

TOWN OF ELBRIDGE
TOWN BOARD MEETING
April 25, 2024

Minutes for the April 25, 2024 meeting, held by the Elbridge Town Board. Supervisor Richardson called the meeting to order at 7:00 PM and led the Pledge of Allegiance.

PRESENT: Vernon Richardson, Supervisor
Doug Blumer, Councilor
Floyd Duger, Councilor (via phone, non-voting)
Mike Caron, Councilor
Todd Platten, Councilor

RECORDING SECRETARY: Danielle Karlik, Town Clerk

OTHERS PRESENT: Town Attorney Joe Frateschi, Codes Officer Howard Tanner, Mary Jo & Andrew Davis, Dan Conroy, Lou McIntyre, Gabe Rossetti, Ruth Kinch, Kathy Ford, Kyle Cherchio, Tim Burns

ADOPT MINUTES: On a motion by Councilor Platten, seconded by Councilor Blumer, the minutes from April 11, 2024 were entered into record unanimously.

MOTION TO PAY BILLS: On a motion by Councilor Caron, seconded by Councilor Blumer, General Bills Abstract #04, Vouchers #155-198, in the amount of \$39,606.89 were ordered paid, and Highway Bills, Abstract #04, Vouchers #1053-1065, in the amount of \$400,457.16 were ordered paid with a total disbursement of \$440,064.05, unanimously.

COMMUNICATIONS:
The Elbridge Fire Department will hold their annual installation banquet.
NYS auditors are currently conducting an audit for the Town of Elbridge. It is going well, nothing unusual to report.

OLD BUSINESS:

- Planning Board recommendation for the Elbridge Motel has not been received as of yet.

NEW BUSINESS:

- Ethics Committee
- Sender - Proposed notification software

RESOLUTION:
On a motion by Councilor Blumer, seconded by Councilor Caron, the following resolution was
ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 59/24

The Elbridge Town Board resolves to advertise, to accept, letters of interest for open seats on the Town of Elbridge Ethics Committee, until May 31, 2024.

TOWN OF ELBRIDGE
TOWN BOARD MEETING

April 25, 2024

On a motion by Councilor Blumer, seconded by Councilor Caron, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 60/24

The Elbridge Town Board resolves to purchase software from Sender for email and text notifications to subscribers, at a cost of \$350.00 annually, with administrators to be the Town Clerk and Recreation Director.

On a motion by Councilor Caron, seconded by Councilor Platten, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 61/24

The Elbridge Town Board resolves to allow the solicitation of bids on behalf of the Joint Water Project contingent upon DOH approval, which is forthcoming.

On a motion by Supervisor Richardson, seconded by Councilor Blumer, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 62/24

The Elbridge Town Board resolves to appoint Kimberly Jaeger as part-time Supervisors Secretary, on an as needed basis, at \$25.00 per hour.

On a motion by Councilor Blumer, seconded by Councilor Platten, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 63/24

The Elbridge Town Board resolves to advertise for one open seat on the Board of Assessment Review for one week, with a pay rate of \$100 per meeting day, letter of interest should be submitted by May 31, 2024.

On a motion by Councilor Platten, seconded by Councilor Blumer, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 64/24

TOWN OF ELBRIDGE
TOWN BOARD MEETING

April 25, 2024

The Elbridge Town Board resolves to advertise for the position of Assessor's Clerk with a pay rate between \$32,000 and \$36,000 to be determined, letter of interest should be submitted by May 3, 2024.

On a motion by Councilor Platten, seconded by Councilor Caron, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 65/24

The Elbridge Town Board authorizes Supervisor Richardson to sign the permission request to the USDA Animal and Plant Health Inspection Service to allow placement of invasive species traps along municipal properties such as; roadside, parks and cemeteries.

On a motion by Councilor Blumer, seconded by Councilor Caron, the following resolution was

ADOPTED: 4 AYES Richardson Blumer Platten Caron
0 NAYS

Resolutions 66/24

It is hereby Resolved by a majority of the Board Members of the Town of Elbridge (the "Town") duly convened as follows:

The Town hereby adopts the Travel and Reimbursement Policy (the "Policy") attached hereto as **Exhibit A** and made a part hereof; and further

There is nothing in the authorizing documents of the Town or its books and records that prohibits the Policy as contemplated herein; and further

The Policy shall be made a part of the Town of Elbridge Handbook as an Appendix, and, in the event that the Policy conflicts with any existing policies of the Town, the Policy shall control.

COMMITTEE REPORTS:

Councilor Duger: Potential for a \$75,00 grant. Codes Officer Tanner will be taking the classes required as a prerequisite for this grant.

Recreation baseball/softball program is ready to start. The fields look great.

Senior program will have their first trip on May 8th.

Councilor Blumer: Historian Parkman conducted a Junior Archeological Dig even on April 23rd, which went well. He is also looking into another cemetery stone cleaning.

There is an informational meeting for the final draft of the Comprehensive Plan on May 1st at 6:00 PM. The plan is available on the website to view beforehand.

Councilor Caron: Inquired if Supervisor Richardson had spoken with Verizon in regards to services. Supervisor Richardson has and the services is strictly internet, not FIOS or television. There was a brief discussion at this time with Board and audience members. Nash Road is still without internet. Supervisor Richardson will make a follow up call.

