

**TOWN of CATLIN  
ORGANIZATIONAL MEETING  
Thursday, January 13, 2022**

Call Meeting to Order at 7:00 pm

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

**RESOLUTION 22-01  
ROBERT'S RULES OF ORDER ADOPTED AS GUIDELINES**

RESOLVE the Town Board adopt Robert Rules of Order, Association of Towns – State of New York Town Law Manual 2000, and Conducting Public Meetings and Public Hearings, as a guideline, and vote orally on resolutions.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-02  
TIME AND PLACE SET FOR TOWN BOARD MEETINGS**

RESOLVE the Town Board set the time and place for the Town Board Meetings: 7:00 PM on the 2nd Thursday of each month at the Catlin Town Hall, 1448 Chambers Road.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-03**  
**TOWN BOARD MEETING PROCEDURES**

RESOLVE the Town Board adopt the following policy for Town Board meetings:

1. All agenda items are to be submitted to the Town Supervisor by 9:00 p.m. the Monday prior to the Town Board meeting.
2. The first item of the meeting will be Call to Order.
3. The Town Board agenda categories be as follows:
  - Pledge of Allegiance
  - Moment of Silence
  - Minutes
  - Correspondence
  - Motion to receive correspondence and place on file
  - Departmental Reports
  - Resolution authorizing payment of abstracts
  - Beaver Valley Water District
  - Old Business
  - New Business
  - Hearing of the Public
  - Resolutions
  - Adjournment
4. All monthly reports are to be submitted to the Town Supervisor by 9:00 am. the Tuesday prior to the Town Board Meeting. All reports are to be typewritten.
5. Vouchers for payment must be submitted by 8:00 am the Tuesday before the Town Board meeting. Submittal is the responsibility of the Department Heads and they are responsible for vendor inquiries due to non-submittals.
6. The Abstract of unaudited vouchers is to be submitted to the Supervisor and Accountant by 9:00 a.m. the Thursday of the Town Board meeting.
7. All vouchers are to be audited by the Audit Committee by **6:15 p.m.** before the Town Board meeting.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-04**  
**EFFECTIVE DATE OF APPOINTMENTS**

RESOLVE the Town Board set the effective date for appointments, unless otherwise stated, as January 1, 2022.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-05  
DEPUTY TOWN SUPERVISOR APPOINTED**

RESOLVE the Town Board appoint **William Collier**, Deputy Town Supervisor, term to expire 12/31/22, as recommended by the Town Supervisor.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-06  
APPOINTMENTS TO VARIOUS POSITIONS  
ALL TERMS EXPIRE 12-31-2022**

RESOLVE the Town Board hereby makes the following appointments:

Zoning Board of Appeals Secretary – Dail Phelps  
Planning Board Secretary – Claudia Maroney  
BVWD Billing Clerk – Billie Jean Bennett  
Zoning Board Member –  
Planning Board Member -

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-07  
BOARD CHAIRPERSON APPOINTED**

RESOLVE that pursuant to Town Law Sections 267 and 272 the following persons be appointed to a position to the Town of Catlin Board of Ethics for a one (1) year term ending 12/31/2022.

James Plate – Chairman – Planning Board  
Claudia Maroney – Chairman – Zoning Board of Appeals  
Mark Claypool – Chairman – Board of Ethics

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-08**  
**RESOLUTION CONTINUING POSITIONS OF DEPUTY HIGHWAY SUPERINTENDENT, DEPUTY TOWN CLERK AND CEO CLERK AND MAKING APPOINTMENTS TO THESE POSITIONS**

RESOLVE that the positions of Deputy Highway Superintendent, Deputy Town Clerk hereby are continued for the Town of Catlin with the powers and duties set forth in Town Law and Highway Law, and

BE IT FURTHER RESOLVED, that the following persons be appointed to the positions for a one (1) year term ending 12/31/2022.

DEPUTY HIGHWAY SUPERINTENDENT – Alexander Pastrick

DEPUTY TOWN CLERK – Linda Wead and Billie Jean Bennett

CEO Clerk –

CARRIED: AYES: ALL

NAYS:

**RESOLUTION 22-09**  
**RESOLUTION MAKING APPOINTMENTS TO THE AUDIT COMMITTEE**

RESOLVE that Council members **Craig Christiansen** and **William Collier** be and are hereby appointed as Audit Committee for the Town of Catlin for the first six months of the year commencing **January 1st, 2022**, and Council members **Ron Moshier** and **Mike Koval** be hereby appointed as Audit Committee for the Town of Catlin for the second six months commencing **July 1st, 2022**.

CARRIED: AYES: ALL

NAYS:

**RESOLUTION 22-10**  
**RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS**

RESOLVE, that pursuant to Section 64, Subdivision 11 of Town Law, the **Elmira Star-Gazette**, Elmira, New York and the **Corning Leader**, Corning, New York are hereby designated as official newspapers of the Town of Catlin, and

BE IT FURTHER RESOLVED, that for purposes of legal notices for variances before the Zoning Board of Appeals, the newspaper to be used shall be the one that serves the area where the applicant for the variance resides.

CARRIED: AYES: ALL

NAYS:

**RESOLUTION 22-11**  
**SUPERVISOR DIRECTED TO PUBLISH ANNUAL REPORT**

RESOLVE the Town Board directs the Supervisor to publish the Annual Report in the approved form.

CARRIED: AYES: ALL

NAYS:



**RESOLUTION 22-12**  
**RESOLUTION DESIGNATING DEPOSITORIES FOR TOWN OFFICIALS**

RESOLVE that Chemung Canal Trust Company be designated as the depositories for the Town, and

BE IT FURTHER RESOLVED, that LaVerne J. Phelps, Supervisor of the Town of Catlin and in his absence, **William Collier**, Deputy Supervisor, or **Ron Moshier**, Councilmember be and hereby are authorized to sign checks under \$1000 without cosigner, checks over \$999.99 must be cosigned (**excluding payroll**), drawn on Chemung Canal Trust Company for the following accounts:

Consolidated Account  
Highway Account  
Trust and Agency Fund (Social Security Acct.), and

BE IT FURTHER RESOLVED, that Dail Phelps, Town Clerk/Tax Collector of the Town of Catlin be and hereby is authorized to sign checks drawn on Chemung Canal Trust Co. for the Town Clerk, Tax Collector accounts, and,

BE IT FURTHER RESOLVED, that **Richard J. Brink**, Justice of the Town of Catlin be and hereby is authorized to sign checks drawn on Chemung Canal Trust Co. for respective Town of Catlin Justice Account,

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-13**  
**SUPERVISOR AUTHORIZED TO INVEST TOWN FUNDS**

RESOLVE the Town Board authorizes the Supervisor to invest monies, not needed for immediate expenditures, according to the regulations of the State Department of Audit and Control.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-14**  
**RESOLUTION AUTHORIZING SUPERVISOR TO OBTAIN INSURANCE FOR THE TOWN**

RESOLVE that the Town Supervisor is hereby authorized to secure adequate insurance for the Town to include General Liability, Town Liability, Public Officials Liability, Building Coverage, Automobile Coverage, Theft and a Blanket Bond covering Town Officials as required by law.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-15**  
**RESOLUTION AUTHORIZING PREPAYMENT OF CLAIMS FOR PUBLIC UTILITIES, POSTAGE,  
FREIGHT AND EXPRESS CHARGES AND INSURANCE**

RESOLVE that pursuant to Section 118 of the Town Law, the Town Supervisor is hereby authorized to prepay, prior to audit, claims for public utilities, postage, water testing, freight and express charges and insurance, with said claims to be presented for audit at the next regular Town Board meeting.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-16**  
**TOWN BOARD AUTHORIZED TO ADVANCE MONEY**

RESOLVE the Town Board be authorized to advance money for educational meetings or workshops as provided by General Municipal Law 77b. by voucher prior to check being issued.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-17**  
**JUSTICES AUTHORIZED TO HIRE STENOGRAPHER**

RESOLVE the Town Board authorizes the Town Justices to hire a court stenographer, when needed, at the prevailing rate.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-18**  
**ATTENDANCE AT EDUCATIONAL PROGRAMS AUTHORIZED**

RESOLVE the Town Board authorizes Town Officials and employees to attend educational programs concerning Town business, as authorized in their 2022 budget, with all legal expenses charged to the Town as set forth in the Town of Catlin Employee Handbook. Employees working in the same capacities for Municipalities other than the Town of Catlin are urged to share educational expenses with these municipalities.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-19**  
**AUTHORIZED ATTENDANCE AT COUNTY MUNICIPAL CLERKS MEETINGS**

RESOLVE the Town Board authorizes the attendance at County Municipal Clerks meetings, as set forth in their 2022 budget for the Town Clerk and Deputy Town Clerk.

