

Caton Town Board Annual Reorganization meeting (draft)

January 13, 2021

(per Avonne's handouts from December.)

- **Call the meeting to order**
- **Reorganization of employees and pay rates.**
- **Appoint Carol Golden AUD**
- **Approve Procurement policy**
- **Approve others**
- **Close the reorganization meeting**
- **Continue on with the regular monthly Town Board Meeting.**

○ **DRAFT 01-08-2021**

January 13, 2021

<http://www.townofcaton.com/>

We welcome the public: Observe covid guides – social distance 6ft & mask; and civil behavior.

Pledge of allegiance to flag of the United States of America

- **Call regular board meeting to order and via Zoom phone or video.**
- Approval of last month's minutes as completed (or corrected)
- Review of monthly bills, questions, approve bills as submitted (or corrected)
- **Next meetings Town Board 2nd Wed- 02/10/2021) Planning Bd 4th Thursday 1/28**

Monthly Reports: (activity, progress, problems, news)

If you are changing your office hours, contact email and phone let us know.

Sherriff – David Allard

Elected officials

- **County – Carol Ferratella , Scott Van Etten**
- **Town Clerk – Avonne Dickerson**
- **Highway supervisor– Ray Riesbeck (see also new business) Chips \$252,414.02 12/28/20**
- **Court – Russel Diederich – submitted. Court is generally closed per NYS**
- **Supervisor - Paul Michaloski – Town Supervisor**
- **Councilman - Tim Scott – town board**
- **Councilman - Ed Rose – town board**
- **Councilman – Hank Bentley**
- **Council – vacant (11-16-2020)**

Appointed & Committees

- **Planning Board – Bob Lord**
- **Assessor – Erin Mosher -**
- **Board of Assessment review –**
- **Southern Tier Central Planning –**
- **Police Department – Mike Smith**
- **Ethics Board – Dan Stuart**
- **Dog control officer - Bruce Akins Jr**
- **Code Enforcement – AL Buckland - 33 building permits so far this year**
- **Health Officer – Linda Smith**
- **Zoning Board of Appeals Committee**
- **Caton Park Committee - Peggy MacNaughton – Need 2021 plan.**
- **Comprehensive Plan Committee- Janice Glover**
- **Internet /cell service access (Paul Michaloski, Richard Nurse) -----**
- **Bookkeeper – Don Haussener - Budget report and adjustments.**

General information

Old Business

- DEC Soil and water Army Engineers application to remedy Red School Rd. drainage near Gary Gridley.
- Remediate abandoned property on 11103 Church Creek Rd. County Rd,
- Renew assessment for gas valve for CNG - \$6,200 ; plus a possible refund to CNG \$10-15k
- Setup Town clerk and bookkeeper to have limited remote access to voicemail and pc.

Ongoing business

- Begin to consider union contract renewal 2021
- *Create a local law for an appointed road supervisor (2yr term) begin after Dec 31, 2023. 2021 requires public hearing and pass law by board vote. (see handout) Draft & submit to attorney. A vote and public approval takes affect immediately and then Board appoints to end term.*
- Review/ proposed Caton employee code of conduct – civil discourse to and from the public service.
- Review constable MOU and flex time agreement.
- Develop Caton business directory – contractors, farm goods, small business and other. Volunteers?
- Determine costs related to AMR ambulance services.
- Solar law draft sent to town attorney's - Bob

Highway:

- **CHIPS money received 12/28/2020 \$252,414.02 (from 2020 76,207.45)**
→ **Ray plans he wants to upgrade John Hill Rd and Hittown Rd**
- Need a plan to pay for new truck, Prep&add-ons (\$) with reserves, loan, or combination finance new equipment. (Spring 2021) Vote in Jan 2021.
- **Highway Equipment Reserve \$ 315,672.48** Annual budgeted \$
- **New Truck \$220,809.64 -Left in Reserve - \$94,862.84 , \$112,159.02 Road Improvement**
- **IMMA now \$256,850** Would need to transfer to highway

Choices:

- Total from highway reserve only.
- Total from loan
- Hybrid Reserve and Loan
- Loan. 1/2 of total the emainder from equipment reserve
- \$125,000 for 5 years (Bank of Greene County)

Loan rate < 4/15/21	% rate	Annual Payment	Total Interest (\$750 difference)
Callable	1.69%	\$25K	\$6337.50
Non callable	1.49%	\$25 K	\$5587.50

Highway building needs:

- Welding area exhaust fan is done but it needs weather cover____

○ Bay door frame repairs? __ GFI breakers __

NEW BUSINESS

- ☐ NYS requires a plan for continuity of our local government for covid or other disasters.
- Plan includes: identify essential positions and people and services.
 - Possible shared services and postponements
 - Plans for working remotely.

- ☐ Open board positions - town board positions and the planning board
- Deadline for submissions for open offices is January 6,2021
 - Town board appointments vote is January 13,2021

	Planning Board 3 year term	Town Board Complete 2021 term	
Jeff Wheaton		O	
Carol Matusick		O	
Deb Moody		O	
Jim Hawbaker	O		
James Diedrich	O	O	
Donna Seylor	O		
Bob Lord reappoint	O		

FYI Completed

- Sent form to alter Speed limit on Red School Road to 30 mph and Hittown Rd.
 - Found receipt related to constable. Gun is owned by town. Filed with -Town Clerk .
 - Motion approved to take \$10,000 from Workstation comp and move it to DA9040.8
 - Sent out official letter to choose Steuben County Risk Management as workman's compensation for the year 2021 reviewed annually. Savings of approximately \$20k
 - Budget for 2021 completed for preliminary budget,
 - Need contractor to repair leak in town hall chimney roof. (DeWalt and sons 1400) 12/10
 - Park closed and winterized Nov. 7,2020
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- Fan in lockerroom is replaced & on motion detector
 - Mike Smith Vehicle needs tires before winter and ball joints(1400). \$600 limit in 2021
 - Continue Town hall internet access for students during regular hours or appointment.
 - Review shared services outline to submit to county manager. (*see handouts & dog control*)Signed 1/5/21
 - Highway inventory date 2020&2021 Due Sep 30,2021 minor changes
 - A town board member for highway over-site, including purchases, activities, bids by working with Highway superintendent and workers. – Ed Rose
 - Establish maintenance records and costs per equipment. (maybe use software)
 - Create Schedule and 5 year plan to replace equipment every 10 years or number of hours.
 - Established covid procedures for all staff. Approved by Steuben County Health and Teamsters–
 - – Audit Dates for Bookkeeper, Payroll , Town Clerk and Court

January 1 2021 Bank Accounts

Bank Accounts

Account	Amount	Capital Reserve	
General Imma	\$424,132	Capital Res Equip	\$315,672
Highway Imma	\$256,850	Capital Res Road	\$112,159
General Checking	\$3,979.71	Capital Res-Town	\$18,620
Highway Checking	\$7,848.67	Capital Res -Office Equip	\$2,347
Lighting	\$2,526.25	Capital Res -Park	\$6,690
Payroll	\$2.99	Capital Res – Work Comp	\$30,000
Capital Project	Closed		

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