

TOWN OF WAYNE

BOARD MEETING MINUTES

June 8, 2021

The June 8th Board meeting commenced at 6:40 PM with the conducting of the Board roll call followed by the Pledge of Allegiance.

Present: Supervisor Dunbar
 Councilperson Kenyon
 Councilperson Haff
 Councilperson Freeman
 Councilperson Walton
 Town Clerk Mahr

Also in attendance at Town Hall were Doug Howard, LuAnn Simmons, Julie Haar, Dave Bauer, Maureen Conklin, Gerad Bryam and John Lonergan. Participants identified via Zoom conferencing were Karen Doucette, Diane Dunbar, Chris Curry, Megan Howard and Candy Dietrich.

Guest Speaker

Gerad Bryam of SCT Computers gave an overview presentation of their company's capability to develop and host websites as an alternative to the Town's current vendor. Mr. Bryam reviewed the phases SCT performs on a website project. The phases include requirements definition, identification of what needs to be cleaned up and moved from current site and initial design of the new site. Mr Bryam stated SCT reviewed the current Town of Wayne website and its administration. The history department is the biggest user that would need to be converted. The developed site is very customizable and would also be optimized for performance. Mr Bryam also gave an overview of the pricing for set-up and recurring hosting and maintenance charges. Councilperson Haff asked that a comparison be made to the Town's current website costs to be reviewed at the July Board meeting.

Approval of Minutes

The May 11 Board meeting minutes were reviewed. Motion to approve was made by Councilperson Freeman and seconded by Councilperson Kenyon subject to the addition of Ms. LuAnn Simmons as an onsite attendee at the meeting and the deletion of Mr. Justin Whitcomb. The motion passed with all in favor.

Supervisors Report

Supervisor Dunbar reviewed a letter he received from the DEC regarding possible expansion of their site on Birdseye Hollow. Discussion on the subject was tabled until Supervisor Dunbar sends a copy of the DEC letter to the Board members so they can review.

Supervisor Dunbar gave an overview of the changes the new phone system will bring to the Town Hall. Supervisor Dunbar downloaded user guides and reviewed some potential message scripts. Councilperson Walton asked that on- site training be part of the implementation. The installation timeline is a somewhat uncertain pending the availability of a network switch. The plan as of now is to have the phones implemented by the end of June.

Supervisor Dunbar reviewed the recent May payroll issue that occurred with the Williamson Law outsourcing. Supervisor Dunbar explained the checks and direct deposits need to be generated after the monthly work is completed. Employees being paid once a month shouldn't be issued their pay prior to the monthly work being completed. Typical policy is once the pay period is completed payments are issued within 2 weeks after the completion of the work. Councilperson Freeman stated that she challenged the original payroll schedule presented at the 2021 Organizational meeting stating the dates were inconsistent from month to month which Supervisor Dunbar refuted at the time. Supervisor Dunbar stated he was not focused properly at that meeting. Supervisor Dunbar stated the payroll schedule dates in the past were incorrect and monthly paid employees should actually receive their pay by the beginning of the following month to ensure the monthly work is completed. Councilperson Walton stated a payroll date is a commitment on the part of the Town to pay its employees on that day and we failed to do that. Councilperson Walton added there is an expectation set when the pay day date is established that the employees will be paid on that day. The outsourced process now in place was implemented by the Town Supervisor with no Board input or approval. It needs to be improved.

Supervisor Dunbar discussed the need for increased transparency for supporting documentation for actions being performed by the Code Enforcement Officer, Zoning and Planning Boards. Supervisor Dunbar recommended moving to a digital system that will enable a better level of transparency and alert the public to potentially contentious issues prior to meetings.

Supervisor Dunbar reviewed the latest updated NYS restrictions regarding the COVID-19 policy. Per federal CDC guidelines unvaccinated individuals should continue to wear masks and practice social distancing. Supervisor Dunbar reviewed his conversation with Steuben County officials about changes they were making in their offices with the decrease in State restrictions and suggested the Town follow their lead. No objections were offered by the Board.

A motion for a resolution for a budget modification was made by Councilperson Freeman and seconded by Councilperson Kenyon to transfer \$3,024.58 from A1990.4 Special Items Contingent Reserve to A1930.4 Judgements & Claims (\$1395.87) and A3310.4 Signs (\$1,628.71). The voting was as follows:

Councilperson Kenyon	Yes
Councilperson Freeman	Yes
Councilperson Walton	Yes

Supervisor Dunbar	Yes
Councilperson Haff	Yes

Clerk Mahr asked when the budget modification for the Deputy Clerk payroll passed in the May Board meeting would be implemented. Supervisor Dunbar said it would be by the end of June.

Supervisor Dunbar stated he has authorized the transfer of the Reserve Account funds for both Highway and General to Money Market saving accounts for increased interest. \$230,000 is being transferred from the Highway and \$90,610 from the General.