CARRIED:     AYES: ALL  
                  NAYS:

**RESOLUTION 22-20**  
**AUTHORIZATION FOR PURCHASES**

RESOLVE the Town Board requires approval prior to obtaining services, parts, and other equipment for all purchases over the amount of \$1,000.00, including engineering or as otherwise provided by the Town Board.

CARRIED:     AYES: ALL  
                  NAYS:

**RESOLUTION 22-21**  
**AUTHORIZATION FOR PURCHASES - HIGHWAY SUPERINTENDENT**

RESOLVE the Town Board authorizes the Highway Superintendent to make purchases up to \$5000.00 for parts, supplies, tires, and other equipment for use in the Highway Department, as necessary, provided they are covered in the Highway budget.

CARRIED:     AYES: ALL  
                  NAYS:

**RESOLUTION 22-22**  
**HIGHWAY SUPERINTENDENT AUTHORIZED TO ADVERTISE FOR BIDS**

RESOLVE the Town Board authorizes the Highway Superintendent to advertise for bids on tires, salt, cinders, sand, parts and tools, as needed.

CARRIED:     AYES: ALL  
                  NAYS:

**RESOLUTION 22-23**  
**HIGHWAY SUPERINTENDENT AUTHORIZED TO ACCEPT STATE & COUNTY BIDS**

RESOLVE the Town Board authorizes the Highway Superintendent to accept State and County bids for any and all items under State and County bid system, provided they are covered in the Highway budget; with the exception that any bid for vehicles and equipment shall be subject to prior Town Board approval.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-24**  
**BUDGET TRANSFERS**

RESOLVE the Town Board requires all budget transfer requests either intradepartmental or from contingency or fund balance must come before the Town Board prior to obtaining services, parts, and other equipment not covered in their budget.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-25**  
**MILEAGE ALLOWANCE SET**

RESOLVE the Town Board set mileage at Federal Guideline for Town Officials and employees when using their personal vehicles for official Town business, when authorized by the Town Board.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-26**  
**ELECTED OFFICIAL'S SALARIES SET**

RESOLVE the Town Board set the following salaries for elected officials:

Supervisor	\$11,500.00
Council Member (4)	\$ 2,000.00 each
Town Clerk	\$14,586.00
Highway Superintendent	\$70,000.00
Town Justice	\$ 6,580.00

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-27**  
**RESOLUTION CONTRACTING ACCOUNTANT, CODE ENFORCER**  
**TOWN ATTORNEY and LANDSCAPING**

RESOLVE, that **Brian McIlroy** is hereby contracted as the **Accountant** for the Town of Catlin; salary not to exceed \$12,219.00, and be it further

BE IT FURTHER RESOLVED, that **John P. Mustico** is hereby contracted as the attorney for the Town of Catlin payable by voucher per independent contract terms not to exceed \$5,500.00 and be it further

BE IT FURTHER RESOLVE, that **Donald Boom** is hereby contracted to mow, trim and clean 2 Town Cemeteries; Post Creek cemetery and South School cemetery not to exceed \$3,485.00. All positions will be at the pleasure of the Town Board.

CARRIED:     AYES: ALL  
                  NAYS:

**RESOLUTION 22-28**  
**WAGES SET FOR NON-ELECTED EMPLOYEES**

RESOLVE that the Town Board set wages for non-elected Town employees to be accepted and paid when due, including normal Town benefits listed in the Employee Handbook for the following:

Court Clerk	\$15.00 per hour
Deputy Court Clerk	\$15.00 per hour
Deputy Town Clerk	\$11.00 per hour
Custodian	\$11.00 per hour
Secretary – Board of Assessment Review	\$25.00 per session
Chairperson - Board of Assessment Review	\$75.00 per session
Members – Board of Assessment Review	\$50.00 per session
CEO Clerk	\$11.10 per hour
ZBA Chairperson	\$25.00 per session <b>plus \$200.00 per year</b>
Zoning Board of Appeals Members (4)	\$20.00 per session
ZBA Secretary	\$11.00 per hour
Planning Board Chairperson	\$25.00 per session <b>plus \$200.00 per year</b>
Planning Board Members (6)	\$20.00 per session
Planning Board Secretary	\$25.00 per session
BVWD Plant Operator	\$11,000.00 annually
BVWD Billing Clerk	\$11.00 per hour
BVWD Asst. Plant Operator	\$15.00 per hour
BVWD Meter Reader	\$30.00 per quarter
BVWD Maintenance	\$15.00 per hour
Building Maintenance	\$11.00 per hour
Deputy Supervisor	\$ 600.00 per year
Accountant	\$12,219.00 per year

CARRIED: Ayes: ALL  
                  Nays:

**RESOLUTION 22-29**  
**RESOLUTION FIXING SALARIES FOR BOARD OF ASSESSMENT REVIEW**

RESOLVE the Town Board authorizes the Chairperson of the Catlin Board of Assessment Review to be paid \$75.00 for each session actually attended by the Chairperson and payment shall be made by submitted voucher, and  
 BE IT FURTHER RESOLVED that each regular member of the Board of Assessment Review members shall be paid \$50.00 for each session or training class actually attended by said member and payment shall be made by submitted voucher.

CARRIED: AYES: ALL  
 NAYS:

**RESOLUTION 22-30**  
**RESOLUTION SETTING PAY PERIODS**

RESOLVE that all employees shall be paid with the following:

<b><u>OFFICE OR POSITION</u></b>	<b><u>PAYABLE</u></b>		
Supervisor	Bi-Weekly	Board of Assessment	Session
Council members	Monthly	Meter Reader	Quarterly
Justices	Monthly	Water Billing Clerk	Monthly
Town Clerk/Tax Collector	Bi-Weekly	Water Plant Operator	Bi-weekly
		Assistant Water Plant	Monthly
Highway Superintendent	Bi-Weekly	Planning Board Members	Session
Highway Workers	Bi-Weekly	Zoning Board Members	Session
Water Maintenance	Monthly	PB & ZB Secretaries	Session

CARRIED: AYES: ALL  
 NAYS:

**RESOLUTION 22-31**  
**PETTY CASH FUNDS ESTABLISHED**

RESOLVE the Town Board establishes the following Petty Cash Funds:

Town Clerk	\$ 50.00
Deputy Town Clerk:	\$ 50.00
Code Enforcement Officer	\$ 50.00
Town Justices	\$ 75.00
Beaver Valley Water District	\$ 50.00

CARRIED: AYES: ALL  
 NAYS:

**RESOLUTION 22-32**  
**RESOLUTION SETTING PAY SCALE FOR HIGHWAY EMPLOYEES**

RESOLVE that effective with the pay period commencing January 1, 2022, the Highway employees of the Town of Catlin are to receive the following wages:

Mark Ribble	\$ 23.70 per hour
Alexander Pastrick	\$ 23.15 per hour
Adam Girardi	\$ 20.60 per hour

AND, BE IT FURTHER RESOLVED, that **the Deputy Highway Superintendent shall receive Twenty-five cents (\$.25) per hour above his regular rate.**

CARRIED:     AYES: ALL  
              NAYS

**RESOLUTION 22-33**  
**RESOLUTION AUTHORIZING HIGHWAY SUPERINTENDENT TO PROCEED WITH  
SPECIAL IMPROVEMENTS FOR 2022**

RESOLVE that pursuant to Highway Law 284, the Town Board of the Town of Catlin does hereby authorize the Highway Superintendent to proceed with Special Improvements in the amount not to exceed One Hundred Sixty Five Thousand Five Hundred Dollars (\$165,500.00) are to be completed in 2022.

