

MINUTES  
TOWN OF WARSAW  
JULY 12, 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
Councilwoman:	Dave Mateer
Councilman:	Steve Perkins
Councilman:	Travis Jones

ALSO PRESENT:

Historian:	Sally Smith
Town Clerk:	Cathy Smith
Zoning Officer:	Dan Hurlburt
Hwy. Superintendent:	Jeff Royce
Town Attorney:	Dave DiMatteo
Town Librarian:	Lisa Gricius

GUESTS:

Town Resident:	Lisa Wolf
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Pledge of Allegiance

Travis Jones updated on the library construction grant. May have to hold up on the funding as there were some questions on the SHPO and are unable to locate anything. Mr. Jones continues that when applying for the study room Lyndsay Yoder of Bero Architects submitted for Lead Agency, SEQR, and SHPO to the Parks, Recreation and Historic Preservation.

There was a brief discussion on the email correspondence from MRB regarding SHPO

Attorney Dave DiMatteo noted that we need to get things in line to apply for the grant. The bond application has passed. Attorney DiMatteo asked the Town Board to pass a resolution which may help Lyndsay out. As for the USDA grant, where do we stand? Travis Jones answered they were working on the design phase.

Mr. DiMatteo continues that SEQR has to be done by the Lead Agency, which is Lynsey Yoder and he will help her through the process as it is a Type 2 Action, which is the long form. After the SEQR we will need to get the Bond Resolution.

A motion was made by Travis Jones and seconded by Steve Perkins to approve the Resolution Authorizing DiMatteo and Roach Access to SHPO File Regarding Capital Library Project.

ROLL CALL: Ayes = 5. Rebecca Ryan, Chris Lonneville, Dave Mateer, Steve Perkins, Travis Jones

**TOWN OF WARSAW  
RESOLUTION AUTHORIZING DiMATTEO & ROACH  
ACCESS TO SHPO FILE  
REGARDING CAPITAL LIBRARY PROJECT**

Adopted: July 12, 2023

The Town Board of the Town of Warsaw met at a regular board meeting at the Town Hall of the Town of Warsaw, located at 83 Center Street, Warsaw, New York 14569, on the 12<sup>th</sup> day of July, 2023, commencing at 6:00 p.m. and the following members were:

Present:	Supervisor	Rebecca Ryan
	Councilmember	Chris Lonneville
	Councilmember	Dave Mateer
	Councilmember	Steve Perkins
	Councilmember	Travis Jones

**WHEREAS**, all Town Board Members, having due notice of said meeting, and that pursuant to Article 7, §104 of the Public Officers Law, said meeting was open to the general public and due and proper notice of the time and place whereof was given as required by law; and

**WHEREAS**, the Town Board of the Town of Warsaw recognizes the important role their public library plays in the community and as such, the Town is currently undergoing a capital library project to improve the library’s operational space for the community’s benefit; and

**WHEREAS**, the Town Board of the Town of Warsaw has retained the services of Bero Architecture to facilitate and complete the architectural and engineering components of the project; and

**WHEREAS**, the Town Board of the Town of Warsaw has further retained the services of Municipal Solutions to assist with various steps of this project; and

**WHEREAS**, the Town is currently working towards completing an application for the Community Facility Loan Program through the United State Department of Agriculture (USDA), Rural Development; and

**WHEREAS**, it is the Towns belief that the New York State Historic Preservation Office (SHPO) had previously issued a letter of approval to the Town relative to this project; and

**WHEREAS**, the Town wishes to obtain a copy of the previously issued letter from SHPO to include as a supplement to their funding application; and

**WHEREAS**, the Town wishes to allow the Town Attorney’s Office, DiMatteo & Roach to be granted access to the information and documentation (including all correspondence) in the file held by SHPO.

**NOW ON MOTION OF** Travis Jones which has been duly seconded by Dave Mateer, now therefore, be it

**RESOLVED**, the Town Board of the Town of Warsaw hereby authorizes the Town Attorney’s Office, DiMatteo & Roach to be granted access to the SHPO file in order to obtain the correspondence and documentation the Town wishes to include with the application for funding; and be it further

**RESOLVED**, the Town Board further authorizes the Law Office of DiMatteo & Roach to reach out to SHPO for all related documents in SHPO’s possession.

**ROLL CALL: 5 AYES** – Rebecca Ryan, Chris Lonneville, Dave Mateer, Steve Perkins, Travis Jones

Ayes: 5

Nays: 0

Quorum Present: X Yes No

Dated: July 12, 2023

Cathy Smith, Clerk

Town of Warsaw

[SEAL]

Librarian Lisa Gricius added that the summer reading program is still running and there are great prizes available. Friends of the Library book sale will be July 15<sup>th</sup> and 16<sup>th</sup>. During the Valley Fest.

Attorney Dave DiMatteo advised that he or anyone from his firm will be soliciting for the Town Prosecutor. It is his understanding that the District Attorney’s office is interested.

A motion was made by Dave Mateer and seconded by Chris Lonneville to approve the airport vouchers as submitted. AYES: 5, NAYS: 0, Absent/Abstain: 0, AIF

Airport report was given by Steve Perkins. The leases have been finalized and are ready to be signed. The old building has been taken down. The 2024 budget is coming up and Steve would like to talk to Ashley about adding a percentage line on the monthly budget report.

