

Supervisor Mark Illig called the organizational meeting of the Pulteney Town Board to order at 7:00 PM on Wednesday, January 10, 2024, at the Pulteney Town Hall with the Pledge of Allegiance.

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

At this time, Supervisor Illig welcomed newly elected Councilman Jon Beckman to the Town Board. Clerk Button had elected officials Supervisor Illig, Councilman Beckman, Councilman Tones, and Highway Supt. Gibson perform the oath of office for their positions.

Bill Weber spoke of the recent passings of 3 great community members: Tom Finley, Jean Nesbitt, and Vince Bedient. Upon moving to Pulteney, Bill first met Tom in 1983. He and his wife Rita lived on Main St. next to Glen View cemetery. When Bill was Supervisor, he had asked Tom to be on the Planning Board in which he agreed only to serve as an alternate. Bill would see Tom and Rita at the senior lunches at the Presby Church and in the winter at the Fire Hall in Prattsburgh. When the Town was in the process of establishing the Water District, the plan was for a pumping station to be in the vineyard on Boyd Hill. Tom suggested for it to go on Roff Hill where a vineyard and view wouldn't be interrupted. To everyone's satisfaction, that is what the Town chose. He was as loyal a Democrat as they come. Jean Nesbitt, Bill recalled knowing, going back to the 1970's when they both lived in Corning. Bill mentioned her family, starting with Clarence Nesbitt who was Corning City Clerk when Bill was on the Common Council, her son Steve, daughter Nancy, and grandson Matt. In an unfortunate incident, Jean was bitten by a rabid raccoon but recovered and went on to live a happy life in Canandaigua until she passed at age 90. Jean was one of the grand ladies of Pulteney. Vince Bedient was a friend of Bill's going back to the many years he spent, along with Junior Gibson, at the Keuka Country Corner Restaurant in Branchport. Vince developed the subdivision off Armstrong Road, known as Thornapple Hill Road, near the homestead of his late sister, Kathy Bergstresser, and across the road from his daughter, Susan Pinckney. Vince was very supportive of Bill's situation with the hydro fracking crisis in Pulteney understanding the gas drilling technology and they would often speak of those days. Vince will be remembered as a noted figure in the vineyard industry, procuring the library and playground in Branchport, and dedication to many of the local organizations he was a member of. They all will be greatly missed by Bill and many others. Highway Supt. Gibson noted along with Councilman Beckman, Charlie Potter has recently passed. Bill will speak of him at the February Board meeting.

Supervisor Illig went thru the organizational agenda addressing the following: designating the second Wednesday of the month at 7:00 PM as the regular Town Board meeting night;

The Public Officials Blanket bonding of all necessary Town employees to be in effect for the year 2024. 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;

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 2024 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 2024;

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 & ACCESS OFFICER & REGISTRAR OF VITAL STATISTICS</u>	Erica Button
<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>	Vacant
<u>-TOWN ATTORNEY</u>	Jennifer Galvan, Esq.
<u>-WEBMASTER</u>	Don Radigan
<u>-COMPUTER CONSULTANT</u>	Vacant
<u>-NECROLOGIST</u>	Bill Weber

To designate the official legal newspaper as the Corning Leader, in addition continue to publish in the Southern Tier Shopper;

To designate Five Star Bank as the official bank the Town will continue to use;

To accept the 2024 IRS standard \$.67 per mile to reimburse Town employees;

The following Town of Pulteney 2024 pay schedule:

Bi-Weekly: Highway

Deputy HWY Supt.:	Jason Tears
MEO	James Sprague
MEO	Tim Cheney
MEO	Fred McAllister

Bi-Weekly: General

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

Bi-Weekly: Water

Water Operator	Chuck Dluzak
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Monthly: General

Supervisor	Mark Illig
Justice	Mary Hope Benedict
Court Clerk	Erica Button
Assessor	Cherokee Mitchell (per TOU contract)
Deputy Assessor	David Oliver (per TOU contract)
Attorney	Jennifer Galvan, Esq. (Voucher)

