January 8, 2014
Town of Caton 2014 Re-organization Meeting & Regular Monthly Board Meeting

Supervisor Kate Hughes brought the Town of Caton 2014 Re-organizational Meeting to order at 6:00 pm with the pledge of allegiance. New town board members were welcomed.

PRESENT Supervisor Kate Hughes, Councilman Timothy Scott, Councilman Daniel Stuart, Councilwoman Michelle Fitzsimmons, Councilwoman Diane Card, Highway Superintendent Robert Rutter, Assessor Marilyn Bockus, County Legislator Carol Ferratella, Town Attorney Steve Maio, Town Clerk Avonne Dickerson and several visitors.

2014 RE-ORGANIZATION APPOINTMENTS
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-AYES 3 (Hughes, Fitzsimmons, Card) NAYS 1 (Scott) ABSTAINED 1 (Stuart) to appoint Peter Gordon to a ZBA 5-yr term, expiring in 2018.

On motion of Councilman Scott seconded by Councilwoman Card the following resolution NOT ADOPTED VOICE VOTE-AYES 2 (Stuart, Scott) NAYS 3 (Hughes, Fitzsimmons, Card) to appoint Ed Rose to a ZBA 5-yr term, expiring in 2018.

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED VOICE VOTE-AYES 3 (Hughes, Fitzsimmons, Card) NAYS 1 (Scott) ABSTAINED 1 (Stuart) to reappoint Roger Grigsby to a Planning Board 5-yr term, expiring in 2018.

On motion of Councilman Stuart seconded by Councilman Scott the following resolution NOT ADOPTED VOICE VOTE-AYES 2 (Stuart, Scott) NAYS 3 (Hughes, Fitzsimmons, Card) to appoint Ann Balch to a Planning Board 5-yr term, expiring in 2018.

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED VOICE VOTE-AYES 4 (Hughes, Fitzsimmons, Card, Scott) ABSTAINED 1 (Stuart) to appoint Jan Glover to a Planning Board unexpired 2-yr term, expiring in 2015.

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 4 (Hughes, Fitzsimmons, Card, Scott) NAY 1 (Stuart) to reappoint Kathy Mack to a Park Committee 5-yr term, expiring in 2018.

2014 RE-ORGANIZATION APPROVALS
On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-to approve the following appointments:
Account Clerk Part-time-Don Haussener Park Handyman-Eugene Dickerson
Park Program Director-Apryl Clary Alternate Planning Board member-Priscilla Rial
Historian-Avonne Dickerson Registrar-Avonne Dickerson
Town Hall Handyman-Eugene Dickerson Town Hall Custodian-Avonne Dickerson

On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the following approvals:
Deputy Town Supervisor-Diane Card Deputy Town Clerk/Registrar-Carol Matusick
Deputy Town Clerk-Susan Edwards Deputy Code Officer-Douglas Wicks
Town Engineer-Hunt Engineering Official Meeting Night-2nd Wed of month
Official Newspaper-Corning Leader Official Banks-Chemung Canal/M & T

On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the following appointments:
Town Constable-Michael Smith Park Caretaker-Tammy Welch
Bookkeeper-Joanne Randall Town Attorney-Steven Maio
Health Officer-Dr. Mark Mauer
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution
ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to appoint Don Miller to the
additional health officer position.

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to appoint Marilyn Bockus as
secretary to the Planning Board and Zoning Board of Appeals.

Councilman Stuart requested that copies of the last twelve months’ of town bank statements
be emailed to him by bookkeeper. Supervisor Hughes reminded Councilman Stuart that all
and every bank statement is readily available for any board member or citizen to view.
Bookkeeper is to put in time for processing Dan’s request.

**2014 RE-ORGANIZATION MONIES APPROVAL**

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the following rates
and charges as listed below:

<table>
<thead>
<tr>
<th>Position</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Planning/Zoning &amp; Zoning Update Secretary</td>
<td>$35.00/meeting</td>
</tr>
<tr>
<td>Deputy Town Clerk/Registrar</td>
<td>$9.38/hour</td>
</tr>
<tr>
<td>Bookkeeper</td>
<td>$13.00/hour</td>
</tr>
<tr>
<td>Part-time Account Clerk</td>
<td>$10.46/hour</td>
</tr>
<tr>
<td>Town Hall Custodian</td>
<td>$8.87/hour</td>
</tr>
<tr>
<td>Deputy Town Supervisor</td>
<td>$100.00/year</td>
</tr>
<tr>
<td>Deputy Highway Superintendent</td>
<td>$1,000.00/year</td>
</tr>
<tr>
<td>Part-time Highway Worker (with CDL)</td>
<td>$11.20/hour</td>
</tr>
<tr>
<td>Part-time Highway Worker (no CDL)</td>
<td>$9.15/hour</td>
</tr>
<tr>
<td>Part-time Town Hall Handyperson</td>
<td>$8.85/hour</td>
</tr>
<tr>
<td>Part-time Park Handyman</td>
<td>$8.85/hour</td>
</tr>
<tr>
<td>Mileage-general</td>
<td>$.565/mile</td>
</tr>
<tr>
<td>Mileage-assessor work</td>
<td>$.60/mile</td>
</tr>
<tr>
<td>Zoning Law Book</td>
<td>$8.00 each</td>
</tr>
<tr>
<td>Subdivision Law Book</td>
<td>$5.00 each</td>
</tr>
<tr>
<td>Personal copy</td>
<td>$.20 each</td>
</tr>
<tr>
<td>Town Document copy</td>
<td>$.10 each</td>
</tr>
<tr>
<td>Fax local</td>
<td>$.50 each</td>
</tr>
<tr>
<td>Fax long distance</td>
<td>$2.00 each</td>
</tr>
<tr>
<td>Petty cash on hand</td>
<td>$100.00</td>
</tr>
<tr>
<td>Petty cash tax collection</td>
<td>$100.00</td>
</tr>
</tbody>
</table>

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS-RESOLVED to approve the following authorizations:

- Authorize prepayment for postage, insurance, utilities, schools and other necessary
  expenses;
- Authorize Deputy Supervisor to conduct business in absence of Supervisor;
- Authorize Deputy Supervisor to sign checks and do banking at request of Town Supervisor.

**Appointments to the Zoning Update Committee for Year 2014:**

Supervisor Hughes nominated Peter Gordon to the Zoning Update Committee and
Councilman Scott nominated Ed Rose to the Zoning Update Committee. The following
resolution ADOPTED VOICE VOTE-3 AYES (Scott, Stuart, Hughes)-Ed Rose 2 AYES
(Fitzsimmons, Card) Peter Gordon. Motion carried for appointment of Ed Rose.

On motion of Supervisor Hughes seconded by Councilwoman D Card the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the following
Building Permit Fees for Year 2014 as presented and adding residential fence permit:
**Building Permit** $20 plus $2 for every 100 square feet of structure being constructed, altered, improved and includes-single & doublewide mobile homes-(permit good for one year)

**Renewal of Building Permit** $15 (permit good for six months)

**Shed Permit** $0 – up to 120 square feet; over requires a regular building permit

**Agriculture Building** No charge-permit required (used for livestock/farming)

**Demolition/Removal of Building** $10

**Certificate of Occupancy** No charge

**Swimming Pool** $15

**Home Occupancy** No charge-permit required

**Site Plan (conditional use)** $25-(legal ad; appear before Planning Board)

**Variance** $25-(legal ad; appear before Zoning Board of Appeals)

**Woodstove/Solid Burning Appl** $30

**Septic Inspection** $25

**Residential Fence** $10

**Timber Harvesting** No charge-permit required

**Call back inspections** $25-when inspection requested & work is incomplete

**Violation re-inspection** No charge

**Penalty-building without a permit** up to $250 (discretion of Code Officer)

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the following fees for dog licensing and control for Year 2014:

- **Spayed/neutered dog** $ 8.50 (inc $1 for NYS)
- **Unaltered dog** $ 15.50 (inc $3 for NYS)
- **Dog Enumeration** $ 3.00 (for each unlicensed dog found during enumeration)
- **Replacement tag** $ 3.00
- **Purebred** $ 50.00 (plus $3/dog for NYS)-11 to 25 dogs
- **Impoundment fees** $ 10.00-first of any dog owned by that person
- **Violation fees** $ 25.00-first violation
- **Impoundment fees** $ 75.00-second violation
- **Violation fees** $ 125.00-subsequent violation

**PROCUREMENT POLICY and FISCAL MANAGEMENT** on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to reaffirm the Procurement Policy and Fiscal Management Policy for year 2014 as presented (copy attached).

*At 7:00 pm Supervisor Hughes closed the 2014 Re-organization Meeting*
January 8, 2014
Town of Caton 2014 Re-organization Meeting & Regular Monthly Board Meeting
~ 4 ~

At 7:00 pm Supervisor Hughes opened the Regular Monthly Town Board Meeting

MINUTES on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to approve minutes from the December 30, 2013 Year-end Town Board Meeting and the December 11, 2013 Regular Monthly Town Board Meeting while inserting the following into the November 2013 Board Meeting minutes in the first paragraph of page 2-“two Capital Reserve accounts, being DA0962.41 in amount of $363,000 and DA0962.42 in amount of $100,000...”. *(correction to November 2013 minutes should have been listed in December 2013 minutes).

PAYMENT of BILLS monthly bills presented on Abstract #001 of 2014 as follows:
General Fund-vouchers #0101-0121: $38,227.01 (removing voucher #0119)
Lighting District-voucher #0001: $110.11
Highway Fund-vouchers #0101-0110: $25,495.14

STEUBEN COUNTY UPDATE
The Patterson Bridge is scheduled to re-open in May of 2014. Also, County Highway Superintendent Vince Spagnoletti may speak to Supervisor Hughes concerning the Steuben County Shared Services Program.

TOWN OFFICIALS REPORTS for December 2013 as follows:
Highway Superintendent Robert Rutter’s report viewed/filed.
Constable Mike Smith’s report viewed/filed.
Assessor Marilyn Bockus-time sheet only. Previous Assessor Ann Balch brought up the fact that all the assessor equipment is in the Assessors’ Office where it belongs. Supervisor Hughes publically apologized for the misinformation that was put out there.
Code Officer Don Miller’s report viewed/filed.
Justice Steve Matusick’s report viewed/filed.
Supervisor Kate Hughes report as follows (fund balances as of 12/31/2013):

<table>
<thead>
<tr>
<th>Reserve Type</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Highway Equip Reserve</td>
<td>$117,820</td>
</tr>
<tr>
<td>Park Capital Reserve</td>
<td>$20,955</td>
</tr>
<tr>
<td>Office Capital Reserve</td>
<td>$3,969</td>
</tr>
<tr>
<td>General Ins/Retirement</td>
<td>$75,000</td>
</tr>
<tr>
<td>Highway Repair Reserve</td>
<td>$68,306</td>
</tr>
<tr>
<td>General Bldg Reserve</td>
<td>$158,184</td>
</tr>
<tr>
<td>Community Beautification</td>
<td>$4,981</td>
</tr>
<tr>
<td>CD Balances: General</td>
<td>$302,457</td>
</tr>
</tbody>
</table>

CORRESPONDENCES
• NYS Association of Towns-training school in NY City for newly elected officials.

OLD BUSINESS
• On motion of Supervisor Hughes seconded by Councilman Scott the following resolution adopted ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the 2014 contract with Southern Tier Central Regional Planning & Development Board in amount of $4,326.00.
• On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve a contract for internet access with Time Warner Cable for Highway Superintendent.

NEW BUSINESS
• Audit dates for 2013 books:
  Town Clerk, Payroll, Supervisor-January 13th @ 4:30 pm.
  Highway inventory-January 13th at 8 am.
  Justice books-Supervisor will contact.
MEETING opened to the PUBLIC

Comments consisted of contacting Verizon Wireless and Congressman Reed to see about better cell phone service for the Caton area;

Consider shared services for highway and justice court departments;

Highway Department thanked Highway Superintendent for the work done this year on the roads; not pleased with the sanding of Birch Creek Road; would snow fencing help; would like a sluice pipe installed on a Wolcott Road residence; what time does the highway crew start plowing and maybe the route schedule needs to be changed; research done on equal opportunity employment of a certain highway worker;

On motion of Supervisor Hughes, meeting adjourned at 8:05 pm

*Town Clerk, Avonne M Dickerson* _________________________________
At 6 pm Supervisor Hughes brought the meeting to order with the pledge of allegiance.

PRESENT Supervisor Kate Hughes, Councilwoman Michelle Fitzsimmons, Councilwoman Diane Card, Councilman Timothy Scott, Councilman Daniel Stuart, Highway Superintendent Robert Rutter, Constable Michael Smith, Library representative Nancy Kirby-Kurjakovic, County Legislator Carol Ferratella, Town Clerk Avonne Dickerson and visitors.

Res # 0214-01
APPROVAL OF MINUTES on motion of Supervisor Hughes seconded by Councilman T Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to approve the minutes from the January 8, 2014 Town Board Meeting with correction.

County Legislator Carol Ferratella-
- Carol had emailed a copy of the Steuben County Stock Catalog to the town. This would allow the Town to purchase office items from the County at a much lower price than we are currently paying.
- Carol talked to the board about the Steuben County Shared Services Highway contract. After discussion, Town Board tabled until next month and Attorney Maio’s review.
- Carol also noted that the Steuben County Sheriff’s Office has started a workfare program.

Library update given by Nancy Kirby-Kurjakovic – in the process of revising the 2014 budget.

TOWN OFFICIALS REPORTS for January 2014
Code Officer Don Miller’s report viewed and filed.
Highway Superintendent Robert Rutter’s report viewed and filed.
Constable Mike Smith’s report viewed and filed.
Assessor Marilyn Bockus’ report viewed and filed.
Supervisor Kate Hughes report viewed and filed as follows:
- CD balances: General-$302,457
- Capital Reserve accounts: Highway Equipment-$117,820  Highway Repair-$68,306
  Office-$3,969  Park-$20,955  C/B-$4,981  Insur/Retire-$75,000  Buildings-$158,184

PAYMENT OF BILLS – Res # 0214-02
On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve payment of bills as presented on Abstract # 2 of 2014 in the following amount(s):
- General Fund-vouchers # 0201-0237: $27,859.31
- Highway Fund-vouchers # 0201-0218: $42,463.87
- Lighting District-voucher # 002: $159.21

CORRESPONDENCES
- John Stoddard from Economy Paving Company is seeking office space in town to rent while doing work on the bridge and culvert on the Caton Road. Clerk has contact information if anyone knows of any rentable space.
- NYS Association of Towns-notice of the February 2014 Training School and Annual Meeting in New York City.

OLD BUSINESS
- Capital Reserve Funds-the Town currently has seven capital reserve accounts. All of the original resolutions establishing the accounts have not been located as of yet. Supervisor Hughes has talked to NYS about this and what needs to be done if resolutions cannot be located. She also gave a handout to board members explaining the establishing of and the spending of reserve accounts. Subject will be revisited at the March board meeting.
• Councilman Scott would like all monthly reports and correspondences to be available before the monthly Town Board Meeting. Supervisor Hughes noted to department heads that all reports and such should be in to the Town Clerk by the last Friday before the next regular Town Board meeting.

Res # 0214-03
• On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to appoint Carol Matusick as Court Clerk for 2014.

NEW BUSINESS
Res # 0214-04
• Caton Community Days-on motion of Supervisor Hughes seconded by Councilman Daniel Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve closure of State Route 225 from the Old County Road to Caton Center and from the Caton Fire Hall to Caton Center from 6:30 am to approx. 4:30 pm on Saturday May 10, 2014 for the Community Days event.

• Community Projects-Supervisor Hughes would like to form a Comprehensive Plan Committee to update previous Comprehensive Plan designed in 2002. Also, would like to create some type of a Welcome Committee for residents (new and current residents). There will be a sign up sheet at the Town Hall for anyone interested in signing up for these volunteer positions.

• Councilwoman Card also mentioned that the Caton Community Days Committee is always open for new volunteers, as all help is appreciated.

Res # 0214-05
• NYS Unified Court System-on motion of Supervisor Hughes seconded by Councilman T Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to consent to the Temporary Assignment of our Justice, to preside in other towns in the Seventh Judicial District as needs arise and to approve Temporary Assignment of Justices from other towns within the Seventh Judicial District to preside in our Justice Court as needs arise for year 2014.

Res # 0214-06
• On motion of Councilwoman Card seconded by Supervisor Hughes the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to make the town hall janitor position and the town park janitor position part-time employee positions.

MEETING OPENED TO THE PUBLIC comments consisted of the following:
what State department and who did Supervisor talk to about the resolutions for reserve accounts,
board members did not ask for qualifications for appointment of volunteer positions,
letter to Verizon and FCC for wireless and internet service,
copy of 2014 road work is on the web site,
any information on Governor Cuomo’s plan to consolidate local governments and consider shared services,
how much money is in all of the bank accounts and in surplus,
what is the difference between a budget transfer and an actual cash transfer,
was the $54,000 transferred in November a budget transfer or a cash transfer and why was it put in to a state retirement account,
two different Supervisor reports on web site for October 2013,
a lot of confusion involved with placement of the $54,000 transfer,
any board member should be able to answer a simple question like what is the surplus,
think the appointed positions were hastily filled, red flag because the state asked the county to come up with the shared services agreement, looks like the buddy system for appointment of deputy highway superintendent, question about snow coverage on the weekends, highway department now has an email account, Caton School is up for sale and would make a great town hall, Town of Big Flats is now doing shared services with Chemung County on a pilot program, Town of Caton should utilize the work fare program, the old Caton Store would be a good place for a Dandy Mini-mart, State has been giving grants out for years and now they are telling people what to do, what was the last gas bill at the Highway Shop, how much money is in building reserves account and how much goes in each year, a new 3-bay highway building would be good, compliment to highway superintendent on condition of road, grant money in NYS has dried up.

