

Town of Catlin  
Regular Board Meeting Minutes  
February 8, 2024

Meeting called to order at 7:00pm by Supervisor LaVerne Phelps.

ROLLCALL: BM: Mike Koval, Ron Moshier, William Collier, Craig Christiansen, Supervisor LaVerne Phelps, Attorney John Mustico

Pledge of Allegiance and Moment of Silence

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Christiansen accepting Town Clerk's minutes for January 11, 2024 into records as submitted.

CARRIED: ALL

**Correspondence:**

- Beaver Dams Fire District will be holding its annual banquet. Supervisor Phelps plans to attend.
- Tompkins Corners Volunteer Fire Company Chief's Report submitted. Fire Chief Alex Pastrick spoke about a new truck coming and about the 2004 truck that has been sold.
- Received quote from Eagle Associates for repairing the fabric roof covering on the salt storage shed and to build up the padding on the corners so there is less stress on them.

Motion made by Moshier; 2<sup>nd</sup> by Collier to receive and place on file all correspondence for further action if required.

CARRIED: ALL

**Departmental Reports:**

Reports submitted by Highway Superintendent, Supervisor, Town Clerk, Code Enforcement Officer, Assessor, Animal Control and Sheriff.

- The supervisor has been working on ways to repair the salt storage shed and working with Code Officer on vacant and deteriorating properties.

Motion made by Collier; 2<sup>nd</sup> by Koval to receive and place on file all departmental reports for further action if required.

CARRIED: ALL

**Abstracts:**

Motion for **Resolution 24-39** was made by Phelps; 2<sup>nd</sup> by Collier approving February 8, 2024, Abstract #2 vouchers for payment: General vouchers 12-34: \$15,721.97; Highway vouchers 4-14: \$91,375.49; BV Light District voucher 1: \$313.41; BV Water District vouchers 4-10: \$2,161.86; Fire Protection District 1 voucher 2: \$105,955.00; Fire Protection District 3 voucher 3: \$105,802.00 for a total of \$321,329.73.

CARRIED: ALL

**Beaver Valley Water District:**

- Quarterly Meter Reading took place in January. Several occupants questioned their high bill. Supervisor Phelps checked on 6 homes and 4 of them had leaks of some sort. Up to the occupant to determine where the leak is coming from.

**Old Business:**

- Highway Garage Building Maintenance – refrigerator and microwave have been replaced. The sink needs to be replaced.
- Computer Upgrade – CPE can do more than other companies, uses Office 365, more capabilities, better support.
- Vacant Buildings – vacant Brooks house on 414 with boat, needs asbestos testing, several vacant trailers on Kimble Rd need to be removed.

**New Business:**

- Resolution 24-28 needs to be amended. Building Maintenance will go from \$15.00/hour to \$17.50/hour.
- Annual Audit done on Town Clerk, Tax Collection, Beaver Valley Water District and Town Justice.
- Eagle Associates – Salt Storage Shed should still be under warranty. General discussion ensued on patching the roof versus replacement.

**Hearing of the Public:**

Opened: 8:02pm

No one spoke.

Closed: 8:02pm

**Resolutions:**

Motion for **Resolution 23-40** was made by Phelps; 2<sup>nd</sup> by Moshier amending Resolution 24-28 for Building Maintenance to be paid \$17.50 per hour.

CARRIED: ALL

Motion for **Resolution 23-41** was made by Phelps; 2<sup>nd</sup> by Christiansen accepting the finding of the 2023 Audit for Town Clerk, Tax Collector, Beaver Valley Water District and Justice Department.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Koval adjourning the meeting at 8:04pm.

CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler

**RESOLUTION 23-39**

February 8, 2024

By: LaVerne Phelps

2<sup>nd</sup> by: William Collier

**ABSTRACTS**

RESOLVED, the Town Board of the Town of Catlin hereby approves submitted February 8, 2024 Abstract #2 vouchers for payment: General vouchers 12-34: \$15,721.97; Highway vouchers 4-14: \$91,375.49; BV Light District voucher 1: \$313.41; BV Water District vouchers 4-10: \$2,161.86; Fire Protection District 1 voucher 2: \$105,955.00; Fire Protection District 3 voucher 3: \$105,802.00 for a total of \$321,329.73.

CARRIED: ALL

**RESOLUTION 23-40**

February 8, 2024

By: LaVerne Phelps

2<sup>nd</sup> by: Ron Mosher

**AMENDING RESOLUTION 24-28  
BUILDING MAINTENANCE HOURLY PAY**

WHEREAS, Organizational Resolution 24-28 states that Building Maintenance is to be conducted at \$15.00 per hour, and

WHEREAS, the town has hired a person to do routine maintenance and upkeep at both the town hall and highway garage, and

WHEREAS, the town board has decided that the pay should be \$17.50 per hour, therefor be it

RESOLVED, the Town Board of the Town of Catlin has amended Resolution 24-28 for Building Maintenance to be paid \$17.50 per hour.

CARRIED: ALL

**RESOLUTION 23-41**

February 8, 2024

By: LaVerne Phelps

2<sup>nd</sup> by: Craig Christiansen

**AUDIT OF 2023 TOWN FINANCIAL RECORDS**

WHEREAS, the audit of the financial records for the following was completed by Deputy Supervisor, William Collier:

Town Clerk, Tax Collector, Beaver Valley Water District and Justice Department. And,

WHEREAS, the audit consisted of bank records; deposits were being done in a timely manner; distributions of funds were being done in a timely manner and petty cash was correct; and

WHEREAS, the audit conducted did not find any inconsistencies or any fault with said records, except in that the Beaver Valley Water District needs to include bank statements in their records, therefor be it,

RESOLVED, the Town Board of the Town of Catlin hereby accepts the finding of the 2023 Audit for Town Clerk, Tax Collector, Beaver Valley Water District and Justice Department.

CARRIED: ALL