

**TOWN OF WAYNE
BOARD MEETING MINUTES
February 13, 2018**

Supervisor Butchko called the Board Meeting to order at 6:30 pm, with roll call and Pledge of Allegiance.

Present: Supervisor Butchko
 Councilperson Haff
 Councilperson Dunbar
 Councilperson Freeman
 Councilperson Haar
 Clerk Mahr

Also present: Jeff Martin, Lulu Martin, Jeffrey Wilson, Dave Harman, Karen Ducette and David Bauer.

A moment of silence was held for the following Town of Wayne residents who recently passed away:

 Joyce Eggar
 Charlene Lando
 Dave Pierce

Approval of Minutes

Minutes from the Organizational and Town Board meeting on January 9, 2018 were reviewed. An amendment was made to the Organizational meeting changing the term for the Planning Board officers from Co Chair to Vice Chair. Motion to amend was made by Councilperson Freeman, seconded by Councilperson Dunbar and all in favor. Motion to approve January monthly board meeting minutes was made by Councilperson Haar, seconded by Councilperson Haff and all in favor.

Supervisors Report

The supervisor's report was presented and reviewed. It was noted that the report did not include the tax collections but reflected completion of the AUD with NYS Comptroller's office. Motion to approve the report was made by Councilperson Haff, seconded by Councilperson Freeman, and all in favor. A motion was made by Councilperson Haff to renew (3) software annual support contracts from Williamson Law. Seconded by Councilperson Dunbar and all in favor.

Clerks Report

The clerk's report was presented and reviewed. Supervisor Butchko noted revenues were higher than normal for January primarily due to building permits. Motion to approve was made by Councilperson Haar, seconded by Councilperson Freeman and all in favor.

Vouchers from Abstract 2 were submitted and discussed. Councilperson Haff asked for more clarification about the expenses submitted by Greg Blessing. It was reviewed that they were for a new shelf unit for the History room, plus repairs to the building windows and installation

of a new toilet. Motion to approve vouchers was made by Councilperson Haff, seconded by Councilperson Dunbar, and all in favor.

Abstract 12 Vouchers were broken down by:

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|-------------------|-----------------|--------------|
| • General Account | Vouchers 12-46 | \$208,498.16 |
| • Highway Account | Vouchers 1 – 12 | \$9,712.30 |
| • TA Account | Vouchers 1-6 | \$9,046.17 |
| • SL Account | Voucher 1-2 | \$491.60 |

2018 Tax Update

As of 1-31-2018 \$2,261,134.73 has been collected on a Total Warrant of \$2,650,558.99. This represents approximately 85% of the warrant. The 2018 collections are approximately \$649,000 ahead of 2017 figures. \$389,424.26 remains to be collected. The Wayne Fire, Highway, Keuka Lighting and General funds have all been paid. The remainder of the funds collected will go to Steuben County.

Justice Report

Justices reports were reviewed with no discussion. Tyrone Supervisor Don LaRoche has initiated interest in a potential shared services arrangement for this function after his current judge retires in four years.

Assessor

Supervisor Butchko presented an update on the 'paper roads.' All appropriate paperwork has been sent out with a target of March 1 to complete the process. Supervisor Butchko also indicated preparation will begin this summer for property revaluations to be put into effect for the 2020 property tax bills. Supervisor Butchko also noted that March 1st is the end date to apply for 2018 Star exemptions. The assessor, Dave Oliver, will be invited to a future meeting to discuss Star exemption and tax revaluation in more detail.

Highway Superintendent Report

The highway journal was presented and discussed. Superintendent Bauer said that the activities in January were similar to those of December. Most of the activity was spent on sanding and plowing roads. The new playground slide has been received and is in barn. Also the 2007 GM One ton truck has been sold for \$15,600.

Jeffrey Wilson of Wilson Engineering from Dansville was introduced by Superintendent Bauer to discuss the culvert project at 11259 East Lake Road, Hammondsport. The project consists of replacing the existing road, retaining wall and drainage culvert. The approximate dimensions of the wall would be 16 feet high and 60 feet wide. Mr. Wilson discussed the process phases that need to take place in a project of this magnitude. There are (3) major phases: Design, Bid Process and Construction. Wilson Engineering could provide the Phase 1 (Design) services which would include a geological analysis, topographic survey and detailed design of the retaining wall and culvert along with an erosion control plan. Once completed this design work would serve as input into a bid process to determine a potential contractor. Mr. Wilson discussed pros and cons of large companies versus smaller companies and also referenced companies he has worked with. Mr. Wilson stated that smaller companies do have a tendency to utilize more services from the local highway

departments which could save on the overall project cost. Once the bid is awarded Phase 3 (Construction) would commence.