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-34**  
**RESOLUTION AUTHORIZING CONSOLIDATED HIGHWAY IMPROVEMENT PROGRAM  
(CHIPS) PROJECT FOR 2022**

RESOLVE that the Highway Superintendent is authorized to expend the sum of One-hundred Seventy-eight Thousand Four-hundred Forty-two Dollars (\$178,442.00) in 2022 under the Consolidated Highway Improvement Program (CHIPS) for Capital Improvements

CARRIED:     AYES: ALL  
              NAYS:

**RESOLUTION 22-35**  
**SUPERVISOR AUTHORIZED TO PLACE ADS FOR BIDS & PERSONNEL**

RESOLVE the Town Board authorizes the Town Supervisor to place advertisements for **‘Bids’** and any **‘Open Positions’** as needed.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-36**  
**BUDGET MODIFICATION**

RESOLVE the Town Board grants permission to the Town Bookkeeper to perform necessary Budget Modifications at the end of the year to complete AUD. Budget Modification must be approved by Supervisor and submitted to Town Board at next meeting.

CARRIED:     AYES: ALL  
                 NAYS:

**RESOLUTION 22-37**  
**ASSESSOR SHARED SERVICE**

RESOLVE the Town Board authorizes the Town Supervisor to enter into contract with Town of Corning for shared service of the ‘Assessor’ in the amount of \$14,280.00; payable in monthly installments of \$1,190.00 monthly beginning January 1, 2022 and ending December 31, 2022.

CARRIED:     AYES: ALL  
                 NAYS:



**RESOLUTION 22-38**  
**CODE ENFORCER SHARED SERVICE**

RESOLVE the Town Board authorizes the Town Supervisor to enter into contract with Town of Corning for shared service of the “Code Enforcer” in the amount of \$13,350.00, payable in monthly installments of \$1,112.50 monthly beginning June 15, 2021 through December 31, 2025.

CARRIED:     AYES: ALL  
                  NAYS:

\_\_\_\_\_  
Town Clerk

\_\_\_\_\_  
Town Supervisor

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

\_\_\_\_\_  
Councilmember

January 13, 2022

Minutes of the REGULAR Town Board meeting of the Town of Catlin held January 13, 2022 which conveyed directly after the Organizational Meeting at the Town Hall.

**Public Hearing:**

Attorney Mustico opened the public hearing at 7:02pm by giving instructions to the public as to how to proceed; this was done for each subject:

- Moratorium – Cannabis – this moratorium will be for one year; zoning laws need to be updated

No one spoke

Motion was made by Phelps; 2<sup>nd</sup> by Collier to close this part of the public hearing.

- Appealing Local Law 1 of 2021 – Town Clerk Position – this was placed on the 2021 ballot as a Proposition to change Town Clerk Position for Elected to Appointed; it was voted down

No one spoke

Motion was made by Phelps; 2<sup>nd</sup> by Collier to close the public hearing.

**Minutes:**

Motion was made by Collier; 2<sup>nd</sup> by Moshier accepting the Town Clerk's minutes for December 9, 2021 as submitted.

CARRIED: ALL

**Correspondence:**

- Constellation increasing prices for electric usage
- Chemung County Soil & Water is offering Electronic Recycling
- Tompkins Corner's Fire Protection report

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

CARRIED: ALL

**Departmental Reports:**

Motion was made by Collier; 2<sup>nd</sup> by Koval to receive and place on file all Departmental Reports as submitted.

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-39 was made by Phelps; 2<sup>nd</sup> by Collier approving Abstract #13 for end of 2021 vouchers for payment and approving Abstract #1 for January of 2022 vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

Supervisor: No bids received for valve replacement project; did second bid notice which included more in depth details; any bids received will be opened January 20<sup>th</sup>

Generator to be installed the January 14<sup>th</sup>

Pump hard drive to be replaced

**New Business:**

- Local Law 1 of 2022 repealing Local Law 1 of 2021 – Town Clerk position
- Local Law 2 of 2022 – Moratorium on sticker store  
BM Collier – does this need to be referred to the Planning Board  
Supervisor – in the USE Table there is a category for retail think we should bread down cannabis separately; the state is beginning to crack down on sticker stores; we opted out of allowing sticker stores – if we opt in should have parameter set up
- Planning Board vacancy – Supervisor and PB Chairman met with Sandy Callahan who has expressed interest in sitting on the Planning Board
- Board of Appeals vacancy – current BOA member Claudia Maroney has expressed interest in filling the vacant Chairman position
- Audit of Town and Court records – set up for January 20<sup>th</sup> at 9:30am by BM William Collier

**Hearing of the Public:**

Open 7:20pm

No one spoke

Motion by Phelps to close the Public Hearing

**Resolutions:**

Motion for Resolution 22-40 was made by Collier; 2<sup>nd</sup> by Christiansen for Local Law 1 of 2022 which will repeal Local Law 1 of 2021 – Town Clerk position.

CARRIED: ALL

Motion for Resolution 22-41 was made by Phelps; 2<sup>nd</sup> by Collier for Local Law 2 of 2022 placing a 12 month moratorium on cannabis retail dispensaries and on site consumption sites.

CARRIED: ALL

Motion for Resolution 22-42 was made by Collier; 2<sup>nd</sup> by Moshier appointing Sandy Callahan as Board Member to the Town of Catlin Planning Board.

CARRIED: ALL

**Resolutions Con't:**

Motion for Resolution 22-43 was made by Collier; 2<sup>nd</sup> by Christiansen appointing Claudia Maroney as Chairman of the Town of Catlin Zoning Board of Appeals.

CARRIED: ALL

Motion was made by Collier; 2<sup>nd</sup> by Phelps to add to the agenda – Senior Tax Exemptions

CARRIED: ALL

Motion for Resolution 22-44 was made by Phelps; 2<sup>nd</sup> by Collier to extend Senior Tax Exemptions information carryover for 2022 assessment to all property owners who received that exemption of the 2021 assessment roll.

CARRIED: ALL

Motion to adjourn was made by Phelps; 2<sup>nd</sup> by Moshier at 7:35pm.

CARRIED: ALL

February 10, 2022

Minutes of the Town Board of the Town of Catlin held February 10, 2022 at 7pm at the Town Hall.

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

**Minutes:**

Motion was made by Collier; 2<sup>nd</sup> by Christiansen accepting the Town Clerk's minutes for January 13, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- Lawana Morse confirming she is running for County Legislature
- Chemung County Sheriff report – will be sending report every month
- Chemung County Soil & Water report
- Audit for 2021 – Town's financial records completed
- GIS imagery commitment letter

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

CARRIED: ALL

**Presentation by Jim Radford:**

Mr. Radford submitted a proposal for the intersection of Catlin Hill Road and Chambers Road. Now that the old Town Hall is demolished Mr. Radford feels it necessary to add a "Welcome to Town of Catlin" sign with stones and flags as well as possible 'memorial' stones and benches. This would add a sense of 'pride' to the residents of the town.

Residents could donate money (\$500) for a stone/block in memory of a loved one.

Project cost between \$30,000 and \$50,000

**Reports:**

Supervisor – Sandy Callahan taking Planning Board member position

Motion was made by Collier; 2<sup>nd</sup> by Moshier to receive and place on file all Departmental Reports as submitted.

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-46 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

February 10, 2022

**Beaver Valley Water District:**

Supervisor Phelps – waiting for parts on generator; received one valve replacement bid; completed water training – 6 hours

**Old Business:**

Valve replacement bid – one bid - \$88,000 for 155 homes

General discussions on hiring a few guys ourselves or hire them as BVW employees to do the valve replacement

Jim Radford offering to speak with Supervisor about possibly using Mr. Radford's employees who are plumbers

**New Business:**

- Building Code update – needs to be completed this year
- GIS Imagery update – if counties of Cortland and Schuyler join Chemung in this instead of costing our Town \$1000 it would be reduced to \$500

**Hearing of the Public:**      Opened 7:40pm

Francis Freeman of LaMae Drive – running for County legislature – gave small presentation on what he stands for; likes idea of having a welcome sign and memorial area

**Resolutions:**

Motion for Resolution 22-47 was made by Collier; 2<sup>nd</sup> by Christiansen rejecting Jones Specialty Svc Group bid for the Beaver Valley Water District valve replacement at the cost of \$88,000.

CARRIED:    ALL

Motion for Resolution 22-4/ was made by Collier; 2<sup>nd</sup> by Koval granting permission to Supervisor Phelps to send County Executive Christopher Moss a commitment letter for GIS upgrade; not to exceed \$1000.

CARRIED:    ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier to adjourn the meeting at 7:50pm.

CARRIED:    ALL

March 10, 2022

Minutes of the Town Board of the Town of Catlin held March 10, 2022 at 7pm at the Town Hall.

