

**TOWN OF WAYNE  
BOARD MEETING MINUTES  
January 12, 2021**

The January 12<sup>th</sup> Board meeting commenced at 6:45 PM following a decision by the Town Board to reschedule the Organizational meeting to Tuesday, January 19<sup>th</sup>. Supervisor Dunbar stated the minutes should reflect that the Town Board did not want to participate in the 2021 Organizational meeting prior to the monthly board meeting. Councilperson Haff asked the minutes to also state that the Town Board had the authority to schedule the Organizational meeting and decided it should be rescheduled to January 19<sup>th</sup>. The roll call for the monthly meeting was conducted followed by the Pledge of Allegiance.

Present:      Supervisor Dunbar (Zoon Conference)  
                  Councilperson Kenyon (Zoom Conference)  
                  Councilperson Haff (Present at Town Hall)  
                  Councilperson Freeman (Present at Town Hall)  
                  Councilperson Walton (Zoom Conference)  
                  Town Clerk Mahr (Present at Town Hall)

Also in attendance at Town Hall was Amy Gush. The following participants were via Zoom conferencing accept for those noted above. Other identified attendees were Megan & Doug Howard, Belinda Combs, Erin McCann, Kurt Fulvey, Diane Dunbar, Karen Doucette, Steve Veley, Candy Dietrich, Cody Kenney, Scott Hendershott, Mary Starkweather, Dave Harman, Kyle Decenberg, Chris Curry and Joy McDonald.

**Approval of Minutes**

The December 8th Board Minutes were reviewed. Motion to approve the minutes was made by Councilperson Freeman and seconded by Councilperson Kenyon with all in favor.

**Supervisors Report**

Supervisor Dunbar stated he has entered into a one-year contract with Castle Municipal Services for accounting support. The support will be remote and off regular hours. Supervisor Dunbar will continue to be the interface for financial questions. The contract cost is \$7,200. Supervisor Dunbar also indicated he wants to look at electronic time reporting for employees in the upcoming year.

Supervisor Dunbar presented the following budget modification for the General Fund:

**From:**  
A599 Appropriated Fund Balance    \$19,769.83

**To:**  
•A1110.45Justice Telephone (50)

- A1220.1 Supervisor Personal Services (0.08)
- A1315.1 Finance Director Pers Service(0.04)
- A1410.11 Town Clerk Personal Services (0.04)
- A1410.47 Town Clerk Advertising (13.06)
- A1410.46 Clerk Travel (63.80)
- A1420.4 Attorney (17,964.50)
- A1620.42 Contractual Barn (622.59)
- A1680.26 CentralDataProcsOP/Maint(175)
- A1910.4 NYMIR Ins (72.93)
- A3620.45 Code EnfPersonal Service (120)
- A3620.45 Code EnfPhone (115.64)
- A3620.46 CodeEnfTravel(16.92)
- A4050.45 Watershed Phone (200)
- A5010.1 Supt Highway Pers Service (100)
- A8010.1 Zoning Sec contract (221)
- A8010.47 Zoning advertising (34.23)

Motion made to approve the budget modification was made by Councilperson Kenyon and seconded by Councilperson Walton with the voting as follows:

Councilperson Haff	Yes
Councilperson Freeman	Yes
Supervisor Dunbar	Yes
Councilperson Kenyon	Yes
Councilperson Walton	Yes

Supervisor Dunbar presented the following budget modification for the Highway Fund:

**From:** DA599 Appropriated Fund Balance \$ 1,047.11

**To:**

DA5010.4	Drug & Alcohol Program	\$ 35.00
DA5110.4	General Repairs Road	\$ 32.41
DA5130.4	Machinery Maintenance	\$ 979.70

Motion made to approve the budget modification was made by Councilperson Freeman and seconded by Councilperson Kenyon with the voting as follows:

Councilperson Haff	Yes
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Councilperson Freeman Yes  
Supervisor Dunbar Yes  
Councilperson Kenyon Yes  
Councilperson Walton Yes

Councilperson Haff commented that it appears the 2020 budget will have \$110,000 remaining in the General Fund and \$318,000 in the Highway fund. Supervisor Dunbar stated those estimated dollars will roll over into the Town's respective unallocated funds. Supervisor Dunbar also clarified that the transfer of monies in the 2020 Dog Control budget was to do implementing the accounting change making vendors town employees thus becoming part of the payroll expenses.

In addition, Supervisor Dunbar stated that in 2021 he is transferring the Town reserve funds at Five Star Bank from checking to savings accounts to gain more interest. The financial supervisor's report was reviewed but not approved. Supervisor Dunbar noted the Keuka Lighting expenses still need to be straightened out and will be fixed for the AUD.

### **Clerks Report**

The Clerk's monthly report for December was presented for review. In addition to the usual payment to the General Fund from the Clerk's account a second payment is being made from the DEC account. The latter was to settle up the monies made from the selling of hunting and fishing licenses in 2021. A moment of silence was given for (2) town residents, Adrienne Hutcheson and Edward LaRue who passed away in December. Clerk Mahr also reviewed the 2020 annual report which saw fees increase by approximately \$8,000 over 2019. Motion to approve the Clerk's Report was made by Councilperson Haff and seconded by Councilperson Freeman with all in favor.

Clerk Mahr also stated that the 2021 Property taxes were sent out on December 28<sup>th</sup>. Thus far approximately \$245,000 has been collected.

Abstract 13 Vouchers submitted were broken down by:

• General Account	Vouchers 271 - 289	\$27,673.43
• Highway Account	Vouchers 131 - 140	\$27,499.63

A motion to approve Abstract 13 vouchers was made by Councilperson Freeman and seconded by Councilperson Haff with all in favor.

