Burns sent a letter to Steuben County Legislator Mike Hanna and County Manager Jack Wheeler, requesting the Legislature consider sharing occupancy tax revenue with local municipalities with a high density of STR that will be charged with implementing and enforcing new laws and policies. The letter asked for a 2% split between County and local municipalities. As Attorney Galvan had suspected, Councilman Burns received a response letter from Jack Wheeler stating the Finance committee is not inclined to enter into a sharing arrangement with municipalities for occupancy tax funding. They do intend to use the income to increase tourism in the area and in turn benefit local municipalities. That being said, as Councilman Burns pointed out, they will use the occupancy tax funding to use for tourism, however they already have a budgeted allotment of funds they use for that purpose as it is currently. Stay tuned.

Continuing under old business, Supervisor Illig noted there remains openings for an alternate and full-time member on the Zoning Board of Appeals. The Board will continue to work to find appropriate volunteers.

Under new business, the Pulteney Fire District provided the Board a Resolution regarding the annual intermunicipal agreement for use of fuel storage facilities. After reviewing the Resolution that will be on file with the Town and the Fire District, Councilman White made motion seconded by Councilman Burns to execute the intermunicipal agreement for use of fuel storage facilities between the Town of Pulteney and the Pulteney Fire District for the term of January 1, 2023 to December 31, 2023 and renewed annually upon the mutual written consent of the parties. All in favor. Carried.

Continuing on the agenda, Supervisor Illig had emailed the Board a proposed Resolution pertaining to KLOC, which he is Chairman of. The Resolution is seeking approval for the Town of Pulteney to be the sponsor of a NYS Dept of State *Local Waterfront Revitalization Program* application to improve Keuka Lake level management. The recommendation is to install weather stations and flow meters, to better monitor ground water levels in collecting data that will potentially assist in operating the gates. The grant application requires one KLOC municipality to sponsor the project and would be responsible for reviewing and signing project documents,

receiving grant funding and distributing funds to the project subcontractors upon reimbursement from NYS Dept. of State. The Town would assume no financial responsibility as the sponsor of the application but will go thru our books as receiving and distributing funding. Supervisor Illig made motion seconded by Councilman Burns for the Town of Pulteney to approve Resolution No. 11 of 2023 approving sponsorship of NYS *Local Waterfront Revitalization Program* application to improve Keuka Lake level management. All in favor. Carried.

Clerk Button provided the Board the proposed 2023 mowing agreement to review. Don Strzepek has agreed to mow for the Town for another year at the same rate as last year being \$7,000.00 for the season. Supervisor Illig made motion seconded by Councilman Burns to enter into a mowing agreement for 2023 with Don Strzepek as published. All in favor. Carried. Don and his staff do a great job and has worked out well for the last several seasons using their services.

Supervisor Illig reported in January, when we had the “big dig” repair, there was an informal agreement that the Highway workers would assist as needed with the repair. The work assistance went well however there were some administrative issues that have needed resolved prompting Supervisor Illig to draft a Town of Pulteney work assistance policy by the Highway Dept. to the Water Dept for the Board to review that clearly defines what procedures are to be taken. The policy requires approval by the Town Board as well as signatures from the Pulteney Highway Supt. and Pulteney Highway Union Representative. Highway Supt. Gibson commented that our Union Rep/Highway worker contacted the Union and the unsigned policy needs to be sent to them for their review and approval, and then the Town Board can take action. Clerk Button will send to the Teamsters Union Rep tomorrow for review.

Reporting on the Memorial Day celebration, Councilman Burns stated she has secured Steuben County Legislator Mike Hanna, who served watch at the tomb of the unknown soldier, as our speaker. Mike also intends to contact Historian Ray Emery to include some history regarding the Pulteney cemeteries in his speech. Clerk Button has ordered and been delivered additional cemetery flags to replace and update as needed and has touched base with Valerie Stern for 2 new wreaths to be placed at the Town Hall and Glen View. Councilman Burns will contact the Hammondsport band director in hopes they will be able to participate this year. The celebration is coming along nicely.

Supervisor Illig asked if anyone from the public had any comments/questions? With nothing heard and no need for an executive session, Supervisor Illig made motion seconded by Councilman Rees to adjourn the regular meeting. All in favor. Carried. Meeting adjourned at 8:03 PM.

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Erica Button, Town Clerk

