

Regular Meeting March 11th, 2025

The Regular Meeting was held on Tuesday March 11th, 2025 at 7:00_{pm} in the Boardroom at Havana Glen

Present: Donna Taber – Councilperson, Deputy Supervisor
Robert Simpson – Councilperson
Breana Yessman – Councilperson
Brian Stamp – Councilperson
Michael Croft – Highway Superintendent
Richard Carroll – Building Inspector III
Gloria Stigers – Town Clerk

Absent: David Scott – Town Supervisor

Others: None

Pledge of Allegiance: Deputy Supervisor Taber invited everyone present to stand and join in the saying of the Pledge of Allegiance at 7:00_{pm}

Resolution #09

READING OF MINUTES

On motion of Councilperson Yessman, seconded by Councilperson Simpson, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that the minutes from February 11th, 2025 meeting be accepted as read

Resolution #10

PAYMENT OF BILLS

On motion of Councilperson Stamp, seconded by Councilperson Yessman, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that after proper audit, Abstract #003 be paid in the following manner:

- General: \$6,104.³⁹
- Highway: \$17,289.⁹³
- SF1: \$40,621.⁰⁰
- SF2: \$59,996.⁰⁰
- Trust & Agency: \$1,101.³²

Guest(s): None

Report of Town Officials and Committee Members:

HIGHWAY: Superintendent Mike Croft informed the Board that they have been getting road work done, such as cold patching pot holes and wash outs. They will start sweeping soon and getting ready for chip sealing.

Superintendent Croft stated that himself and his guys all took the Work Place Violence and Harassment training. Superintendent Croft followed up on the Personnel Policy – Gloria will send out to all Board Members for them to review. Superintendent Croft informed the Board that he has visited other Municipalities to check out their salt storage buildings to have an idea of what would work best for us when the time comes.

Superintendent Croft has been getting pricing for the apron that he would like. He stated that the concrete will be around \$6,000 and rebar around \$1,800. So, the total apron should be under \$10,000 and would like to move money from the reserves to be able to have the apron done in April before the park opens.

Resolution #11

MOVE MONEY FROM RESERVES FOR APRON

On motion of Councilperson Stamp, seconded by Councilperson Simpson, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that with Supervisor Scott’s final approval after reviewing the budget/reserves fund, the Bookkeeper is permitted to move, no more than, \$10,000 from the Highway Reserve Fund for the sole purpose of the installation of an Apron in front of the Highway Garage.

SUPERVISOR: Supervisor Scott had his report for February 2025 ready for the Board to look over

JUSTICE: Judge Decker sent over his report for February 2025

CLERK: Gloria submitted her report for February 2025

BUILDING INSPECTOR III: Rick submitted his report for February 2025. Rick also submitted his two annual reports. Rick informed the Board that he received an email from a Town resident who is interested in being buried on their property. We have no zoning for this and in the past have just tried to follow the state laws. Rick also received an email from a food truck vendor who would like to set up in the Town beginning the first day of fishing season. There is also nothing in our zoning for food trucks. Gloria is going to reach out to the Village Clerk to see what their zoning is, so that we can keep it as similar as possible. The Planning Board will look more into these two topics.

LANDFILL: No meeting

PLANNING BOARD: Sherry submitted her minutes for February 2025

Communications: Received 4th Quarter Charter Franchise Fee of \$957.⁵², Attorney Halpin has sent the Local Laws for Tiny Homes and Campers as Temporary Residences to Schuyler County Planning Commission where they will review it on April 10th.

Unfinished Business: None

New Business: Gloria informed the Board that the Odessa Fire Department is going to begin the process of becoming a district again with their first meeting having a tentative date of April 16th. Therefore, the Town will have to have a quorum at these meetings again. Supervisor Scott or Gloria will let the Board know more as soon as they hear anything else. After review of closing out the 2024 budget there is some money that the Bookkeeper is looking to move to Reserve Funds. A sheet explaining the money transfers was provided to the Board Members for review.

Resolution #12

MOVE MONEY TO RESERVE FUNDS

On motion of Councilperson Stamp, seconded by Councilperson Simpson, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that Bookkeeper Becki be permitted to move money to the reserve funds in the following manner:

- From DA5130.2 Machine Equip. To DA9987 Machine Reserve Amount of \$50,000
- From DA5120.2 Bridge Fund To DA0004 Bridge Reserve Amount of \$16,000
- From General Fund A – Park Profit To A8587 Park Reserve Amount of \$10,000

New Business Cont’d... The Highway Department, along with the Clerk and Bookkeeper, attended an informational meeting regarding Deferred Comp. We feel this is something that, whether there is interest in this now or not, it is still something we should have to offer Town employees.

