

MINUTES

WARSAW TOWN BOARD REGULAR & ORGANIZATIONAL MEETING

JANUARY 11, 2023

Supervisor Ryan calls the meeting to order at 6:00 p.m. at the Warsaw Town Office located at 83 Center Street Warsaw, NY 14569 at which time and place the following were:

PRESENT:	Supervisor:	Rebecca Ryan
	Councilman:	Chris Lonneville
	Councilman:	Dave Mateer
	Councilman:	Steve Perkins
	Councilman:	Travis Jones

ASLO, PRESENT:

Town Clerk:	Cathy Smith
Historian:	Sally Smith
Hwy. Super:	Jeff Royce
Zoning Officer:	Bob Martin

Pledge of Allegiance

Guest time

Library events and construction update were given by Travis Jones. Mr. Jones noted that there were 2 sets of drawings in Bob Martins office. It was decided to go with scheme 1 and final details are being worked out.

A motion was made by Travis Jones and seconded Steve Perkins to approve Airport vouchers. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Travis Jones to approve year end minutes of December 28, 2022. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Travis Jones and seconded by Steve Perkins to approve the Monthly Budget report. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the Supervisors report. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Travis Jones to approve vouchers as follows: Ayes: 5, Nays: 0, Absent/Abstain: 0

General: \$13,019.00 **HOLD** on voucher 6 in the amount of \$3,600.00

Sewer: \$527.83

Airport report: Nothing

The cemetery report was given by Sally Smith. Ms. Smith updated that Cathy Smith had received a phone call about someone purchasing a stone online and wanted to know who they would contact to place the footer. Ms. Smith continued that she encountered this once before and online stones are not the responsibility of the cemetery and continues that the Town should add something of that nature into the cemetery rules and regulations.

Historian report: Nothing

Clerk report: Handed out annual report which shows 966 dogs being licensed, 50 marriage licenses have been applied for with 1 (one) having expired. This is the fewest issued since 2009. Taxes collected to date are \$594,045.84. Will reach out to Toshiba to see what kind of maintenance contract would be offered.

Calamar report: Remove going forward.

Zoning report was given by Bob Martin. Increase in assessments for 2022 was \$1,124,200 compared to the previous year being \$425,500. Fees collected for 2022 were \$2,535 and \$1,985 for last year. Permits issued for this year: 46 and 44 for last year. Operating By-Laws will be updated.

Highway report was given by Jeff Royce. Helped the village with water line breaks, fixed snow fences, cleaned up trees and brush from the high winds.

Community events: The village is working on their comprehensive plan. Chris Lonneville will meet with them at the Ag Center to further discuss the walking path.

Organizational

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve the 2023 Town Board schedule. Ayes: 5, Nays: 0, Absent/Abstain: 0. Meetings are the second Wednesday of the month unless otherwise noted. January 11, February 08, March 08, April 12, May 10, June 14, July 12, August 09, September 13, October 11, November 08, December 13, December 27, January 10, 2024, Organizational. Meetings commence at 6:00 p.m. and are open to the public.

A motion was made by Steve Perkins and seconded by Travis Jones to approve 2023 Planning Board schedule. Ayes: 5, Nays: 0, Absent/Abstain: 0 Meetings are the second Tuesday of the month unless otherwise noted. January 10, *February 14, March 14, April 11, May 09, June 13, July 11, August 08, September 12, October 10, *November 14, December 12. Meetings commence at 6:30 p.m. and are open to the public.

A motion was made by Travis Jones and seconded by Steve Perkins to approve the 2023 Holiday schedule. Ayes: 5, Nays: 0, Absent/Abstain: 0 New Year's Day - January 02, Martin Luther King's Birthday January 16, Memorial Day May 29, Independence Day July 04, Labor Day September 04, Columbus Day October 09, Veterans Day November 10, Thanksgiving November 23, Christmas December 25

A motion was made by Dave Mateer and seconded by Travis Jones to designate Five Star Bank for deposits for Supervisor, Town Clerk and Justices. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Chris Lonneville and seconded by Dave Mateer to authorize the Supervisor to withdraw, deposit or invest monies for the Town. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Travis Jones and seconded by Steve Perkins to authorize payment of insurance and gas bill for the Gates house not to exceed \$4,000 annually. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Travis Jones to approve the Federally established mileage rate for using personal vehicle for Town business. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Chris Lonneville and seconded by Travis Jones to approve Country Courier as the official newspaper for the Town. Batavia Daily as secondary and the Warsaw Penny Saver to be used as needed. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Steve Perkins to appoint Bob Martin as Zoning Officer for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0
Absent/Abstain: 0