On motion of Supervisor Hughes, meeting adjourned at 8:30 pm.

Clerk, Avonne M. Dickerson ____________________________________________
Minutes of Town of Caton Regular Monthly Town Board Meeting  
March 20, 2014

Meeting brought to order by Supervisor Hughes at 6 pm with the pledge of allegiance.

**Present:** Supervisor Kate Hughes, Councilwoman Diane Card, Councilwoman Michelle Fitzsimmons, Councilman Timothy Scott, Councilman Daniel Stuart.

**Others Present:** Steuben County Highway Superintendent Vincent Spagnoletti, Town Attorney Steven Maio, Assessor Marilyn Bockus, Constable Mike Smith, Town Clerk Avonne Dickerson and several visitors.

**Minutes:** motion by Supervisor Hughes seconded by Councilwoman Fitzsimmons to approve minutes from February 12, 2014 meeting as presented. Voice vote, Ayes (5) Nays (0), motion carried.

**Superintendent Spagnoletti:** talked to the Town Board about the Steuben County Department of Public Works Shared Services Mutual Aid Agreement for public works projects, equipment, maintenance and materials. According to Mr. Spagnoletti, Caton is the only municipality that has not signed the proposed agreement with Steuben County. Also, there is nothing binding in the agreement; that is, if the Town of Caton signs the agreement we may always opt out at any time. Furthermore, stated that the Town of Caton will not be allowed to use the County’s equipment if the agreement is not signed.

Attorney Maio commented that after review there is nothing in the agreement that is giving the County any power over anything that happens here. Also, suggested that we find out for sure if the Town of Caton has insurance to cover in case of damage done to any vehicle or equipment of the County’s that we use or vice versa.

The Board thanked Mr. Spagnoletti for his time.

**Bills:** motion by Supervisor Hughes seconded by Councilman Stuart to approve monthly bills in total amount of $35,646.20. Roll call vote, Ayes (5) Nays (0), motion carried.

**Library Report:** The library has made a budget adjustment to get through 2014. May 3 through May 10 is Friends of the Library book sale.

**Highway Report:** Highway Superintendent Rob Rutter’s report reviewed and filed. Councilman Scott mentioned that we should be getting ideas from other towns and Superintendent Rutter for suggestions on behalf of a new highway building.

**(Resolution #0314-01)** Motion by Supervisor Hughes seconded by Councilman Scott to declare 1992 Dodge 2500 van and 2001 Dodge 3500 1-ton as surplus highway equipment, and to put both items out for bid. Roll call vote, Ayes (5) Nays (0), motion carried.

**Code Enforcement Officer Report:** Don Miller’s report viewed and filed. (Revisit complaint #1 with Don)

**Constable Report:** Mike Smith’s report viewed and filed.

**Dog Control Officer:** Christie Speciale’s report viewed and filed.

**Justice Court Report:** Steve Matusick’s report viewed and filed.
Minutes of Town of Caton Regular Monthly Town Board Meeting  
March 20, 2014  

Assessors’ Report: Marilyn Bockus’ report viewed and filed.
Supervisor Report: Kate Hughes report viewed and filed. Supervisor has been working with bookkeeper concerning Williamson software updates.

Correspondences:
- Bridge work on State Route 225 is scheduled to start on the Monday after Caton Community Days. There will be increased law enforcement at that time.
- Department Public Works inquiring to see if any towns are interested in roadside mowing of County routes within our town.
- STCRPDB invites Town Board to Annual Dinner on April 24, 2014.
- Office of District Attorney Brooks Baker concerning Traffic Safety Education and Diversion Program.
- Notification from Town of Southport of Final Comprehensive Plan.
- Invitation to Town Board to the Caton Volunteer Fire Company’s Annual Banquet on April 19, 2014.
- Notification from Assemblyman Palmesano of 2014 CHIPS funding.
- Calendar from Wayne County Soil & Conservation District, on file in Clerk’s office.

Old Business:
Steuben County Department of Public Works Shared Services Mutual Aid Agreement for public works projects, equipment, maintenance and materials (Resolution #0314-02)
After board discussion, a motion by Supervisor Hughes seconded by Councilwoman Card to adopt the resolution as presented by Steuben County concerning shared services, to be contingent on confirmation in writing by the insurer, and to be reviewed by the Supervisor and Town Attorney that the insurance is secured. Roll call vote-Ayes (3-Hughes, Card, Fitzsimmons); Nays (2-Scott, Stuart), motion carried.

Comprehensive Plan Committee/Public Good Committee
Continue to collect names of volunteers for both committees before appointing.

New Business:
Intermunicipal Agreement for Shared Fuel Services with Caton Fire District #1 (Resolution #0314-03)
Attorney Maio previously reviewed contract and mentioned that the contract was written for a ten year period. After board discussion motion made by Supervisor Hughes seconded by Councilman Scott to adopt the contract for a four year period and submit it back to the Fire District to see if they will accept the change. Roll call vote-Ayes (5) Nays (0), motion carried.

Verizon coverage request (Resolution #0314-04)
Motion by Supervisor Hughes seconded by Councilman Scott to put on record a letter of request directed to Verizon Services stating the fact that there are many areas in the Town of Caton that have no access to internet and cell phone services and would Verizon consider increasing cell phone coverage in our town (cc to Congressman Reed). Also, noting that the land lines are not in reliable condition either. Voice vote, Ayes (5) Nays (0), motion carried.
Town Pit, site survey (Resolution #0314-05)
Motion by Supervisor Hughes seconded by Councilman Stuart to proceed with pursuing a survey of the pit, if none exists. Roll call vote, Ayes (5) Nays (0), motion carried.

Reports for Town Board members
Councilman Scott mentioned to Supervisor Hughes that the Supervisor is supposed to give a special report to board members pertaining to all monies spent and left over for current year. Also, would like any business pertaining to the board meeting given to board members before the meeting.

Visitors
Comments consisted of the following-
Comprehensive Plan and Caton Public Good Committees;
Involvement within the community is very important;
Caton Park lights and Park Committee meeting;
Board members need to be getting all paper work required to do their job;
Shared services with other towns and the Shared Service Contract with the County;
New law that went in to effect on 02/02/2012 pertaining to disclosure of records in open meetings;
Missing vouchers from 2008, 2009 and 2010;
Software that the Town of Caton uses;
Bridge closings may cause a lot of traffic on other town roads;
Extra patrol from sheriffs and troopers during Community Days;
Placing a Dandy Mini Mart where the old store is located.

Supervisor Hughes brought the meeting to a close at 8:30 pm

Town Clerk, Avonne Dickerson
Southeast Steuben County Library  
Profit & Loss Budget vs. Actual  
January through February 2014  

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jan - Feb 14</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>2014 BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>Income</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4000 · Municipal Grants</td>
<td>313,627</td>
<td>313,577</td>
<td>50</td>
<td>601,503</td>
</tr>
<tr>
<td>4100 · Grants/Donations</td>
<td>89,250</td>
<td>94,469</td>
<td>-5,219</td>
<td>217,319</td>
</tr>
<tr>
<td>4300 · Service Fees</td>
<td>5,838</td>
<td>5,400</td>
<td>438</td>
<td>33,500</td>
</tr>
<tr>
<td>4700 · Investment Earnings</td>
<td>89</td>
<td>150</td>
<td>-61</td>
<td>900</td>
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<tr>
<td>Total Income</td>
<td>408,803</td>
<td>413,596</td>
<td>-4,792</td>
<td>853,222</td>
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<tr>
<td>Endowment</td>
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<td>323,097</td>
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<tr>
<td>Transfer from Reserves</td>
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<td>100,000</td>
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<tr>
<td>TOTAL</td>
<td></td>
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<td>1,276,319</td>
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<tr>
<td>Expense</td>
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<tr>
<td>5000 · Payroll</td>
<td>105,008</td>
<td>113,789</td>
<td>-8,780</td>
<td>591,998</td>
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<tr>
<td>5100 · Payroll Taxes, Benefits,&amp; Ins.</td>
<td>21,739</td>
<td>24,249</td>
<td>-2,511</td>
<td>135,780</td>
</tr>
<tr>
<td>6000 · Facilities</td>
<td>40,392</td>
<td>36,356</td>
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Note--this budget has not yet been revised to show the reduction approved by the Board of Trustees to the Library to $1,162,709
LIBRARY DIRECTORS’ REPORT FOR THE MONTH OF FEBURARY 2014
PRESENTED MONDAY MARCH 13, 2014

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**VOLUNTEER February 2014 Statistics**

**For the month of February 2014**
Number of Volunteers: 82
Total Volunteer Hours: 815.5
Average Hours/Volunteer: 9.95

**For the month of February 2013**
Number of Volunteers: 99
Total Volunteer Hours: 473.25
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Reference Questions: 897

**Southeast Steuben County Library Digital Literacy Services**

210 patrons were given assistance with Basic Computers, Resume and Job Search assistance, Microsoft Office skills, Multimedia and personal devices. SSCL Digital Literacy offered 7 programs; Microsoft Excel (6 attendees), iPad (3 attendees), Senior Personal Technology (2 attendees) and presented to the Corning Retirees Group (40 attendees). This month we worked mostly with Windows 8, iPad & Resume assistance. We also had 1034 Mango Database sessions, 91 views, 67 visitors and currently 411 Followers of the American Dream Blog and 259 views, 170 visitors and currently 28 Followers of the Tech Talk Blog. For February 2014, there were 937 checkouts through Over-Drive for SSCL Patrons.

**Circ and service stats:**
- Items added 705
- Collection total 133,343
- Patron Registration 56
- Reference questions=897 Circ=277 children=198 total=1,372
Supervisor Kate Hughes brought the regular monthly Town Board meeting to order at 6 pm with the Pledge of Allegiance.

**Present** Supervisor Kate Hughes, Councilwoman Diane Card, Councilwoman Michelle Fitzsimmons, Councilman Timothy Scott, Councilman Daniel Stuart.

**Others present** County Legislator Carol Ferratella, District Attorney Brooks Baker, Investigator Noel Terwilliger, NYMIR Insurance Agent John Kuehn, Assessor Marilyn Bockus, Town Clerk Avonne Dickerson and several visitors.

**Drug abuse in local vicinity** Attorney Baker and Investigator Terwilliger spoke at length about illegal drug abuse in Steuben County and surrounding counties, noting that the three most affordable and popular drugs right now are heroin, bath salts and synthetic meth. They stated that Steuben, Chemung and Tioga Counties are now known as “meth alley” in NY State for leading methamphetamine abuse. Penalties for trafficking illegal drugs have increased, however NYS pushes for early releases. The board thanked them for the detailed discussion.

**Minutes** on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 4 (Hughes, Card, Scott, Stuart) ABSTAINED 1 (Fitzsimmons)-to approve minutes from the March 12, 2014 board meeting as presented and by adding a statement previously made by Councilman Scott to the visitors section saying that for two years now he has been trying to get meeting information from the Town Supervisor and Town Officers prior to the town board meeting.

**Monthly bills** on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to pay monthly bills as follows (including removing a duplication of payment from one of the highway bills):

- General Voucher’s # 1 to # 27-$10,758.56
- Highway Vouchers # 1 to # 13-$10,758.56
- Street Light Voucher # 1-$135.00

**Steuben County Shared Services Contract Resolution #0414-01** John Kuehn talked about the liability end of the contract with the board saying that insurance wise currently the town is in general compliance. To be in complete compliance as the contract is written would cost $432 more per year in insurance. After discussion and on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to implement a Policy that the Town of Caton will only loan equipment if there is an operator included and will only borrow equipment if there is an operator included. Resolution to be forwarded to Highway Superintendent.

**Insurance Renewal Resolution #0414-02** John Kuehn presented 2014-15 insurance renewal to board members. Cost of insurance will be approximately $300 less than last year with a return check of $808. On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to renew insurance policy through NYMIR at total cost of $22,141.83.
County Update Carol Ferratella mentioned that Tom Sears from the Planning Department has put on the home page of the County website an interactive GIS icon for maps and other information. Furthermore, the County is working on a parcel viewer. Also, Tim Marshall was appointed as director of the Emergency Management position and is seeking a deputy. The County is also doing district representative reapportionment due to the 2010 census.

Library Update viewed and filed. (mistakenly only had one page and will update both pages to website with March 2014 minutes)

Highway Superintendent Rob Rutter’s report viewed, filed. Councilman Scott asked Councilwoman Card if she would be interested in keeping records on fuel usage at highway department. Councilwoman Card agreed to record keeping.

Code Enforcer Don Miller’s report viewed, filed.

Constable Mike Smith’s report viewed, filed.

Justice Steve Matusick’s report viewed, filed.

Assessor Marilyn Bockus’ report viewed, filed. Land breakdowns and building breakdowns are now on the Caton website through the ProServe program.

Supervisor Kate Hughes’ report viewed, filed.

<table>
<thead>
<tr>
<th>Capital Reserves</th>
<th>Hwy Equip-$117,866</th>
<th>Hwy Repair-$68,306</th>
<th>Office-$4,501</th>
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</thead>
<tbody>
<tr>
<td>Gen Buildings-$163,184</td>
<td>Park-$21,056</td>
<td>Comm Beau-$5,082</td>
<td>Ins/Retire-$75,000</td>
</tr>
<tr>
<td>CD Balances: General-$302,458 @ 0.20%</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>

Supervisor Hughes has retained a retired NYS auditor to help find out the correct operation of some of the account transactions that need to be done. There is also a software problem going on and updates from NYS. Supervisor Hughes has set up a Town Board Meeting for Wednesday, April 30th @ 6 pm to discuss further Capital Reserve Fund transactions.

Correspondence
- Received notification from Steuben County Department of Public Works that landfill tickets sold at the Town Hall must now be paid for by the Town in advance.
- NYSDOT-may have to put up road signs up that supersede current traffic regulations due to bridge repair on the Caton Road.
- Cable franchise transfer from Time Warner to Comcast. Clerk to forward copy to Attorney Maio.

Community Days Noise Ordinance Resolution #0414-03
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 4 (Hughes, Fitzsimmons, Scott, Stuart) ABSTAINED 1 (Card)-to waive the Town of Caton Noise Ordinance on Saturday, May 10, 2014, from 7:30 am through 4 pm to proceed with the Caton Community Days event.

Road Use Agreement Supervisor Hughes to call Attorney Osterman concerning the definition of “Construction Activity” on page 2 of proposed RUA and will discuss outcome at the April 30, 2014 meeting of the Town Board.
Highway surplus equipment
Received two sealed bids for the one ton vehicle-
   1.) Gary Jones-$1,764
   2.) Ed Aftuck-$1,726
Bid was awarded to Gary Jones

Caton Park Caretaker position Resolution #0414-04
Supervisor Hughes discussed with board members about increasing the park caretaker’s salary due to a recommendation by the NYS auditors that this position should be an employee vs. a contract position. On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to increase the current salary of $150 per month to $163 (approx. 7 ½ %) to cover required payroll deductions.

Other business
Councilman Scott talked to the board about receiving all paperwork pertaining to monthly meetings on the Friday before the board meeting.

Computer purchase Resolution #0414-05
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to purchase (1) new and unused computer from Southern Tier PC including installation, hardware and software, at a total cost of $960, to be paid for out of Office Equipment Capital Reserve Account, subject to a permissive referendum.

Open to the public
Comments consisted of the following-
   - Comprehensive Plan Committee and Public Good Committee appointments
   - Encroaching debris from the Town dump edging around the swamp on the Marsh Road
   - Road Use Agreement and Shared Services Agreement
   - Insurance for Highway Superintendent
   - NYS retirement benefits for part-time employees
   - Patterson Bridge tentative opening is May 20th
   - Ways of getting info to board meetings ahead of time
   - Surplus amount for 2013
   - Reduce town taxes due to surplus
   - Software problems with computer and person hired to help correct
   - Brown Hollow and McCarthy Roads need a lot of work
   - Mr. Stuart is well behaved and Dana is happy tonight
   - Not feasible for Dandy Mart in the Caton area
   - More sheriff coverage in our town

Supervisor Hughes brought meeting to a close at 8:10 pm

Caton Town Clerk, Avonne M Dickerson
SOUTHEAST STEUBEN COUNTY LIBRARY
BOARD OF TRUSTEES

LIBRARY DIRECTORS' REPORT FOR THE MONTH OF
FEBRUARY 2014
PRESENTED MONDAY MARCH 13, 2014

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# Southeast Steuben County Library

## Profit & Loss Budget vs. Actual

January through February 2014

### Jan - Feb Actual vs. Budget

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<tr>
<th>Ordinary Income/Expense</th>
<th>Jan - Feb 14</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>2014 BUDGET</th>
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<td><strong>Income</strong></td>
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<td></td>
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<tr>
<td>4000 - Municipal Grants</td>
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<td>313,577</td>
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<td>601,503</td>
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<tr>
<td>4100 - Grants/Donations</td>
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<td>4300 - Service Fees</td>
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<td>5,400</td>
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<td>33,500</td>
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<tr>
<td>4700 - Investment Earnings</td>
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<td>150</td>
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<td><strong>Total Income</strong></td>
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<td><strong>Endowment</strong></td>
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<td>5000 - Payroll</td>
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<td>113,789</td>
<td>-8,780</td>
<td>591,998</td>
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<td>5100 - Payroll Taxes, Benefits,&amp; Ins.</td>
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Special Meeting of the Caton Town Board
Pertaining to Capital Reserve Funds
April 30, 2014

Supervisor Hughes brought the meeting to order at 6 pm.