A motion was made by Chris Lonneville and seconded by Dave Mateer to approve the minutes of June 14, 2023. Ayes: 5, Nays: 0, Absent/Abstain: 0, AIF

A motion was made by Dave Mateer and seconded by Travis Jones to approve the monthly report. Ayes: 5, Nays: 0, Absent/Abstain: 0 AIF

After a brief discussion on not getting the reports the day of or hours before the meeting was discussed, Chris Lonneville noted that when Kaufman-Utz presented themselves to the board it was said that they would be available when needed and that has not always been the case. He has concerns that we aren't given the time to properly review the information and there still isn't a percentage on the report. Dave Mateer added that it has been asked for 3 months.

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

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

Historian report was given by Sally Smith. Has assisted in locating family members graves.

Cemetery report was given by Sally Smith. Has heard nothing. Attorney DiMatteo stated that it has to go through the process.

Clerk report was given by Cathy Smith. No update on the new computers. There is an issue with the BAS software. Originally an update was suggested for \$150 then it was determined that a migration was necessary for \$250. Nick Glatt from IT was present when this discussion took place. Nick feels that the computer was not built to handle the job, does not have a lot of memory and suggested adding some as well as purchasing another external hard drive. The best solution was to purchase a new computer. It was decided to go with the migration to get us through.

Zoning report was given by Dan Hurlburt. Permits issued were for a swimming pool, deck, roof solar panels. Has received the NYS Federal Sign Regulations but the map is of the village.

A motion was made to Dave Mateer and seconded by Chris Lonneville to approve the reappointment of Don McKeown to the Board of Assessment Review for a 5-year term ending 09-30-2028. Ayes: 5, Nays: 0, Absent/Abstain: 0 AIF

Trailer Park inspections have been done.

A motion was made by Steve Perkins and seconded by Chris Lonneville to approve the Trailer Park Resolutions for a period of June 01, 2023 until June 01, 2024. Ayes: 5, Nays: 0, Absent/Abstain: 0

ROLL CALL - 5 AYES: Rebecca Ryan, Chris Lonneville, Dave Mateer, Steve Perkins, Travis Jones

RESOLUTION TP  
TRAILER PARK RENEWAL  
TOWN OF WARSAW

83 CENTER STREET  
WARSAW, NEW YORK 14569  
ADOPTED: JULY 13, 2023

The Town Board of the Town of Warsaw met at a regular meeting at the Town Office located at 83 Center Street on July 13, 2021, commencing at 6:00 p.m. at which time and place the following were

PRESENT:

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

NOW ON MOTION OF which has been made by Steve Perkins and duly seconded By Dave Mateer to APPROVE the annual trailer park renewals as follows:

\*TP-01-22 for Warsaw Park CC LLC,

\*TP-02-22 for Keith & Lucinda Herrmann,

\*TO 03-22 Shawn McGuire for the period of June 01, 2022 to June 01, 2023

ROLL CALL: 5 Ayes - Rebecca Ryan, Chris Lonneville, Dave Mateer, Steve Perkins, Travis Jones

AYES: 5

NAYS: 0

ABSENT/ABSTAIN: 0

QUORUM PRESENT: X YES NO

ADOPTED: July 13, 2023

Cathy Smith, Clerk

[SEAL]

Town of Warsaw

Supervisor Ryan asked for a moment of silence for Bob Martin. Mr. Martin was the Town Zoning Officer for many years. Bob passed away June 16<sup>th</sup>, 2023.

Highway report was given by Jeff Royce. Helped several municipalities with paving. The cemetery was mowed. It took 2 people 9 hours each. There are a couple of trees that need limbs trimmed. Smallwood Road will be paved July 19<sup>th</sup> and 20<sup>th</sup>.

NYSDOT 2022/2023 Municipal Snow and Ice Contract D0148833#2 has been signed and mailed.

Update on water meters: Steve Perkins indicated that there had been very little interest. Have gone out to bid twice. Mr. Perkins will meet with the County Budget Officer to show due diligence for workers on installation of the meters.

Committee on Special Services:

Community events: Valley Fest will be July 14<sup>th</sup> and 15<sup>th</sup>.

Summer rec: Chris Lonneville noted that there was dissatisfaction with the condition that the cabin had been left in so he spoke with Shane Evans about the situation. Mr. Evans inspected the cabin and had it cleaned within a couple of hours.

Dave Mateer added that his grandkids are very pleased with the Arts & Craft program. This year has had the highest enrollees. 100 signed up but there were days when more than that came. The cabin was cleaned thanks to Shane Evans. Chris Lonneville added that the cabin does not belong to the Girl Scouts it is owned by the Village. With the 2-year agreement for use of the cabin the Girl Scouts commit to cleaning it.

Received the Pomeroy grant approval to order the signs

Supervisor Ryan noted that there was discussion on food trucks or mobile food. Steve Perkins answered that a permit is needed, the county code enforcement officer will inspect for fire suppression then the Town or Village signs off.

Mayor Dan Burling would like to meet with the Town Board. There is interest in applying for a Main Street Grant. Chris Lonneville asked if the grant could coincide with another municipality. Supervisor Ryan noted that it is highly competitive, probably not. Chris Lonneville asked if the contractor had to be certified under SHPO. Steve Perkins noted that a historical grant needs to meet the criteria such as materials, plans and an engineer is required.

Water rates need to be reviewed.

A motion was made by Dave Mateer and seconded by Travs Jones to enter into executive session at 7:24 p.m. to discuss medical finances, credit of employee history of a particular person/corporation or matters leading to said dismissal, removal, promotion, appointment, employment, discipline, demotion or suspension.

A motion was made by Dave Mateer and seconded by Chris Lonneville to end executive session at 7:58 p.m.

A motion was made by Dave Mateer and seconded by Chris Lonneville to adjourn at 8:00 p.m.

