

Town of Conewango Board Meeting May 13, 2026

Meeting called to order at 7:30 pm with the pledge of allegiance

Present: Councilman Studley, Hubbard, Pitts, Supervisor McGuire, Town Clerk McGuire, Honorable Justice Brown, and Highway Superintendent Bryan Farmer

Absent: Councilman Finch

Last month's Meeting Minutes Review & Discussed

- **Motion to accept the minutes as is: Motion made by Councilman Pitts, seconded by Councilman Studley**
- **Vote: All ayes, motion passed**

Department Head Reports:

- Highway:
 - Working on shared service project with 6 participating towns.
 - Focus is shifting to dirt roads and hot patching application.
 - A large CHIPS seal job is scheduled for the next couple weeks.
- Building Code Officer:
 - Issued 3 permits and conducted 10 fire inspections on Amish schools
 - Total Funds received: \$377.
- Dog Control Officer
 - No report received
- Assessor:
 - Sent change of assessment notices
 - Preparing for the Board of Assessment Review.
 - Starting data collection soon
- Justice:
 - Resolved 5 cases: 2 criminal & 3 traffic cases
 - 1 after hour arraignment was performed
 - No fines collected this month
- Town Clerk:
 - Revenue: Total revenue for the month was \$621, with the town's portion being \$593.38. Revenue sources include 3 building permits, 1 misc. code fee, 1 certified copy, 2 dog licenses and 1 fishing license
 - Tax Collection Update: Finished collecting 2026 taxes, turned over interest and fees to the town, and made final payment to the county.
 - Passed notary test and will apply to the Dept of State for Certification
 - Staffing: Working on a training book for reference and seeking a deputy clerk for on-call coverage (e.g., during conference attendance) to ensure the office remains open.

Unfinished Business

- Dog Census:
 - There is a service like enumeration.com that do dog census. This service is not viable due to mailing based on postal codes, which would cause confusion by reaching residents outside town limits.
 - Possible plan: The assessor could provide a spreadsheet of permanent resident addresses to create custom postcards for mailing.
 - Clarification from New York State Animal Protection Federation on working dogs: Working dogs must be licensed for rabies vaccination tracking.
 - New State Mandate: Dog License application form must have an option for residents to donate to a designated local animal shelter. The town must collect these funds and remit them annually to the shelter.
- **Credit Card/Debit Card Payment (Evalon):**
 - Paperwork for 2 Evalon pin pads have been submitted: waiting on the vendor for software programs and firmware.
- **Community Comment/Concerns:**
 - There is an upcoming Red Cross Blood Drive at Randolph Fire Hall June 19th from 1 – 4 pm.

New Business:

- Justice Court Audit (2025)
 - Review: The audit for 2025 was conducted.
 - **Motion: Motion was made (pursuant to Justice Court Act, SS2019-A) to accept the annual checklist of audit on the Justice Court System for the year ending December 31st 2025, as reviewed. Motion made by Supervisor McGuire seconded by Councilman Hubbard.**
 - **Vote: All ayes, motion passed.**
- SFS Grant Progress for Salt Shed:
 - Status: Tara has logged into the SFS system, but the DEC grant contract is not yet available. She is coordinating with Nate for this.
 - Next step: Once the contract is in the system, a cost budget breakout is needed. This requires selecting a building and base style from Sourcewell bid lists.
- Tax Collector Audit (2026)
 - Review: The audit for 2026. tax season was conducted.
 - **Motion: Motion was made by Councilman Studley and seconded by Councilman Pitts, to accept the tax collectors audit for the 2026 tax season**
 - **Vote: All ayes, motion passed.**
- Clerk Notary Services:
 - Discussion: Weather to add notary as an official duty for the clerk and if additional insurance (e.g., \$500 E&O) is needed. It was confirmed by Hannah from Great Lakers Ins. That the town's existing bonding and insurance coverage is sufficient as long as it's part of the Clerk's duties, requiring no extra insurance policy.
 - **Motion: Motion made by Supervisor McGuire, seconded by Councilman Studley, to add public notary service as an additional duty provided by the clerk to the general public.**
 - **Vote: All ayes, motion passed**
- Budget Transfer (**Resolution 10-2026**)
 - \$427 from Contingency fund to Town Board contractual
 - \$1,038 from Contingency fund to Town Clerk contractual
 - \$21 from Contingency fund to Building contractual
 - **Motion: Motion made by Councilman Studley, seconded by Councilman Pitts, for Resolution 10-2026.**
 - **Roll call vote: Councilman Pitts, Studley, Hubbard and Supervisor McGurie all ayes**
 - **Motion passed**
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Audit of Bills

General Warrant #5 – 2026	Vouchers 86-103	Totaling \$ 4,659.51
Highway Warrant #5-2026	Vouchers 27-45	Totaling \$ 16,692.37
Justice Warrant #5-2026	Vouchers 4	Totaling \$ 204

- **Motion made by Councilman Studley, seconded by Supervisor McGuire to approve the audit of the bills.**
- **Vote: All ayes, motion passed**

Adjournment

- **Motion made by Councilman Pitts to adjourn**