Supervisor Ryan's appointment of Dave Mateer as Deputy Supervisor

A motion was made by Chris Lonneville and seconded by Travis Jones to appoint Cathy Smith as salaried Registrar of Vital Statistics in the amount of \$150 for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Steve Perkins and seconded by Travis Jones to appoint Cathy Smith as salaried Tax Collector in the amount of \$500 for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Chris Lonneville and seconded by Travis Jones to appoint Theresa Radley as Deputy Clerk for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Travis Jones and seconded by Steve Perkins to appoint Theresa Radley as Deputy Tax Collector for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Steve Perkins and seconded by Travis Jones to appoint Theresa Radley as Deputy Registrar of Vital Statistics for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve Theresa Radleys pay rate of \$14.20. Ayes: 5, Nays: 0 Absent/Abstain: 0

Appointment of Terry Daniel as Deputy Highway Superintendent for a 1-year term ending 12-31-2023

A motion was made by Travis Jones and seconded by Steve Perkins to approve part time MEO'S (Machine Equipment Operators) rate of \$14.20 per hour. Ayes: 5, Nays: 0 Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Chris Lonneville o approve amount to be spent by Highway Superintendent Jeff Royce in case of an emergency without Town Board approval for an amount up to \$1,000 and for an amount up to \$3,000 with the Highway Committee or Supervisor approval. Ayes: 5, Nays: 0 Absent/Abstain: 0

A motion was made by Steve Perkins and seconded by Travis Jones to appoint Sally Smith as Town Historian for a 1-year term ending 12-31-2023. Ayes: 5, Nays: 0, Absent/Abstain: 0

Town salaries for elected officials.

Supervisor: Rebecca Ryan	\$6,200
Town Clerk: Cathy Smith	\$32,960
Tax Collector: Cathy Smith	\$500.00
Cathy Smith: Registrar of Vitals:	\$150.00
Highway Superintendent: Jeff Royce	\$61,164
Councilman: Chris Lonneville:	\$2,195.00
Councilman: Dave Mateer	\$2,195.00
Councilman: Steve Perkins	\$2,195.00
Councilman: Travis Jones	\$2,195.00
Justice: Ron Errington	\$7,500.00
Justice: Bob Fusani	\$7,500.00

Approve Town Court Clerk Carolyn Posts pay not to exceed budgeted amount of \$10,000.00.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve Pat Wagner to fill in as Town Court Clerk as needed at a pay rate of \$15.45. Ayes: 5, Nays: 0 Absent/Abstain: 0

A motion was made by Travis Jones and seconded by Steve Perkins to retain Attorney David DiMatteo as Town Prosecutor with an annual compensation of \$2,750.00 for 1 year ending 12-31-2023. Same as last year. Retainer was signed. Ayes: 5, Nays: 0 Absent/Abstain:

HOLD until February 08, 2023, meeting. Retain Attorney David DiMatteo as Town Attorney with an annual compensation of \$3,600.00 for 1 year ending 12-31-2023. Same as last year. Retainer to be signed. Steve Perkins asked if the Town had

considered a different attorney? Chris Lonneville noted that the Town had 3 back-to-back conflicts.

The following Committees for a 1 year term ending 12-31-2023.

Airport: Steve Perkins, Rebecca Ryan and Jack Rase

Highway: Chris Lonneville and Dave Mateer. To meet the Thursday before the Town Board meeting at 8:00 a.m. during 10-hour days and on Friday during 8-hour days.

Library: Travis Jones

Cemetery: Chris Lonneville. Chris will work with Jeff Royce on filling out the state form.

Justice Audit: Dave Mateer and Rebecca Ryan

Youth: Chris Lonneville and Travis Jones

Economic Development:

Sewer/Water: Dave Mateer and Travis Jones. Steve Perkins notes that we need to look at rates in the near future.