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

**Minutes:**

Motion was made by Collier; 2<sup>nd</sup> by Christiansen accepting the Town Clerk's minutes for February 10, 2022 as submitted.

CARRIED: ALL

**Correspondences:**

- Comp Alliance loyalty award of \$720
- Arrowhead sold to Casella
- Charter Rates going up (Spectrum) April 1<sup>st</sup>

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

CARRIED: ALL

**Reports:**

Highway – Roadwork schedule; Highway equipment – replace plow

Supervisor – Streams and Drainage; Reseal parking lot at Town Hall; Sexual Harassment Training needs to be completed by board members.

Assessor – House sales are up and higher than assessed. Do re-evaluation maybe next year.

Motion was made by Collier; 2<sup>nd</sup> by Moshier to receive and place on file all Departmental Reports as submitted.

CARRIED: ALL

**Budget Modification:**

Supervisor – Town received funds from COVID Relief known as “American Rescue Plan Act” (ARPA) for Highway repair and created accounts DA5112.29

Motion for Resolution 22-49 was made by Phelps; 2<sup>nd</sup> by Collier transferring \$100,000 from DA4089 into DA5112.23.

CARRIED: ALL

March 10, 2022

**Abstracts:**

Motion for Resolution 22-50 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

Supervisor Phelps – still waiting for parts on generator, it has been 2 months; Met with Jim Radford about valve replacement program, did a demo replacement; pump 2 still not working; Water Tank needs to be cleaned – working with Health Department on procedure.

**Old Business:**

Water Valve Replacement Project – changing from “BID” to “RFP” - only need two estimates

**New Business:**

- Conditions precedent to acceptance of new road – changed width of basin from 38 to 32
- Tompkins Corners Fire company requests community funds – Casella gives money to the county; the county divides it up with Legislatures to split with their constituents

General Discussion – Fire department under contract and would be unfair to give to Tompkins Corners and not the other fire departments that service our town. Maybe Mike Pastrick can give directly to TCFD. Note that TCFD is the only one of the three departments that resides in our township.

- Handyman needed to do odd jobs for Town, Highway and BVWD. We need to develop position. It would be paid hourly as needed. Person would be paid through the Department he did work for (BVW; Town or Highway). Would need County Civil Service approval. We need to set up account with \$3000.00 budget. We do have an interested person. Town will cover Worker's Comp, no fringe benefits, no holiday pay, no health insurance.
- Town Procurement Policy – last done in 2012
- Listing of Road Repairs 2022
- Bid for Insulation of Highway garage – AJH doing process \$9300.00.
- Meeting – set up continuation of today's meeting to discuss equipment replacement plan, budget update, operation of Town, handyman position, TCFD requests for funds – increase to their budget – continuation meeting set for Thursday, March 17<sup>th</sup> at 9am

**Hearing of the Public:**

Open 7:50pm

No one spoke

Motion by LaVerne Phelps to close the Hearing of the Public – 7:52pm



March 10, 2022

**Resolutions:**

Motion for Resolution 22-51 was made by Collier; 2<sup>nd</sup> by Moshier amending Resolution 01-40 "Road and Street Acceptance".

CARRIED: ALL

Motion for Resolution 22-52 was made by Phelps; 2<sup>nd</sup> by Collier amending Resolution 12-75 "Town Procurement Policy".

CARRIED: ALL

Motion to adjourn the meeting until March 17<sup>th</sup> at 9am was made by Phelps.

CARRIED: ALL

March 17, 2022

Continuation of Board Meeting held March 10, 2022

Minutes of the Town Board of the Town of Catlin held March 17, 2022 at the Town Hall

ROLLCALL: BM: Mike Koval, Ron Mosier, William Collier and Craig Christiansen  
Supervisor LaVerne Phelps

**Tompkins Corners Fire Department:**

General Discussion - Tompkins Corners Fire Dept. requests community funds – Casella gives money to the county; the county divides it up with Legislatures to split with their constituents.

Motion for Resolution 22-53 was made by Collier; 2<sup>nd</sup> by Koval authorizing Supervisor Phelps to renegotiate the current contract with Tompkins Corners Fire Department to add \$2911.50 to their current 2022 contract.

CARRIED: ALL

Motion for Resolution 22-54 was made by Collier; 2<sup>nd</sup> by Christiansen to hold a public hearing for the renegotiation of contract for the Tompkins County Fire Department to be held on June 9<sup>th</sup>, 2022 at 1448 Chambers Road.

CARRIED: ALL

**Highway Equipment:**

General Discussion – USDA grant and loan, length of time needed to order a new truck, need to order now to be on a list when trucks become available, not locked in, both a truck and roller needed. Decided Highway Superintendent Doan should get on the list for ordering a truck.

**Front Lawn of Town Hall and Drainage:**

General Discussion – Supervisor Phelps showed photos of drainage issues. The Town would not be able to work on the issue till fall. Need to act soon or it will get worse. Garrett Wilson would be able to do it soon.

**Signage for Town of Catlin:**

General Discussion – Photos shown with some examples. Cost of some options would be too extravagant.

**ARPA Funding:**

General Discussion – Several items could be covered under ARPA Funding, these include: Catlin Highway Barn foam insulation, phone upgrade, parking lot sealing and striping, signage for Catlin Town Hall, drainage issues at Catlin Town Hall.

Further discussion – Possibility of converting to geothermal heating at Catlin Highway Barn, due to high cost of fuel oil. Also, whether a re-val would be covered under ARPA.

**Wages:**

Supervisor Phelps displayed a list of current positions and wages, some at \$11/hour. NYS minimum wage is currently \$13.20/hour.

General Discussion on Employee Wages – Possibility of raising those at \$11/hr to \$13.20/hr or \$14/hr. These would not take effect until July.

General Discussion on Highway Dept Wages – Currently they make \$20-23/hr. Inflation is at 8%. Would like to retain current employees. New employees would need training.

General Discussion on Mowing of Cemetery – Currently making \$687/month or \$3485/annually. We should jump up. Possible energy/gas allotment of \$1500.

**BVWD Valve Project:**

Supervisor Phelps shared that the Town switched to an RFP for the BVWD Valve Project and only needs two quotes. Jim Radford and one other are interested in bidding. RFP being reviewed by Hunt and should be ready to be sent out next week.

General Discussion – ARPA money is for whole town and not just water district.

Motion to adjourn the meeting at 10:45 was made by Phelps, 2<sup>nd</sup> by Collier.  
CARRIED: ALL

April 14, 2022

Minutes of the Town Board of the Town of Catlin held April 14, 2022 at 7pm at the Town Hall.

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

Motion was made by Collier, 2<sup>nd</sup> by Phelps to excuse Craig Christiansen.  
CARRIED: ALL

**Minutes:**

Motion was made by Collier, 2<sup>nd</sup> by Koval accepting the Town Clerk's minutes for March 10<sup>th</sup> and March 17<sup>th</sup>, 2022 as submitted.  
CARRIED: ALL

**Correspondence:**

- Quote from Monroe Tractor for roller
- Quote from Volvo dealer for roller
- Quote from Statewide Aqua Store for Tank Cleaning
- Quote from Garret Wilson for front lawn grading
- Historian Mark Claypool has informed Town that Catlin will be 200 years old on April 16, 2023, a Bicentennial Celebration should be planned
- Historian Mark Claypool presented a biography of Mabel Gaboriault, who passed away March 29, 2022. Mabel was the town historian for 18 years, she was involved in Cub Scouts, the Woman's Auxiliary at TCFD and married for 73 years.

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

**Reports:**

Supervisor – Sales Tax – County taking back 3% in 2023 and money coming back to town in 2024.

Motion was made by Collier, 2<sup>nd</sup> by Koval to receive and place on file all Departmental Reports as submitted.  
CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-55 was made by Phelps, 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.  
CARRIED: ALL

**Beaver Valley Water District:**

Supervisor Phelps – RFP has generated one bid from Jim Radford in the amount of \$30,070.00 for Valve Replacements. The Tank Cleaning has been approved by the Health Dept. Plan to flush tank April 22<sup>nd</sup>. Pump #2 has been fixed and the generator is operational.

**Old Business:**

- Tompkins Corners Fire Department requests Community Funds
  - Spend money first
  - Give receipt to Supervisor
  - Supervisor to send to County for reimbursement, which goes to Fire Department
  - Amend contract for one year.

