

**Urbana Town Board Meeting  
Board Meeting  
January 21, 2020**

The Urbana Town Board held its regular meeting on Tuesday, January 21, 2020 at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

|                 |                 |                   |
|-----------------|-----------------|-------------------|
| <b>PRESENT:</b> | Edward Stull    | Supervisor        |
|                 | Jim Presley     | Deputy Supervisor |
|                 | Mary Farmer     | Councilwoman      |
|                 | David Shaw      | Councilman        |
|                 | David Luppino   | Councilman        |
|                 | Deanna Tompkins | Town Clerk        |

**Others Present:** Wade Stopka, Calvin Presley, Dave Oliver, Sandra Niles, Richard Niles

Supervisor Stull called the meeting to order at 6:30 p.m.

Pledge of Allegiance

On a motion made by Councilman Shaw, seconded by Deputy Supervisor Presley and carried approving the minutes from the December 17, 2019 meeting, all voting as follows:

|                           |           |
|---------------------------|-----------|
| Councilwoman Farmer       | Abstained |
| Deputy Supervisor Presley | Aye       |
| Councilman Luppino        | Aye       |
| Councilman Shaw           | Aye       |

On a motion made by Deputy Supervisor Presley, seconded by Councilman Shaw and carried approving the minutes from the January 2, 2020 meeting, all voting as follows:

|                           |           |
|---------------------------|-----------|
| Councilwoman Farmer       | Abstained |
| Deputy Supervisor Presley | Aye       |
| Councilman Luppino        | Aye       |
| Councilman Shaw           | Aye       |

On a motion made by Councilman Shaw, seconded by Deputy Supervisor Presley and carried approving Abstract #14 of 2019 and #1 of 2020, all voting as follows:

|                           |           |
|---------------------------|-----------|
| Councilwoman Farmer       | Abstained |
| Deputy Supervisor Presley | Aye       |
| Councilman Luppino        | Aye       |
| Councilman Shaw           | Aye       |

On a motion made by Deputy Supervisor Presley, seconded by Councilman Stull and carried, all voting Aye to approve the following Accounting transfers:

**A Fund**

|                 |                        |        |
|-----------------|------------------------|--------|
| From: A1010.400 | Town Board Contractual | \$ .24 |
| To: A1010.100   | Town Board Personnel   | \$ .24 |

|                 |                    |          |
|-----------------|--------------------|----------|
| From: A5132.420 | Garage Electricity | \$360.00 |
| To: A5132.430   | Garage Misc.       | \$360.00 |

**DB Fund**

|                  |                             |          |
|------------------|-----------------------------|----------|
| From: DB5110.400 | General Repairs Contractual | \$270.00 |
| To: DB5110.410   | General Repairs Major       | \$270.00 |

On a motion made by Deputy Supervisor Presley, seconded by Councilman Stull and carried, all voting Aye to accept the Department Reports.

**Reorganizational**

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to Accept the Meeting Rules of Procedures, Members of the Public Meeting Policies, Board Meeting Dates and Times, and Holiday Schedule, Wages and Health Insurance and Payroll info.

On a motion Deputy Supervisor Presley, seconded by Councilman Luppino and carried, all voting Aye to approve the Town Policies, Designations and Appointments.

**2020**

**DESIGNATIONS AND APPOINTMENTS**

(New appointees are indicated by \*)

|   |   |
|---|---|
| Official Newspaper  | The Corning Leader  |
| Official Depositories:  | Community Bank<br>Five Star Bank<br>Chemung Canal Trust                 |
| Attorney for the Town   | John J. Ryan Jr.  |
| Registrar   | Deanna Tompkins   |
| Tax Collector   | Deanna Tompkins   |
| Deputy: Town Clerk/ Tax Collector/Registrar                       | Karen Cole  |
| Town Constable  | Mike Slowinski  |
| Court Clerks  | Kim Cruse<br>Tammy Catherman  |
| Dog Control Officer   | Diane Davis   |
| Animal Control Officer  | Diane Davis   |
| Dog Shelter   | Town of Urbana Kennel   |
| Substitute Dog Control Officer                                    | Deanna Tompkins   |
| Town Historian  | Terry Bretherton  |
| Code Enforcement Official<br>Building Inspector<br>Zoning Officer | Mike Slowinski<br>Mike Slowinski  |
| Watershed Officer   | Mike Slowinski  |
| Watershed Clerk<br>Safety Committee                               | Karen Cole<br>Edward P. Stull (chair)<br>Doug Robinson<br>James Presley |
| Deputy Superintendent of Highways                                 | Timothy Slayton   |
| Parks & Rec Administrator   | Deanna Tompkins   |
| KWIC/KLOC Representative  | Edward P. Stull   |

