

**Urbana Town Board Meeting
Regular Board Meeting
January 18, 2022**

The Urbana Town Board held its regular meeting on Tuesday, January 18, 2022 at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

Present:	Edward P. Stull	Supervisor
	Jim Presley	Deputy Supervisor
	David Luppino	Councilperson
	David Shaw	Councilperson
	Mary Farmer	Councilperson
	Deanna Tompkins	Town Clerk
	Elizabeth Oklevitch	Attorney

Others Present: Nichole Dresser, David Oliver, Tammie Nelson

Supervisor Stull opened the meeting at 6:30 p.m.

Pledge of Allegiance

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to approve the Board Minutes from December 14, 2022.

Abstract #13 of 2021

On a motion made by Councilperson Shaw, seconded by Councilperson Farmer and carried, all voting Aye to approve Abstract #13 of 2021.

Abstract #1 of 2022

On a motion made by Councilperson Farmer, seconded by Councilperson Luppino, approving Abstract #1 of 2022, Supervisor Stull voted No for Bill #1079. Motion Carried.

Department Reports

On a motion made by Councilperson Shaw, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the Department Reports.

The board praised Highway Superintendent Robinson for getting everything together for OSHA.

Reorganizational Meeting

2022 Designations and Appointments

On a motion made Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to approve the Designations and Appointments:

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank Chemung Canal Trust
Attorney for the Town	Elizabeth Oklevitch
Registrar	Deanna Tompkins
Tax Collector	Deanna Tompkins
Records Management	Deanna Tompkins
Deputy: Town Clerk/ Tax Collector/Registrar	Nicco Byer
Substitute: Town Clerk/ Tax Collector/Registrar	Tammie Nelson
Substitute: Town Clerk/ Tax Collector/Registrar	Penny Wells
Town Constable	
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 Zoning Officer	Charles Cagle Marvin Rethmel

Watershed Officer	Charles Cagle
Watershed Clerk	Town Clerks Office
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	Tammie Nelson
Budget Officer	Tammie Nelson
Board of Ethics	Bill Hewson (chair) Jim Presley Thomas Kressley
Sexual Harassment Committee	David Luppino (chair) Deanna Tompkins Ed Stull Julie Vargo Mary Farmer
Waterfront Committee	Jim Presley (co-chair) Ed Wightman (Town businessman) Dave Oliver (Friends) Mary Farmer Paul Olynk
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	Penny Wells
Planning Board Secretary	Penny Wells

Meeting Rules and Procedures

On a motion made by Councilperson Shaw, seconded by Councilperson Luppino and carried, all voting Aye to approve the Meeting Rules and Procedures:

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 Councilperson Farmer, seconded by Deputy Supervisor Presley and carried all voting Aye to approve the 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.

Board Meeting Dates and Times

On a motion made by Councilperson Shaw, seconded by Councilperson Luppino and carried, all voting Aye to approve the 2022 Board Meeting Dates and Times:

Meetings start @ 6:30 P.M. (unless otherwise noted)

January 18 Reorganizational and regular meeting

February 15

March 15

April 19

May 17

June 21

July 19

August 16

September 20

October 4 (budget meeting)

October 11 (budget meeting, if needed)

October 18

November 15

December 20

January 17, 2023 (Reorganizational, Audit and regular meeting)

Holiday Schedule

On a motion made by Councilperson Shaw Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to accept the Holiday Schedule

Martin Luther King Day	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Good Friday	Friday, April 15, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth Observed	Monday, June 20, 2022
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Columbus Day	Monday, October 10, 2022
Veteran's Day	Friday, November 11, 2022
Thanksgiving Day	Thurs/Fri, November 24 & 25, 2022
Christmas Eve/Day	Friday December 23, 2022 Monday, December 26, 2022
New Year's Day	Friday, December 30, 2022

Health Insurance and Payroll Information

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to approve the Health Insurance and Payroll Information

