

February 10, 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 2<sup>nd</sup> Wed- 03/10/2021) Planning Bd 4<sup>th</sup> Thursday 2/25/2021**

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

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

**Elected officials**

- **County – Carol Ferratella , Scott Van Etten**
- **Town Clerk – Avonne Dickerson**
- **Highway supervisor– Ray Riesbeck (see also new business**
- **Court – Russel Diederich – submitted. Court is generally closed per NYS**
- **Supervisor - Paul Michaloski – Town Supervisor (01-01-2020-12-31-2023)**
- **Councilman -Tim Scott – town board**
- **Councilman - Ed Rose – town board (01-01-2020-12-31-2023)**
- **Councilman – Hank Bentley (01-01-2021-12-31-2024)**
- **Council – Jeff Wheaton (01-13-2021-12-31-2021)**

**Appointed & Committees**

- **Planning Board – Bob Lord Y N**
- **Assessor – Erin Mosher - Y N**
- **Board of Assessment review – Y N Date Set – June 1**
- **Southern Tier Central Planning – Y N**
- **Police Department – Mike Smith Y N**
- **Ethics Board – Dan Stuart Y N**
- **Dog control officer - Bruce Akins Jr Y N**
- **Code Enforcement – AL Buckland - Y N**
- **Health Officer – Linda Smith Y N**
- **Zoning Board of Appeals Committee Y N**
- **Caton Park Committee - Peggy MacNaughton – Need 2021 plan. Y N**
- **Comprehensive Plan Committee- Janice Glover Y N**
- **Internet /cell service access (Paul Michaloski, Dick Nurse) Y N -----**

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**Bookkeeper – Don Haussener - Budget report and adjustments.**

## NEW BUSINESS

- Presentation & Determine costs related to AMR ambulance services.
  - **Vote** to approve new contract.
- **Vote** to extend tax collection until March 31<sup>st</sup> + 90 days (June 30) approx 1200 parcels, 1,333,000 collected 700k remain
- **Vote** on NY retirement statement.
- **Vote** BAR appointments or advertise
- **Vote** ZBA appointments or advertise
- **Vote** on hiring commercial assessor for gas valve case. (County and PP School will share in the cost) Renew assessment for gas valve for CNG - \$5,200 ; possible refund to CNG \$10-15k
- NYS requires a plan for continuity of our local government for covid or other disasters. (Paul)
- Plan includes: identify essential positions and people and services. PPE qty equip storage
- Plans for working remotely. **Review list of essential staff.**
- For insurance and State Comptroller needs total town inventory – Town Hall ; Highway ; Park

## HIGHWAY

- Ray plans he wants to upgrade John Hill Rd and Hittown Rd
- Establish maintenance records and costs per equipment. (maybe use software)- Ed /Tim form
- Need value data on trucks and equipment for insurance coverage.
- Possible shared services and postponements.
- Welding area exhaust fan is done but it needs weather cover\_\_\_\_
- Bay door frame repairs? \_\_ GFI breakers

## 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,

## Ongoing business

- Begin to consider union contract renewal 2021 – *Vacation scheduling*
- *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. Paul/Mike
- Solar law draft sent to town attorney's - Bob – maybe March. Considering Public Meeting.
- Audit for Court ---- Done Jeff and Tim
- Audit for bookkeeper \_\_\_\_\_ forms
- Audit clerk/payroll \_\_\_\_\_ forms

## 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
- Develop Caton business directory – contractors, farm goods, small business and other.Hank Bently
- Mike Smith Vehicle needs tires before winter and ball joints(1400). \$600 limit in 2021
- A town board member for highway over-site, including purchases, activities, bids by working with Highway superintendent and workers. – Ed Rose
- Setup Town clerk and bookkeeper to have limited remote access to voicemail and pc.
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Follow up on:---

Fan in lockerroom is replaced & on motion detector

Continue Town hall internet access for students during regular hours or appointment.

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

February 1 2021 Bank Accounts

Bank Accounts

Account	Amount	Capital Reserve	
General Imma	\$598,748	Capital Res Equip	\$315,689
Highway Imma	\$171,283	Capital Res Road	\$112,166
General Checking	\$4,979.71	Capital Res-Town	\$18,620
Highway Checking	\$7,953.22	Capital Res -Office Equip	\$2,347
Lighting	\$2,912.70	Capital Res -Park	\$6,690
Payroll	\$2.99	Capital Res – Work Comp	\$30,000
Capital Project	Closed		