Previously approved: Kaufman Utz LLC as Town Bookkeeper for one year ending 12-31-2023 in the amount of \$17,100 which will be billed at a monthly amount of \$1,425. Additional services will be billed monthly. Same as last year.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve Supervisor, Highway Superintendent, Town Clerk, Zoning Officer, Justices and Board Members to attend respective schools/training for 2023. Training is paid for by the respective entity. Time required to take the training cannot be not claimed for reimbursement. Ayes: 5, Nays: 0, Absent/Abstain: 0

Review appointments of the following Warsaw Planning Board members as follows:

Heather Aldrich: Chairwoman with a term ending 12-31-2025.

Don McKeown with a term ending 12-31-2024.

Tim Meyer with a term ending 12-31-2024.

Kim Sobus with a term ending 12-31-2025.

Deb Carrasquillo with a term ending 12-31-2025.

Colleen Pac as Secretary for a 1-year term ending 09-30-2023.

A motion was made by Travis Jones and seconded by Steve Perkins to approve pay as follows: Chairman and Secretary \$35 per meeting. Members to be paid \$30 per meeting.

Review appointments of the following Warsaw Zoning Board of Appeals members as follows:

Ron Smith: Chairman with a term ending 12-31-2024.

James Keough with a term ending 12-31-2023.

Dan Lacey with a term ending 12-31-2025.

A motion was made by Travis Jones and seconded by Steve Perkins to approve the following terms. Ayes: 5, Nays: 0, Absent/Abstain: 0

Bob Martin: Chairman with a term ending 09-30-2025.

Kim Sobus with a term ending 09-30-2024

Barb Barber with a term ending 09-30-2023

A motion was made by Travis Jones and seconded by Chris Lonneville to approve BAR pay as follows: Chairman \$200 and \$150 per member. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Travis Jones to approve the ZBA hearing fees from \$125 to \$200.

Review Workplace Violence Policy – August 10, 2022 change to page 6

Review Hazmat Policy – equipment and updated contact changes

Review Purchasing Policy – September 15, 2022 change to page 7

Review Sexual Harassment policy and MOU with Wyoming County- no changes

Review SDS Forms and First Aid Information – no changes

Need signatures.

Working on year 3 of the 3-year fire contract. 2023 bill due by March 15, 2023 = \$66,148.00

Review Shared Court Services agreement with the Village of Warsaw – no changes

Review Bailiff agreement with the Village of Warsaw – no changes

Review Elderly Agreement with the Village of Warsaw – no changes

Review water agreement in the amount of \$7,500 annually with the Village of Warsaw for reading of the meters, meter repair or replacement – no change

Review sewer agreement with the Village of Warsaw at a rate to the Village in an amount equal to 2.0 times the standard rate – no change

Review Petty Cash agreement – no change

Need signatures.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve and sign the following agreements/contracts. Ayes: 5, Nays: 0, Absent/Abstain: 0

*BAS/Edmunds GovTech Clerk Licensing agreement. \$650 annually, same as last year

*Williamson Law Annual Software Support Contract (tax collection) in the amount of \$432 an increase of \$39

*Warren's Commercial Cleaning contract. Once a week cleaning has gone up from \$26 weekly to \$29 weekly. Once a month cleaning has gone up from \$72 weekly to \$79 weekly

*Warsaw Dry Cleaners contract. Town Hall \$41.50 carpets changed once a month. Highway \$37.00 carpets changed out every other week. Same as last year

*PlanTech maintenance/service agreement in the amount of \$3,900 annually, billed at \$325 monthly which includes 2 monthly service calls. Includes 2 free call outs annually. Additional callouts will be billed at \$350 per. Same as last year.

Chris Lonneville mentioned the County IT agreement. To date we do not have one.

A motion was made by Steve Perkins and seconded by Travis Jones to approve the agreement of \$100 quarterly to Ben Schultz for maintaining the website. Ayes: 5, Nays: 0, Absent/Abstain: 0

A motion was made by Dave Mateer and seconded by Chris Lonneville to enter executive session for personnel at 7:11 p.m.

A motion was made by Steve Perkins and seconded by Chris Lonneville to end executive session at 7:35 p.m. No action taken.

A motion was made by Chris Lonneville and seconded by Travis Jones to adjourn at 7:36 p.m.