Abstract 1 Vouchers submitted were broken down by:

• General Account	Vouchers 1 - 13	\$21,488.94
• Highway Account	Vouchers 1 – 6	\$ 4,815.73
• Keuka Lighting	Voucher 1	\$ 90.65

Clerk Mahr noted that in Abstract 1, Voucher 4 for Harter Secrest was an expense incurred in November of 2020. After some deliberation the Town Board decided to delete Voucher 4 from Abstract 1 and add it to the corresponding voucher for Harter

Secrest in Abstract 13. This change would also require an adjustment to the budget modification made earlier to the General Fund. A motion was made by Councilperson Freeman and seconded by Councilperson Kenyon to subtract \$16,725.00 from Abstract 1, add the same amount to Abstract 13 and adjust line item 1420.4 in the recently approved General Fund budget modification to \$34,689.50 with all in favor.

Councilperson Haff asked if there was any update on the Greene right away issue. Supervisor Dunbar stated he had received no more legal updates. Councilperson Haff made a motion to place this topic on the agenda for the February board meeting for detailed discussion. The motion was seconded by Councilperson Kenyon with the voting as follows:

Councilperson Haff	Yes
Councilperson Freeman	Yes
Supervisor Dunbar	Yes
Councilperson Kenyon	Yes
Councilperson Walton	Yes

### **Justice Report**

The yearly justice audit remains open. Clerk Mahr redacted the names off of the current months justice report but will research what some of the other towns are doing regarding this issue. Supervisor Dunbar recommended a resolution be put in place for February board meeting authorizing him to conduct the audit. A motion was made to do so by Councilperson Kenyon seconded by Councilperson Haff with all in favor.

### **Assessor Report**

Assessor Oliver included in the Board packet a memo asking for Cell Tower tax impact and requesting he receive a 1099 form this year for his work on the revaluation. Supervisor Dunbar stated the 1099s will be done at end of the month after the AUD is completed.

### **Highway Superintendent**

Superintendent Howard reported that 888.3 gallons of fuel was used in December. Ditching work and driveway pipes have been installed on Plaisted and Sunset Trail. Tree work was performed on Ridge and Fleet roads. Sanding and salting continued throughout the month. Maintenance has been performed on the plow equipment and the lighting in the storage barn has been upgraded. Councilperson Haff suggested that Superintendent Howard look at the \$318,000 remaining in the Highway budget and allocate a portion of it to subcontract the Coryell Road project with Steuben County. Superintendent Howard to review.

### **Code Enforcement Officer**

The monthly code enforcement was reviewed with no discussion. The zoning and planning board minutes were reviewed with no discussion. The planning board minutes were no longer in draft mode.

### **Watershed**

The monthly watershed report was presented with no discussion. Supervisor Dunbar stated that there is a 2020 shortfall in the KWIC budget due to a \$14,000 loan it made to the KLOC organization. This left KWIC with no monies for December bills.

Councilperson Freeman asked if this will impact the Town getting reimbursed for the KWIC insurance payment it made to Sprague Insurance. Supervisor Dunbar responded it would.

### **Dog Control Officer**

The monthly dog license report was reviewed with no discussion. DCO Howard stated that Eastview Veterinary is no longer doing emergency care. DCO Howard to review alternative options with Town veterinarian, Karen Doucette, because a replacement is required by state law. DCO Howard is also assisting the Town of Bradford on an as needed basis.

### **History**

A history department update was provided with no discussion.

### **Web Statistics**

Report reviewed with no discussion.

### **Old Business**

At 7:40 Councilperson Kenyon made a motion seconded by Councilperson Freeman that the Town Board go into executive session to discuss the Highway union contract, with all in favor. At 8:20 Councilperson Kenyon made a motion the Board come out of executive session seconded by Councilperson Freeman with the following resolution proposed by Councilperson Walton and seconded Councilperson Kenyon:

The Town Board votes to approve the proposed agreement between the Town of Wayne and the Teamsters Union representing the Town of Wayne Highway Department. The Town Supervisor is hear-by authorized to sign a final agreement that reflects the terms approved by the Board. The voting was as follows:

Elizabeth Kenyon	Yes
John Walton	Yes
Michael Haff	Yes
Shona Freeman	Yes
Thomas Dunbar, Supervisor	Yes

Councilperson Haff asked about the problem with the Steuben- Schuyler County Watershed Agreement. Supervisor Dunbar stated the issue has been resolved but the contract is up for renewal at the end of 2021.

Clerk Mahr referenced the thank you letters received for the Visa gift cards for its volunteers. Notes had been received from Nancy Gabel, Dave & Lori Harman, Beth & Chris Mooney and Donna Joseph.

Councilperson Kenyon asked if she could get a copy of the 2019 AUD and was it approved. Supervisor Dunbar said there were some modifications that had to be made and thought the AUD was approved once they were completed. Supervisor Dunbar will provide copies of the 2020 AUD when completed.

Councilperson Haff verified the Organizational Meeting will be held on Tuesday January 19 at 6:00 PM. Clerk Mahr to provide Supervisor Dunbar a preliminary agenda to review and edit.

**Public Comments**

None.

**Announcements**

The Next Town Board meeting is scheduled for Tuesday, February 9<sup>th</sup> at 6:30 PM

**Adjourn**

Motion to adjourn was made by Councilperson Haff and seconded by Councilperson Freeman, with all in favor. The meeting adjourned at 8:30 PM.

Respectfully Submitted

William Mahr  
Town Clerk  
January 12, 2021