

# **NEW LISBON TOWN BOARD---MARCH 12, 2024—7:30 PM**

## **REGULAR MONTHLY MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilwoman Nancy Martin-Mathewson, Councilwoman Laura Curtis, Councilman Brian Ryther, Hwy. Supt. Donald Smith, Town Clerk Charlene Wells, DCO Keegan Holt, Assessor Pamela Dyn-Gohde, County Rep. Meg Kennedy, Residents Brian Holt, Flo Loomis, Theresa Burdick, Bruce Page  
Absent: Councilman Scott Fickbohm

Supervisor Edward Lentz opened the regular monthly meeting at 7:31 PM. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to accept the minutes for the February 13, 2024 regular meeting as drafted.

Highway Superintendent Donald Smith noted that the 2023 Freightliner had an issue with the tailgate that had to be fixed. At some point he has to purchase tires for the 2009 Freightliner. If he had to order a new truck from Freightliner it would take over a year. By 2028 there will be new emission standards which could add about \$50,000.00 to the cost of a new truck. If NYS proceeds with their clean truck rules, we will have purchasing issues as no electric dump trucks meet our needs. Most of the new road signs are installed, with a few left to have corrected and a few more ordered. With there being about \$58,000.00 left in funds for the new highway garage, Hwy. Supt. Donald Smith noted that he would put in for about \$14,000.00 for the generator and shelving materials already spent. He would also like to see some humidity controls in the truck area, a floor cleaner costing about \$3,200.00 and a man lift to be able to reach the ceiling fans which need regular maintenance at a cost of about \$12,000.00. Supervisor Edward Lentz explained that we have \$25,556.54 in the new garage contingency line and \$32,842.35 in the allowance line. If we don't spend these funds, USDA would decrease the amount of our grant so it makes sense to purchase needed items. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to approve a change order to adjust the new hwy. garage budget to move \$32,842.35 in the allowance line to the contingency line for a total of \$58,398.89 in the Contingency line and to authorize the Hwy. Supt. to purchase items for the new garage using these funds.

Supt. Smith advised that they are still cleaning out the old garage. He is waiting to see if we will get grant funds from the NYS DEC to help with the cost of converting the old garage to a salt shed. We should be receiving our CHIPS reimbursement for the garage aprons this week. A new guideline for the CHIPS program will be getting pre-approval for equipment purchases that we will seek reimbursement for. We should be okay with submitting this year for reimbursement of part of the cost of the grader. Delaware Engineering has advised that Turnbull Bridge should be okay for this year. Supt. Smith noted that this will give him time to get the bridge contractor lined up for early next year. He would like to move \$40,000.00 out of the bridge line to the capital project line and increase his paving from \$160,000 to \$200,000.00. He has prepared a new 284 agreement to cover this change. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to amend the 2024 Budget to increase DA5112.2 (Improvements) to \$200,000.00 and to decrease DA5120 (Bridges) to \$75,000.00 and to approve signing the new 284 agreement with the cost of paving Gardnertown Road at \$123,053.42 and part of Jacobson Road at \$74,735.98. Hwy. Supt. Smith will get the stone for the paving projects ordered before an anticipated price increase.

Job applications are now being accepted for the vacant HMEO position in the highway department. Supt. Donald Smith advised that he went to the advocacy day in Albany, but he didn't get to meet with Senator Oberacker. He did catch up with him at a Schoharie County press conference to urge that CHIPS funding be at least left at last year's levels. Supervisor Edward Lentz noted that he had sent emails to Senator Oberacker and Assemblyman Brian Miller about maintaining the CHIPS funding levels. He received a reply of support from Assemblyman Brian Miller. Supervisor Edward Lentz has sent out an RFP by email for replacing the roof on the Morton storage building. He will mail out some more by postal mail. Councilwoman Nancy Martin-Mathewson reported that our repair costs are at \$10,700.00, ahead of the last two years. The highway committee is thinking that the current employee handbook might cover safety issues enough for us. Without a full-time safety officer, it would be hard to make it more complicated. They are still reviewing ideas on this subject. Councilwoman Nancy Martin-Mathewson and Councilwoman Laura Curtis are doing an inventory of town owned items, not including highway.