Bargaining, Union Employees

Single

Town \$ 868.84 (Includes HRA) Employee \$93.32/mo. \$43.07/per pay period

Two Person

Town \$1736.02 (Includes HRA) Employee \$179.65/mo. \$82.92/ per pay period

Family

Town \$2161.52 (Includes HRA) Employee \$270.98/mo. \$125.07/ per pay period

Non-Bargaining

Single

Town \$897.30 (Includes HRA) Employee \$98.20/mo. \$45.33/ per pay period

Two Person

Town \$1792.70 (Includes HRA) Employee \$190.84/mo. \$88.08/ per pay period

Family

Town \$2239.52 (Includes HRA) Employee \$285.28/mo. \$131.67/ per pay period

Non-Bargaining (Ancillary)

Single

Town \$89.63 Employee \$23.765/mo.

Two Person

Town \$176.97
Family

Employee \$46.90/mo.

Town \$243.42

Employee \$64.51/mo.

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried all voting aye to accept the Towns policies with the exception of the Code of Ethics Policy which is being worked on.

On a motion made by Councilperson Farmer, seconded by Councilperson Shaw and carried, all voting Aye to put all of the redone Highway Department policies in the Handbook.

Old Business

Bridge Update

All of the pilings are in. The bridge should be completed in April. We need to start thinking about what we need for the hand rail.

Pier Project update: We are waiting for the contract.

Update on Utility Invoices for the Shed at Depot

The Utilities were turned off in the shed at Depot.

2021 Economic Agency-American Rescue Plan Act- Travel, Tourism and Outdoor Recreation Grant

There was a discussion about combining the Pier project that Jean O'Connell is working on and the Rails to Trails project that David Oliver is doing and submit them together for the American Rescue Plan Act Tourism Grant. David Oliver gave an overview about the rails to trails grant. Deputy Supervisor Presley and Supervisor Stull will talk to Jean O'Connell about combining the two projects.

Police Coverage at Waterfront

Supervisor Stull will talk to the Village of Hammondsport about police coverage and ask them to present three options- 8 hours, 10 hours and 15 hours. The Town would like coverage from May-October.

Immunity from Zoning

On a motion made by Deputy Supervisor Presley, seconded by Councilwoman Farmer and carried, all voting Aye to schedule a public hearing for 15th of February.

New Business

Approve Justice Court Audit

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

Board of Assessment Review

On a motion made Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve Roger Tompkins for another 5 year term on the Board of Assessment Review.

Planning Board

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to approve Heidi Lowenstein as a member of the Planning Board.

Zoning Board

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve Tom Cole as a member of the Zoning Board.

30 day Waiver for Alcoholic Beverage License

A 30 day Waiver for Alcoholic Beverage License was submitted for the new restaurant and will be filed in the Clerks office.

Town of Urbana Celebration

The Celebration is scheduled for June 11, 2022. More information will be presented next month.

NYSEG Pole on Reservoir Hill Road

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, authorizing Supervisor Stull to sign the agreement authorizing NYSEG to install a midspan pole and extend the existing electric line for about 94 feet to a new pole along the easterly bounds of Reservoir Hill Road on the Town of Urbana's property.

Easement for Pipe on Urbana Road

On a motion made by Councilperson Shaw, seconded Councilperson Farmer approving and carried, all voting Aye to approve the Easement for a pipe on Urbana Road.

Mini Excavator

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to have the Highway Department turn in their old mini Excavator for \$50,000 and pay the difference of \$19,887.65 for a new one.

Code of Ethics

Supervisor Stull and Councilperson Farmer will help Attorney Oklevitch write the Code of Ethics for the Town of Urbana.

Public Input on Non Agenda Items

Nichole Dresser commented that the minutes and agenda for all boards need to be placed on the website in a timely manner.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to enter into executive session for personnel regarding employment, inviting in Clerk Tompkins and Attorney Oklevitch at 8:38 p.m.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to come out of executive session at 9:10 p.m.

With no further business, on a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried all voting Aye to close the meeting at 9:10 p.m.

Respectfully Submitted,

**Deanna Tompkins
Town Clerk**