

Town of Conewango Board Meeting - April 08, 2026

Meeting called to order at 7:00 pm with the pledge of allegiance.

Present: Supervisor McGuire, Town Clerk Jennifer McGuire & Councilman, Studley, Finch, Pitts and Hubbard

Meeting Minutes Review and Acceptance

- Minutes from the last month were reviewed.
- **Motion:** To accept the minutes made by Supervisor McGuire, seconded by Councilman Finch. **Vote:** All in favor (aye), none opposed, none abstained.

Department Reports

- **Highway Department:**
 - **Operations:** Patching potholes; dirt road work awaits drier conditions.
 - **Employee Retention:**
 - Ed White received a \$1/hr raise after his one-year probation.
 - **Cowens Corners Creek Erosion:**
 - Erosion is approaching the road; the area is marked for monitoring.
 - **Proposed Solution:** A proactive "shoring job" now would be cheaper than a full repair later.
 - **Constraint:** Requires a DEC permit, as the work is near the creek bank.
 - **Fuel Budget:** The department has a 7/8 tank of fuel, purchased before recent price spikes, providing a buffer for the next month.
- **Code Enforcement:** Report reviewed. 3 permits issued (\$536 revenue); 0 complaints; 6 inspections.
- **Assessor:** Report reviewed. Updating sales, splits, and improvements for the tentative tax roll which will be done soon.
- **Justice Court:** Report reviewed.
 - 4 cases resolved; \$511 in fines collected (\$325 town share).
 - Reviewing old records to improve organization and accuracy.
- **Town Clerk:** Report reviewed.
 - \$684 total revenue (\$612.50 town share).
 - 2026 tax collection is complete; balancing for county remittance will begin soon.
 - **Recommendations:** Require exact tax payments and include information on the secure drop box and new credit card option notice on all bills.

Unfinished Business Review

- **Justice Audit:** Postponed to next month after review.

- Supervisor McGuire added that a \$96 discrepancy in the past Justice's books from an uncashed fine overpayment refund checks was discovered and will be reported as unclaimed funds.
- **Dog Census:** Proposal reviewed. The proposed door-to-door census includes:
 - **Cost Basis:** Door to Door of all tax-paying properties would cost mileage between properties.
 - **Follow-up:** 10% of properties after a postcard mailing.
 - **Census Fee:** A \$25 fee for unlicensed dogs (\$20 to town, \$5 to census taker).
- **Credit Card Payments:** Elavon Proposal reviewed.
 - **Vendor Selection:** Elavon was chosen after CSG Forte was unresponsive.
 - **Elavon Terms:** 3% customer fee; town fees waived; one free terminal.
 - **Terminal Strategy:**
 - **Clerk/Tax Collector:** One shared terminal.
 - **Justice Court:** A separate terminal, rented at \$10/mo.
 - **Rationale:** Ensures strict account separation, a requirement for court funds.
 - **Motion:** Councilman Pitts made a motion to move forward with Elavon, seconded by Councilman Studley. **Vote:** All in favor (aye), none opposed, none abstained.

Community Comments /Concerns

- none

New Business Review and Acceptance

- **Salt Shed Grant:**
 - **Problem:** Grant access was blocked by an inactive account from 2000
 - **Solution:** DEC contact Nathan Freeman provided assistance with getting the current Supervisor help from the help desk to update the account.
 - **Status:** The town is now logged into the FSF portal and will add grant writers (G&G) and upload insurance documents.
- **Bank Signers Update:**
 - **Motion:** made by Supervisor McGuire to remove Ron Adams as signer for town accounts and add Aaron Finch, seconded by Councilman Pitts.
 - **Vote:** All in favor (aye), none opposed, none abstained.
- **Insurance Renewal:**
 - **Motion:** To re-sign in 2026 the insurance policies through Great Lakes (Glattfelder agency),
 - **Vote:** All in favor (aye), none opposed, none abstained.
 - **Decision:** To re-bid the policy next year to ensure competitive rates.
- **Budget Modification:**

- **Resolution 9-2026:** Proposed to transfer \$374 from General Fund A1990.4 (Contingent) to Town Clerk Contractual A1410.4.
- **Motion:** Councilman Studley made a motion to move it forward, seconded by Councilman Pitts. **Roll Call Vote:** Councilman Pitts (aye), Councilman Finch (aye), Councilman Studley (aye), Councilman Hubbard (aye), Supervisor McGuire (aye).
- **Town Clerk Audit:** The annual audit was reviewed.
 - **Key Finding:** A \$1 discrepancy from a 2025 uncashed check to NYS Ag & Markets was identified and corrected.
 - **Motion:** Councilman Studley made the motion to accept the audit, seconded by Councilman Finch. **Vote:** All in favor (aye), none opposed, none abstained.
- **Highway Employee Raise (Ed Wight):**
 - **Motion:** To give the highway employee Ed Wight, after completing his 1-year probation, a \$1 per hour raise for the remainder of this year. Motion made by Supervisor McGuire, seconded by Councilman Hubbard. **Vote:** All in favor (aye), none opposed, none abstained.

Audit of Bills

- **Motion:** To audit and approve the bills, made by Councilman Studley, seconded by Supervisor McGuire. **Vote:** All in favor (aye), none opposed, none abstained.

General Warrant #3-2026: Vouchers # 65-85: Totaling \$ 33,560.15

Highway Warrant #3-2026: Vouchers # 20-26: Totaling \$ 5,764.15

Motion to adjourn meeting made by Councilman Finch at 7:55 pm

Action Items

- Supervisor:
 - Sign up for Avalon payment system.
 - Add G&G grant writers to the SFS portal.
 - Upload insurance documents to the SFS portal.
- Town Clerk:
 - Update bank signers: remove Ron Adams, add Aaron Finch.
- Highway Superintendent:
 - Monitor Collins Corners creek erosion and contact Jack at DEC.
- Board:
 - Re-bid the town insurance policy next year.