**New Business:**

- Grading to control water flow in front of Town Hall
- Lawn Mowing Contract – 1 year increase \$230.00 per month for gas expenses
- Highway Department Roller
  - Monroe Tractor gave trade-in of \$32,000.00. Volvo gave trade-in of \$10,000.00.
  - USDA Loan/Grant. If do not receive loan, we do have cash available.

**Hearing of the Public:**

Opened at 7:40pm

Lawana Morse of Pine Valley Rd – running for County legislature – spoke about her background and reasons for getting involved.

Closed at 7:43

**Resolutions:**

Motion for Resolution 22-56 was made by Collier, 2<sup>nd</sup> by Koval to schedule a Public Hearing for May 12, 2022 at Catlin Town Hall to amend the Tompkins Corners Fire Department Contract.

CARRIED: ALL

Motion for Resolution 22-57 was made by Collier, 2<sup>nd</sup> by Moshier granting permission to Supervisor Phelps to enter into contract with Statewide Aqua Store, LLC, not to exceed \$6,000.00.

CARRIED: ALL

Motion for Resolution 22-58 was made by Collier, 2<sup>nd</sup> by Moshier granting permission to Supervisor Phelps to enter into contract with Crawlspace by Radford, LLC, not to exceed \$31,000.00.

CARRIED: ALL

Motion for Resolution 22-59 was made by Collier, 2<sup>nd</sup> by Koval granting permission to Supervisor Phelps to enter into contract with G.P. Wilson Grading & Excavation, not to exceed \$6000.00.

CARRIED: ALL

Motion for Resolution 22-60 was made by Collier, 2<sup>nd</sup> by Moshier granting permission to Supervisor Phelps to amend the contract with Donny Boom for lawn mowing, increasing \$203.00 per month for one year in 2022.

CARRIED: ALL

Motion for Resolution 22-61 was made by Phelps, 2<sup>nd</sup> by Collier granting permission to Highway Superintendent Joe Doan to enter into contract with Monroe Tractor for the purchase of a HAMM H10i Roller for the amount of \$122,694.65 after trade-in of HAMM 2420D.

CARRIED: ALL

Motion for Resolution 22-62 was made by Collier, 2<sup>nd</sup> by Koval granting permission to Supervisor Phelps and Highway Superintendent Joe Doan to apply for a USDA LOAN, not to exceed \$122,694.65.

CARRIED: ALL

Motion was made by Phelps, 2<sup>nd</sup> by Collier to adjourn the meeting at 7:58pm.

CARRIED: ALL

May 12, 2022

Minutes of the Town Board of the Town of Catlin held May 12, 2022 at 7pm at the Town Hall.

ROLLCALL: BM: Mike Koval, Ron Mosher, William Collier and Craig Christiansen  
Supervisor LaVerne Phelps

Absent: Attorney John Mustico

Moment of Silence was observed for Leo and Mable Gaboriault

**Public Hearing:** Tompkins Corners Fire Department 2022 Budget Amendment

Supervisor Phelps gave background on reason for amendment request

No one spoke

Public Hearing closed at 7:04pm

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Koval accepting Town Clerk's minutes for April 14<sup>th</sup> 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- Chemung County Electronics RE-cycle Program
- Chemung County Farm Bureau – has hired a full time coordinator for the Chemung County Fair Grounds
- City of Elmira Animal Control Contract renewal

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

CARRIED: ALL

**Departmental Reports:**

Supervisor – USDA Loan paperwork completed for new roller

Assessor has filed Roll of Assessment; Grievance Day Monday, June 6<sup>th</sup> between 4 and 8 pm; may not be able to make budget meeting

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

CARRIED: ALL

May 12, 2022

**Budget Modification:**

Motion for Resolution 22-63 was made by Phelps; 2<sup>nd</sup> by Collier for requested Budget Modification moving \$118,936.14 from Chips Revenue Account DA3501 to Chips Expense Account DA5112.21. This money comes from NYS Pave NY, EWR and POT funds.

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-64 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

Supervisor Phelps – valve replacement – Billie Jean has complied pictures and other necessary information to help project run smoothly – project to begin June 13<sup>th</sup>; amended bid as follows: a) if valve already changed will charge \$85 instead of the \$194 in bid; b) Town receives all salvage parts and c) Town will mark all curb stops

**New Business:**

- City of Elmira – animal control contract renewal – no increase - \$9600 for the year with monthly payments of \$800
- Tompkins Corners Fire Company – amendment to 2022 contract to include \$2,911.50 community funds
- 2023 Budget meeting – May 19<sup>th</sup> at 8am
- Kent Road abandonment – has not been used as a Public Highway for six (6) years

**Hearing of the Public:**

opened 7:14pm

Tom Manning of Chambers Street: how many hours does the Code Enforcer work  
Phelps – 4 hours per week

Manning – concerning BVW expenses for the month – what is \$14,821.97 for  
Phelps – most of these expenses are for the valve replacement program

John Pastrick of Backer Road: remark made to Joe – Ron Janowski abandoned roads when he was Highway Supervisor – do you have a list of roads that should be abandoned

Joe – no remark – Town Clerk mentioned Smith Road

Closed 7:20pm



May 12, 2022

**Resolutions:**

Motion for Resolution 22-65 was made by Collier; 2<sup>nd</sup> by Koval authorizing Supervisor Phelps to execute Elmira City Animal Control contract at the cost of \$9600 annually commencing May 1, 2022 and expiring on April 30, 2023.

CARRIED: ALL

Motion for Resolution 22-66 was made by Phelps; 2<sup>nd</sup> by Collier agreeing to the one-time amendment of the Tompkins Corners Fire Company 2022 budget in the amount of \$2,911.50.

CARRIED: ALL

Motion for Resolution 22-67 was made by Koval; 2<sup>nd</sup> by Moshier granting Highway Superintendent permission to submit necessary paperwork to New York State declaring Kent Road an an abandoned road and request removal from list of Town Roads of said road.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier adjourning the meeting until May 19<sup>th</sup> at 8am.

CARRIED: ALL

June 9, 2022

Minutes of the Town Board of the Town of Catlin held June 9, 2022 at 7pm at the Town Hall.

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

Lawana Morse spoke about the upcoming Primary Election on June 28, 2022 and her bid for Chemung County Legislature District 1.

Minutes:

Motion made by Collier; 2<sup>nd</sup> by Christiansen accepting Town Clerk's minutes for May 12<sup>th</sup>, 2022 and May 19<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

Correspondence:

- AJH Design sent a letter regarding the Highway Garage Insulation Project Bid Results

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

CARRIED: ALL

Departmental Reports:

Supervisor – Worked on final paperwork for roller application and worked with Town of Horseheads for some code items.

Town Clerk – Mass Gathering Certificate

Assessor – Board of Review 1 stipulation, 1 grievance; after re-valuation complaints are to go to her first.

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

CARRIED: ALL

Abstracts:

Motion for Resolution 22-69 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

June 9, 2022

**Beaver Valley Water District:**

- Water Valve Project will begin on Wed June 15, 2022 with the goal of 16 houses per day.
- BVWD has identified an individual to potentially work for the district, Linda Freeman. Ms. Freeman is a licensed water operator. Billy Jean Bennet will be retiring this year.

**Old Business:**

- AJH Design received two bids for foam insulation at the Highway Garage.

**New Business:**

- BVWD had a tree fall around shed and has two bids to have that cleaned up and removed, one bid for \$3000 and one bid for \$700.
- Town of Catlin Employee wage increase starting the last six months of 2022: employees currently making \$11 per hour would increase to \$15 and employees currently making \$15 per hour would increase to \$17.50 per hour. In addition, there will be Merit increases for the Highway Garage employees.
- Code Enforcement Officer – Terminated agreement with current CEO, Brad Lavery and cancelled IMA with Town of Corning. Did 90 day notice to Town of Corning. Supervisor Phelps spoke with Town of Corning Supervisor. Need to make a resolution to terminate contract.
- Code Enforcement Officer - Martin Jerzak is interested in the position. Willing to take 6 hours: Mondays 3-5 and Wednesdays 11-3. Other towns he has worked in and with had high praise for him. He will be in Friday (June 10, 2022) at 10am if anyone wants to stop in and meet him.
- Abbi Fuller burnt house – Town of Horseheads did an inspection. Attorney Mustico wrote up paperwork to serve papers to Ms Fuller giving her 30 days to respond. A public hearing will be held in July if necessary.