|  |   |
|--|---|
| Alternate                                    | Dave Shaw   |
| Bookkeeper                                   | Marietta Nye  |
| Budget Officer                               | Marietta Nye  |
| Board of Ethics                              | Bill Hewson (chair)<br>Dennis LaMarche<br>Nancy Clark   |
| Sexual Harassment Committee                  | David Luppino (chair)<br>Rodney Pedersen<br>*Marilyn Conklin  |
| Waterfront Committee                         | Jim Presley (co-chair)<br>Bee Keck (co-chair)<br>Ed Wightman (Town businessman)<br>Rick Drain (Chamber)<br>Dave Oliver (Friends)<br>Mary Farmer<br>Ron Leonard<br>Paul Olynk<br>Nancy Clark |
| Highway Committee                            | James Presley (chair)<br>Dave Shaw<br>Doug Robinson   |
| Deputy Supervisor                            | James Presley   |
| Delegate to Association of Towns Conference  | James Presley   |
| Alternate to Association of Towns Conference | Dave Shaw   |
| Health Officer                               | Dr. Curt Cranmer  |
| Board of Assessment and Review               | *TBD  |
| Board of Assessment Review Secretary         | Marietta Nye  |
| Zoning Board of Appeals Secretary            | Marietta Nye  |
| Planning Board Secretary                     | Marietta Nye  |

**Town Of Urbana Board  
Meeting Rules of Procedure**

1. Three or more Board members are needed to conduct official business.
2. With few exceptions three votes are necessary to pass a motion or resolution.
3. The presiding officer is the Supervisor or the Deputy Supervisor.
4. Robert's Rules of Order will be used as the basis for conducting an orderly meeting. These rules will be interpreted and applied informally by the Supervisor.
5. The vote on every question will be taken by ayes and nays, and the names of the members present and their votes will be entered into the minutes.
6. No member of the public shall be permitted to address the Board without first being recognized by the Supervisor and remarks made must be directed to the Supervisor who may either respond or refer the matter to a Board member.
7. Individuals who address the Board should state their name and their address as a matter of courtesy to those who might not otherwise know them.
8. The Supervisor or the majority of the Board are authorized to adjourn or recess the meeting.

**Members of the Public Meeting Policies**

Any observing public member, upon recognition by the supervisor, may address any item on the agenda. Please keep comments non-personal, factual, on topic and within a two (2) minute time limit. You may address the same agenda item twice.

Any Board member or public member upon recognition by the Supervisor and after the agenda items have been completed may bring forth at this time any item of their concern with the understanding that the item will not be discussed nor acted upon at this meeting but will be noted and acted upon at a later date in accordance with the nature of the item. The speaking time limit for the public will be the same as it was for the agenda items, except you may only address the Board once.

If a member of the public wishes to put an item on the agenda please notify the Supervisor's office and fill out a form which will require your name, the group you represent, the date you wish to present the item and the nature of the item. This must be done no later than the Tuesday before a regular monthly meeting.

Agenda items are not added after noon on the Thursday before the meeting and the meeting agenda will normally be available, at the Clerk's office or on our website by midday the Friday before the meeting. Items that may have significant discussion, as determined by the supervisor, will have additional information posted on the Town's website.

**Town of Urbana Board  
2021 Meeting Dates  
Meetings start @ 6:30 P.M. (unless otherwise noted)**

January 21 Audit Meeting for 2020 materials will begin at 5:00 p.m. Reorganizational and regular meeting will begin at 6:30 p.m.

February 11

March 17

April 21

May 19

June 16

July 21

August 18

September 15

October 6 (budget meeting)

October 13 (budget meeting, if needed)

October 20

November 17

December 15

December 30 (9 a.m.)