Resolution #13

ADOPTION OF NYS DEFERRED COMPENSATION PLAN

On motion of Councilperson Stamp, seconded by Councilperson Yessman, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that the Town of Montour hereby adopts the Plan for the voluntary participation of all eligible employees; and it is further

RESOLVED, that the appropriate officials of the Town of Montour are hereby authorized to take such actions and enter such agreements as are required or necessary for the adoption, implementation, and maintenance of the Plan; and it is further

RESOLVED, that the Administrative Services Agency is hereby authorized to file copies of these resolutions and other required documents with the President of the State of New York Civil Service Commission.

New Business Cont'd... Next the Board discussed the reports that need to be sent to NYS Retirement each year regarding Standard Work Day Reporting for Elected and Appointed Officials. The Board was all shown this report.

Resolution #14

STANDARD WORKDAY AND REPORTING FOR OFFICIALS

On motion of Councilperson Simpson, seconded by Councilperson Stamp, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that the Town of Montour hereby establish the following Standard Work Days for these titles: Michael Croft, Highway Superintendent as a full-time official at 8-hours per day, as well as, Richard Carroll, Building Inspector III and Gloria Stigers, Town Clerk as part-time officials at 6-hours per day and will report the officials to the State of New York and Local Retirement System based on their record of activities.

New Business Cont'd... Clerk Gloria informed the Board that the Town received a letter from Dawn Sutfin regarding the Fitzpatrick Hill Rd bridge project. A supplemental agreement was sent over regarding the Right-of-Way Acquisition, that was not in the original agreement. This agreement needs to be approved and accompanied with payment of \$569.⁰⁰. They have also sent over a resolution for this Supplemental Agreement.

Resolution #15

FITZPATRICK HILL RD BRIDGE SUPPLEMENTAL AGREEMENT

On motion of Councilperson Stamp, seconded by Councilperson Simpson, the following resolution was

Adopted: Ayes – 4 Noes – 0

RESOLVED that the Town agree to the following resolution:

**BRIDGE NY RESOLUTION BY MUNICIPALITY
(2022 NY Bridge Project funded with BFP Off-System)
STATE Administered
RESOLUTION NUMBER: 15**

Authorizing the implementation and funding of the costs of a transportation project, which may be eligible for federal-aid and/or state-aid, or reimbursement from Bridge NY funds.

WHEREAS, a project for the Bridge NY (4) Bridge Replacement (BIN 2216050) Fitzpatrick Hill Road over Tributary to Catherine Creek, Town of Montour, Schuyler County, P.I.N. 6755.71 (the Project") is eligible for funding under Title 23 U.S. Code, as amended, 23CFR as amended and PUB. L. 117-58 also known as the "Bipartisan Infrastructure Law" (BIL); and

WHEREAS, the Town of Montour will design, let, and construct the Project: and

WHEREAS, the Town of Montour desires to advance the Project by making a commitment of 100% of the costs for Right of Way Incidentals and Acquisition.

NOW, THEREFORE, the Town Board, duly convened does hereby

RESOLVE, that the Town Board hereby approves the above-subject Project; and it is hereby further

RESOLVED, that the Town Board hereby authorizes the Town of Montour to pay 100% of the cost of Right of Way Incidentals and Acquisition work for the Project or portions thereof, with the understanding that

qualified costs may be eligible for federal-aid, state-aid, or reimbursement from Bridge NY funds; and it is further

RESOLVED, that the sum of \$26,386 is hereby appropriated from Bridge Fund [or, appropriated pursuant to _____] and made available to cover the cost of participation in the above phase(s) of the Project; and it is further

RESOLVED, that the Town Board hereby agrees that the Town of Montour shall be responsible for all costs of the Project which exceed the amount of federal-aid, state-aid, or NY Bridge funding awarded to the Town of Montour; and it is further

RESOLVED, that in the event the Project costs not covered by federal-aid, state-aid, or NY Bridge funding exceed the amount appropriated above, the Town of Montour shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the New York State Department of Transportation thereof; and it is further

RESOLVED, that Town of Montour hereby agrees that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

RESOLVED, that the Supervisor of the Town of Montour be and is hereby authorized to execute on behalf of the Town of Montour all necessary agreements, certifications or reimbursement requests for federal-aid and/or state-aid with the New York State Department of Transportation in connection with the advancement or approval of the Project and providing for the administration of the Project and Town of Montour's funding of Project costs and permanent funding of the local share of federal-aid and state-aid eligible Project costs and all Project costs within appropriations therefore that are not so eligible; and it is further

RESOLVED, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

RESOLVED, this Resolution shall take effect immediately.

Havana Glen: Down \$730.00 from 2024. Gloria also informed the Board that the Town is now having to pay the Park Manager position unemployment and the Supervisor is looking into this and speaking with the Town Attorney. This discussion was tabled until the April meeting.

Next Meeting: April 8th, 2025 at 7:00_{pm}

Adjourn: On motion of Councilperson Stamp, seconded by Councilperson Simpson, with all-in-favor, the meeting be adjourned at 7:47_{pm}

Respectfully Submitted: _____ Gloria Stigers, Town Clerk