Present Supervisor Katherine Hughes, Councilwoman Michelle Fitzsimmons, Councilwoman Diane Card, Councilman Tim Scott, Councilman Dan Stuart, Town Clerk Avonne Dickerson and several attendees.

Executive Session on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED for the Town Board to meet in executive session to discuss the settlement agreement for the Corning Natural Gas Compressor Station.

At 6:10 pm on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED for the Town Board to end the executive session and resume the special meeting of the Town Board.

Resolution #0414-06 on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to accept the settlement presented by Attorney Harris Beach TLLC and respond to the attorney in the affirmative for him to move forward with agreement to the CNG settlement.

Supervisor Hughes provided a copy of "What Is the Difference Between a Compilation, a Review and an Audit? Comparative Overview" informational printout given to her by financial consultant Carol Golden who is working with Supervisor Hughes and Bookkeeper Randall with the AUD report. Cost to town for her assistance may be around $2,500. Councilmen Scott and Stuart had preferred that Supervisor Hughes had consulted with the Town Board before hiring Ms. Golden. Updates on where we are with the AUD report will be put on next month’s agenda.

Councilman Stuart made allegations that Town Board members do not receive all information available pertaining to the Town’s monetary assets and transactions of such. Supervisor Hughes stated that Board members receive a Supervisor’s report at the monthly Town Board Meeting and all balances are listed on that report. Supervisor Hughes also mentioned, as she has several times in the past, that Councilman Stuart as well as any individual is welcome to come in and go over all financial transactions and balances with her, and that she would also explain to him how to read the monthly report.

Capital Reserve Funds Supervisor Hughes has realized that there are some accounting errors and not all of the reserve fund money was transferred into the correct reserve fund accounts, but was left in the checking account. In order to correct this, the following transactions were made:

- Resolution #0414-07 on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct an unmade transfer from the year 2008, a transfer be made from the existing highway money market account to the highway equipment capital reserve fund in the amount of $25,000 per the 2008 budget.

- Resolution #0414-08 on motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct an unmade transfer from the year 2009, a transfer be made from the existing highway money market account to the highway equipment capital reserve fund in the amount of $25,000 per the 2009 budget.
Special Meeting of the Caton Town Board
Pertaining to Capital Reserve Funds
April 30, 2014

• **Resolution #0414-09** on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct an unmade transfer from the year 2010, a transfer be made from the existing highway money market account to the highway equipment capital reserve fund in the amount of $25,000 per the 2010 budget.

• **Resolution #0414-10** on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct two unmade transfers from the year 2011, a transfer be made from the existing general money market account to the DA existing highway money market account in the amount of $250,000 per the 2011 budget; and a transfer be made from the highway money market account to the highway equipment capital reserve fund in the amount of $200,000 per the 2011 budget.

• **Resolution #0414-11** on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct an unmade transfer from the year 2012, a transfer be made from the existing general fund money market account to the existing highway fund money market account in the amount of $100,000 per the 2012 budget.

• **Resolution #0414-12** on motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that in order to correct an unmade transfer from the year 2012, a transfer be made from the existing general fund money market account to the highway fund money market account in the amount of $100,000 per 2012 budget.

*Review and reaffirm Capital Reserve Funds* there are two styles of Capital Reserve Funds. A “specific” capital reserve fund is created when a particular item is going to be purchased. A permissive referendum must be permitted at the start of this capital reserve fund.

A “type” capital reserve fund is created when any item in the category of the fund may be purchased in the future. A permissive referendum must be permitted at the purchasing time of item.

*Please see an additional 16 pages pertaining to capital reserve fund transactions.*

**Fiscal Year End Report** Supervisor Hughes also provided board members with an 8-page informational sheet from the NYS Comptroller’s Office. This is basically the AUD in grid form for years 2008 through 2012.

Supervisor Hughes suggested that the board make no adjustments to the 2014 budget until all approved changes to previous years are completed by Bookkeeper Randall.

Supervisor Hughes closed the meeting at 8:25 pm

*Caton Town Clerk, Ayonne Dickerson*
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-13) Confirming the Establishment of a Capital Reserve Fund to Finance a Type of Capital Improvement or Equipment – HWY EQUIP

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, while changing the wording on the following page in column 5 to read “estimated” annual reserve contribution, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby confirmed the establishment prior to 1986 of a capital reserve fund to be known as the “Highway Equipment Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be financed from the Reserve Fund is the acquisition of Highway construction, maintenance and repair equipment.

The level of funding for this reserve is intended to cover the replacement costs of major highway equipment as outlined in the supporting calculations. This calculation takes the value of the major equipment, divided by the expected years of service and the sum of these annual portions provides the annual reserve contribution to maintain the department’s equipment. The intended maximum level of this fund is to cover the purchases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Note: If the moneys in the Reserve Fund will consist of town highway moneys, the establishment of the Reserve Fund is also subject to the consent of the town superintendent of highways and the approval of the county superintendent of highways. Expenditures would be made on order of the town superintendent of highways upon audit and with the consent of the town board.

Supporting calculations to be updated at least every five years:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>2014 Replacement Value</th>
<th>Trade in Estimate (1/4 of new value)</th>
<th>Replacement schedule (years)</th>
<th>Estimated Annual reserve contribution</th>
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<tr>
<td>Dump Trucks (4) 1-ton with sander and plow</td>
<td>$1,000,000</td>
<td>$250,000</td>
<td>8</td>
<td>$93,750</td>
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<td>3/4-ton with sander and plow</td>
<td>$50,000</td>
<td>$12,500</td>
<td>7</td>
<td>$5,357</td>
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</tr>
<tr>
<td>Grader</td>
<td>$170,000</td>
<td>$42,500</td>
<td>5</td>
<td>$25,500</td>
</tr>
<tr>
<td>Backhoe</td>
<td>$275,000</td>
<td>$68,750</td>
<td>10</td>
<td>$20,625</td>
</tr>
<tr>
<td>Excavator</td>
<td>$100,000</td>
<td>$25,000</td>
<td>10</td>
<td>$7,500</td>
</tr>
<tr>
<td>Roller</td>
<td>$150,000</td>
<td>$37,500</td>
<td>10</td>
<td>$11,250</td>
</tr>
<tr>
<td>Tractor</td>
<td>$93,000</td>
<td>$23,250</td>
<td>10</td>
<td>$6,975</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$50,000</td>
<td>$12,500</td>
<td>10</td>
<td>$3,750</td>
</tr>
</tbody>
</table>

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain replacement schedule. The maximum balance of the fund should not need to exceed approximately the two largest value replacement items unless a purchase has been delayed resulting in a predicted high spending year. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

This resolution is a reaffirmation of a capital reserve account that has been in existence in the Town of Caton since at least 1986.
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-14) Confirming the Establishment of a Capital Reserve Fund to Finance a Type of Capital Improvement or Equipment - HWY IMPRV

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, while changing the wording on the following page in column 4 to read “estimated” annual reserve contribution, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Highway Improvement Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction or reconstruction of Town roads and bridges.

The level of funding for this reserve is intended to cover the costs of major highway improvement projects as outlined in the supporting calculations. This calculation takes the cost of typical road improvements to restore badly deteriorated roads to current conditions, with the expectation that only a certain number of miles can be or needs to be addressed periodically and the sum of these annual portions provides the annual reserve contribution to maintain the department’s improvement project schedule. The intended maximum level of this fund is to cover the purchases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Note: If the moneys in the Reserve Fund will consist of town highway moneys, the establishment of the Reserve Fund is also subject to the consent of the town superintendent of highways and the approval of the county superintendent of highways. Expenditures would be made on order of the town superintendent of highways upon audit and with the consent of the town board.

Supporting calculations to be updated at least every five years:

<table>
<thead>
<tr>
<th>Road improvement type</th>
<th>Cost per mile</th>
<th>projected miles per year performed</th>
<th>Estimated Annual reserve contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>rebuild dirt segment with</td>
<td>$</td>
<td>1</td>
<td>$</td>
</tr>
<tr>
<td>ditch, material and work</td>
<td>$ 40,000</td>
<td>1</td>
<td>$ 40,000</td>
</tr>
<tr>
<td>Profiling</td>
<td>$ 10,000</td>
<td>1</td>
<td>$ 10,000</td>
</tr>
<tr>
<td>Oil and stone surface</td>
<td>$ 17,000</td>
<td>1</td>
<td>$ 17,000</td>
</tr>
<tr>
<td>Total</td>
<td>$ 67,000</td>
<td>$</td>
<td>$ 67,000</td>
</tr>
</tbody>
</table>

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain project schedule. The maximum balance of the fund should not need to exceed approximately the two years of projects unless a known issue is anticipated resulting in a predicted high spending year. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

This resolution is a reaffirmation of a capital reserve account that had been discussed and funded in 2012 for the 2013 budget year, the vote for which was never completed.
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-15) Confirming the Establishment of a Capital
Reserve Fund to Finance a Type of
Capital Improvement or Equipment - BLDGS

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, while changing the wording on the following page in column 4 to read “estimated” annual reserve contribution, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Town Buildings Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction or reconstruction of Town Buildings.

The level of funding for this reserve is intended to cover the costs of major town building improvement or replacement projects as outlined in the supporting calculations. This calculation takes the cost of building values and useful life with projected improvements to restore deteriorated or out of code buildings to current conditions. These annual portions provide the annual reserve contribution to maintain the town’s real property assets. The intended maximum level of this fund is to cover the purchases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Note: If the moneys in the Reserve Fund will consist of town highway moneys, the establishment of the Reserve Fund is also subject to the consent of the town superintendent of highways and the approval of the county superintendent of highways. Expenditures would be made on order of the town superintendent of highways upon audit and with the consent of the town board.

Supporting calculations to be updated at least every five years:

<table>
<thead>
<tr>
<th>Buildings total (1)</th>
<th>Reserve factor</th>
<th>Number of years to fund</th>
<th>Estimated Annual reserve contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,046,798</td>
<td>0.1</td>
<td>5</td>
<td>$20,936</td>
</tr>
</tbody>
</table>

(1) from 2014 insurance statement of values

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain project schedule. The maximum balance of the fund is intended to be approximately 1/10 the value of the buildings in total unless project plans recommend increasing the balance for a specific project. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

This resolution is a reaffirmation of a capital reserve account that has been in existence in the Town of Caton since 2010.
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-16) Confirming the Establishment of
a Capital Reserve Fund to Finance
a Type of Capital Improvement or Equipment - OFFC EQUIP

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED
ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, while changing the wording on the following page in column
4 to read “estimated” annual reserve contribution, that pursuant to Section 6-c [6-g for fire districts] of
the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known
as the “Office Equipment Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund
is to accumulate moneys to finance the cost of a type of equipment. The type of equipment to be
financed from the Reserve Fund is the acquisition of Office Equipment.

The level of funding for this reserve is intended to cover the replacement costs of major office
equipment as outlined in the supporting calculations. This calculation takes the value of the major
equipment, divided by the expected years of service and the sum of these annual portions provides the
annual reserve contribution to maintain the department’s equipment. The intended maximum level of
this fund is to cover the purchases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year
that ends in 5 or 0.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the
manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the
moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and
consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized
on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief
fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the
Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the
fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of
each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of
investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the
operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the
purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve
Fund without the approval of this governing board and such additional actions or proceedings as may be
required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive
referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Supporting Calculations:

<table>
<thead>
<tr>
<th>Equipment</th>
<th>2014 Replacement value</th>
<th>Expected life</th>
<th>Annual reserve funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computers (5)</td>
<td>4500</td>
<td>6</td>
<td>750</td>
</tr>
<tr>
<td>Copiers (2)</td>
<td>1400</td>
<td>5</td>
<td>280</td>
</tr>
<tr>
<td>TOTAL</td>
<td>5900</td>
<td></td>
<td>1030</td>
</tr>
</tbody>
</table>

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain replacement schedule. The maximum balance of the fund should not need to exceed approximately the two largest value replacement items unless a purchase has been delayed resulting in a predicted high spending year. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

This resolution is a reaffirmation of a capital reserve account that has been in existence in the Town of Caton since 1992.
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-17) Confirming the Establishment of
a Capital Reserve Fund to Finance
a Type of Capital Improvement or Equipment - PARKS

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED while changing the wording on the following page in column 4 to read “estimated” annual reserve contribution, that pursuant to Section 6-c [6-g for fire districts] of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “Parks Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of a type of capital improvement. The type of capital improvement to be financed from the Reserve Fund is the construction or reconstruction of Town Park Facilities.

The level of funding for this reserve is intended to cover the replacement costs of major Parks equipment and improvements as outlined in the supporting calculations. This calculation takes the value of the major equipment and improvements, divided by the expected years of service and the sum of these annual portions provides the annual reserve contribution to maintain the department’s equipment. The intended maximum level of this fund is to cover the purchases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Supporting calculations to be updated at least every five years:

<table>
<thead>
<tr>
<th>Improvement or Equipment</th>
<th>Cost</th>
<th>Life</th>
<th>Estimated Annual Reserve Contribution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tennis court surface</td>
<td>$3,000</td>
<td>8</td>
<td>375</td>
</tr>
<tr>
<td>Pavillion repair</td>
<td>$1,000</td>
<td>8</td>
<td>125</td>
</tr>
<tr>
<td>Bathroom renovation</td>
<td>$1,000</td>
<td>10</td>
<td>100</td>
</tr>
<tr>
<td>Playground set</td>
<td></td>
<td>15</td>
<td>0</td>
</tr>
<tr>
<td>General improvement</td>
<td></td>
<td>8</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,000</strong></td>
<td><strong>$</strong></td>
<td><strong>600</strong></td>
</tr>
</tbody>
</table>

The park expenditures have historically represented improvements that are not periodic or scheduled but rather tend to be upgrades and updating. These have included a camera security system, bathroom updates, new retaining walls, parking lot surfacing and replacement tables. The predicted spending is therefore best estimated by past spending levels.

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain good repair and upgrades. The maximum balance of the fund should not exceed approximately the two largest value replacement items unless a purchase has been delayed resulting in a predicted high spending year. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

This resolution is a reaffirmation of a capital reserve account that has been in existence in the Town of Caton since 1995.
APRIL 30, 2014
TOWN OF CATON NEW YORK
Resolution (#0414-18) Confirming the Closing of a Capital Reserve Fund
- COMM BEAUT -

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, to close the Community Beautification capital reserve fund and to merge the funds into the buildings capital reserve fund.
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS-0 RESOLVED, while changing the wording on the following page in column 3 to read “estimated” annual reserve contribution, with the maximum balance being approximately three years of payments, that pursuant to Section 6-j of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the “_Worker’s Compensation_ Reserve Fund” (hereinafter “Reserve Fund”). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of compensation and benefits, medical, hospital, or other expenses authorized by Article 2 of the Workers’ Compensation Law and by the Volunteer Firefighters’ Benefit Law and to pay the expenses of administering a self-insurance program.

The level of funding for this reserve is intended to cover the increasing costs of medical benefits for open cases charged directly to the town or unexpected large increases in worker’s compensation insurance benefits as outlined in the supporting calculations. This calculation takes the value of recent increases in payouts of open cases and projects them forward. The intended maximum level of this fund is to cover expected increases as they are predicted to arise, shown in the supporting calculations.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0. This resolution is a reorganization (split) of a capital reserve account that had been discussed and funded in 2012 for the 2013 budget year, the vote for which was never completed.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Note: If the moneys in the Reserve Fund will consist of town highway moneys, the establishment of the Reserve Fund is also subject to the consent of the town superintendent of highways and the approval of the county superintendent of highways. Expenditures would be made on order of the town superintendent of highways upon audit and with the consent of the town board.

Supporting Calculations:

<table>
<thead>
<tr>
<th>2014 Expenditure</th>
<th>estimated increase from past 5 years</th>
<th>Estimated annual amount needed</th>
</tr>
</thead>
<tbody>
<tr>
<td>$ 18,000</td>
<td>15%</td>
<td>$ 20,700</td>
</tr>
<tr>
<td>2nd year</td>
<td>$</td>
<td>23,805</td>
</tr>
<tr>
<td>3rd year</td>
<td>$</td>
<td>27,376</td>
</tr>
</tbody>
</table>

The annual contribution is the amount necessary to add to the reserve fund balance each year to maintain a maximum balance of approximately 2 years of payments. This will allow the town to absorb unexpected increases without disrupting a current year budget. The maximum balance of the fund should not need to exceed approximately the two year’s payments unless a claim is made resulting in a predicted high spending year. If it does exceed this value, the board shall discuss whether special circumstances exist or reduce funding while the balance remains high.

**Workers’ Compensation Reserve Fund (GML Section 6-i)**

Purpose: To pay compensation and benefits, medical, hospital, or other expenses authorized by Article 2 of the Workers’ Compensation Law and by the Volunteer Firefighters’ Benefit Law and to pay the expenses of administering a self-insurance program.

Who May Create: Municipal corporations (counties, cities, towns, villages), school districts, or fire districts that are self-insurers under Section 50[4] of the Workers’ Compensation Law or Section 30 of the Volunteer Firefighters’ Benefit Law. How to Create Created by resolution of the governing board. A referendum is not required either to and Use: create or expend moneys from the reserve.