January 19, 2022 (Reorganizational and regular meeting)

January 26, 2022 (Audit meeting for 2021)

## Holiday Schedule 2020

|                        |                                      |
|------------------------|--------------------------------------|
| New Year's Day         | Tuesday, January 1, 2020             |
| Martin Luther King Day | Monday, January 20, 2020             |
| President's Day        | Monday, February 17, 2020            |
| Good Friday            | Friday, April 10, 2020               |
| Memorial Day           | Monday, May 25, 2020                 |
| Independence Day       | Friday, July 3, 2020                 |
| Labor Day              | Monday, September 7, 2020            |
| Columbus Day           | Monday, October 12, 2020             |
| Veteran's Day          | Monday, November 11, 2020            |
| Thanksgiving Day       | Thurs/Fri, November 25 & 26, 2020    |
| Christmas Eve/Day      | Thurs/Friday, December 24 & 25, 2020 |
| New Year's Day         | Friday, January 1, 2021              |

Some dates may not coincide with the actual holiday. Holidays which fall on Saturday are observed on Friday and those that fall on a Sunday are observed on Monday.

### 2020 Healthcare

#### Union Employees

##### Single Monthly

Town \$ 815.80 (Includes HRA)

Employee \$ 66.80/mo. \$30.83/per pay period

##### Two Person

Town \$1629.99 (Includes HRA)

Employee \$ 126.64/mo. \$58.45/ppp.

##### Family

Town \$2015.74 (Includes HRA)

Employee \$ 91.43/mo. \$91.43/ppp.

#### Clerks (Non-Highway Employees)

##### Single

Town \$ 841.57 (Includes HRA)

Employee \$72.92/mo. \$33.66/ppp.

##### Two Person

Town \$1536.88 (Includes HRA)

Employee \$144.50/mo. \$66.69/ppp.

##### Family

Town \$1877.41 (Includes HRA)

Employee \$ 209.10/mo. \$96.51/ppp.

#### Board Members

Town \$133.26

Board Member \$ 35.21/mo.

## 2020 Payroll Dates

### Biweekly Payrolls:

January 07  
January 21  
February 04  
February 18  
March 03  
March 17  
March 31  
April 14  
April 28  
May 12  
May 26  
June 09  
June 23  
July 07  
July 21  
August 04  
August 18  
Sept. 01  
Sept. 15  
Sept. 29  
October 13  
October 27  
Nov. 10  
Nov. 24  
Dec. 08  
Dec. 22

### Monthly Payrolls:

January 07  
February 04  
March 03  
March(April) 31  
April (May) 28  
May (June) 26  
July 07  
August 04  
September 01  
Sept.(Oct.) 27  
Nov. 10  
December 08

### Bridge and Pier Update

David Oliver gave an update. There is a bill from Saratoga that needs to be paid. There will be a meeting on Wednesday January, 22<sup>nd</sup> with Saratoga Associates. The big thing is to get everything together with both projects and then hold a public meeting to finalize the bridge, boardwalk and pier so the RFP for the Pier can go out.

### Set Public Hearing for Constable Law

On a motion made by Councilman Luppino, seconded by Councilman Shaw and carried, all voting Aye to set the public hearing for the Constable Law on February 11, 2020 at 6:30 p.m.

### Resolution to Maintain Sidewalks and Sign Agreement

On a motion made by Councilman Shaw, seconded by Councilwoman Farmer and carried, all voting Aye directing the Supervisor to sign the agreement with the State Department of Transportation and approving the following Resolution:

RESOLUTION BY MUNICIPALITY OR POLITICAL SUBDIVISION TO MAINTAIN HIGHWAYS AND OTHER RELATED PROJECTS, WHEREIN FEDERAL FUNDS ARE INVOLVED, AND AUTHORIZING A LOCAL OFFICIAL TO ENTER INTO AN AGREEMENT WITH NYS DEPARTMENT OF TRANSPORTATION.

### Resolution 2020-#3

TITLE: AUTHORIZED AGREEMENT BY THE TOWN OF URBANA TO MAINTAIN A CERTAIN PAVEMENT, SHOULDERS, LANDSCAPING, DRAINAGE AND SIDEWALKS BOTH EXISTING AND NEW WHICH IS A PORTION OF THENY 54 OVER LOUGHLIN CREEK, VILLAGE OF HAMMONDSPORT, TOWN OF URBANA, COUNTY OF STEUBEN BRIDGE (BIN 1026920) REPLACEMENT, PROJECT DESIGNATED AS NEW YORK PROJECT PIN 6010.15, D264191.