The Supervisor financial report was reviewed with minimal discussion. Councilperson Freeman asked if the Town of Wayne was ever reimbursed for the KWIC insurance payment made at the end of 2020 for \$2,400. Supervisor Dunbar to research.

Clerks Report

The Clerk's monthly report for May was reviewed with minimal discussion. The Town received \$425 in May for playground donations. Motion to approve the report was made by Councilperson Kenyon and seconded by Councilperson Haff with all in favor.

Abstract 6 Vouchers submitted were reviewed as follows:

• General Account	Vouchers 77 – 120	\$ 14,014.64
• Highway Account	Vouchers 61 - 66	\$ 14,098.05
• Keuka Lighting	Voucher 6	\$ 84.53
• Trust & Agency	Voucher 7 – 8	\$ 876.60

Councilperson Freeman asked if there was a contract in place to support the Eric Bills mowing invoices. Supervisor Dunbar stated there is only a verbal arrangement that the pricing will not increase. Motion to approve Abstract 6 vouchers was made by Councilperson Haff and seconded by Councilperson Freeman with all in favor.

Justice Report

The monthly report was presented with no discussion. Councilperson Walton asked that names be removed from the report.

Assessor Report

The monthly report was reviewed with no discussion. The Board of Assessment review meeting had significantly less participation than in 2020. .

Highway Superintendent

Superintendent Howard reported that 1224.26 gallons of fuel was used in May.

The Town clean-up was successfull and all the dumpsters have been taken to the Steuben County landfill.

Activities for the month that Superintendent Howard reviewed were sweeping of the Town roads. The roadside mower compressor for air conditioning needs to be replaced. Coryell Road project has started with County assistance.

Superintendent Howard reviewed the cost estimate to repair 2.04 miles of the lower East Lake Road. Councilperson Freeman asked what could the Highway do in 2021 to start the repair. Superintendent Howard stated the culvert repairs should be done first.

Code Enforcement Officer

The monthly code enforcement was reviewed. The zoning board minutes from May 3rd were reviewed with no discussion. Councilperson Walton made a motion that a change be made with the Zoning Board members. David Westcott will become the third member of the board replacing Candy Dietrich. Candy Dietrich will serve as the alternate for the board until a replacement is made. The motion was seconded by Councilperson Kenyon with the voting as follows:

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

Watershed

There was no report presented.

Dog Control Officer

The Town Rabies clinic will be held on Friday July 9th from 5:00 PM to 7:00 PM. DCO Howard is sending letters for license updates. There is a leak in the kennel. DCO Howard to ask Greg Blessing to address. The Monthly License report was reviewed with no discussion.

History

No report was presented.

Web Statistics

Report reviewed with no discussion.

Old Business

Councilperson Haff asked if there was any update on the DEC drilling. Supervisor Dunbar reviewed the latest discussions with DEC regarding the water testing indicating that (3) tests would be required.

Councilperson Freeman asked that a copy of the Williamson Law payroll outsourcing proposal be provided to the Board. Supervisor Dunbar to follow up on the request.

New Business

Councilperson Kenyon is to set up a meeting for the Ethics Board to review roles and responsibilities.

Public Comments

Mrs. Megan Howard asked if attorneys from Harter Secrest were engaged with the State Comptroller's Office investigation of Maureen Kurtz regarding State retirement fraud. Councilperson Kenyon stated she had reviewed the latest Harter Secrest invoice and the bill did not have any activity regarding that action. Councilperson Kenyon then asked Supervisor Dunbar if he was aware of the investigation. Supervisor Dunbar said he was. When asked why Supervisor Dunbar did not inform the Board no answer was given. Ms. Howard asked that a public apology be given to Mrs. Kurtz for the false accusation along with an apology to all who were questioned regarding the missing records investigation with the prior Town Supervisor. Supervisor Dunbar stated he was not going to apologize for doing his job as Chief Financial Officer to protect Town assets.

Councilperson Kenyon also brought the issue that the Steuben County DA Office sent an email at the end of December stating there was not enough evidence to warrant prosecuting the missing record case. The Board was not informed of this update until the April Board meeting when she asked if there were any new developments in the investigation.

Ms. Julie Haar stated since the investigations are over the Town should move on.

Ms. Karen Doucette voiced her concerns over the ethics of these situations and what appears to be a lack of transparency regarding communication to the Board and presenting of contracts to the Board for approval.

Announcements

Supervisor Dunbar stated he had been asked if it was okay to have flags placed on Town property along County Rte 87 in celebration of Flag Day. No objections were made.

The next board meeting is Tuesday, July 13th, 2021

Adjourn

Motion to adjourn was made by Supervisor Dunbar and seconded by Councilperson Freeman with all in favor. The meeting adjourned at 8:40 PM.

Respectfully Submitted

William Mahr
Town Clerk
June 8, 2021