Sources of Funds: Budgetary appropriations and other sums as may be legally appropriated (e.g., surplus moneys). Use of Unexpended If at the end of any fiscal year, moneys in the fund exceed the amounts required Balances: to be paid for compensation, benefits and expenses, plus any additional amount required to pay all pending claims, the governing board, within 60 days of the close of such fiscal year, may elect to transfer all or part of the excess amount to certain other reserve funds, or may apply all or part of the excess to the budget appropriation of the next succeeding fiscal year. If the local government ceases to be a self-insurer, moneys remaining in the fund may be transferred to certain other reserve funds, but only to the extent moneys in the fund exceed an amount sufficient to pay all authorized expenditures, both accrued and contingent.
On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED, including a $25,000 maximum amount of money to be deposited, that pursuant to Section 6-r of the General Municipal Law, as amended, there is hereby established a capital reserve fund to be known as the "Retirement Contribution Reserve Fund" (hereinafter "Reserve Fund"). The purpose of this Reserve Fund is to accumulate moneys to finance the cost of retirement contributions.

The level of funding for this reserve is intended to cover ½ of one year’s typical budgeted contributions to the State retirement Fund for all employees combined. This value is based on the state’s recession recovery period where contribution rates increased by 11 to 18% for three years. This reserve will provide stability against such future periods of extreme increases. If the maximum does exceed the value of ½ of one year’s contributions, the board shall discuss whether special circumstances exist or reduce future funding while the balance remains high.

This funding schedule should be reviewed by the board at minimum each 5 years, such as in each year that ends in 5 or 0. This resolution is a reorganization (split) of a capital reserve account that had been discussed and funded in 2012 for the 2013 budget year, the vote for which was never completed.

The chief fiscal officer is hereby directed to deposit and secure the moneys of this Reserve Fund in the manner provided by Section 10 of the General Municipal Law. The chief fiscal officer may invest the moneys in the Reserve Fund in the manner provided by Section 11 of the General Municipal Law, and consistent with the investment policy of the Town of Caton. Any interest earned or capital gains realized on the moneys so deposited or invested shall accrue to and become part of the Reserve Fund. The chief fiscal officer shall account for the Reserve Fund in a manner which maintains the separate identity of the Reserve Fund and shows the date and amount of each sum paid into the fund, interest earned by the fund, capital gains or losses resulting from the sale of investments of the fund, the amount and date of each withdrawal from the fund and the total assets of the fund, showing cash balance and a schedule of investments, and shall, at the end of each fiscal year, render to the Board a detailed report of the operation and condition of the Reserve Fund.

Except as otherwise provided by law, expenditures from this Reserve Fund shall be made only for the purpose for which the Reserve Fund is established. No expenditure shall be made from this Reserve Fund without the approval of this governing board and such additional actions or proceedings as may be required by Section 6-c [6-g] of the General Municipal Law or any other law, including a permissive referendum if required by subdivision 4 of Section 6-c [subdivision 7 of Section 6-g].
Retirement Contribution Reserve Fund (GML Section 6-r)

Purpose: For the payment of “retirement contributions,” which are defined as all or any portion of the amount payable to either the New York State and Local Employees’ Retirement System or the New York State and Local Police and Fire Retirement System, pursuant to Sections 17 or 317 of the Retirement and Social Security Law.

Who May Create: Municipal corporations (counties, cities, towns, villages), school districts (except a school district in a city with a population of 125,000 or more), boards of cooperative educational services, fire districts and other district corporations, police districts, and special improvement districts governed by a separate board of commissioners, which are “participating employers,” as defined in Retirement and Social Security Law Sections 2(20) or 302(20).

How to Create Created, and expenditures authorized, by resolution of the governing board to and Use: finance retirement contributions. A referendum is not required either to create or expend moneys from the reserve.

Sources of Funds: (a) Budgetary appropriations or taxes raised for the reserve (b) Revenues that are not required by law to be paid into any other fund or account (c) Amounts from reserve funds established pursuant to Sections 6-c, 6-d, 6-e, 6-f or 6-g of the General Municipal Law (supported by the same tax base), or pursuant to Education Law Section 3651 subject to public hearing requirements (d) Other funds that may be legally appropriated.

Use of Unexpended The board may authorize the transfer of a portion of the moneys in the retirement contributions reserve to a reserve fund established pursuant to Sections 6-c, 6-d, 6-e, 6-f or 6-g of the General Municipal Law (supported by the same tax base), or in the case of a school district, a reserve fund established pursuant to Section 3651 of the Education Law. Such a transfer is subject to a public hearing. If the board determines that the retirement contribution reserve is no longer needed, the board may terminate the fund by resolution. The resolution must transfer any moneys remaining in the retirement contribution reserve to one or more reserve funds established pursuant to Sections 6-c, 6-d, 6-e, 6-f or 6-g of the General Municipal Law (supported by the same tax base), or in the case of a school district, one or more reserve funds established pursuant to Section 3651 of Education Law.
Resolution #0414-21
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to close the previous Workers Comp
Ins/Retirement capital reserve fund and further, to move $50,000 from the closed fund into the
established workers comp insurance capital reserve fund and $25,000 from the closed fund into
the established retirement capital reserve fund as split and to comply with NYS.
Minutes of Town of Caton Monthly Town Board Meeting  
Held May 21, 2014 at the Caton Town Hall

Supervisor Hughes brought the meeting to order at 6 pm with the pledge of allegiance.

Present:
Supervisor Kate Hughes          Highway Superintendent Robert Rutter
Councilwoman Diane Card            Constable Michael Smith
Councilwoman Michelle Fitzsimmons  Assessor Marilyn Bockus
Councilman Timothy Scott           Steuben County Legislator Carol Ferratella
Councilman Daniel Stuart           Town Clerk Avonne Dickerson
Visitors

Minutes:
Motion by Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-AYES 4 (Hughes, Fitzsimmons, Card, Scott) NAYS 1 (Stuart)-RESOLVED to approve the minutes from the April 30, 2014 Special Town Board Meeting and the April 9, 2014 regular monthly Town Board Meeting while striking out the following statement under Highway Superintendent Report in the April 9th minutes—“Councilwoman Card agreed to record keeping”-and inserting the following correction “Councilwoman Card agreed that we should look into this idea” in its place.

Dan Stuart believes that the Town Board is limited in what reports they receive from the Town Supervisor. Once again Supervisor Hughes invited Councilman Stuart to attend her office so she can show him how to read the information on their reports.

Steuben County Update-Legislator Carol Ferratella:
County has put together a committee to find ways to reduce assessing costs.
Carol mentioned that she is not sure the Board is happy with what she is reporting and to let her know if there are other items or issues the Board would like to discuss. She also stated that she did not appreciate a publicized negative blog pertaining to her.

Supervisor Hughes appreciates all of the information Carol supplies us with and that she gives us the ability to ask back and forth questions.

Councilman Stuart would like to know what their policies are on natural gas exploration and what is going on with the highways.

May 2014 Monthly Reports:
- Highway Superintendent Robert Rutter-report viewed and filed.
- Code Enforcement Officer Don Miller-report viewed and filed.
- Constable Mike Smith-report viewed and filed. Councilwoman Fitzsimmons thanked Mike for all of the extra hours he has put in.

Resolution # 2014-0502
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Fitzsimmons, Card) NAYS 2 (Stuart, Scott)-RESOLVED to
reaffirm the board’s intent that Mike may work up to an extra two hours per week during the duration of the detour from the closing of the Caton Road bridge.

- **Justice** Steve Matusick-report viewed and filed.
- **Assessor** Marilyn Bockus-report viewed and filed. Councilwoman Fitzsimmons thanked Marilyn for all of the extra hours she has put in.
- **Dog Control Officer** Christie Speciale-report viewed and filed.
- **Supervisor** Kate Hughes-report as follows:

  **CD Balances:**
  - General Fund-$302,458 @ 0.05%
  - Hwy Equip-$117,881
  - Hwy Repair-$68,306
  - Gen’l Bldg-$163,184
  - Gen’l Comm Beau-$5,082
  - Gen’l Office-$4,501
  - Gen’l Park-$21,056
  - Gen’l Ins/Retir-$75,000

  Supervisor Hughes mentioned that CPA consultant Carol Golden will write up a spread sheet for Bookkeeper Joanne Randall to follow and then consult with her over the phone to make sure that the transaction of funds that were recently moved were properly completed.

  Auditors have outlined four changes that we can make in terms of oversite, education, bookkeeping and record keeping that will allow us to make sure that those items are not overlooked in the future. One of the suggestions from the CPA is to have a numbered page log book for Supervisor to enter a transaction request to the Bookkeeper and then for the Bookkeeper to verify in the log book that the transaction has been completed. Councilwoman Card suggested that the log book be available for board member viewing.

**Resolution #2014-0503**

*Monthly bills:*

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve the bills as presented (while correcting voucher #518 in the DA account by adding $12.80 to that bill making the total $172.79) as listed below:

- General A Fund-vouchers #501 to #532- $36,120.01
- Highway DA Fund-vouchers #501 to #518- $147,100.23
- Street Lighting SL Fund-voucher #005-$111.85

**Correspondence:**

- Workers Compensation-loss run report
- **Shared Fuel Agreement**-with Caton Fire District #1
- **Fund for Women Susan G Komen Twin Tiers Region**-has grants to help women in treatment for breast cancer. See clerk for more info or visit the Town of Caton website @ www.townofcaton.com.
- NYS Retirement newsletter-all elected and appointed officials who are in the NYS retirement system are required to keep a log of the first 150 days at the start of their term to be submitted with payroll for purpose of calculating retirement hours.

**Resolution #2014-0504**

*NYS Office of Real Property Tax Service*

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that the Town of Caton Assessors’ were scheduled to do a reval project for year 2014, but due to changes in the Assessors’ Office Assessor Marilyn Bockus and
Supervisor Hughes advised the Batavia Office that they were not doing a project in 2014 (NYS has a mandate that all towns would be on a 3-year schedule for a reval or project), and further for the Town of Caton Assessors’ to look at the land values as well as the inventory as more than fifty percent of those grieving their assessments are the cost of land (re: residual); and second that the Town of Caton Supervisor write a letter to NYSORPTS disputing the 96% equalization rate.

**Old Business:**

**Resolution # 2014-0505**

- **Road Use Agreement**
  Board members had previously received a copy of proposed Road Use Agreement Law. After a lengthy discussion and on motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 4 (Hughes, Card Fitzsimmons, Scott) NAYS 1 (Stuart))-RESOLVED to approve proposed Local Law as written while correcting Section 13 A: Enforcement and Penalties for Offenses by striking out the words “police officers” and inserting the words “Town Constable...”; and to schedule a public hearing for proposed law on June 11, 2014, 6 pm, prior to the monthly Town Board Meeting, and that the main overarching goal of the Road Use Agreement under the Road Use Law is that the Town of Caton will not lose money by having companies come in nor should the Local Law hinder drilling companies from coming in to the Town. Copy of law available at the Town Clerks Office and on the Caton website.

- **Other:**
  Councilman Scott stated that the May Town Board Meeting date should not have been changed without clearing with all board members beforehand.

**Visitors:**

Comments pertained to the following subjects-

- County Legislator attending meetings, board meeting agenda, dumping at the swamp, new pipeline coming through town, town roads heavily driven due to bridge replacement, procedure for rescheduling town meetings, Caton Park, Constable car, accounting training , CPA consultant, residents and board members viewing town records.

Supervisor Hughes thanked the Caton Community Days Committee for another successful year. Committee member Diane Card thanked the Caton Highway Department and Constable Mike Smith for their help in making 2014 Community Days a safe one.

Supervisor Hughes brought meeting to a close at 8:15 pm.

*Caton Town Clerk, Avonne M Dickerson*
<table>
<thead>
<tr>
<th></th>
<th>APRIL 2014</th>
<th>APRIL 2013</th>
<th>YTD 2014</th>
<th>YTD 2013</th>
</tr>
</thead>
<tbody>
<tr>
<td>Patrons</td>
<td>16,269</td>
<td>19,245</td>
<td>65,438</td>
<td>74,755</td>
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<td>Children’s program attend</td>
<td>2,899</td>
<td>3,232</td>
<td>9,418</td>
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<td>YA program attendance</td>
<td>178</td>
<td>138</td>
<td>682</td>
<td>564</td>
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<tr>
<td>Adult program attendance</td>
<td>405</td>
<td>433</td>
<td>1,625</td>
<td>1,735</td>
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<tr>
<td>Circulation</td>
<td>18,596</td>
<td>20,549</td>
<td>76,741</td>
<td>83,499</td>
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<tr>
<td>Internet use</td>
<td>2,647</td>
<td>3,320</td>
<td>10,810</td>
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*Note—reduction in use reflects reduction in hours as result of budget costs*

**Circ and service stats:**
- Items added: 809
- Collection total: 133,334

- Total Number of Volunteers: 102 Volunteers
- Total Number of Hours: 683.25 hours
- Average Hours/Volunteer: 6.7 hours

**Interlibrary loan:** There were a total of 6 out of system interlibrary loans initiated by SSCL in April. There were a total of 567 reference questions answered at the reference desk and 264 reference questions were recorded at the circulation desk in April. There were 573 guest passes recorded at the reference desk.

- Adult Program Attendance: 150 + 255 Digital Lit = 405
- Number of Programs: 11 + 7 Digital Lit = 18
- Storymusing Blog: 249 page views in April

**Services**
- Reference Questions: 831

**Southeast Steuben County Library Digital Literacy Services**
255 patrons were given assistance with Basic Computers, Resume and Job Search assistance, Microsoft Office skills, Multimedia and personal devices. SSCL Digital Literacy offered 8 programs. This month was the return of our guest speaker Lynn Paige from CSS Workforce New York. She will be presenting her Creating an Effective Resume with Lynn Paige workshop once a month from April 2014 through November 2014. This workshop is for job seekers to help perfect their resume and get them the interview. For April 2014, there were 1006 checkouts through Over-Drive for SSCL Patrons.
Southeast Steuben County Library  
Profit & Loss Budget vs. Actual  
January through April 2014

<table>
<thead>
<tr>
<th>Jan - April Actual vs. Budget</th>
<th>$ Over (under)</th>
<th>2014 BUDGET-ANNUAL</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Jan - Apr 14</td>
<td>Budget</td>
</tr>
<tr>
<td>Ordinary Income/Expense</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income</td>
<td></td>
<td></td>
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<tr>
<td>4000 · Municipal Grants</td>
<td>324,979</td>
<td>601,453</td>
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<td>4100 · Grants/Donations</td>
<td>147,623</td>
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<td>4300 · Service Fees</td>
<td>11,890</td>
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<tr>
<td>4700 · Investment Earnings</td>
<td>163</td>
<td>300</td>
</tr>
<tr>
<td>Total Income</td>
<td>484,656</td>
<td>731,912</td>
</tr>
</tbody>
</table>

| ENDWOMENT                    |               |                     |
| TRANSFER FROM RESERVES       |               |                     |
| TOTAL                        |               |                     |
| Net Income                   | 122,882       | 330,567             | (207,686)|

| Expense                      |               |                     |
| 5000 · Payroll               | 185,213       | 178,677             | 6,536    | 516,300 |
| 5100 · Payroll Taxes, Benefits,& Ins. | 42,821        | 41,483              | 1,339    | 122,367 |
| 6000 · Facilities            | 59,043        | 72,696              | (13,653) | 218,056 |
| 7000 · Library Materials     | 32,254        | 35,580              | (3,326)  | 106,700 |
| 7200 · Library Programs      | 7,380         | 10,163              | (2,783)  | 30,395  |
| 8000 · Administration & General | 18,756        | 19,332              | (576)    | 65,840  |
| 8100 · Other Expense         | 12,252        | 16,909              | (4,657)  | 22,069  |
| 8300 · Capital               | 1,800         | 19,825              | (18,025) | 59,481  |
| 8350 · Future Planning       | 2,499         | 6,680               | (4,181)  | 20,000  |
| Total Expense                | 361,774       | 401,345             | (39,571) | 1,161,208 |
At 6:00 pm Supervisor Kate Hughes led the pledge of allegiance.

PRESENT
Supervisor Kate Hughes
Councilwoman Diane Card
Councilwoman Michelle Fitzsimmons
Councilman Timothy Scott
Councilman Daniel Stuart
Visitors

Highway Superintendent Robert Rutter
Attorney for the Town Steven Maio
Assessor Marilyn Bockus
County Legislator Carol Ferratella
Town Clerk Avonne Dickerson
Deputy Hwy Super Alan Wendlandt

Supervisor Hughes opened the Public Hearing for proposed Local Law #1 of 2014, Local Road Use and Preservation Law.

No comments from the public were heard. Supervisor closed the Public Hearing at 6:03 pm.

Resolution #2014-0601
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE AYES 5 NAYS 0-RESOLVED to open the Regular Monthly Town Board Meeting.

Resolution #2014-0602
On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE AYES 3 (Hughes, Card, Fitzsimmons) NAYS 2-(Scott, Stuart) RESOLVED to adopt the Road Use Agreement Law as updated at last month’s Town Board Meeting, to be known as Local Law #1 of 2014. Law will go into effect on approval of NYS.

Resolution #2014-0603
MINUTES on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE AYES 5 NAYS 0-RESOLVED to approve minutes as corrected from the 05/21/2014 board meeting by inserting the following statement as requested by Councilman Scott into the Road Use Agreement section quoted as follows by Supervisor Hughes:

“and that the main overarching goal of the Road Use Agreement under the Road Use Law is that the Town of Caton residents will not lose money by having companies come in nor should the Local Law hinder drilling companies from coming in to the Town.”

• Supervisor Hughes announced that as of tonight the Town of Caton is debt free.

