

**Urbana Town Board Meeting
Regular Board Meeting
January 19, 2021**

Present:	Jim Presley	Deputy Supervisor
	David Luppino	Councilman
	David Shaw	Councilman
	Deanna Tompkins	Town Clerk
	Edward Stull	Supervisor
	Mary Farmer	Councilwoman

Attendees: Michael Hanna, David Oliver, Ian Wydra, Lorraine Manelis, Alan Carpenter, Derek Sung, Steve Veley; Jon Hansen (Zoom)

Supervisor Stull opened the Meeting at 6:01 p.m.

Pledge of Allegiance

Public Hearing for Local Law #1 and #2 of 2021

Supervisor Stull asked the Public if they had any comments on Local Law #1 of 2021 and Local Law #2 of 2021. There were no comments from the audience.

Approve Annual Audit

On a motion made by Councilman Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye that the financial records of the Town Court, Town Clerk and Tax Collector were found to be in good order and there are no issues to identify after the board conducted the required audit.

Board Minutes

On a motion made by Councilwoman Farmer, seconded by Councilman Stull and carried, all voting Aye to approve the board meeting minutes from December 17, 2020.

On a motion made by Councilman Shaw, seconded by Councilman Luppino and carried, all voting Aye to approve the board meeting minutes from December 23, 2020.

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to approve the board meeting minutes from December 30, 2020.

On a motion made by Councilman Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the board meeting minutes from January 7, 2021.

On a motion made by Councilman Shaw, seconded by Councilwoman Farmer and carried, all voting Aye to approve the board meeting minutes from January 13, 2021.

Update from County Legislator Michael Hanna

Mike Hanna gave the board a summary of the 2021 budget for Steuben County.

Abstracts

On a motion made by Councilman Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve Abstract #14 of 2020.

On a motion made by Deputy Supervisor Presley, seconded by Councilman Farmer and carried, all voting Aye to approve Abstract #1 of 2021.

Department Reports

On a motion made by Councilman Shaw, seconded by Councilwoman Farmer and carried, all voting Aye to approve the Department Reports.

Reorganizational Meeting 2021

Designations and Appointments

On a motion made by Deputy Supervisor Presley, seconded by Councilman Shaw and carried, voting as followed to approve the following Designation and Appointments:

Supervisor Stull	Aye	
Deputy Supervisor Presley	Aye	
Councilman Shaw	Aye	
Councilwoman Farmer	Aye	
Councilman Luppino	Nay	(reason: does not want to appoint Constable because we are not paying for insurance yet)

DESIGNATIONS AND APPOINTMENTS

(New appointees are indicated by *)

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank Chemung Canal Trust
Town Attorney	Mullen and Associates: Elizabeth Oklevitch
Registrar	Deanna Tompkins
Tax Collector	Deanna Tompkins
Records Management	Deanna Tompkins
Deputy: Town Clerk/ Tax Collector/Registrar	Karen Cole
Town Constable	Mike Slowinski
Court Clerks	Kim Cruse 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	
Building Inspector	Mike Slowinski
Zoning Officer	Mike Slowinski
Watershed Officer	Mike Slowinski
Watershed Clerk	Karen Cole
Safety Committee	Edward P. Stull (chair) Doug Robinson James Presley
Deputy Superintendent of Highways	Timothy Slayton
Parks & Rec Administrator	Deanna Tompkins

KWIC/KLOC Representative Alternate	David Luppino Dave Shaw
Bookkeeper	Marietta Nye (appointed month to month)
Budget Officer	Marietta Nye (appointed month to month)
Board of Ethics	Bill Hewson (chair) Jim Presley Paul Olnyk
Sexual Harassment Committee	David Luppino (chair) Deanna Tompkins Ed Stull Julie Vargo Mary Farmer
Waterfront Committee	Jim Presley (co-chair) Leah Butler (co-chair)* Ed Wightman (Town businessman) Dave Oliver (Friends) Mary Farmer Paul Olnyk
Highway Committee	James Presley (chair) Dave Shaw 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 Review Secretary	Deanna Tompkins
Zoning Board of Appeals Secretary	Tammie Nelson
Planning Board Secretary	Tammie Nelson

Meeting Rules and Procedures

On a motion made by Councilwoman Farmer, seconded by Councilman Shaw and carried, all voting Aye to approve the following Meeting Rules and Procedures:

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

On a motion made by Councilwoman Farmer, seconded by Councilman Luppino and carried, all voting Aye to approve the following Members of the Public Meeting Policies:

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.

2021 Meeting Dates

On motion made by Councilwoman Farmer, seconded by Councilman Luppino and carried, all voting Aye to approve the following Board Meeting Dates and Times.

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

February 16

March 16

April 20

May 18

June 15

July 20

August 17

September 21

October 5 (budget meeting)

October 12 (budget meeting, if needed)

October 19

November 16

December 21

December 28 (9 a.m.)

January 19, 2022 (Reorganizational and regular meeting)

January 25, 2022 (Audit meeting for 2021)

Holiday Schedule 2021

On a motion made by Councilman Shaw, seconded by Councilwoman Farmer and carried, all voting Aye to approve the following Holiday Schedule:

Holiday Schedule 2021

New Year’s Eve	Thursday, December 31, 2020
New Year’s Day	Friday, January 1, 2021
Martin Luther King Day	Monday, January 18, 2021
President’s Day	Monday, February 15, 2021
Good Friday	Friday, April 2, 2021
Memorial Day	Monday, May 31, 2021
Independence Day	Monday, July 5, 2021
Labor Day	Monday, September 6, 2021
Columbus Day	Monday, October 11, 2021
Veteran’s Day	Thursday, November 11, 2021
Thanksgiving Day	Thurs/Fri, November 25 & 26, 2021
Christmas Eve/Day	Friday December 24, 2021 Monday, December 27, 2021
New Year’s Day	Friday, December 31, 2021
New Year’s Day	Monday, January 3, 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.