**Hearing of the Public:**

Opened 7:25pm

Claudia Maroney of Johnson Hollow Road spoke about needing people to serve on the Planning and Zoning Boards. Also inquired as to if Martin Jerzak was a police officer. This led to general discussion that he is a "Peace Officer" and whether we need him in that capacity. Our needs are for a Code Enforcement Officer only.

Closed 7:30

**Resolutions:**

Motion for Resolution 22-70 made by Collier, 2<sup>nd</sup> by Christiansen granting permission to Supervisor Phelps to enter into contract with Kuehne Construction for the instillation of foam insulation and thermal barrier at the Highway Garage, not to exceed \$125,103.00.

CARRIED: ALL

June 9, 2022

Motion for Resolution 22-71 made by Collier, 2<sup>nd</sup> by Koval granting permission to Supervisor Phelps to enter into contract with Finger Lakes Landscaping to remove tree at Beaver Valley Pump house, not to exceed \$800.00.

CARRIED: ALL

Motion for Resolution 22-72 made by Phelps, 2<sup>nd</sup> by Moshier raising the wages of Town Employees from \$11 per hour to \$15 per hour and from \$15 per hour to \$17.50 per hour and will give merit raises to Highway Employees, including Highway Superintendent; to take effect July 1, 2022.

CARRIED: ALL

Motion for Resolution 22-73 made by Phelps, 2<sup>nd</sup> by Collier authorizing Supervisor Phelps to hire Linda Freeman to work for the Beaver Valley Water District beginning July 1, 2022 as needed in the office.

CARRIED: ALL

Motion for Resolution 22-74 made by Phelps, 2<sup>nd</sup> by Collier authorizing Supervisor Phelps to hire Martin Jerzak as Code Enforcement Officer for the Town of Catlin for 6 hours a week plus incidentals, beginning June 13, 2022 at \$13,500 annually or \$1,125.00 per month. Therefore, 6.5 months' pay at \$1,125.00 per month = \$7,312.50 for the remainder of 2022.

CARRIED: ALL

Motion for Resolution 22-75 made by Collier, 2<sup>nd</sup> by Koval concerning demolish of burnt house with the following requirements:

- (1) notice be given to Abbi E. Fuller, at 118 NYS Route 414, Beaver Dams, NY 14812 & 3019 Beaver Dams Moreland Road, Beaver Dams, NY 14812, reputed owner, of these structures situated on premises on 118 NYS Route 414, Beaver Dams, NY 14812 designated by Tax Map No. 26.00-1-18, in the form required by section 5 of Unsafe Buildings Local Law No. 1 of the Town of Catlin, and
- (2) said notice to be served personally upon said Abbi E. Fuller, owner or by certified mail to their last known residences as shown by the records of the tax collector or of the county clerk, if such persons cannot reasonably be found for such personal service, by affixing a copy thereof upon said structures, and
- (3) said notice shall order such structures be removed from the premises and the structures, which are incapable of being safely repaired be removed from the premises, to be commenced within thirty (30) days of the service of said notice and to be completed within sixty (60) days thereafter, and
- (4) a public hearing will be scheduled on July 14, 2022 at 7:00 PM if said order is not complied to in relation to such dangerous or unsafe structures, and
- (5) the Town Clerk of the Town of Catlin be and hereby is directed to prepare said notice and arrange for the service thereof in accordance with the requirements of said Local Law and by filing in the office of the County Clerk.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Moshier adjourning the meeting at 7:50pm.

CARRIED: ALL

July 14, 2022

Minutes of the Town Board of the Town of Catlin held July 14, 2022 at 7pm at the Town Hall.

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

Motion made by Collier, 2<sup>nd</sup> by Koval excusing Ron Moshier and Craig Christianson from the meeting.

CARRIED: ALL

**Public Hearing:**

A public hearing was held in regards to the burned house on St. Rt. 414. Attorney Mustico spoke. Property owner, Abbi Fuller was not present. No members of the public spoke.

Motion made by Collier, 2<sup>nd</sup> by Phelps to close the public meeting at 7:03pm.

CARRIED: ALL

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Koval accepting Town Clerk's minutes for June 9<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- USDA Loan approval for Town Roller, \$22,000 grant.
- Signed contract for Foam Insulation at Highway Garage.
- Notification of possible 10.3% increase in health insurance.
- Notice of increase in Chemung County Storm Water Coalition Agreement for 2023 from \$1571 to \$3750. This would be first increase in 14 years.

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

CARRIED: ALL

**Departmental Reports:**

Supervisor – USDA Application Approval, ARPA money coming in the amount of \$127,384.22.

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

**Budget Modification:**

Motion for Resolution 22-76 was made by Phelps; 2<sup>nd</sup> by Collier approving modification to 2022 budget as requested by Highway Superintendent as follows: DA5122.2 (Oil & Stone) decreased by \$31,629.74 moved to DA5122.21 (CHIPS) increased by \$31,629.74.  
CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-77 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.  
CARRIED: ALL

**Beaver Valley Water District:**

- Water Valve Project is finished except for two houses that could not be accessed due to bank foreclosure and bank owned. Some items were returned. Total project cost came to \$39,482.24.
- 15 houses are below grade. Curb stop risers have arrived, sand and gravel will be delivered Tuesday, 7/19/22.

**Old Business:**

- Highway Garage Foam insulation should be installed mid to late August.
- Town Roller needs a resolution for Supervisor Phelps to sign.
- Mass Gathering has met all requirements.
- Abbi Fuller was informed of Public Hearing and did not appear. General discussion took place. Ms. Fuller has until mid-August to finish clean-up before the Town may action.

**New Business:**

None presented

**Hearing of the Public:** 7:30pm

- Joe Hassell of Middle Road, Veteran spoke. He is running for County Legislature in District 1.

Closed at 7:32pm.

**Resolutions:**

Motion for Resolution 22-78 was made by Collier, 2<sup>nd</sup> by Koval that the Town Board finds the burned house owned by Abbi Fuller to be unsafe, requiring demolition. Ms. Fuller has until August 12, 2022 to remove structures before Town Supervisor may seek

contract for removal. All costs and disbursements of the Town in this matter shall be billed to the owner and if unpaid shall be levied on real property.

CARRIED: ALL

Motion for Resolution 22-79 was made by Collier, 2<sup>nd</sup> by Koval granting permission to Supervisor Phelps to sign all necessary paperwork for a USDA Loan in the amount of \$75,000.00 for the Highway Roller.

CARRIED: ALL

Motion for Resolution 22-80 was made by Phelps, 2<sup>nd</sup> by Koval granting permission to Paul Chappius, Jr. to hold a Public Mass Gathering on July 30, 2022 at 185 Pine Valley Road in the Town of Catlin, Chemung County as per guidelines provided.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Koval adjourning the meeting at 7:34pm.

CARRIED: ALL

August 11, 2022

Minutes of the Town Board of the Town of Catlin held August 11, 2022 at 7pm at the Town Hall.

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

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Christiansen accepting Town Clerk's minutes for July 14<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- USDA communication on roller and bond funding
- Chemung County Soil & Water IMA increases 2023-2027

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

CARRIED: ALL

**Departmental Reports:**

Supervisor – Roller application, cyber training, geo-thermal at Highway Garage, solar farm, Harris Beach PLLC and AIM at Beaver Valley school.

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

CARRIED: ALL

**Budget Modification:**

Motion for Resolution 22-81 was made by Phelps; 2<sup>nd</sup> by Collier approving modification to 2022 budget as requested by Supervisor Phelps as follows: A1990.4 (Contingency) decreased by \$5125.00 from \$10,000.00 to \$4875.00 and moved to the following four accounts: A1320.4 (Accounting) increased by \$500.00 from \$198.00 to \$698.00; A3620.11 (Code Clerk) increased by \$2600.00 from \$0.00 to \$2600.00; A1910.4 (Insurance) increased by \$1600.00 from \$26,165.00 to \$27,765.00; A3989.4 (Mowing) increased by \$425.00 from \$0.00 to \$425.00, and A3620.41 (Code Contract) decreased by \$6675.00 from \$13,350.00 to \$6675.00 and moved to A3620.1 (Code Payroll) increased by \$6675.00 from \$0.00 to \$6675.00.