Resolution #2014-0604
PAYMENT of BILLS on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE AYES 5 NAYS 0-RESOLVED to approve monthly bills as presented on Abstract # 6 of 2014 in the following amounts:

Lighting District voucher #0006: $84.84
Highway Fund vouchers #0601-0613: $45,188.36
General Fund vouchers #0601-0636: $54,121.72
**Minutes of Local Road Use and Preservation Law Public Hearing**

**And Town of Caton Monthly Town Board Meeting**

**June 11, 2014**

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**County Update**—Legislator Carol Ferratella stated that the County Highway Department has two years left out of their 5-year plan and that she will bring in information pertaining to this at next month’s meeting. Also, Carol will look into getting information on gas exploration.

- Supervisor Hughes will meet with Deputy Highway Superintendent Alan Wendlandt to talk about building designs and other possibilities for a new highway building.

**TOWN OFFICIALS REPORTS** for May 2014:

- **Library rep** Nancy Kirby-Kurjakovic-report viewed and filed.
- **Highway Superintendent** Rob Rutter-report and fuel log viewed and filed. Attorney Maio will look into Town’s legal rights for posting a lower speed or inserting temporary speed bumps on any Town road that motorists are using for a non-designated detour route due to construction.
- **Code Officer/Building Inspector** Don Miller-report viewed and filed.
- **Town Constable** Mike Smith-report viewed and filed.
- **Justice Court** Steve Matusick-report viewed and filed.
- **Dog Control Officer** Christie Speciale-no report on file.
- **Assessors’** Marilyn Bockus and Karen Lamie reports-viewed and filed. Supervisor Hughes asked Marilyn to call Donna Wescott to see if all is ok and for her to at least check in with the Town.
- **Supervisor** Hughes-report as follows:
  - **CD balances:**
    - General: $402,000
    - **Highway Equipment:** $117,896
    - **Highway Repair:** $68,306
    - **C/B:** $5,082
    - **Park:** $21,055
    - **Office:** $4,501
    - **Buildings:** $163,184
    - **Retirement/Workers Comp:** $75,000

**CORRESPONDENCE**

- **Town of Lindley**—is in the process of creating an industrial zone for some businesses. Copy of info given to board members.
- **NYSDOS Letter**—Supervisor received a copy of a letter that was sent to Gary Jelliff on Riff Road regarding recent traffic increase on that road. Also, being that the Town has a Noise Ordinance on the books, “no jake brake” signs can be posted on any town road.
- **American Red Cross**—first aid and CPR classes available for residents.
- **NYS AG & Markets**—availability of request for proposals to solicit NYS assistant payments for Farmland Protection Implementation Projects. Info on file at Clerk’s Office.

**OLD BUSINESS**

**Resolution #2014-0605**

- **Constable vehicle**—Supervisor Hughes presented a conversation to board members concerning potential purchase of a newer vehicle for Town Constable. After discussion and on motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Card, Fitzsimmons) NAYS 2 (Scott, Stuart)-RESOLVED to approve purchase of a newer vehicle to replace older constable vehicle, not to exceed cost of $10,000, if one can be found.

**Resolution #2014-0606**

- **Public Good Committee**—on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to convene a Public Good Committee with the understanding that this is strictly a volunteer committee.
and will not be a cost to tax payers. Purpose is for people who want to be involved in the community. Committee is welcome to use the Town Hall. Names of the people that have volunteered to be on the committee so far, being; Teresa Fletcher, June Gordon, Kathy Mack, Peggy Ann MacNaughton, Diane Card and Kate Hughes.

**Resolution #2014-0607**

- **Comprehensive Plan Update Committee**- on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0- RESOLVED to convene a Comprehensive Plan Update Committee to study what changes have happened in the Town since the previous Comprehensive Plan and whether an update to the Plan is needed and if so the cost estimate to update, to be presented to the Town Board for funding. This committee will be guided by STCRPDB and is open to all Planning and ZBA board members. In addition Hank Bentley, Teresa Fletcher and Tim Scott would like to be on the committee. Note that members need to attend the upcoming Planning Board meeting on June 26, 2014, 6 pm at the Town Hall.

**Resolution #2014-0608**

- **Survey of Town material storage site**- on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLOVED to approve Washburn Surveying Company out of Hornell to survey the Town’s material storage site off of the Marsh Road at an estimate of $1,400. This is the same company that Steuben County used to do their survey for property off of the Marsh Road.

**NEW BUSINESS**

**Resolution #2014-0609**

- **Summer Park Program**- Town Board reviewed applications from the following: Corning resident-Laura Edwards and Elmira resident Gail Taylor. On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to appoint Gail Taylor and Lauren Edwards as Park Program Assistants for year 2014, and to review last year’s candidates to see if anyone else is interested.

- **Employee Picnic**- Thursday, August 14, 2014, 6 pm at Caton Park.

- **Town Charter**- Councilman Scott asked Attorney Maio if the Town of Caton is required to have a town charter. Mr. Maio replied that he is not aware of any town that has a charter because a town is created by the state.

- **July’s Town Board Meeting**- Supervisor Hughes will not be at the July 9th Town Board Meeting. Councilwoman Card will conduct that meeting as the Deputy Supervisor.

**MEETING OPENED TO THE PUBLIC**

Comments consisted of:

- agenda, library report, jury trial on June 13th at the Town Hall, Riff Road, Wolcott Road, Gridley Road, Widger Hill Road, Tobeytown Road, Crooker Hill Road, Fireman’s Field, Passmore property, local law enforcement, cemetery mowing, billing the Town for pipe work.
On motion of Supervisor Hughes, the meeting adjourned at 8:00 pm.

Clerk, Avonne M. Dickerson ________________________________
At 6:00 pm Deputy Supervisor Diane Card led the pledge of allegiance and opened the meeting.

**PRESENT**
Deputy Supervisor Diane Card  
Assessor Marilyn Bockus  
Councilwoman Michelle Fitzsimmons  
County Legislator Carol Ferratella  
Councilman Timothy Scott  
Town Clerk Avonne Dickerson  
Councilman Daniel Stuart (arrived-6:18 pm)  
Visitors  
Constable Mike Smith

**ABSENT** Supervisor Kate Hughes

**County Update**-Legislator Carol Ferratella stated that the County Highway Department has one year left out of their 5-year plan (corrected from last month). She also had talked with the County to see if an engineer would be able to assess the condition of the Town’s highway garage and has copy of Steuben County 5-Year road plan for Councilman Stuart.

**TOWN OFFICIALS REPORTS** for June 2014:
Library rep Nancy Kirby-Kurjakovic-no report available.  
Highway Superintendent Rob Rutter-report viewed and filed.  
Code Officer/Building Inspector Don Miller-no report available.  
Town Constable Mike Smith-report viewed and filed.  
Justice Court Steve Matusick-report viewed and filed.  
Dog Control Officer Christie Speciale-report viewed and filed.  
Assessors’ Marilyn Bockus/Karen Lamie reports-viewed and filed. Note that their office will be open on Tuesday’s only from 2 to 6 pm for the month of July.  
Supervisor Hughes-report as follows:
Deputy Supervisor Card stated that the 2012 Annual Financial Report Update Document (AUD) for the Town of Caton has been filed on July 3, 2014 by independent accountant Carol Golden, CPA (copy given to each board member). Also, note that Carol Golden has offered to meet with the Caton Town Board as a whole to review and discuss the 2012 AUD Report.

Capital Reserve:  
Highway Equipment-$117,912  
Highway Repair-$68,306  
C/B-$5,082  
Park-$21,055  
Office-$4,533  
Buildings-$163,184  
Retirement/Workers Comp-$75,000

**Resolution #2014-0701**

MINUTES on motion of Deputy Supervisor Card seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-AYES 4 NAYS 0-RESOLVED to approve minutes from 06/11/2014 board meeting with a correction to attendees; by removing Robert Rutter’s name and adding Alan Wendlandt’s name.

**Resolution #2014-0702**

PAYMENT of BILLS on motion of Deputy Supervisor Card seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 4 NAYS 0-RESOLVED to approve highway fund monthly bills as presented on Abstract # 6 of 2014 in the following amount:  
Highway Fund vouchers #0601-0613: $45,188.36

**Resolution #2014-0703**

On motion of Deputy Supervisor Card seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 3-ABSTAINED 1 (Stuart)-RESOLVED to approve general fund
monthly bills as corrected (correct by adding $.12 to voucher # 0723) on Abstract # 6 of 2014 in the following amounts:
  Lighting District voucher #0006: $84.84  General Fund vouchers #0601-0636: $54,121.72

OLD BUSINESS

Resolution #2014-0704

- **Summer Park Program**
  Received a letter from Park Program Director Apryl Clary recommending Town of Caton applicant Lisa Crandall, 10986 Church Creek Road, to be appointed as the third Park Program Assistant. On motion of Deputy Supervisor Card seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to appoint Lisa Crandall to fill the vacant position.

- **NYS Department of Ag & Markets**
  Letter concerning proposals for farmland protection projects was given to each board member.

- **NYS Department of Taxation and Finance**
  Assessor Bockus gave board members a letter pertaining to interim certification for assessors.

- **Town Attorney billing**
  Councilman Stuart requests that the Town Attorney bills be more explicit.

NEW BUSINESS

- **Cemetery mowing**
  Olan Rose presented a mowing and maintenance contract proposal for town cemeteries. Board to review and discuss at next month’s meeting.

- **Mileage reimbursement**
  Councilman Scott requests more detail in mileage reimbursement records. Board will discuss at next month’s meeting.

- **Employee Picnic**
  Thursday, August 14, 2014, 6 pm at Caton Park.

MEETING OPENED TO THE PUBLIC

Comments consisted of:
- no CD balances listed on agenda, completed Public Good Committee minutes not on agenda, appreciation for reading town reports out loud, thanked Town Clerk for helping with Public Good Committee, officials not returning phone calls, possibility of workforce people doing cemetery mowing, requirements for bidding contracts, disarray of finances, Highway Department hauling stones, bridge by fire station is now open, request to Town Board by Constable Smith to have half of STOP DWI radar purchase grant money ($475) from Steuben County to go back into Constable account, also has copy of signed grant for extended patrol hours for another Steuben County STOP DWI grant and talked with Simmons & Rockwell about possibly having a vehicle to donate or purchase, Highway crew did a good job on Riff Road.

  On motion of Supervisor Hughes, the meeting adjourned at 7:05 pm.

*Clerk, Avonne M. Dickerson* ________________________________
At 6:00 pm Supervisor Kate Hughes led the pledge of allegiance and opened the meeting.

**PRESENT**
Supervisor Kate Hughes  
Councilwoman Diane Card  
Councilwoman Michelle Fitzsimmons  
Councilman Timothy Scott  
Councilman Daniel Stuart  
Assessor Marilyn Bockus  
Constable Mike Smith  
Attorney Steven Maio  
Town Clerk Avonne Dickerson  
Visitors

**Resolution #2014-0801**
**MINUTES** on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to approve minutes from 07/09/2014 with typo corrections.

**Notations from July 9, 2014 Town Board Meeting**
Town Board inquired if Attorney’s bills could be more specific; will it be considered an open meeting when Carol Golden meets with the Town Board to discuss the 2012 AUD Report; Highway Department needs to be more diligent about returning phone calls; more detail needed on Dog Control Officer’s report.

**Resolution #2014-0802**
**PAYMENT of BILLS** on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Fitzsimmons, Card) AYES 1 (Scott-except for Carol Golden’s bill because the Board did not pass a resolution to hire her) ABSTAINED 1 (Stuart)-RESOLVED to approve monthly bills on Abstract # 8 of 2014 in the following amounts:
- Highway Fund vouchers #0801-0817: $34,319.22
- General Fund vouchers #0801-0831: $31,024.20
- Lighting District voucher #0008: $112.13

**TOWN OFFICIALS REPORTS** for August 2014:
- **Library rep** Nancy Kirby-Kurjakovic-no report available.
- **Highway Superintendent** Rob Rutter-report viewed and filed.
  - Also, Councilman Scott stated that some town roads over his way have yet to be oiled. Councilman Stuart cited that there is an old TV set in the ditch on East Hill Road. And Councilwoman Fitzsimmons said that a resident has suggested to her that the Town Council needs to travel town roads more to see what they look like when residents come in and complain.
  - Attorney Maio gave Supervisor Hughes a copy of NYS section 1660 Vehicle & Traffic regulation pertaining to all NYS towns to let us know what rights towns have to post town roads. Clerk to copy for board members.

**Code Officer/Building Inspector** Don Miller-June & July reports viewed and filed.
Town of Caton Regular Monthly Town Board Meeting  
August 13, 2014

**Town Constable** Mike Smith-report viewed and filed. Supervisor Hughes commended Mike for following up to secure a donation of $12,000 from Simmons Rockwell towards the purchase price of a used vehicle-2008 GMC Yukon, 54k miles- for Police Department, making the Town responsible for $7,000 towards the purchase. The old vehicle will go to the Highway Department for whatever they can use it for.

**Justice Court** Steve Matusick-report viewed and filed.

**Dog Control Officer** Christie Speciale-report viewed and filed. Also, NYS shelter report viewed/filed.

**Assessors’** Marilyn Bockus/Karen Lamie reports-viewed and filed.

**Supervisor Hughes**-report as follows:

- **Capital Reserve:** Highway Equipment-$117,928  Highway Repair-$68,306  C/B-$5,082
- Park-$21,055  Office-$4,533  Buildings-$163,184  Retirement/Workers Comp-$75,000

**CORRESPONDENCES**

- **Public Good Committee**-received up-to-date minutes. Thanked committee for their effort. Committee is working on an informational booklet and flyer and still looking for additional members. They would like to hold a “Meet the Candidates Night” for upcoming election. Next meeting is 9/25/2014, 11 am at “Sumthin Else” Restaurant in Caton.
- **Mileage column format**-will work well for Town employees.
- **Local Law #1 of 2014 Road Use Agreement**-has been filed with NYS and is in effect.
- **Planning Board Minutes from June 2014**-continuing to move forward with the Comprehensive Plan Committee. The number of people needed for that board is around eleven; approximately seven from Planning and ZBA Boards and balance should be residents.
- **Employee Picnic**-Thursday, August 14, 2014, 6 pm at Caton Park.
- **Invitation to a NYS seminar to keep taxes from going up**.
- **EnerPath Services Inc**-small business energy efficiency program. Received an estimate of current and future lighting costs, annually. Will copy for each board member.

**OLD BUSINESS**

**Resolution #2014-0803**

- **Olan Rose Mowing Contract Proposal for Kelly Hill, Red School House and Old Baptist Church Cemeteries**-Supervisor will clarify that this does not necessarily mean that Olan would be appointed for a three-year cemetery mowing contract but that his quoted price would be guaranteed for the next (3) years. On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to contact Olan Rose to see if he is willing to use proposed price structure to give us one more mowing (Labor Day) for this year and that we will put mowing out for bid as well as looking at other options as we get closer to budget time in September, cemeteries only.

**Resolution #2014-0804**

- **Compilation cost for 2013 AUD**-on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 4 NAYS 1 (Stuart)-RESOLVED to engage CPA Carol Golden to perform the compilation for the 2013 AUD Report including a time frame and cost estimate not to exceed cost of $2,500 without a reconvening of the Town Board.
NEW BUSINESS

Resolution #2014-0805
- **Payment for newer Constable vehicle**- on motion of Supervisor Hughes seconded by Councilman Scott and Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 4 NAYS 1 (Stuart)-RESOLVED to pay the $7,000 due by making a 2014 Budget adjustment by moving previously approved funds from A1990.4 into A3120.2. Attorney stated that this transaction is not subject to a permissive referendum as money is already in the budget.

Resolution #2014-0806
- **Adjust 2014 Budget to move previously approved funds into the 2014 Bookkeeping Budget for AUD work**- Supervisor Hughes talked with NYS about using fund balance money that is not in the 2014 Budget. NYS confirmed that it does not require any change in the tax levy or any collection of taxes to use it, nor does it need a referendum. On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 3 ABSTAINED 1 (Scott) NAYS 1 (Stuart)-RESOLVED to debit the unbudgeted savings fund balance in amount of $4,292.57 while crediting transfer to account A1220.4

Resolution #2014-0807
- **Stipulation of Settlement and Order**- Corning Natural Gas vs Town of Caton. On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 4 ABSTAINED 1 (Card)-RESOLVED to debit the unbudgeted savings fund balance in amount of $3,522.26 while crediting transfer to account A1950.0.

Resolution #2014-0808
- **Proposed Liquor Law**- on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 4 ABSTAINED 1 (Card)-RESOLVED to approve proposed Liquor Law wording to put on the November 2014 ballot as follows:

  “**Shall any person be authorized to sell alcoholic beverages at retail to be consumed on premises licensed pursuant to the provisions of section 64-a (sixty-four-a) of the New York State Alcohol Beverage Control Law?**” Clerk gave petitions to Attorney Maio for filing and will forward resolution to Attorney Maio for further filing at Board of Elections.

- **2015 Budget Worksheets**- Department heads requests should be in by August 27, 2014
- **2015 Budget Workshop Meetings**- September 12th, 19th and 24th all @ 6 pm.

MEETING OPENED TO THE PUBLIC
Comments consisted of: board members arriving before meeting to review paperwork, lack of Highway Superintendent at meetings, still need a hand rail at upper park pavilion, appreciate reports read at meetings, when will NYS audit be completed, where was money put from CD’s that expired, can residents get a copy of Supervisor’s report, how much do we have invested in our bookkeeper, Towns & Topics most recent publication has an article on page 27 pertaining to monthly balances, dust on north side of Red School Road is ridiculous, Heffner home on Tannery Creek Road has been cleaned up, old Caton store on Marsh Road has been purchased and may become a used car lot, overgrown grass at Carr residence on Ginnan Road, complaint of a rooster in Caton Center, equipment at Passmore home on Kelly Hill Road is all over the...
road, thank you from Constable Smith for supporting purchase of a newer vehicle, speed limits on town roads, August 23rd is the grand opening for “Sumthin Else Restaurant” in Caton Center.