TOWN OF ELBRIDGE
TOWN BOARD MEETING
April 25, 2024

The Joint Water Project is moving along. The resolution to begin solicitation of bids is before all three participating Boards. Discussion ensued in regards to local hires, grants, bid documents, materials and the Inter-Municipal Agreement.

Councilor Platten: Ann Marie Evans has offered to be appointed as a part-time Board of Assessment Review clerk until June 30th, and after June 1st have her as a part-time Assessment clerk, evening hours and Saturdays. Supervisor Richardson stated McKensey has been keeping up on the office work for Assessing, but the Board will discuss the matter further in Executive Session.

Concern is with the needs for Grievance day. Mr. Maxwell did get back to Councilor Platten stating he held 772 meetings and of that 577 assessments were lowered. This leaves a couple hundred assessments that can possibly be grieved. Multiple meetings are potential and the BOAR is short one member. Discussion took place on appointments and scheduling for meetings. June 11, 2024 is Grievance Day, any residents not heard will need to leave paperwork and information with the BOAR for future dates. July 1st is the deadline for the BOAR to complete all meetings. Further discussion ensued.

A brief discussion on the Joint Water Project in regards to districting, pricing, and billing to water customers.

Further discussion on future proposed manure pits and creating updated codes, and notifications. Codes from other Town's was offered. Attorney Frateschi will look into this and give an opinion at a future meeting.

AUDIENCE PARTICIPATION:

Codes Officer Tanner brought up Route 34 will be closed sometime in 2025 for two full construction seasons. The detour will be Route 31, 38 and 370. Cleanup on Sandbank will need one more dumpster, as the first one is nearly full. The property is still with a mortgage company; the Town will be reimbursed. Codes Officer Tanner would like a deadline for this violation.

Mary Jo Davis addressed the Board. She spoke with School and they believe meeting with all Boards (school, Town, Villages) would be beneficial. Someone has to make the first move. She also proposed a community events calendar.

Tim Burns asked if dates for assessments will be posted on the website. Councilor Platten stated they can be. Mr. Burns also inquired about the invasive species traps. Councilor Platten said they are not because we have them, but to see if they are in the area.

It was asked if there would be a large increase for the Town Budget. Councilor Blumer stated that the Board did not foresee any reason for a large increase, but the budget won't be discussed until after August.

EXECUTIVE SESSION:

On a motion by Councilor Platten, seconded by Councilor Caron, the Elbridge Town Board entered into Executive Session at 8:55 PM, to discuss potential employment (minutes taken by Attorney Frateschi).

10:00 P.M. – Councilor Caron made a motion to leave Executive Session, seconded by Councilor Platten. Supervisor Richardson put the motion to a vote. Passed unanimously.

Resolutions 6/7/24

TOWN OF ELBRIDGE
TOWN BOARD MEETING

April 25, 2024

10:10 P.M. – Supervisor Richardson made a motion to hire Mckensey Gonyea to work as an assessment clerk on Tuesdays from 5:30 P.M. to 8:00 P.M. and Saturdays from 9:00 A.M. to 1:00 P.M. at \$25.00/hour on April 30th, May 4th, May 7th and May 11th, seconded by Councilor Blumer. Supervisor Richardson put the motion to a vote. 3 Ayes (Richardson, Blumer & Caron). 1 Nay (Platten).

ADJOURNMENT:

10:11 P.M. – Councilor Platten made a motion to adjourn. Councilor Blumer seconded the motion. Supervisor Richardson put the motion to a vote. Passed unanimously.

Respectfully submitted,

Danielle Karlik
Elbridge Town Clerk

EXHIBIT A:

Travel & Reimbursement Policy

I. Scope

This Travel & Reimbursement Policy are the standards to follow for reimbursement for travel and reimbursements. This policy provides assurance that payment of reasonable and necessary travel and conference expenses occur, and the payment of non-allowable expenses is eliminated.

II. Objectives

The Town of Elbridge understands the importance of training and that it is an essential tool to be utilized to stay current with Town responsibilities. The need for training should always be balanced with safeguarding the taxpayer’s money.

III. Approval

All travel and training must be approved by the applicable department head. They will determine if the travel and the training are appropriate for the Town personnel to attend. This will include:

- Tuition
- Meals
- Lodging
- Mileage
- Any materials needed

IV. Sales Tax

The Town of Elbridge does not pay or reimburse Town personnel for sales tax except where outlined in this policy. Town personnel are responsible to ensure that the tax-exempt form is provided to vendors while attending events to avoid sales tax.

V. Meals

TOWN OF ELBRIDGE
TOWN BOARD MEETING

April 25, 2024

The Town of Elbridge allows for a daily allowance of meal reimbursement of \$60.00 per day. This is inclusive of sales tax.

VI. Lodging

In the case of a multi-day training, Lodging will be reimbursed.

VII. Transportation Expenses

The Town of Elbridge will reimburse for mileage at the federal rate.

VIII. Non-reimbursable expenses

- Alcohol
- Entertainment
- Mileage from your home to your primary workplace
- Spouse expenses
- Personal expenses (clothing, gifts, etc.)

IX. Reimbursements

Town personnel requesting reimbursement must:

- Use the Reimbursement Voucher
- Provide receipts for all reimbursed expenses
- For mileage must attach a map showing the travel route