The Planning Board met on March 4, 2024 and recommended approval on a simple subdivision for Ben and Keith Wayman. The Town Board completed Part II of the short EAF and a motion was made

by Councilman Brian Ryther, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to issue a determination that there are no significant adverse environmental impacts with the Wayman subdivision. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Brian Ryther and carried 4 Ayes/ 0 Nays to approve Subdivision Application #1 of 2024 for a simple subdivision for Benjamin & Melissa Wayman and Keith Wayman on tax map #143.00-1-18.00.

Supervisor Edward Lentz noted that he had put the wrong annual payment amounts in the 2024-2025 contract with the Garrattsville Fire Company. He had put in \$130,810.00 for 2024 and \$134,734.00 for 2025. The correct amounts are \$132,118.00 for 2024 and \$136,081.00 for 2025. The 2024 town budget was figured with the correct amount. A motion was made by Councilman Brian Ryther, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to approve an Amendment Agreement for the 2024-2025 Fire Protection Contract with the Garrattsville Fire Company to correct the annual payment amounts to \$132,118.00 for 2024 and \$136,081.00 for 2025.

The Board reviewed the bills prior to the meeting. A motion was made by Councilwoman Laura Curtis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes /0 nays to approve paying General Fund bills #46 through #57 for a total of \$145,828.49 and Highway Fund bills #30 through #41 for a total of \$10,936.82. Supervisor Lentz paid General Fund bills #41 through #45 for a total of \$877.92 with prior Board approval. Councilman Brian Ryther had to leave the meeting at this point.

Theresa Burdick updated the Board on what the Morris Rec Youth Sports wanted to do in the Town Hall Park this season. They would like to install a handrail near the rock drainage stones using 4x4 posts that would help people climb up the hill. It would not be a handicap railing, but would be something to help those who park on the bottom to climb up the hill to the park. Parking on top is limited to handicap and emergency vehicle access. Lenny Melillo has volunteered to help set the posts. They are going to get the new basketball backboard/hoop up and probably get a net for the one that is still good. They are going to work on making the backstop more secure. The Board had no objections to the planned improvements to the park and advised Mrs. Burdick that they could order materials using the Town accounts at Curtis Lumber and Munsons.

County Rep. Meg Kennedy noted that she attended many interesting sessions at a recent NYSAC conference. She noted that there is a broadband push (Connect ALL) to gather data on where broadband is lacking that residents should complete. She noted that they awarded the \$75,000.00 in the Community Events Grants. They had received about \$123,000.00 in requests and split the grant funds evenly among the applicants. She noted she attended an informative presentation by Jody Taylor of Weights & Measures. Town Clerk Charlene Wells thanked Co. Rep. Kennedy for assistance on helping with a 911 addressing issue and personnel office issue this month.

Assessor Pamela Dyn-Gohde advised that she will be going out around town this weekend to check out new building projects. She noted that OEC's assessment was lowered by the State. The Town had hoped that by previously agreeing to lower their assessments it would mean more growth of their internet system, but it is unsure if there have been any further developments. DCO Keegan Holt advised that he will be working on completing the dog census. After many loose dog calls in an area of town, he located the dog owner and has given him notice to keep his dog contained and get it licensed by the end of the month or face possible tickets.

Supervisor Edward Lentz noted that he did complete the audit of the Garrattsville Fire Company's books with Pete Chase and Jill Woodbeck. He noted that Pete Chase has retired and Jill Woodbeck is now the bookkeeper for the Fire Dept. NY CLASS gave a presentation at Soil & Water and Supervisor Lentz noted that he is comparing their options with our local bank. The funds for the Grader loan and grant from USDA have been received. Bookkeeper Karen Kropp has completed the 2023 Annual financial report to the State Comptroller. Since it is a new format this year, Supervisor Edward Lentz noted that he is going to review it before submitting it.