Quarterly: General

Councilman	Kathy Burns
Councilman	Jon Beckman
Councilman	Richard Rees
Councilman	Tammy Tones
Water Clerk	Erica Button
DCO	Debra Matthews
Historian	Ray Emery

Annual: General

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

To authorize the petty cash fund for the Town Clerk/Tax Collector of \$100.00;

To authorize the petty cash fund for the Town Justice/Court Clerk of \$100.00;

To approve the following:

SUPERVISOR APPOINTMENTS:

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

COMMITTEE APPOINTMENTS:

- RECREATION- Councilman Burns
- WATER- Councilman Beckman & Councilman Tones
- AGRICULTURE- Supervisor Illig
- DEVELOPMENT- Supervisor Illig
- COMMUNITY GARDEN- Councilman Burns

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.

To accept Highway Superintendent Gibson's appointment for Highway Supt. Deputy Jason Tears;

Supervisor Illig announced the Town of Pulteney Investment Policy is on file and can be reviewed at any time for 2024.

Lastly, if needed, Gordon Lanphere is available to be contacted for Court/Town Hall security.

Councilman Tones made motion seconded by Councilman Burns to approve the above said organizational appointments as presented. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

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

Councilman Rees made motion seconded by Councilman Beckman to accept the minutes of the December 13, 2023 regular Board meeting and December 28, 2023 year end meeting. All in favor. Carried.

The balance sheets and profit & loss reports were available to view.

Supervisor Illig stated, as they were about to expire, he renewed yesterday the \$100,000.00 CD in the General and Highway Accounts at a new, increased rate of 4% for 180 days. Councilman Burns also suggested looking into treasury bills, 4 weeks at a time renewal basis giving 5% currently.

Councilman Rees made motion seconded by Councilman Tones to authorize to pay General Bills in the amount of \$4,772.33 being vouchers No. 24-1 to No. 24-17. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

Councilman Burns made motion seconded by Councilman Tones to pay Highway Bills in the amount of \$9,839.35 being vouchers No. 24-1 to No. 24-16. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

Councilman Tones made motion seconded by Councilman Beckman to pay Water District #1 Bills in the amount of \$206,955.15 being vouchers No. 24-1 to No. 24-7. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried. Supervisor Illig pointed out voucher No. 24-4 in the amount of \$206,488.00 to M&T Bank for our annual bond payment for the Water District. Each resident in the Water District pays an EDU tax on their Town and County tax bill that goes toward this payment. It is a 30-year bond and we are at approx. year 17. The payment increases slightly each year over the course of the bond. The payment is due early February, close to the next meeting date, so prior to the meeting and once funds are collected, Bookkeeper Welch will mail the cut check.

Councilman Rees asked for an update on the "missing but deposited" Sunoco checks reported the last several months. Supervisor Illig reported Sunoco's fraud team has performed an investigation and they believe on separate occasions 2 checks were stolen out of their mailbox and remotely deposited into a bank account they do not use. Their fraud team is to contact the bank that the checks were deposited into to complete the process and pull the checks back. Once this occurs, we should receive our compensated payment of the 2 checks deposited. We are being told this is a 90-day process and the notice of fraud was issued mid-November.

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

Clerk Button reported tax season is well under way and busy as always. So far, she has collected approx. \$453,000.00 out of the over \$3.2 million due in amount billed

in 10 days. She will be writing a check to the Town for the General, Water, and Water re-levy funds in the coming days.

Municipal Services Manager Welch commented the Dept. has not slowed down much given the time of year with 4 new houses being built all over \$1 million. He plans to start classes and testing for 2025 state requirements.

Supervisor Illig commented he spoke with W.O. Dluzak and will set up a meeting with the Town of Jerusalem to discuss a more efficient flushing schedule.

Highway Superintendent Gibson reported the Dept. didn't have any problems during the last snow storm. Soil and Water lent us their track excavator to clean out ditches. The shop pickup needs the box replaced and they will build a flatbed for it. Highway Supt. Gibson sent in the salt brine report along with request for a new permit.

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

Under old business, with the passing of Janet Stone, the Board has been seeking an appointment for the vacant Health Officer position. Supervisor Illig made motion seconded by Councilman Burns to appoint Aimee Nesbitt to a 1-year term of Health Officer. All in favor. Carried. Aimee is an ER Nurse in Canandaigua.