CARRIED: ALL



August 11, 2022

**Abstracts:**

Motion for Resolution 22-82 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

- Lead Pipe Reporting Requirements
  - Five sites tested for lead – all passed.
  - Municipalities need to verify that they have no lead pipes, 15-16 homes need to have pipes dug up and documented with photos
- Tank Cleaning Sept 16, 2022
  - Letters going out to boil water
- Asbestos Testing – required to test one house in district
- Backup Generator

**Old Business:**

- Highway garage foam insulation project has started, should be done by end of next week
- Abbi Fuller house – 811 finalized yesterday, work being completed by family

**New Business:**

- Appoint Dail Phelps to Code Clerk position for \$15/hour.
- Harris Beach PLLC to handle bond funding for roller
- Bond resolution for funding roller
- Chemung County Soil & Water IMA agreement 2023-2027
  - General discussion
- Planning Board and Zoning Board of Appeals request for procedure Art.12.6 Catlin Zoning Law
  - General discussion
- Flag lots discussion
  - General discussion on current 250 foot road frontage requirements

**Hearing of the Public:** 7:39 pm

- Tiffanie Strickland of Johnson Hollow Road spoke. She wanted clarification on her building project. She was approved a building permit and then asked to hold off until she had stamped drawing of her project. General discussion took place on Catlin Zoning laws.

Closed at 7:49 pm

August 11, 2022

**Resolutions:**

Motion for Resolution 22-83 was made by Collier, 2<sup>nd</sup> by Koval that Town of Catlin appoints Dail Phelps to the position of Code Clerk effective June 9<sup>th</sup>, 2022 as needed.  
CARRIED: ALL

Motion for Resolution 22-84 was made by Collier, 2<sup>nd</sup> by Christiansen authorizing Supervisor Phelps to enter into agreement with Harris Beach PLLC PLLC to serve as bond counsel to the Town of Catlin for the following costs: Preparation of Bond Resolution, \$850.00, \$155,000.00 Statutory Installment Bond, \$4200.00 and Disbursements, \$150.00. Total costs not to exceed \$5200.00.  
CARRIED: ALL

Motion for Resolution 22-85 was made by Collier, 2<sup>nd</sup> by Christiansen authorizing Harris Beach PLLC to purchase a bond for the amount of \$75,000.00.  
CARRIED: ALL

Motion for Resolution 22-86 was made by Phelps, 2<sup>nd</sup> by Collier extending the Chemung County Soil & Water Inter-Municipal Agreement for another five (5) years beginning January 1, 2023 and ending December 31, 2027 in the amount of \$3250.00 for 2023 and adding a 5% increase per year until 2027.  
CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Moshier adjourning the meeting at 8:00pm.  
CARRIED: ALL

September 8, 2022

Minutes of the Town Board of the Town of Catlin held September 8, 2022 at 7pm at the Town Hall.

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

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Christiansen accepting Town Clerk's minutes for August 11<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- Arbor Housing and use of the Beaver Valley School
- Miriam Wakeman submitted a letter of interest for the Zoning Board of Appeals
- NYSEG proposing rate increases of 31% for electric and 19% for gas

Motion made by Collier, 2<sup>nd</sup> by Kosher to receive and place on file all Correspondence for further action if required.

CARRIED: ALL

**Departmental Reports:**

Supervisor – working on 2023 budget, attended both Planning and Zoning Board of Appeals meetings.

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

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-87 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

Tank cleaning procedures and notifications. – General discussion on notifications for water boiling and bacteria testing. Asbestos testing was all fine.

**Old Business:**

Highway Garage foam insulation project has been completed.

September 8, 2022

**New Business:**

- 2023 Budget is being worked on.
- Miriam Wakeman, Zoning Board of Appeals applicant – general discussion.
- Authorizing revaluation and requesting aid from NYS. Last time this was completed was 2016. Needs to be done every 5-6 years. General discussion.
- Contracting with Katherine Gabriel as assessor for revaluation. General discussion.

**Hearing of the Public:** 7:20 pm

No one spoke

Closed at 7:21 pm

**Resolutions:**

Motion for Resolution 22-88 was made by Collier, 2<sup>nd</sup> by Moshier that Town of Catlin appoints Miriam Wakeman to the Zoning Board of Appeals.  
CARRIED: ALL

Motion for Resolution 22-89 was made by Phelps, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin authorizes and directs the Town Assessor to conduct a town wide reassessment of all properties located within the Town of Catlin for the 2023 assessment roll. And, hereby requests State assistance, specifically from the Office of Real Property Services (ORPS), to carry out the town wide reassessment. And, that the Supervisor of the Town of Catlin is authorized and directed to make application to ORPS for financial assistance concerning the reappraisal project pursuant to Section 1573 of Real Property Tax Law and to further enter into and execute such agreements and/or memorandum of understanding between the Town of Catlin and ORPS as may be necessary.  
CARRIED: ALL

Motion for Resolution 22-90 was made by Collier, 2<sup>nd</sup> by Moshier that the Town Board of the Town of Catlin authorizes Supervisor Phelps to enter into contract with Katherine Gabriel for the 2023 Re-Assessment Project for the Town of Catlin.  
CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier adjourning the meeting at 7:26 pm.  
CARRIED: ALL

October 13, 2022

Minutes of the Town Board of the Town of Catlin held October 13, 2022 at 7pm at the Town Hall.

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

**Minutes:**

Motion was made by Collier; 2<sup>nd</sup> by Koval accepting Town Clerk's minutes for September 8, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- STC will be doing a presentation on 'flag lots' October 20<sup>th</sup> at 6pm
- Blue Wave will be doing a presentation on 'solar' October 20<sup>th</sup> at 6pm

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

CARRIED: ALL

**Reports:**

Supervisor spoke about the 2023 budget; no report from Assessor or CEO

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

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-91 was made by Phelps; 2<sup>nd</sup> by Collier approving vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water Department:**

Supervisor Phelps: Tank cleaning went well; flushed the system; looking at raising water rates and late fees; doing comparison costs for lab tests

BM Moshier – any update on the generator

Phelps – transformer is on order – 4 to 6 weeks

**Old Business:**

Supervisor Phelps: Highway garage 95% complete; once get engineer sign-off will pay invoices;  
USDA Roller – all papers turned in for approval

October 13, 2022

**New Business:**

- Information discussion to be held October 20<sup>th</sup> concerning 'flag lots' and solar farm
- 2023 Tentative Budget – 2022 was 3.21%; 2023 to be 3.29% which is 2.4% increase  
BM Collier – use appropriations – not rate for 2% tax cap
- Budget workshop – October 20<sup>th</sup> at 8am
- Set Public Hearing for Tax Cap Override – November 10<sup>th</sup> at 7pm
- Set Public Hearing for 2023 Preliminary Budget – November 10<sup>th</sup> at 7pm
- Highway Employee Agreement for 2023-2027 – has verbal agreement

**Hearing of the Public:**

Open 7:29pm

No one spoke

Closed 7:30pm

**Resolutions:**

Motion for Resolution 20-92 was made by Phelps; 2<sup>nd</sup> by Collier adopting the 2023 Tentative Budget.  
CARRIED: ALL

Motion for Resolution 20-93 was made by Phelps; 2<sup>nd</sup> by Collier setting a Public Hearing concerning Local Law 3 of 2022 - Exceeding Tax Cap Override for November 10, 2022 at 7pm.  
CARRIED: ALL

Motion for Resolution 20-94 was made by Phelps; 2<sup>nd</sup> by Collier setting a Public Hearing concerning 2023 Preliminary Budget for November 10, 2022 at 7pm.  
CARRIED: ALL

Motion for Resolution 20-95 was made by Collier; 2<sup>nd</sup> by Moshier granting permission to Supervisor Phelps to enter into Highway Employee Agreement for January 1, 2023 through December 31, 2027 with the Town of Catlin Highway Employees.  
CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier to adjourn at 7:34pm and to re-convene on October 20<sup>th</sup> at 8am for 2023 Budget Workshop.  
CARRIED: ALL

Meeting ended 7:34pm

October 20, 2022  
Re-convened meeting of October 13, 2022

Meeting was called to order 8:00am; ROLLCALL: BM: Mike Koval, Ron Moshier, William Collier, Craig Christiansen and Supervisor LaVerne Phelps.

General discussion concerning 2023 budget; made a few adjustments to the 2023 tentative budget.

Motion was made by William Collier; 2<sup>nd</sup> by Mike Koval to adopt the 2023 Tentative Budget as 2023 Preliminary Budget.