On motion of Supervisor Hughes, the meeting adjourned at 8:30 pm.

Clerk, Avonne M. Dickerson ________________________________
Minutes of Town of Caton Regular Monthly Town Board Meeting
September 10, 2014

At 6:00 pm Supervisor Kate Hughes led the pledge of allegiance and opened the meeting.

PRESENT
Supervisor Kate Hughes
Councilwoman Diane Card
Councilwoman Michelle Fitzsimmons
Councilman Timothy Scott
Councilman Daniel Stuart (absent from 8:10-8:12 pm & was not available for all votes)

Visitors

Resolution #2014-0901

MINUTES on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to approve minutes from 08/13/2014 town board meeting with the following addition to Resolution #2014-0802, to include the reason Councilman Scott approved payment of bills except for the bill to Carol Golden-being that the hiring of Carol Golden had not been approved and the following correction to Resolution #2014-0805-being that Councilwoman Fitzsimmons seconded the motion to pay for the Constable vehicle and not Councilman Scott as previously stated.

Steuben County Update-Carl Ferratella discussed the memo received from Mark Alger regarding the September 30, 2014 meeting to discuss the Governor’s Real Property Tax freeze and Shared Services Plan and rebate.
Rabies Clinic-Town of Hornby, September 12th, 5 to 7 pm @ the Hornby Fire Hall.
Sheriff Cole-putting together a more stringent coalition to work on the enforcement of illegal drugs. Also, Steuben County received a grant to start detecting welfare and Medicaid fraud.

Resolution #2014-0902

PAYMENT of BILLS on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve monthly bills on Abstract # 9 of 2014 in the following amounts:

Highway Fund vouchers #0901-0909: $80,790.91 Lighting District voucher #0009: $113.86
General Fund vouchers #0901-0933: $9,913.16

TOWN OFFICIALS REPORTS for August 2014:

Highway Superintendent Rob Rutter-report viewed, read aloud and filed. Also, the CHIPS program changed procedures in receipting to requiring a canceled check before payment as to prove that the work has been done. This now must be in by August or March, therefore Caton’s CHIPS reimbursement will not be paid until March of 2015.
Gasoline and diesel fuel log also supplied to board members.

Code Officer/Building Inspector Don Miller-report viewed, read aloud and filed.

Library rep Nancy Kirby-Kurjakovic-report viewed, discussed and filed. October 21st is the Library vote for funding proposal.

Town Constable Mike Smith-report viewed and filed. Also, received $1,700 worth of donated equipment by the Broome County Sheriff’s Department.

Dog Control Officer Christie Speciale-none available.
Minutes of Town of Caton Regular Monthly Town Board Meeting
September 10, 2014

Justice Court Steve Matusick-report viewed and filed.
Assessors’ Marilyn Bockus/Karen Lamie reports-viewed and filed. Planning Board Minutes from September 4, 2014, was also presented by Assessor Bockus.

Supervisor Hughes-report as follows:
Capital Reserve: Highway Equipment-$117,943 Highway Repair-$68,306 C/B-$5,082
Park-$21,056 Office-$4,534 Buildings-$163,184 Retirement/Workers Comp-$75,000

Three different ways the Town can put money into capital reserve funds;
1.) Current year surplus (appropriated funds that were not spent) 2.) Previous year surplus
3.) Budget money into surplus

Supervisor Hughes will speak to Carol Golden to see if the $463,000 is supposed to be listed under DA9950.9 in the Highway Expenditures or elsewhere on the Supervisor’s Report.

CORRESPONDENCES
- NYS Department of Public Service-Lifeline Discount Telephone Service Program helps raising awareness and encouraging eligible consumers to enroll. More information in clerk’s office.
- Empire Pipeline-discussed with Empire when the Tuscarora Lateral Project will begin so Town of Caton may implement the Road Use Agreement with them.
- NYS Consolidated Laws-two months ago Attorney Maio provided board members with a copy of NYS Consolidated Laws for review to see if the Town can control town road speed limits. Supervisor Hughes recently learned that there was legislation in the State Senate to allow towns to make their own speed limits but it went to the Senate and died in Committee. Phil Palmesano stated that this bill will be reintroduced in 2015.

OLD BUSINESS

Resolution #2014-0903
- Carol Golden CPA, Engagement letter-on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 4 NAYS 1
  (Stuart)-RESOLVED to engage CPA Carol Golden to perform the following: Fiscal Year 2013 Bookkeeping/Reconciliation Services, Fiscal Year 2013 Compilation (Financial Report Preparation) Services, Carry Forward of 2012 and 2013 Adjustments to Current (2014) General Ledger, Reserve Fund Accounting Entries for 2014 Transactions and Training for Town Personnel; all services except for training of personnel will be billed at an hourly rate of $45 per hour to be billed monthly; any mileage to the Town Hall is billed at the standard federal rate; and all of Carol’s services to be paid for from unappropriated fund balance by budget adjustment; and it is agreed by the Town Board that if billable hours approach $2,500 Carol will contact Town Board for review and approval.

Resolution #2014-0904 (see attached copy)
- Correct the 2014 adopted general fund and highway fund budgets-on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that the 2014 adopted general fund and highway budgets shall be amended retroactively to January 1st, 2014 as follows for the purpose of funding the capital reserve corrections;
Minutes of Town of Caton Regular Monthly Town Board Meeting  
September 10, 2014  

To be posted in the general fund budget journal-  
Debit (increase) appropriated fund balance (A599) in the amount of $400,000  
Credit (increase) appropriations (interfund transfers A9901.9) in the amount of $400,000

To be posted in the highway fund ledger journal-  
Debit (increase) estimated revenues (DA5031) in the amount of $400,000  
Credit (decrease) in appropriated fund balance (DA599) in the amount of $400,000

• 2015 Budget Workshop Meetings-September 12th, September 18th, September 24th all at 6 pm, Caton Town Hall. All meetings are open to the public.

Resolution 2014-0905

• Comprehensive Plan Committee appointments-on motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 4 ABSTAINED 1 (Stuart)-RESOLVED to appoint the following to the Comprehensive Plan Committee:
  Chelsea Robertson (STC Planner) non-voting       Edward Rose (farmer/resident)
  Don Miller (Code Officer) non-voting              Bryan Snyder (farmer/resident)
  Janice Glover (Planning Board)                   Teresa Fletcher (professional writer/BAR)
  Marilyn Bockus (PB/ZBA Secretary)               Michael Royce (resident/BAR)
  Christine VanWoert (ZBA)                        Henry Bentley (resident)
  James Johnson (Indus Dev Agency)                Don MacNaughton (Plan Board) alternate
  Timothy Scott (Town Council)                    Curt Cowles (Plan Board) alternate
  Jim McNeill (farmer/resident)                   Paul Michaloski (resident) alternate

New Business

Resolution 2014-0906

• Mowing and Park projects bid- on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 4 NAYS 0-RESOLVED to approve putting the following landscaping projects and annual mowing out for bid:
  1. Project work at Caton Park-flower bed weedning, freshen mulch, minor trimming and shaping of plants. Refresh play area with playground mulch and weed playground area. Also trim back encroaching brush and cut and remove dead or fallen trees near playground area and/or other areas as needed. Install a hand rail and replace current cracked asphalt sidewalk to pavilion # 3.
  2. Mowing and trimming Park and Town Hall on a regular basis.
  3. Mowing and trimming of three Town cemeteries up to four times a year.

• Other Business-Town Board will meet in executive session on September 12th, prior to the Budget Workshop Meeting, to discuss matters pertaining to the working situation at the Caton Highway Department.

MEETING OPENED TO THE PUBLIC

• Items of discussion: private driveways that are not recognized as town roads, Comprehensive Plan Committee, errors in bookkeeping over several years' time, AUD report, NYS audit, hiring process of Carol Golden, reserve accounts, job descriptions for Public Good Committee, unprofessional actions of a certain board member while meeting was still in session, increase in taxes due to assessment change, supervisor as a union
negotiator, code enforcement officer not a town resident and only giving approximate answers, possibility of a library taxing district, right-of-way on a town road, BOCES students may be able to do mowing, Town of Rathbone received a grant to buy highway equipment with help of Congressman Reed, might consider Sheriff Cole to attend a board meeting, fuel and mileage logs, Town Constable keeping a mileage log and receiving fuel from Highway Department, board members touring town roads, emergency vehicles on private drives, roosters in Caton Center and Hendy Hollow Road, highway work on Brown Hollow Road, Town Constable on call with 911.

On motion of Supervisor Hughes, the meeting adjourned at 8:45 pm.

Clerk, Avenne M. Dickerson ____________________________________________
For Presentation to the Town Board of Town Caton, Steuben County, New York

Resolution # 2014-0907

A Resolution to Correct the 2014 Adopted General Fund and Highway Fund Budgets

Whereas the budget summary for the 2014 adopted Highway Budget includes $400,000 in unreserved, appropriated fund balance as a financing source for the 2014 Highway budget, and

Whereas the budget officer’s intent was to recommend a $400,000 interfund transfer from the General Fund to the Highway Fund to provide financing for the 2014 Highway budget, and

Whereas, this intent was not presented correctly in the 2014 adopted budget, and

Whereas, to correct this budget presentation error, it is necessary to recommend a budget adjustment as follows:

Resolved that the 2014 adopted general fund and highway budgets shall be amended retroactively to January 1st, 2014 as follows:

To Be Posted In the General Fund Budget Journal:

Debit (Increase) Appropriated Fund Balance (A599) in the amount of $400,000

Credit (Increase) Appropriations (Interfund Transfers A9901.9) in the amount of $400,000

To Be Posted In the Highway Fund Budget Journal:

Debit (Increase) Estimated Revenues (DA5031) in the amount of $400,000

Credit (Decrease) Appropriated Fund Balance (DA599) in the amount of $400,000

Background:

If approved by the Board, this budget amendment will authorize a $400,000 interfund transfer from the general fund to the highway fund. It is anticipated that some or all of this authorization will be used to replenish and bring the Highway Capital Equipment Reserve into compliance with prior board authorizations. This resolution only provides budget authority for the interfund transfer. The actual cash transfer will take place as soon as final reserve fund figures are established and confirmed for the year ended on December 31, 2013 and updated thru the current year also.

Prepared by Carol A. Golden, CPA
9/2/2014
The attached engagement letter (pages 1-3) is acknowledged and agreed on behalf of the Town of Caton by:

Katherine Hughes, Town Supervisor, Town of Caton,

9/10/14
Date

Note: if billable hours approach $2500 Carol will contact Town Board for review and approval.
Circ and service stats:

- Items added 837
- Collection total 333,148
- Patron Registration 117
- 964 reference questions answered
- 643 guest passes issued
- Number of Programs: 13 +7 Digital Lit = 20 programs

Volunteer Program Report for July 2014
Total Number of Volunteers: 80 Adult volunteers; 45 Student volunteers
Total Number of Hours: 547.5 Adult hours; 413.25 Student hours
Average Hours/Volunteer: 6.8 Adult hours; 9.2 Student hours

Southeast Steuben County Library Digital Literacy Services
July 2014 Narrative
284 patrons were given assistance with Basic Computers, Resume and Job Search assistance, Microsoft Office skills, Multimedia and Personal Devices. SSCL Digital Literacy offered 7 programs with 44 attendees; Creating an Effective Resume with Lynn Paige (4 attendees), 3D Printer Demo & Online Library (8 attendee), Microsoft Excel Course I, II & III (7 attendees), Senior Personal Technology Series: Windows 8 (7 attendees), and our new Technology Movie Series: The Social Network (12 attendees). We also had 47 Mango Database sessions, and currently we have 279 visitors and 33 Followers of the Tech Talk Blog. There were 804 E-Book checkouts, 312 E-Audios checkouts & 13 Streaming Video from the OverDrive Digital Catalog for the Month of July.

The Library will be hosting our 3rd Annual Corning Area Job Fair in collaboration with CSS Workforce New York, The City of Corning & The Corning Area Chamber of Commerce on Saturday, September 27, 2014 from 10:00 am – 1:00 pm. We will be utilizing the Community Room (both Small & Large halves), the entrance way and a portion of the Reading Room (near the fireplace, for the resume assistance). If a large number of employers (more than 15) show interest in attending, then the City of Corning will make arrangements for us to utilize either City Hall or the Union Hall for overflow.
### Jan - Jul Actual vs. Budget

<table>
<thead>
<tr>
<th>Ordinary Income/Expense</th>
<th>Jan - Jul 14</th>
<th>Budget</th>
<th>$ Over Budget</th>
<th>2014 BUDGET</th>
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<tbody>
<tr>
<td><strong>Income</strong></td>
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<tr>
<td>4000 · Municipal Grants</td>
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<td>601,453</td>
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<td>4100 · Grants/Donations</td>
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<td>19,450</td>
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<td>525</td>
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<td><strong>Total Income</strong></td>
<td>840,712</td>
<td>776,822</td>
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<td>Endowment</td>
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<td>Transfer from Reserves</td>
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<td>100,000</td>
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<td><strong>TOTAL</strong></td>
<td></td>
<td>1,161,208</td>
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<td><strong>Expense</strong></td>
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<td></td>
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<td>5000 · Payroll</td>
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<td>317,618</td>
<td>5,818</td>
<td>516,300</td>
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<td>5100 · Payroll Taxes, Benefits, &amp; Ins.</td>
<td>71,649</td>
<td>73,114</td>
<td>-1,465</td>
<td>122,367</td>
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<tr>
<td>6000 · Facilities</td>
<td>127,717</td>
<td>127,206</td>
<td>511</td>
<td>218,056</td>
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<td>7000 · Library Materials</td>
<td>65,972</td>
<td>62,250</td>
<td>3,722</td>
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<td>7200 · Library Programs</td>
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<td>30,395</td>
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<tr>
<td>8000 · Administration &amp; General</td>
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<td>41,773</td>
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<td>65,840</td>
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<td>8100 · Other Expense</td>
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<td><strong>Total Expense</strong></td>
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<td><strong>Net Income</strong></td>
<td>161,115</td>
<td>71,272</td>
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Dog Control Officer Report

Municipality: Town of Corning

Month: August Year: 2014

# of Incoming Calls/Complaints: 8

# of Dogs Seized: Ø

# of Dogs Redeemed: Ø

# of Dogs Adopted: Ø

# of Dogs Euthanized: Ø

# of Delinquent Dog License Contacts Made: 5

# of Appearance Tickets Issued: Ø

Description of Violations Issued:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other Comments:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Regular monthly meeting of the Caton Town Board brought to order with the pledge of allegiance at 6:00 pm by Supervisor Katherine Hughes.

**PRESENT** Supervisor Hughes, Councilwoman Diane Card, Councilwoman Michelle Fitzsimmons, Councilman Timothy Scott, Councilman Daniel Stuart, Assessor Marilyn Bockus, Constable Mike Smith, Town Attorney Steven Maio, Steuben County Legislators Carol Ferratella and Scott VanEtten, Town Clerk Avonne Dickerson and residents.

**Bid Opening for Park work and annual Mowing of Park and Town Hall**

1.) Olan Rose, 10940 Wolcott Road: park mowing $225 weekly or as needed  
   Kelly Hill Cemetery mowing: $225/mowing (4x a year)  
   Red School and Old Baptist Church Cemeteries mowing: $125/mowing (4x a year)  
   Caton Town Hall mowing: $55/mowing (as needed)  
   Total cost of $6,940 per year

2.) Golden Oak Landscaping, 11249 Hendy Hollow Road: $3,344.51 inc. material for  
   weeding, playground mulching, brush trimming, weed spraying  
   Total cost of $3,344.51

3.) Thomas Landscaping, 10671 Sagetown Road: $2,500 cemeteries mowing (4 x a year)  
   $750 Town Hall mowing (18 x a year)  
   $5,500 Park mowing (18 x a year)  
   $1,850 Park quote for weeding, trimming, playground area, mulching, removing trees  
   Total cost of $8,750 per year

**Resolution 2014-1001**

After board discussion and on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to table decision for mowing bids until the next month’s meeting so that quotes can be reviewed and considered by board members.

After board discussion of insurance liability coverage Supervisor Hughes suggested that the Park update approval also be tabled until next month’s meeting.

**Resolution 2014-1002**

**APPROVAL OF MINUTES** board members previously received minutes from the 09/10/14 Town Board Meeting. On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE-ALL IN FAVOR-RESOLVED to approve last month’s minutes as submitted.

**Resolution 2014-1003**

**PAYMENT OF BILLS** board members reviewed the October 2014 abstract of outstanding bills. On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to approve bills as listed below:

- General Fund vouchers 1001-1026: $6,045.40
- Street Lighting voucher 0010: $117.13
- Highway Fund vouchers 1001-1012: $10,327.90
Steuben County updates given by Legislator Carol Ferratella-

- Recently Steuben County Administrator Mark Alger met with municipalities to talk about the NYS Property Tax Freeze Credit Efficiency Program. Certain conditions must be met for residents to receive a rebate. Basically, municipalities must stay within tax cap for Year one of the program. Year two they must submit government efficiency or shared services plan that demonstrates savings equal to one percent of the combined property tax levies for those participating in the joint plan. Municipalities can decide to go under the blanket of Steuben County or on their own; that is their choice. Deadline is 06/01/2015. Contact information for more facts - MarkA@co.steuben.ny.us; JackW@co.steuben.nyu.us or (607) 664-2245.

- To save money, Steuben County is instituting a new GPS tracking program for prisoners that were incarcerated but are now on probation.