Old Business

Bridge and Pier Project Update

We are continuing to move forward with the Bridge Project.

New Business

Local Law #1 2021

On a Motion made by Councilwoman Farmer, seconded by Councilman Shaw and carried all voting Aye to approve Local Law #1 of 2021.

Local Law No. 1 of 2021

A Local Law to Amend Sections 101-4 and 101-5 of the Town Code to Prohibit Parking of Motor Vehicles, Motor Boats and Trailers of Any Kind on Designated Property Owned by the Town

BE IT ENACTED by the Town Board of the Town of Urbana, N.Y. to wit:

Section 1 Section 101-4(B) of the Town Code is amended to read as follows:

B. No person shall park a motor vehicle, tractor, trailer, tractor trailer, camper or recreational vehicle between the hours of 2:00 a.m. and 4:00 a.m. in the Town parks known as Curtis Park and Depot

Park except this prohibition shall not apply to the area within Deport Park designated as the boat launch area, which area shall be subject to the prohibitions set forth in Subsection C hereinbelow.

Section 2 Section 101-4 of the Town Code is amended to add two new subparagraphs to read as follows:

D. When signs are displayed in a Town public parking lot, giving notice thereof, no motor vehicle, boat or any type of trailer shall be parked for a continuous period not longer than the maximum period of time prescribed by the signage. The maximum periods for Town public parking lots are:

(a) Boat launch lot within the gated area of the town boat launch sixteen (16) hours.

(b) Town parking lot at the corner of Liberty and Mill Streets seventy-two (72) hours.

E. Parking of motor vehicles, motor boats and trailers of any kind is prohibited on any parcel or part thereof owned by the Town when a "No Parking" notice has been affixed to the parcel or portion thereof.

Section 3. Section 101-5 of the Town Code is amended to read as follows:

101-5 Penalties.

A. A violation of Section 101-4 (A), (B) or (C) shall not constitute a crime, but rather a Violation as defined in Section 101-3. Any person, upon conviction of any one of said subsections, shall be fined an amount not to exceed \$100 for the first offences and an amount not to exceed \$200 for the second or any subsequent offense reoccurring within a consecutive twelve-month period. Additionally, such person shall be subject to imprisonment for a term not to exceed 15 days for each offense or both such fine and imprisonment. The Court may issue a warrant for a person's arrest in the same manner as in a misdemeanor case. The continuation of any offense against the provisions of this article, shall constitute, for each day the offense is continued, a separate and distinct offense hereunder.

B. A violation of Section 101-4(D) or (Ed) shall constitute a parking violation and upon conviction of any on any one said subsections, a person shall be fined an amount not to exceed \$100.00.

Section 4. **Effective Date**

This Local Law shall take effect upon adoption by the Town Board and the filing of this Local Law with the New York State Secretary of State.

Local Law #2 of 2021

On a motion made by Deputy Supervisor Presley, seconded by Councilman Luppino and carried, all voting Aye to approve Local Law #2 of 2021.

Local Law No. 2 of 2021

A Local Law To Amend Section 37-4
of the Town Code

BE IT ENACTED by the Town Board of the Town of Urbana, N.Y to wit:

Section 1 Section 37-4 of the Town Code is amended to add two new subparagraphs to read as follows:

E. Fishing from the shoreline within the gated area of the boat launch and from the boat launch dock is prohibited.

F. Fishing in the beach swimming area as defined by Section 37-3 from June 1 through September 30 of each year is prohibited.

Section 2 **Effective Date.**

This Local Law Shall take effect upon adoption by the Town Board and the filing of this Local Law with the New York State Secretary of State.

AOT Conference Delegate

On motion made by Councilwoman Farmer, seconded by Councilman Shaw and carried, all voting Aye to appoint Deputy Supervisor Presley as a delegate to AOT Conference and Councilman Luppino as alternate.

BAR Delegate

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to re-appoint Philip Dickson to the Board of Assessment and Review which ended on 10/1/2020.

Village Skating Rink at Depot Park

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to allow the Village to put an ice-skating rink on the old Town Garage parking lot at the corner of Liberty and Mill. It can remain up until no later than April 30th. The Village will maintain the rink and include the Town on their insurance policy.

Crow's Nest

Supervisor Stull will talk to Mike Slowinsky about calling the DEC Hazmat Unit to see if people are allowed to live at the site of the old Crow's Nest dump.

Septic and Electrical Engineers

On a motion made by Councilman Shaw, seconded by Councilman Luppino and carried all voting Aye to approve the same Septic and Electrical Inspectors-motion to approve list as last year: Septic Inspectors: Allen's Septic, Superior Septic; Electrical Inspectors: Robert Brucie, Kevin Tuttle, Fred Fitch, Lou Aaron.

Surplus Equipment

On a motion made by Councilman Shaw, seconded by Councilman Luppino and carried, all voting Aye to surplus the stainless steel VBody slide in sander and then sell it to Town of Bath.

Public Input on Non Agenda and Agenda Items

Ian Wydra expressed concern about the Codes Officer.

Executive Session

On a motion made by Councilman Shaw, seconded by Councilwoman Farmer and carried, all voting Aye to go into executive session for employee issues at 7:11 p.m.

On a motion made by Councilwoman Farmer, seconded by Councilman Luppino and carried, all voting Aye to come out of executive session at 7:47 p.m.

On a motion made by Councilman Luppino, seconded by Councilwoman Farmer and carried, all voting Aye to close the meeting at 7:47 p.m.

Respectfully Submitted,

**Deanna Tompkins
Town Clerk**