WHEREAS, the New York State Department of Transportation has submitted to the Town of Urbana proposed agreement by which the Town of Urbana is to maintain sidewalks (shown as

part numbered 1 and part numbered 2 on the Table of Maintenance in green coloring) and to maintain .001 centerline miles of a Back Valley Road (shown as part numbered 5 pm the Table of Maintenance in light green coloring) known as Back Valley Road and to be designated as a port of New York Project No. 6010.15, D264191 and said proposed agreement also provides for the Town of Urbana to request the Department of Transportation, to submit the aforementioned project with recommendation that it be approved by the Administrator of the United States Federal Highway Administration, and that if such project is approved and constructed by the Department and the Administrator of the United States Federal Highway Administration, or their authorized representatives, and make ample provision each year for maintenance.

THEREFORE, BE IT RESOLVED, that the Town of Urbana shall maintain such pavement, shoulders, landscaping, drainage and sidewalks and guarantee the maintenance of such road when constructed and will pay the cost of such maintenance and will maintain the project in a manner satisfactory to the New York State Department of Transportation or its authorized representatives and will make ample provisions each year for such maintenance.

BE IT FURTHER RESOLVED, that the New York State Department of Transportation submit such project to the Administrator of the United States Federal Highway Administration and recommend to him the approval of the same for construction with Funds apportioned to the State for construction of Highways and related projects under the provisions of Federal Highway Acts, and

BE IT FURTHER RESOLVED, that this Town of Urbana act through its Town Supervisor and Clerk which are hereby authorized to act for this Town of Urbana Board and make and enter into agreement with the State Department of Transportation, in manner and form and substance as herein stated and in accordance with the form of contract herein mentioned as having been submitted to this Town of Urbana Board for action, and that this Board furnish two certified copies of this resolution authorizing the Town Supervisor and Clerk of the Town of Urbana Board to execute the agreements on behalf of the Town of Urbana such Town Supervisor and Clerk being fully authorized and directed to make and enter into agreements on behalf of the Town of Urbana in any manner and form required by the Department of Transportation, or the Administrator of the United States Federal Highway Administration and attach the seal of the Town thereto.

Resolution by Municipality...

BE IT FURTHER RESOLVED: That the Clerk of this Board is hereby directed to transmit two (2) certified copies of the foregoing resolution to the State Department of Transportation.

STATE OF NEW YORK )  
COUNTY OF STEUBEN ) SS  
TOWN OF URBANA )

This is to certify that I, the undersigned, Deanna Tompkins, have compared the foregoing copy of the resolution with the original now on file in the office and which was passed by said Town of Urbana Board on the 21<sup>st</sup> day of January, 2020, a majority of all members elected to the Town of Urbana Board voting in favor thereof, and that the same is a correct and true transcript of such original resolution and the whole thereof.

IN WITNESS WHEREOF, I have hereunto set my hand and the official seal of the Town of Urbana this 22 day of January, 2020.

**Saratoga Bill**

On a motion made by Deputy Supervisor Presley, seconded by Councilman Shaw and carried, all voting Aye on to pay the bill for \$2,505.50 submitted by Saratoga Associates submitted in September.

**New Business**

**J O’Connell & Associates Grant Contract**

Deputy Supervisor Presley made a motion to approve the contract for J. O’Connell Grant Consultants for one year at \$28,000, and evaluate them after the first year. The motion died for lack of a second.

On a motion made by Councilman Shaw, seconded by Deputy Supervisor Presley and carried to hire J. O’Connell Consultants on a per grant, sliding scale basis, with the following roll call vote:

|                           |     |
|---------------------------|-----|
| Councilwoman Farmer       | Nay |
| Deputy Supervisor Presley | Aye |
| Councilman Luppino        | Nay |
| Councilman Shaw           | Aye |
| Supervisor Stull          | Aye |

**Audit Info**

The audit will be held on Tuesday, January 28, 2020 at 6:30 p.m.

**Two Post Surface Mounted Lift**

On a motion made by Councilman Shaw, seconded by Deputy Supervisor Presley and carried, all voting Aye to put the Two Post Surface Mounted Lift out to bid.

**Public Input on Non Agenda Items**

None

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to enter into executive session at 7:40 p.m.

On a motion made by Deputy Supervisor Presley, seconded by Councilman Luppino and carried, all voting Aye to come out of Executive Session at 7:54 p.m.

On a motion made by Deputy Supervisor Presley, seconded by Councilman Luppino and carried, all voting Aye to accept the Appointments with the exception of changing Marietta Nye’s appointment as planning Board and Zoning Board Secretary to a three month probationary appointment until April.

On a motion made by Councilwoman Farmer, seconded Councilman Luppino and carried, all voting Aye to adjourn the meeting at 7:58 p.m.

**Respectfully Submitted,**

**Deanna Tompkins  
Town Clerk**