TOWN OFFICIALS REPORTS FOR SEPTEMBER 2014

Library Liaison Nancy Kirby-Kurjakovic-financial report discussed. Library tax district vote is October 21st, Caton Town Hall, from 11 am to 8 pm.

Highway Superintendent Rob Rutter-discussed/filed. Maintenance and gas log included (also fire department and constable log).

Code Officer/Building Inspector Don Miller-discussed/filed.

Constable Mike Smith-discussed/filed. Extra hours from DWI grant.

Dog Control Officer Christie Speciale-viewed and filed. DCO will be giving additional information on future reports.

Justice Stephen Matusick-viewed and filed.

Assessors’ Marilyn Bockus and Karen Lamie-discussed/filed.

Comprehensive Plan Update- STCRPDB is holding training classes on the first Tuesday of every month for on how comprehensive plan committee will work.

Supervisor Kate Hughes-discussed/filed as follows:

- **Capital Reserve Funds** - Highway Equipment-$318,289; Highway Repair-$74,016;
- General Buildings-$163,184; Comm. Beau.-$5,083; Office-$4,567;
- Park-$21,056;
- Insurance/Retirement-$75,000

Capital Reserve amounts have been updated to the numbers that were corrected to the end of 2013 and the numbers for 2014 are not on the report as of yet. CPA Carol Golden recommended that we have a cushion of approximately $200k for operating expenses (in case there was ever an unexpected delay in collecting taxes).

Also, there is conflicting information about the 2014 CHIPS money, if it will be in by December of 2014 or March of 2015. Supervisor Hughes will follow up with Albany. If we do not receive the CHIPS money in December, we are able to do an inter fund loan from the General Fund in the amount of the CHIPS to cover until payment is received.

CORRESPONDENCES

- Memorial Fund - has been established for the Caton Town Park in the name of Robert Richards Sr., who recently passed away and donations have been received in the Clerk’s
Office. Park Committee may want to meet to discuss ideas for a permanent memorial.

- **Environmental Review** - no update on the Tuscarora Lateral Project.
- **Steuben County Public Health Nursing** - to eliminate lead poisoning in children, the SCPHN Department is trying to educate all community members of the known locations in Steuben County that have housing stock built prior to 1978 that is in fair or poor status. They have included a map of the communities with a high prevalence of children with elevated blood lead levels.
- **NYSDOH** - Wadsworth Center in Albany; received a negative rabies report from a recent bat scratch on a Caton resident.
- **NYS Association of Towns** - schooling available for town departments.
- **NYS Unified Court System** - requesting a copy of the most recent audit (2013) of the town court’s records and a copy of the board resolution acknowledging that the required audit was conducted (see following resolution):

  **Resolution #2014-1004**
  On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED that on January 13, 2014, the Town of Caton Town Board examined the Town of Caton Justice Court records for calendar year 2013.

**NEW BUSINESS**

**MEETING OPEN TO THE PUBLIC**
Comments consisted of the following:
- possible misunderstanding between members of the Park Committee and lack of committee member’s assistance in park maintenance;
- liability of including baked goods in a welcome wagon basket;
- encouragement to keep park maintained as in the past;
- does the Town Board or Town Attorney persecute the owner of a dangerous dog?
- is there a deputy dog control officer when the appointed officer is not available?
- the Corning Library received a NYS Library grant to replace the windows in the building that they are renting, as the cost of maintenance on the building is their responsibility;
- no monetary pay raises should be given to town employees at this time because we do not know what our financial situation is;
- unfair of the Planning Board to reject a resident’s request to put an apartment over top a garage, because of a family hardship;
- complaints from neighbors because highway department is parking vehicles on resident’s land;
- poor condition of Brown Hollow, Sticklertown and Riff Roads;
- required levels of liability insurance of anyone we hire to do work;
- landscaping price for the park project bid may change from now until next year;
- any remedy for an Assessor that is getting paid yet has not come to work since May of this year;
- are municipalities subject to the same type of “hold harmless laws” that NYS has for contractors that businesses do?
Paul Michaloski from the “Caton Town Crier” group handed out a proposal in writing for the Town Board to consider that pertains to how to resolve communication problems between residents and town board.

**Resolution #2014-1005**

On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to declare the following Constable equipment as surplus and to approve the sale of it:

- 48” Code 3 light bar MX7000
- 6 switch box
- Havis Shield Console-no base
- Code 3 siren
- 1 Motorola portable radio, HT-750
- 1 Motorola mobile radio
- 1 Kustom Signal SP Radar
- rear 3rd row seats from new vehicle

**Resolution #2014-1006**

At 7:35 pm and on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to temporarily close the regular meeting and enter into executive session to discuss a personnel issue of a particular employee.

At 8:30 pm Supervisor Hughes reconvened the regular monthly meeting and closed it at 8:30 pm.

_Caton Town Clerk, Avonne M Dickerson_
Minutes of Budget meeting
Friday Sept 12, 2014
Present:  Kate Hughes, Tim Scott, Michele Fitzsimmons, Diane Card

Called to order at 6:00pm
Enter executive session at 6:01pm to discuss response to union concerns over Independence week shutdown.

Return to regular session at 6:34pm.
Resolve to contact Union and town attorney to ensure that proper procedures were followed both for union contract and responsibility to public. Roll call 4 ayes, 0 nays.

Introduce Carol Golden, CPA. She explained details of transactions necessary to correct accounting entries for capital reserve funding, and discussed concurrence with figures arrived by state auditors. She answered all questions of the board members on the reserve funds, and gave time estimate of starting our 2013 AUD project (within 2 weeks to start, then 30 days to complete).

Board reviewed General Fund budget preliminaries for 2014. Preliminary budget contains “wish list” from department heads, plus national cost of living adjustment estimate of 1.5%.

Reductions in some utilities and insurance accounts project a reduction in spending on the A fund.

Next meeting Sept 18th for DA fund.
Then Sept 30th for more General & combining funds for total budget

Submitted by Kate Hughes, Supervisor
Town of Caton 2015 Budget Workshop Meeting
September 18, 2014 ~ Caton Town Hall
6 pm

Present:
Supervisor Hughes Councilman Timothy Scott
Councilwoman Michelle Fitzsimmons Councilman Daniel Stuart
Councilwoman Diane Card

Supervisor Hughes presented the budget for highway and opens discussion of increased personnel.

Councilman Stuart accuses Supervisor Hughes of lying about process to correct capital reserve accounts.

Councilman Stuart states he does not understand why we do not do transactions now. Supervisor Hughes answered (as she has every month since April) so that the proper accounting entries can be determined by independent CPA to prevent further accounting errors.

Councilman Scott suggests discussing auditor meeting in executive session. Supervisor Hughes suggests we are better served to do budget at this meeting. Concurred by Councilwoman Fitzsimmons and Councilwoman Card.

Resolution # 2014-09
On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to decline proposal to increase highway personnel by (1) PT MEO.

Review of General repair estimates-Supervisor Hughes requests that board members take field trips to determine need and traffic

Councilman Stuart would like projects to be improvement not general and have we costed concrete to qualify for CHIPS?

Supervisor Hughes proposes only 1.5% on DA5110.4.

Councilwoman Card would like to see fuel controls. Griffith may have a program.

Resolution # 2014-09
On motion of Councilman Scott seconded by Councilwoman Card the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS 0-RESOLVED to close the budget meeting and move in to executive session to discuss currently confidential audit result.

Meeting adjourned at 8:14 pm

Compiled by Supervisor Hughes, typed by Clerk Avonne Dickerson
Present:
Supervisor Kate Hughes
Councilwoman Diane Card
Councilwoman Michelle Fitzsimmons
Councilman Timothy Scott
Councilman Daniel Stuart

Supervisor Hughes called the meeting to order at 6:02 pm.

Discussion of A Fund particulars—minimum wage raise.

Caton Days—Councilman Scott requests Attorney and Comptroller approval.

Discussion of how reserves work—repeat for Councilman Stuart.

Discussions of Highway Fund—wages go up with the union contract.

NYS Retirement amount due from town has gone down due to retirement of a highway worker.

Next 2015 Budget Workshop Meeting to finalize numbers will be 10/15/2014 at 6 pm.

First part of minutes compiled by Supervisor Hughes and typed by Avonne Dickerson.

Meeting adjourned at 7:45 pm.

Caton Town Clerk, Avonne M Dickerson
Town of Caton 2015 Budget Workshop Meeting  
October 15, 2014 ~ Caton Town Hall  
6 pm

Present:  
Supervisor Kate Hughes  
Councilwoman Diane Card  
Councilwoman Michelle Fitzsimmons  
Councilman Timothy Scott  
Councilman Daniel Stuart

Others Present:  
CPA Carol Golden  
Town Clerk: Avonne Dickerson  
(1) resident

Pantry of Angels Food Pantry:  
Non-profit organization based at the Lindley Methodist Church and serves residents in the Town of Lindley as well as Caton.

Ron BeGell, President of the Pantry of Angels gave a short discussion about requesting monetary support from the Town of Caton for the Pantry. Currently, Town of Lindley has a contract with the Pantry to aid in purchasing food.

Resolution # 2014-10  
Town board discussed and on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-to consider the request for a monetary contract with the Pantry of Angels at next year’s budget meetings.

CPA Carol Golden:  
- Reported that the CHIPS information has to be in by November 6, 2014 and once that is done and reviewed the reimbursement check would be received sometime in December of this year.
- Reported that the Highway Capital Reserve Funds are up-to-date for year ending 12/31/2013.

Budget discussion:  
Board members went over the preliminary budget for 2015.  
Board discussed increases and decreased in capital reserve funding.

Supervisor Hughes stated that she would like to have no increase in town tax rate for year 2015. In order to achieve, appropriations would be reduced from the highway side of the budget.
Resolution # 2014-10
Motion by Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution
ADOPTED ROLL CALL VOTE-AYES 4 (Hughes, Fitzsimmons, Card, Scott) NAYS 1 (Stuart)-that this
Town Board has the intent to do everything in their power to make sure that the town tax rate for taxpayers does not go up for year 2015.

Resolution # 2014-10
Motion by Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution
ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to adopt the proposed 2015 budget as the Tentative 2015 Budget, with the change of adding appropriated funds in the general side of budget to Highway Road Improvement Capital Reserve Fund, and to schedule a required public hearing for Tentative 2015 Budget on November 12, 2014 at 6 pm, prior to the regular monthly board meeting.

Meeting adjourned at 8:15 pm

Caton Town Clerk, Avonne M Dickerson
Town of Caton
2015 Budget Public Hearing &
Minutes of the Regular Monthly Town Board Meeting
November 12, 2014
Page 1 of 5

Town of Caton 2015 Budget Public Hearing brought to order with the pledge of allegiance at 6:00 pm by Supervisor Kate Hughes.

PRESENT Supervisor Kate Hughes, Councilwoman Diane Card, Councilwoman Michelle Fitzsimmons, Councilman Timothy Scott, Councilman Daniel Stuart, Assessor Marilyn Bockus, Town Clerk Avonne Dickerson and several residents and or visitors.

PUBLIC HEARING for PRELIMINARY 2015 BUDGET
Supervisor Hughes discussed details of the Preliminary 2015 Budget. Highlights include no increase in Town tax rate, slight increase in Fire District portion of tax rate and a slight decrease in the Lighting District portion. Proposed rates per $1,000 of assessed property value as follows:
- Town-$5.935
- Fire district-$1.097
- Lighting district-$0.441 (for those in that district)

Public comment:
- **Ed Rose, Birch Creek Rd**-is 2015 spending going down? Still funding the adult recreation and what are the legality issues with that? How come any other service that is rendered gets paid after the service has occurred?
- **Bruce White, Widger Hill Rd**-feels Town Highway Superintendent does not deserve a raise because roads are in such bad condition; we are already paying too much in taxes and the Library tax does not help us either.
- **Brian Snyder, Brown Hollow Rd**-does not agree with giving raises as roads are in worse shape than they have been in a long time; Also, stated that the Town Supervisor should not receive a raise because the books are off; Why has the value of the Town decreased? Under the Workers Comp session there is no money budgeted for unemployment.
- **Ann Balch, McCarthy Rd**-why are line items not being increased on overspent accounts? What made the Budget/Bookkeeper equipment line item go over? Assessors’ equipment line item is also over for this year-what could have been purchased to make it go over? At the end of 2013 Assessors’ contractual line item was over, so items that were purchased at the end of the year were sent back because the Supervisor did not want to pay for them. While doing the 2015 budget did Supervisor notice that some line items were over spent? What point do you cut people off on spending? As it gets towards the end of the year, how did it manage to go over budget? When you guys are looking at bills, are you referring back to the budget? What would $3,500 be spent for under special items-property taxes? What will we get back from Steuben County due to overpayment?
- **Debbie Moody, Hendy Hollow Rd**-did the Library budget increase? Can the Library payment be eliminated in 2015 because it will be on our school tax bill? Can the amount due be decreased for 2015? Could we go through the SPCA in Chemung County for dog control in order to pay less for that service? What is the $500 for under Public Health?
With the employees that are driving equipment, do they get random drug tests?

- Paul Michaloski, Fish Pond Rd is this a format that you have to keep based on the NYS reporting system? Hittown Road

Maybe the explanation for the reports could be put on the web.

Is there any place in the budget where they are putting gifts and donations for the town?

Did Simmons-Rockwell donate some funds or give a discount for the constable car?

Resolution 2014-1101

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS-0 RESOLVED to close the 2015 Budget Public Hearing at 6:43 pm and open the Regular Monthly Meeting of the Town Board.

Resolution 2014-1102

2015 Budget: Board discussion and vote:

Councilman Scott stated that he had previously made phone calls and talked to some people and they told him that they did not believe anyone should be getting any raises. Councilman Scott also stated that any employee that over spent their budget, and that does not attend the monthly meetings or budget meetings, and does not come in to work and is getting paid should not be receiving a raise.

Also, Councilman Scott previously stated that he would have liked to see more money cut from General by eliminating the Constable Department and having less cut from Highway.

Councilman Stuart stated that he believes the buffer (surplus) should be cut out right here so we can keep track of it. Also, if the Capital Reserve funds are split up in to two different bank accounts, the bank accounts should be noted in some kind of a general journal entry so everyone knows where it is.

Supervisor Hughes stated that a 1.5% cost of living increase across the board for all employees (less Highway union contract employees) is appropriate and deciding on specific town employees to give a performance review without giving it to everyone is not suitable.

Resolution 2014-1103

On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Card, Fitzsimmons) NAYS 2 (Stuart, Scott)- RESOLVED to adopt the 2015 Preliminary Budget as the 2015 Final Budget, to be submitted to Steuben County.

Caton Fire District 2015 Budget: Supervisor Hughes made a personal statement about the Fire District 2015 budget, stating that she feels it should be lower than what it is. Their budget is on the Town of Caton website www.townofcaton.com. Last year they spent less than two-thirds of their budget, the year before that they spent less than 48% and the year before that 106% less than budgeted. Supervisor Hughes strongly stated that by no means is she accusing anyone of malfeasance. Residents need to know that they have a right to vote for the commissioners and to attend all Fire District public meetings including the yearly budget public hearing.

Resolution 2014-1104

APPROVAL of MINUTES on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED VOICE VOTE-AYES 5 NAYS-0-RESOLVED to approve the October 8, 2014 Board Meeting minutes and the October 15, 2014 Budget Workshop Meeting minutes with the following addition request made by Councilman Scott-that (he)
Councilman Scott, had received a phone call from someone stating that Constable Smith had been seen at the CBC parking lot with the constable car; and that Constable Smith responded that he had been shopping at NAPA, and that at the same time he responded to an accident at the CBC Plaza for the State Police; and that Supervisor Hughes said she would cut appropriations from the Highway budget and Councilman Scott said he would like to cut more from the General side of the budget.

**Resolution 2014-1105**

**Tax exempt purchases** the Town of Caton is exempt from paying NYS tax on any item purchased for Town use. Tax exempt certificates are available in the Clerk’s Office. On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED for the Town Board to adopt an Official Policy, effective immediately, that for any item purchased for town use, the buyer is responsible for paying sales tax unless the buyer wishes to present a tax exempt certificate to the seller at time of sale. Town Clerk will forward this resolution to the Highway Department and to all departments with copies of tax exempt certificates.

**PAYMENT of BILLS** Supervisor Hughes previously removed four bills from current Highway abstract regarding the Highway Department clothing allowance to determine if they are within union contract guidelines and will talk to employees concerning their purchases.

Councilman Scott indicated that he does not want to pay the approximate $6 luncheon charge on Code Officer Don Miller’s reimbursement voucher because a NYS auditor told him the Town only reimburses lunch if it is ordered in. Supervisor Hughes stated that she will check with Attorney Maio concerning this.

Councilman Scott stated that he does not want to pay the budgeted $2,500 for the Senior Citizen group that was adopted in the annual 2014 budget until a legal contract is written and approved by Attorney Maio and adopted and signed by the Town Board.

**Resolution 2014-1106**

On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to pay the monthly bills as presented (minus voucher #1110 & #1124 on General abstract) as follows on Abstract # 11 of 2014-

- General Fund-vouchers #1101-1109 &1111-1123 & 1125-1127: $6,778.45
- Highway Fund-vouchers #1101-1115: $73,427.07
- Lighting District-voucher # 0011: $127.50

**Resolution 2014-1107**

On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to withdraw Code Enforcement Officer’s voucher (#1124) until we can look into the legalities of reimbursing him for his lunch.

**Resolution 2014-1108**

On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to withdraw the four Highway employee reimbursement vouchers for clothing allowance until reviewed.
Resolution 2014-1109
On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 NAYS 0-RESOLVED to withdraw the Senior Citizen payment (voucher #1110) until we can get confirmation in writing from Attorney Maio that there is no legal issue in using a contract and also a contract from the Seniors’ for 2014.