Councilwoman Nancy Martin-Mathewson advised that she got a letter advising that we were to receive a \$5,000.00 grant for becoming a Clean Energy Community. We will be eligible to receive an additional \$10,000.00 for a project. They have decided to have an energy audit done of the town hall and see where we could make energy efficiency upgrades with the grant funds. Supervisor Edward Lentz noted that we had an inspection done by the County Code Enforcement Office at the town hall. He fixed a broken switch plate, got a new battery for one of the emergency lights and is waiting on an inspection of the alarm system by Fargo Alarms. Supervisor Lentz advised that he received an estimate from Rich Dennis of \$500.00 to fix the loose ceiling tiles in the large room. It could cost up to \$4,000.00 to replace the entire

ceiling. After discussion, a motion was made by Councilwoman Laura Curtis, seconded by Councilwoman Nancy Martin-Mathewson and carried 3 Ayes/ 0 Nays to hire Richard Dennis to fix the loose tiles in the large room ceiling at the town hall for an estimated cost of \$500.00.

Planning Board Chairman Matt Palmer sent information on various topics they discussed at their March 4<sup>th</sup> meeting. As far as the suggested changes to the subdivision regulations, they understand that the setbacks would only apply to existing structures on the property being subdivided, not future structures. That would take a separate law in the future. As far as the fee schedule for minor and major subdivisions, they had no problem with an upfront fee at the time of the application's submission and the per lot fees to be collected after final approval and before an approval letter is issued. They discussed marijuana selling/ processing and advised that they felt that the growing and packaging processes were covered under the agriculture exemption from Site Plan Review regulations. However, a cannabis retail facility would be covered under the site plan regulations and require review. The Planning Board unanimously agreed that they would like to keep the current process of providing review and recommendation to the Town Board in an advisory role as the preferred process. Minutes from their meetings will be submitted to the Town Board. Ryan Wing's term expires May 31, 2024 and he is willing to be reappointed to a new five-year term. The Planning Board was appreciative of the Town Board's decision to provide them with some compensation for their time they put in.

A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Laura Curtis and carried 3 Ayes/ 0 Nays to amend the Fee Schedule for Minor and Major subdivisions to be a two-part processing fee, with \$500.00 for Minor and \$1,000.00 for Major being the upfront fees due with the application submission, and the per lot fees of \$200.00 per lot for Minor and \$500.00 per lot for Major being due after final approval, but before an approval letter is issued. With no further changes to be made to the proposed changes in the Subdivision Regulations, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Laura Curtis and carried 3 Ayes/ 0 Nays to hold a public hearing on proposed Local Law #1 of 2024, a local law to amend Subdivision Regulations in Local Law #1 of 2011, on Tuesday, April 9, 2024 at 7:00 PM.

The Butternut Valley Alliance is continuing working on trying to bring a new bank in to replace the Community Bank branch which closed in Morris. They have been talking with several banks and credit unions. They are going to apply to the NY Dept. of Financial Services for the establishment of a Banking Development District to help encourage the establishment of a bank branch in Morris to serve the Butternut Valley. They are asking for a letter of support from the Towns/Villages in the Butternut Valley. A motion was made by Councilwoman Laura Curtis, seconded by Councilwoman Nancy Martin-Mathewson and carried 3 Ayes/ 0 Nays to send a letter of support for establishing a Banking Development District in the Butternut Valley. Supervisor Edward Lentz noted that it would likely take over a year for any bank to open if it happens. Town Clerk Charlene Wells would like to talk to NBT about opening accounts for the Town Clerk and Tax Collector so she could use the branch in Edmeston. She noted that she doesn't make much interest as money taken in is paid out each month. After logging in over 700 miles to the bank already this year, the Edmeston branch of NBT would be the closest option and cut the mileage in half. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Laura Curtis and carried 3 Ayes/ 0 Nays to authorize the Clerk/Collector to talk to NBT Bank about opening new accounts with them, at her discretion.

Town Clerk Charlene Wells has been working with the Otsego County Personnel Dept. to get paperwork for all civil service positions in the town updated to meet the requirements. One thing that has been recently learned is that all civil service positions must have a probationary of from 8 weeks to 52 weeks. We have set the probationary period as one year for highway employees, but we have never had a probationary period for other appointees or employees. After further discussion, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Laura Curtis and carried 3 Ayes/ 0 Nays to set the probationary period of appointees and employees, other than highway, at 8 weeks.

With no further business, the meeting was adjourned by acclamation at 9:12 PM.

Charlene R. Wells  
New Lisbon Town Clerk