There is also a vacancy on the BAR. Supervisor Illig made motion seconded by Councilman Tones to appoint Elizabeth Ryder to the BAR effective 10/1/23-9/30/28. All in favor. Carried.

There is not an update on the short-term rental discussion. Elizabeth White was assisting Councilman Burns in researching; however, a report was never received once she left the Town Board at the end of the year. Supervisor Illig will step in to continue the discussion along with Councilman Burns. Stay tuned.

Continuing on the agenda, as discussed at the December meeting, the Town of Urbana presented the Board with an Assessor agreement with Cherokee Mitchell (approved 12/13/24) and a Deputy Assessor agreement with Dave Oliver. Supervisor Illig wanted to clarify the terms of the Deputy agreement. He does not recollect these are the terms that were agreed upon back in the spring when discussing the Assessor apprenticeship. Being an annual agreement effective until December 31, 2024, the Board can reassess if needed at the end of the year. Next year is our Town reassessment so Dave's services potentially will be needed more. After reviewing, Supervisor Illig made motion seconded by Councilman Tones to approve the proposed agreement with the Town of Urbana to hire Dave Oliver to be available as our Deputy Assessor as needed. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

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 Rees 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

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								
Highway Supt.	Terry Gibson	****	*	6	01/01/2024-12/31/2025	31.77		
Appointed Officials								
Bookkeeper	Rebecca Kirch	****	*	6	01/01/2024-12/31/2024	18.64		
Water Operator	Charles Dluzak	*****	*	6	01/01/2024-12/31/2024	29.89		

Lastly, Supervisor Illig and our IT admin, Fred Shulte, who retired at the end of the year, met to discuss and get a quote from SCT Computers. SCT came recommended by other local Towns and are out of Penn Yan and Watkins Glen. Our cyber insurance is now requiring that 2 changes be made. 1. Double authentication is now needed either by an app on all employee's cell phone or a fob that would require a server 2. Our email accounts are required to be standardized throughout all employees. SCT provided us a quote providing basic security, fulfill the requirements, and remote access to assist with any issues with a labor rate of \$77.00/hr. Unfortunately, there are not a lot of companies around locally that specialize in this area to get a comparable quote. Councilman Tones made motion seconded by Councilman Beckman to authorize SCT Computers as the Town of Pulteney IT support at the contracted hourly labor rate of \$77.00/hr. to perform cyber requirements and as needed issues arise. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

Supervisor Illig commented that he will be out of Town approx. 2/1/24-3/31/24. He has spoken with Councilman Burns requesting her, as appointed Deputy Supervisor, to be acting Supervisor for administrative needs. She has agreed. With her as acting Supervisor, Supervisor Illig made motion seconded by Councilman Rees to allow Councilman Burns to receive Supervisor Illig's portion of salary for the 2 months he is away. Roll call vote: Councilman Tones, yes; Councilman Burns, abstain; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried. Supervisor Illig noted he will be available by phone and computer when needed.

Returning back to contracts, Councilman Burns made motion seconded by Councilman Tones to approve the 2024 dog shelter contract with the Town of Wayland being a continuation from the 2023 contract. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, yes; Supervisor Illig, yes. Carried.

Regarding the 2024 mowing contract, our previous mower, Don Strzepek, has agreed to help as needed, Paul Venema, Keuka Property Services. The contract would be the same as in the past, however with an adjusted rate of \$10,500.00 for the work performed, as well as changing terminology in the contract, rather than Assessor building to community garden/ambulance building grounds, and adding Daggett cemetery to the

list to mow. After reviewing, Councilman Beckman made motion seconded by Councilman Tones to approve the contract as presented with minor said changes for the 2024 mowing season. Roll call vote: Councilman Tones, yes; Councilman Burns, yes; Councilman Rees, yes; Councilman Beckman, 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, Supervisor Illig made motion seconded by Councilman Tones to adjourn the meeting. All in favor. Carried.

Meeting adjourned at 7:58PM.

Erica Button, Town Clerk