

REGULAR MONTHLY MEETING

March 11, 2021

The regular monthly was opened at 7:00 pm with the pledge of allegiance led by Supervisor Acton.

All Board members were present via Zoom. Also attending via Zoom were Bill Dailey, Christel and Jason Rodd, Jim Ninos; representing the Village of Alfred, Catherine Chambers, Kenn Burdick, Jud Stearns, and Andrew Beiler. Also present was Town Clerk Janice Burdick. (Please note, there may have been others participating in this Zoom meeting that I did not catch.)

Approval of Minutes: The minutes of the February 11, 2021 meeting were approved with a motion by Wendy Dailey, seconded by Matthew Snyder and carried 5-0.

Police Report – reviewed written report.

Code Enforcement Officer - no report

Monthly Report – all ok

General Abstract #3-2021- Vouchers #26--30 in the amount of \$3060.79 in the General A Fund; Voucher #4 in the amount of \$3328.16 in the B Fund and #3 in the SF Fund in the amount of \$3511.33. A motion to approve the bills was made by Fion MacCrea, seconded by Matthew Snyder and carried 5-0.

Highway Abstract #3-2021 Vouchers #25-40 in the DA Highway Fund in the amount of \$26592.34 were approved with a motion by Matthew Snyder, seconded by Bill Cleveland and carried 5-0.

Highway Report: The written Highway report was reviewed. Items reviewed included general maintenance, filled potholes, sanded and plowed, hauled salt and sand. Matthew Snyder reported that Mr. Halsey informed him that the new pickup has been ordered. Supervisor Acton noted that the Town crew helped the Village with a water break at Short's.

Supervisor's Report:

Supervisor Acton reviewed the letter drafted by Codes Enforcement Officer Steve Kilmer to NYSEG that was reviewed by the Town Attorney. Mr. Finn wanted some of the wording changed, now waiting for Mr. Kilmer to make the changes so it can be sent.

Committee Reports – Planning Board

Bill Dailey, Chairman of the Planning Board, discussed plans to change the Building Permit application to include SEQR regulations and how to fill out the SEQR form. This would include listing the types of actions that do not require a short form. It would also define a Type I Action and a Type II Action. Concern was that the average person is not going know if they need to file a SEQR. An additional section to the Zoning Law would explain that. Copies of that section could be available in the Clerk's office and handed out with the Building Permit. Matthew Snyder suggested a checklist be included so they know everything they need to provide when submitting a Building and Zoning Permit. Bill Dailey stated that part of the Codes Enforcement Officers job is to review and advise if the applicant is in compliance. Wendy Dailey stated that she finds the current forms confusing. Mr. Acton added that we are currently using basically the same form for Zoning and Building Permit Applications. It was suggested that other Towns forms be looked at and compare them to ours to see if any changes need to be made. Jason Rodd asked if the Town has Special Use Permit form and was told yes and the ZBA handles those. Mr. Rodd asked about non-conforming buildings and was told there is a section in the Zoning law that addresses that.

Supervisor Acton discussed the Town Clerk/Tax Collector/Bookkeeper position. Noted that Jan Burdick will be retiring in July. The State Comptroller cites that holding both positions, Bookkeeper and Town Clerk, are a conflict and strongly recommends splitting the jobs. This

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would be the time to do it. This would create two part time positions. After getting quotes for bookkeeping software vs. contracting the bookkeeping out, Baldwin's out of Nunda seems to be the best fit. Mrs. Burdick stated that she would be willing to come back as a part time Town Clerk/Tax Collector. Mr. Acton suggested 12 hours a week being split up into 3 ½ days. Wendy Dailey stated that she feels it would be a huge advantage to have Mrs. Burdick here during the transition. Mr. Acton stated that Baldwin's have agreed to do a presentation at the April meeting and the Board will then have to decide where to go from there. Mrs. Dailey asked if there were any other companies and Mrs. Burdick responded that she has been researching with other Towns and the other service some of them use is not taking any new clients.

New Business – Pandemic Preparedness Plan - required by NYS. County Planning provided a template for Towns to use to adopt their own plan. This draft plan will need Union approval. After further discussion a motion was made by Dan Acton to adopt this plan pending Union approval, seconded by Wendy Dailey and carried 5-0. (Please note: The Union has approved this plan.)

Bank Statements – available at any time.

Other Business – Matthew Snyder stated that now that guidelines are loosening up and plan for the Board to meet in person. Bill Cleveland stated that he was neutral about it. Most of the Board have been vaccinated but if meet in person would still need to maintain 6' and wear masks. For benefit of the Community, even if meet in person, would still want to have Zoom available. Supervisor Acton suggested it be discussed further at the April meeting.

Andrew Beiler is looking to clean up old abandoned cemeteries and asked if anyone knew where some may be located. He was given some names and locations.

The meeting was adjourned at 7:55 pm with a motion by Dan Acton, seconded by Matthew Snyder and carried 5-0.

Respectfully submitted,
Janice L. Burdick
Town Clerk