TOWN OFFICIALS REPORTS for October 2014 as follows:
- Library Liaison Nancy Kurjakovic’s report viewed discussed and filed.
- Highway Superintendent Rob Rutter’s report viewed discussed and filed. Included were copies of vouchers that were submitted to CHIPS. Also attached were two quotes from Corning Appliance Corp. and Griffith Energy for replacement heaters in the office and break room, as neither heater is currently working. Supervisor Hughes suggested that the Board look at the two presented quotes and also, look into additional ways to do this that could be done at a lower price. Town Board noted the fact that the highway building is in very bad shape and needs to be replaced. Legislator Carol Ferratella advised Supervisor Hughes that there may be another $18k available for Winter Emergency CHIPS.
- Code Officer/Bldg. Inspector Don Miller’s report viewed discussed filed.
- Constable Officer Mike Smith’s report viewed discussed filed.
- DCO Christie Speciale’s report viewed discussed and filed.
- Justice Stephen Matusick’s report viewed discussed and filed
- Assessor Marilyn Bockus report viewed discussed and filed. Councilman Scott would like to see a list of sales included with report.
- Supervisor Kate Hughes report as follows:
  - Capital Reserve - Highway - $318,319
  - Community Beautification - $5,083
  - Retirement/Work Comp - $75,000
  - Office - $4,567
  - Buildings - $163,184
  - Park - $21,056
  - Highway Repair - $74,016

Town Board still has next month to make a decision about moving over 2014 budgeted Capital Reserve amount of $63k.

CORRESPONDENCE
 HEAP-information available in Town Clerk’s Office.
 Paul Michaloski-for the record: the Town Board received information from Mr. Michaloski at last month’s meeting pertaining to public meetings and ways to communicate. Supervisor Hughes suggested that we talk about presented ideas at a future meeting.

NEW BUSINESS

OLD BUSINESS
- Cemetery mowing and Park maintenance quotes-Supervisor Hughes tabled the cemetery mowing quotes and will do additional research on other quotes. Also, will get back to the Board about the park quote for mulching and other work.
- Update on 2013 AUD Report-CPA Carol Golden has completed and reviewed rough draft with Supervisor Hughes. It will be presented to the Town Board at the December Town Board meeting.
Resolution 2014-1110

BAR Appointment-on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYE 5 NAYS 0-RESOLVED to re-appoint Michael Royce to a five-year appointment as Board of Assessment Review member through September 30, 2019.

Resolution 2014-1111

Highway clothing reimbursement-on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYE 5 NAYS 0-RESOLVED that reimbursements be paid for any part of submitted vouchers that fall within the union contract. Supervisor will review purchases with highway employees and contact Board members about review before issuing payment.

VISITOR COMMENTS

Public Good Committee-NYSDOH says they can use any items that do not require refrigeration. Also, a disclaimer was provided.

Health Officer-Town of Lindley health officer is interested in serving for Town of Caton, as Dr. Mauer no longer wishes to hold that position.

Caton Fire District/Department-why is there secrecy and why can’t residents rent the fire hall? Also unable to get a calendar from the fire department.

Assessors-are they required to attend the board meetings and are they required to attend work in their office? 1.5% salary raise for people that went over their budget and do not show up to work? Has anything been said to the assessor who does not show up to work? Is the highway planning on purchasing sand this season?

Town roads-several in bad shape again. Grader sat at the foot of McCarthy Road for 5 weeks during the summer. Is the highway superintendent a town resident?

Supervisor’s Report-discrepancy on page 5 of general fund expenditures and page 1 of interfund transfers.

Town finance information on the web-is appreciated. Also, Town Board members did not take a raise for 2015.

Handouts-a second informational paper given out by Paul Michaloski. Is the audience considered visitors?

Communication-great way to communicate is not by being a concerned citizen and whoever is sending postcards out to residents needs to take some responsibility by putting your name on it and send to every resident.

Supervisor Hughes adjourned meeting at 8:30 pm.

Clerk, Avonne M. Dickerson
Town of Caton-December 10, 2014
Regular Monthly Town Board Meeting
Caton Town Hall

Town Board Present
Supervisor Katherine Hughes
Councilwoman Diane Card
Councilwoman Michelle Fitzsimmons
Councilman Timothy Scott
Councilman Daniel Stuart

Others Present
Attorney for the Town Steven Maio
Steuben County Legislator Carol Ferratella
Assessor Marilyn Bockus
Constable Mike Smith
Town Clerk Avonne Dickerson
Visitors

Supervisor Hughes called the meeting to order at 6:05 pm with the pledge to the flag.

APPROVAL of MINUTES
on motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED VOICE VOTE AYES 5- NAYS 0-(Hughes, Fitzsimmons, Card, Scott, Stuart) RESOLVED to approve minutes as written from the 11/12/2014 Town Board Meeting.

PAYMENT of BILLS
discussion-CPA Carol Golden’s bill went over contracted amount, lunch compensation for CEO Miller and Highway Superintendent Rutter paying tax on phone cards. Supervisor Hughes will ask for a reimbursement for the tax on purchases.

On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE AYES 5 NAYS 0-(Hughes, Card, Fitzsimmons, Scott, Stuart) RESOLVED to pay bills in the following amounts as presented on Abstract #12 of 2014-

- General Fund- vouchers #1201-1231: $20,473.50
- Highway Fund-vouchers #1116-1120 & 1201-1215: $49,595.78
- Lighting District-voucher #0012: $134.08

Legislator Carol Ferratella County Update-
- approximate $.22 decrease in County tax rate, depending on equalization rate
- office supplies can be ordered from the County at the lower County price

TOWN OFFICIALS REPORTS for November 2014 as follows:

Library updates Nancy Kurjakovic-none available

Highway Superintendent Rob Rutter-report discussed and filed. Supervisor Hughes had met with Superintendent Rutter and discussed the Deputy Highway Superintendent pay, stating that the pay is specifically for when the Highway Superintendent is absent. Also, that person needs to be an MEO-1 first. Alan Wendlandt has resigned as Deputy Highway Superintendent and Kim Rutter has been hired as a part time worker and also, has been appointed as Deputy Highway Superintendent.
Code Enforcer Don Miller-report viewed and filed.
Constable Mike Smith-report viewed and filed.
Dog Control Officer Christie Speciale-report viewed and filed.
Justice Stephen Matusick-report viewed and filed.
Assessor Chair Marilyn Bockus-report viewed and filed.

Supervisor Kate Hughes-report as follows:
Capital Reserve:
Highway Equipment-$318,349 Highway Repair-$74,016 Park-$8,440
General Buildings-$168,268 Office-$4,567
Retirement-$25,000 Workers Comp Insurance-$50,000

CORRESPONDENCES
• Pantry of Angels Food Pantry-request for a donation.
• “Sumthin’ Else” Restaurant- waiver request:
  Received notice from restaurant owner Karen Lamie that she will be submitting an application to NYS Liquor Authority to be able to sell alcohol (wine and beer only) at the “Sumthin’ Else” Restaurant located in Town of Caton. Karen would like the Town of Caton to sign a waiver to void the 30-day waiting period required by NYS.

Resolution # 2014-1202
On motion of Supervisor Hughes seconded by Councilman Stuart the following resolution
ADOPTED ROLL CALL VOTE-AYES 4 (Hughes, Fitzsimmons, Scott, Stuart) ABSTAINED 1-(Card)
RESOLVED for the Town to approve a 30-day waiver document for Karen Lamie to apply for a liquor license at the NYS Liquor Authority.

OLD BUSINESS

Resolution # 2014-1203
Budget adjustments-on motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5(Hughes, Stuart, Card, Fitzsimmons, Scott) RESOLVED to approve the following transfers from General Fund Balance to accounts as listed:
$5,100 to A9950.93 $100 to A9950.9
$100 to A9950.91

Resolution # 2014-1204
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Hughes, Fitzsimmons, Card, Scott, Stuart) RESOLVED to approve a transfer of $63,000 from General Fund Balance to DA9950.9.

Resolution # 2014-1205
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Fitzsimmons, Card) ABSTAINED 1-(Scott) NAYS 1-(Stuart) RESOLVED to approve a transfer of $3,000 from A1990.4 to A3120.2.
- Board discussed report. Name correction on page 40 “Kate Jackson” to Kate Hughes. Carol Golden mentioned to Kate that if the Board has questions she would come to the Year-End Meeting and answer them.
- Year-end meeting-December 30th at 6 pm.

**NEW BUSINESS**

**Board of 3-Elected Assessors**

Supervisor Hughes is concerned over the current state of the 3-elected Board of Assessors and would like the Town Board to consider abolishing the elected assessor positions to a Sole Appointed Assessor position.

Current concerns and issues (as presented by Supervisor Hughes to the Town Board):
- Non-uniform land schedules filed despite widespread complaints. No oversight to prevent a repeat of this.
- Assessor currently collecting pay without performing duties. This has happened before and nothing prevents it from happening again.
- Only one fully trained assessor present. If she resigns, we do not have a trained back-up.
- State and county looking at our situation and risk of unwanted takeover of services removed from our municipality.
- Increasing need to be up to date on technical systems

Advantages of sole appointed assessor:
- Board oversight on training
- Board oversight on hours and customer service
- Pay can be adjusted by training level
- Possible opportunity for shared services
- Reduced costs in insurance, training, supplies and services
- Increased office hours via contact when assessor is here or at another town
- Retain local authority
- Better practices and training

Board discussion:
- Councilman Scott would like to have a public meeting and know what the people think.
- Supervisor Hughes stated the board needs to do their homework, make decisions and not just be a ballot box.
- Councilman Stuart stated that it depends on the process that the assessor uses for assessing.
- Attorney Maio indicated that if the law is adopted positions cannot take effect until the end of the year in which adopted. Supervisor Hughes said that according to the County that date may be able to be changed. Supervisor Hughes also provided a template of a local law created by the Town of Addison where they recently changed from elected assessors’ position to a sole appointed one.

**Facts to legally change from three elected to a sole appointed assessor** has to be adopted as a Local Law with a public hearing held first (public hearing must be advertised at least five days before hearing—no 30-day requirement as stated at 12/10/2014 Town Board Meeting).
Proposed law must be in Town Board member’s hands no later than seven days before public hearing (no thirty day requirement as stated at Town Board Meeting-12/10/2014).

There is no required mandatory or permissive referendum, however if the Town Board so chooses they may hold one or the other or neither.

Town Board at its discretion may adopt as a local law by Board resolution after the public hearing.

Resolution # 2014-1206
On motion of Supervisor Hughes seconded by Councilwoman Card the following resolution **ADOPTED ROLL CALL VOTE-AYES 3 (Hughes, Card, Fitzsimmons) NAYS-2 (Stuart, Scott) RESOLVED**
to approve and use the language as presented from the Town of Addison template and insert format into a proposed Local Law # 1 of 2015 providing for an Appointment of a Single Town Assessor and Abolition of Three Offices of Elected Town Assessors Pursuant to §328 of the New York State Real Property Tax Law, not to be subject to a permissive or mandatory referendum.

Resolution # 2014-1207
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution **ADOPTED ROLL CALL VOTE-AYES 3 (Card, Fitzsimmons, Hughes) NAYS-2 (Stuart, Scott) RESOLVED** for March 1, 2015 to be the effective date of the law.

Resolution # 2014-1208
On motion of Supervisor Hughes seconded by Councilwoman Fitzsimmons the following resolution **ADOPTED ROLL CALL VOTE-AYES 4 (Card, Fitzsimmons, Hughes, Scott) NAYS-1 (Stuart) RESOLVED** to schedule a Public Hearing for proposed Local Law # 1 of 2015 for January 28, 2015, 6 pm at the Caton Town Hall, and to hold a Special Meeting of the Caton Town Board immediately following the closing of the Public Hearing to vote on proposed Local Law # 1 of 2015, to provide for and establish the Office of a Single Appointed Assessor and terminate the Offices of Three Elected Assessors.

Other Business
Supervisor Hughes stated that it was brought up to her about the one assessor who is not performing any duties. Attorney Maio told the Board it is difficult to remove an elected official from office. First, a petition would need to be filed by a Town resident with the Appellate Division in Rochester, NY which would then issue a hearing for the employee and the reason for wanting this person removed from office would have to be proved.

Resolution # 2014-1209
On motion of Councilwoman Fitzsimmons seconded by Supervisor Hughes the following resolution proposed-for the Town Board to send a written request for a resignation from the elected Town Assessor that is not showing up to work at all and is still collecting a paycheck.

On motion of Councilman Scott seconded by Councilman Stuart the following amendment resolution proposed to the original resolution above by including the succeeding wording-come in to work or resign- **ADOPTED ROLL CALL VOTE-AYES 4 (Fitzsimmons, Card, Stuart, Scott) NAYS 1-(Hughes) RESOLVED** to add the wording-come in to work or resign to the original motion.
Board vote on the new motion-ADOPTED ROLL CALL VOTE-AYES 5 (Hughes, Card, Fitzsimmons, Scott, Stuart) NAYS 0-RESOLVED to approve the above resolution as presented and amended for the Town Board to send a written request to the elected Town Assessor that is not showing up to work at all and is still collecting a paycheck to come in and work or present her resignation as an elected Town Assessor.

**Executive Session**

**Resolution # 2014-1210**

At 7:40 pm motion made by Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE (Hughes, Card, Fitzsimmons, Scott, Stuart) RESOLVED to enter into executive session to discuss potential litigation.

**Resolution # 2014-1211**

At 8:15 pm motion made by Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED VOICE VOTE (Hughes, Card, Fitzsimmons, Scott, Stuart) RESOLVED to enter back into the Regular Monthly Board Meeting with no resolutions made while in executive session.

**Meeting opened to the Public**

**Town**: a lot of dysfunction in the Town;  
**Highway**: highway crew not taking care of equipment and workers do not know how to drive road equipment; highway super was working at another job while employed here and has no integrity for the town; highway superintendent is not doing his job and did not deserve a raise; would like the board to request highway super’s resignation; will sue the town for the highway truck driver that hit resident’s car; does not care about safety in the town; back roads are not good; highway super accused resident of being rude to family member while talking on phone; is the highway crew sanding before school buses go by in the early mornings;  
**Clerk**: approve detail in minutes, debit or credit card payments now available for all purchases  
**Sole Appointed Assessor**: not legal to terminate an elected office in mid-year; potential problems with appointed assessor position; would like more detail in assessor vote; elected process does work;  
**Assessors’ Office**: three elected assessors signed off on last year’s roll; state approved the land chart that was created; would like the lies to stop; what is different now in the assessor’s office compared to 2009; why wasn’t someone appointed to fill vacant position in 2010; three girls think they know the best for the whole town;  
**Other**: people need to grow up; two board members carrying on at the end of the table; people in the audience chattering and disturbing others;

On motion of Supervisor Hughes the meeting adjourned at 8:50 pm.

*Caton Town Clerk, Avonne M Dickerson*
Supervisor Hughes called the meeting to order at 6 pm with the pledge to the flag.

Supervisor Hughes mentioned that thanks to her daughter Josie, she would like to recognize birthdays' for every resident in the Town.

Town Clerk presented the Town Council with the current Town of Caton Elected and Appointed Officials list to review before the first meeting of the year 2015.

 Resolution # 2014-1301

Year End bills-on motion of Supervisor Hughes seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Hughes, Card, Fitzsimmons, Stuart, Scott) NAYS 0-RESOLVED for the bills presented on the abstract thirteen of 2014 to be paid in the following amounts:

- General Fund-A1401-
- Highway Fund-DA1401-

 Resolution # 2014-1302

2014 Year End budget adjustments-on motion of Councilman Stuart seconded by Supervisor Hughes the following resolution ADOPTED ROLL CALL VOTE-AYES 5 (Hughes, Card, Fitzsimmons, Stuart, Scott) NAYS 0-RESOLVED for the following budget adjustments to be approved:

<table>
<thead>
<tr>
<th>Amount</th>
<th>Into</th>
<th>From</th>
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<tbody>
<tr>
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Supervisor Hughes stated that the approximate unspent amount of funds for Year 2014 are $18,800 in the Highway Fund and $21,000 in the General Funds.

Other Business:

Resolution # 2014-1303
Councilman Scott presented Board Members with a generic nepotism policy pertaining to the hiring of relatives. After discussion a motion was made by Councilman Scott seconded by Councilman Stuart the following resolution ADOPTED ROLL CALL VOTE-AYES 3 (Card, Stuart, Scott) NAYS 2-(Hughes, Fitzsimmons) RESOLVED to pursue a nepotism policy for the Town.

Resolution # 2014-1304
On motion of Supervisor Hughes seconded by Councilman Scott the following resolution ADOPTED ROLL CALL VOTE-AYES 4 (Hughes, Card, Fitzsimmons, Scott) NAYS 1-(Stuart) RESOLVED to rescind the previous motion made by Councilman Scott in order for the Town Board to have time to to review the presented policy and to review other policies before presenting any policy to the Town Attorney.

Meeting open to the public
comments consisted of the following:

- tarps needed for dump trucks, raise for highway superintendent and assessor, proposed local law for sole appointed assessor, how attorney is paid, amount of surplus requested from eighteen months ago, surplus belongs to the people and required by law to give it back to the people, article of gifting in Towns and Topics magazine, from 1979 to early 2000's there was no competition in election for office of assessors', even though a letter was written to elected assessor about working she has only been in one time since then.

Supervisor Hughes closed the meeting at 7:15 pm
Caton Town Clerk, Avonne M Dickerson