CARRIED: ALL

November 10, 2022

Minutes of the Town Board of the Town of Catlin held November 10, 2022 at 7pm at the Town Hall.

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

**Public Hearings:**

Attorney Mustico opened the **Public Hearing on the Tax Cap Override for 2023** at 7:00pm.

No one spoke.

Motion made by Attorney Mustico; 2<sup>nd</sup> by Collier closing the Public Hearing on the Tax Cap Override for 2023 at 7:01pm.

CARRIED: ALL

Attorney Mustico opened the **Public Hearing on the Preliminary Budget for 2023** at 7:03pm.

No one spoke.

Motion made by Attorney Mustico; 2<sup>nd</sup> by Collier closing the Public Hearing on the Preliminary Budget for 2023 at 7:04pm.

CARRIED: ALL

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Koval accepting Town Clerk's minutes for October 13<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

**Correspondence:**

- Blue Wave is working with utility company on the solar project.
- Sprague Insurance Co. has issued the Town of Catlin \$3804.00 for a safe workplace award.
- Finger Lakes Signs has given the town a quote of \$1200 - \$1500 for a Town of Catlin sign.

Motion made by Collier, 2<sup>nd</sup> by Christensen to receive and place on file all Correspondence for further action if required.

CARRIED: ALL



November 10, 2022

**Departmental Reports:**

Supervisor Report:

- There was a joint meeting of the Planning Board and Zoning Board to discuss flag lots.
- Received a letter from LaWanna Morse thanking the town for their support in her election to position of legislature in District 1 of Chemung County.
- Received a reassessment packet from the Assessor for the upcoming reassessment.

Motion made by Koval, 2<sup>nd</sup> by Moshier to receive and place on file all Departmental Reports for further action if required.

CARRIED: ALL

**Abstracts:**

Motion for Resolution 22-96 was made by Phelps; 2<sup>nd</sup> by Collier approving November, 2022 vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

- Water lines will be dug up next week to prove that they are not lead.
- Water rate increases proposed for 2023. Rates have not been increased in a number of years.
- Lab testing prices have increased with our current company, ALS. Comparing prices with other labs.
- Meter reading issues, one home using a lot of water, one home did not use any.
- Transformer was delivered today; generator will be installed next week.

**Old Business:**

- USDA Roller application has a pre-closing on Dec. 6 and a final closing on Dec. 8, 2022.

**New Business:**

- Local tax cap override.
- 2023 Preliminary Budget Modification – add \$1000 to BVLD and subtract \$1000 from Highway tax levy.
- 2022 Budget Modification – transfer \$500 to BVLD from General account, pay back in early 2023.

November 10, 2022

**Hearing of the Public:** 7:33 pm

No one spoke

Closed at 7:34 pm

**Resolutions:**

Motion for Resolution 22-97 was made by Phelps, 2<sup>nd</sup> by Collier that the Town of Catlin enacts Local Law 3-2022 to override the tax levy limit established in General Municipal Law §3-c. It is the intent of this local law to allow the Town of Catlin to adopt a budget for the fiscal year commencing January 1, 2023 – December 31, 2023 that requires a real property tax levy in excess of the “tax levy limit” as defined by General Municipal Law §3-c.

Motion for Resolution 22-98 was made by Moshier, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin hereby approves modification to the 2023 preliminary budget as requested by Town Supervisor as follows: Highway tax levy decreased by \$1000.00 from \$557,960.00 to \$556,960.00 and SL5182.4 (Light District Street Lights) increased by \$1000.00 from \$2750.00 to \$3750.00.

Motion for Resolution 22-99 was made by Phelps, 2<sup>nd</sup> by Koval that the Town Board of the Town of Catlin hereby adopts the 2023 Preliminary Budget as the 2023 FINAL BUDGET with modification from Resolution 22-98.

Motion for Resolution 22-100 was made by Phelps, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin hereby agrees to apply 2023 Sales Tax Revenue to the General and Highway 2023 Budgets.

Motion for Resolution 22-101 was made by Christiansen, 2<sup>nd</sup> by Moshier that the Town Board of the Town of Catlin hereby agrees to increase Beaver Valley Water District rates for 2023 as follows: from \$5 per 134 cubic feet to \$7 per 134 cubic feet and late penalty fee from \$30 to \$40.

Motion for Resolution 22-102 was made by Christiansen, 2<sup>nd</sup> by Moshier that the Town Board of the Town of Catlin hereby approves modification to the 2022 budget as requested by Town Supervisor as follows: SL5182.4 (Light District Street Lights) increases by \$500.00 from \$2750.00 to \$3250.00 and the General Fund surplus will decrease by \$500.00.

Motion was made by Phelps; 2<sup>nd</sup> by Koval adjourning the meeting at 7:38 pm.  
CARRIED: ALL

December 8, 2022

Minutes of the Town Board of the Town of Catlin held December 8, 2022 at 7pm at the Town Hall.

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

Pledge of Allegiance/Moment of Silence

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Christiansen accepting Town Clerk's minutes for November 10<sup>th</sup>, 2022 as submitted.

CARRIED: ALL

**Presentation:**

Green Leaf Recycling – Matt Simpson, owner of Green Leaf Recycling spoke about their business and the possibility of the town of Catlin residents being able to utilize their services.

**Correspondence:**

None

**Departmental Reports:**

Supervisor Report – Received Board of Election Results

Motion made by Moshier, 2<sup>nd</sup> by Koval to receive and place on file all Departmental Reports for further action if required.

CARRIED: ALL

**Budget Modification:**

Motion for Resolution 22-102 was made by Phelps; 2<sup>nd</sup> by Collier approving modification to the 2022 budget.

**Abstracts:**

Motion for Resolution 22-104 was made by Phelps; 2<sup>nd</sup> by Collier approving December, 2022 vouchers for payment as submitted.

CARRIED: ALL

December 8, 2022

**Beaver Valley Water District:**

- The generator is up and running. The transformer was installed a week ago.
- Billie Jean Bennett was presented with a framed certificate for her years of service to the Town of Catlin as she plans to retire December 31, 2022.

**Old Business:**

- USDA roller application – funds have been transferred and checks are in the mail. Still waiting on a bill from Harris Beach to finalize the entire process.
- NYMIR has a policy on discrimination and harassment that the town of Catlin needs to adopt by resolution.

**New Business:**

- Need a resolution to impose a tax levy on 202 Chambers Street for unpaid water bills and lawn mowing.
- Highway Superintendent, Joe Doan spoke about options for the Town of Catlin to purchase a forestry mulcher attachment for the excavator. He has two estimates and describes which option would be the best for the Highway Department. He preferred the mulcher available from Monroe Tractor, which was also the less expensive option. General discussion followed on the best way to pay for the equipment.
- Green Leaf Recycling – general discussion on the presentation earlier in the meeting.

**Hearing of the Public:** 7:35pm

Yvonne Cutler of 822 Chambers Road spoke. She stated that this was Dail Phelps' last meeting as the Town Clerk of Catlin.

Closed at 7:36pm

**Resolutions:**

Motion for **Resolution 22-105** was made by Phelps, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin hereby adopts the NYMIR Policy Against Discrimination and Harassment.

CARRIED: ALL

December 8, 2022

Motion for **Resolution 22-103** was made by Koval, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin, Chemung County hereby imposes a Tax Levy on the Town & County 2023 Tax Bill on behalf of the Beaver Valley Water District for unpaid water bill and for Grounds Keeper for unpaid lawn maintenance as follows:

16.05-1-21 202 Chambers Street

Beaver Valley Water District -	\$349.54
Lawn Maintenance -	<u>\$425.00</u>

For a Total of -	\$774.54
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CARRIED: ALL

Motion for **Resolution 22-106** was made by Collier, 2<sup>nd</sup> by Christiansen that the Town Board of the Town of Catlin hereby authorizes Highway Superintendent Doan to purchase an FAE BL3/EX-125 Sonic Universal forestry mulcher from Monroe Tractor not to exceed \$47,500.00.

CARRIED: ALL

Motion for **Resolution 22-107** was made by Phelps, 2<sup>nd</sup> by Collier that the Town Board of the Town of Catlin hereby authorizes Green Leaf Recycling to allow residents of the Town of Catlin, Chemung County to utilize the services provided by Green Leaf Recycling.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier adjourning the meeting at 7:45 pm.

CARRIED: ALL

Respectfully Submitted,

Yvonne Cutler