Supervisor Butchko asked for a timeline for the project and asked for assurances that the project is properly sized. Councilperson Dunbar asked about using Seneca Stone which Mr. Wilson said the quality would not be efficient enough. Councilperson Haff asked about getting assistance from Steuben Soil & Water. Mr. Wilson stated they could provide some inspection collaboration with erosion control.

The potential time line discussed was as follows:

- Design Phase – Takes at least 45 days. Target to complete by end of May.
- Bid Process- Early June. Should take about 4 weeks.
- Construction- To begin no later than early fall.

Supervisor Butchko asked if there were ways to accelerate this timeline so bids could be sent out in May and what would the cost estimate for Phase 1 be. Mr. Wilson stated the amount of boring required in the Geological Analysis will impact how fast that task is completed. He also explained his contracts are hourly (based) but he would provide a not to exceed figure. Mr. Wilson estimate a not exceed figure of \$1,000 for the topographic survey and \$10,000 for the design. Supervisor Butchko suggested an overall not to exceed figure of \$20,000 for the first two phases. Motion was made by Councilperson Harr to accept Wilson Engineering as vendor for the first (2) phases based on \$20,000 not to exceed cost. Motion was seconded by Councilperson Haff and all in favor.

Code & Zoning Officer

Review of monthly reports were presented. No discussion.

Planning and Zoning Board Meetings minutes were presented. No discussion.

Supervisor Butchko informed the board that the County's 239M statue has been signed by all parties.

Watershed

No watershed report was submitted.

Dog Control Officer

Rabies clinic for the Town of Wayne is scheduled for Saturday, June 16th.

History Group

Report was presented and no discussion. The group will be supporting Steuben County history week.

Other Business

Supervisor Butchko discussed the Town of Wayne's donation to the Hammondsport library. The proposed \$7,250 donation represented a small increase over previous years but was significantly lower than the Town of Urbana as well as comparable donations made by other towns to their libraries. Supervisor Butchko referenced donation figures from Pultney,

Prattsburgh, Dundee, Penn Yan and Jerusalem. Supervisor Butchko also referenced that the Hammondsport library is totally funded by state and congressional aid and donations from various foundations, fund raisers and contributions from Urbana, Wayne and village of Hammondsport. A motion was made by Councilperson Haar to increase the donation amount to \$10,000. It was seconded by Supervisor Butchko. Councilperson Haff voted in favor and Councilpersons Dunbar and Freeman abstained.

Other Communications

Supervisor Butchko discussed the effort Billy Brown is pursuing to get a conservation easement for the Old Wixson Farm so that it cannot be developed for other uses. Supervisor Butchko intends to work in conjunction with the agriculture advisory council to draft a letter of support for the board to review. The letter needs to get to New York state for review by June 1st.

Secondly a grant has been made available to purchase (16) LED lights for Keuka Village and the town hall parking lot. The lights can be purchased for \$912.02.

Supervisor Butchko referenced he received a thank you letter received from SSF for the Town of Wayne donation as well as a letter from Department of Health compliment Superintendent Bauer for his assistance with annual review of the Wayne Water District conducted by the Hornell District Office.

Supervisor Butchko also referenced he received a letter from NYSEG informing him of the projects they have planned for the Hyatt Hill Road area.

Councilperson Dunbar stated he plans to participate in the Regional Leadership College at Corning on April 4th.

Public Comments

Jeff Martin suggested the Board receive a written contract from Wilson Engineering stipulating the hourly rates and the not exceed \$20,000 figure discussed earlier. Superintendent Bauer will contact Wilson Engineering about the written contract.

Adjourn

A motion to adjourn the Town Board meeting was made by Councilperson Freeman, seconded by Councilperson Haff, and all in favor.

Meeting adjourned at 8:05 pm

Respectfully Submitted,
Bill Mahr, Town Clerk
February 13, 2018