

TOWN of CATLIN
ORGANIZATIONAL MEETING
Thursday, January 11, 2024

Call Meeting to Order at 7:00 pm

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

Motion made by Phelps; 2nd by Moshier to excuse board member Craig Christiansen.

CARRIED: AYES: ALL

RESOLUTION 24-01
ROBERT'S RULES OF ORDER ADOPTED AS GUIDELINES

RESOLVED, the Town Board adopts 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 24-02
TIME AND PLACE SET FOR TOWN BOARD MEETINGS

RESOLVED, 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 24-03
TOWN BOARD MEETING PROCEDURES**

RESOLVED, the Town Board adopts the following policy for Town Board meetings:

1. All agenda items are to be submitted to the Town Supervisor by 9:00 pm 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 it 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.
5. Vouchers for payment must be submitted by 8:00 am on 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 am the Thursday of the Town Board meeting.
7. All vouchers are to be audited by the Audit Committee by **6:15 pm** before the Town Board meeting.

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-04
EFFECTIVE DATE OF APPOINTMENTS**

RESOLVED, the Town Board set the effective date for appointments, unless otherwise stated, as January 1, 2024.

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-05
DEPUTY TOWN SUPERVISOR APPOINTED**

RESOLVED, the Town Board appoints **William Collier**, Deputy Town Supervisor, term to expire 12/31/24, as recommended by the Town Supervisor.

CARRIED: AYES: ALL
NAYS:

**RESOLUTION 24-06
APPOINTMENTS TO VARIOUS POSITIONS
ALL TERMS EXPIRE 12-31-2024, UNLESS OTHERWISE NOTED**

RESOLVED, the Town Board hereby makes the following appointments:
Zoning Board of Appeals Secretary – Dail Phelps
Planning Board Secretary – Kayleen Butler
BVWD Billing Clerk – Tom Harkabus & Linda Wead
Zoning Board of Appeals Member – Claudia Maroney, 5 Year Term
Planning Board Member –
Board of Assessment Review – Mark Claypool, 5 Year Term

CARRIED: AYES: ALL
NAYS:

**RESOLUTION 24-07
BOARD CHAIRPERSONS APPOINTED**

RESOLVED, that pursuant to Town Law Sections 267 and 272 the following persons be appointed to the position of Chairperson to the following Town of Catlin Boards for a one (1) year term ending 12/31/2024.

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

CARRIED: AYES: ALL
NAYS:

RESOLUTION 24-08

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

RESOLVED, 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 people be appointed to the positions for a one (1) year term ending 12/31/2024.

DEPUTY HIGHWAY SUPERINTENDENT – Alexander Pastrick

DEPUTY TOWN CLERK – Dail Phelps

CEO CLERK – Dail Phelps

DEPUTY COURT CLERK – Dail Phelps

CARRIED: AYES: ALL
 NAYS:

RESOLUTION 24-09

RESOLUTION MAKING APPOINTMENTS TO THE AUDIT COMMITTEE

RESOLVED, 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, 2024**, 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, 2024**.

CARRIED: AYES: ALL
 NAYS:

RESOLUTION 24-10

RESOLUTION DESIGNATING OFFICIAL NEWSPAPERS

RESOLVED, 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 24-11
SUPERVISOR DIRECTED TO PUBLISH ANNUAL REPORT**

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

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-12
DESIGNATING DEPOSITORIES FOR TOWN OFFICIALS**

RESOLVED, 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 **Yvonne Cutler**, Town Clerk/Tax Collector, or **Dail Phelps**, Deputy Town Clerk 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 **Joshua Cutler**, 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 24-13
SUPERVISOR AUTHORIZED TO INVEST TOWN FUNDS**

RESOLVED, 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 24-14
RESOLUTION AUTHORIZING SUPERVISOR TO OBTAIN INSURANCE FOR THE TOWN

RESOLVED, 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 24-15
RESOLUTION AUTHORIZING PREPAYMENT OF CLAIMS FOR PUBLIC UTILITIES, POSTAGE, FREIGHT AND EXPRESS CHARGES AND INSURANCE

RESOLVED, 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 24-16
TOWN BOARD AUTHORIZED TO ADVANCE MONEY

RESOLVED, 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 24-17
JUSTICES AUTHORIZED TO HIRE STENOGRAPHER

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

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-18
ATTENDANCE AT EDUCATIONAL PROGRAMS AUTHORIZED**

RESOLVED, the Town Board authorizes Town Officials and employees to attend educational programs concerning Town business, as authorized in their 2024 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 24-19
AUTHORIZED ATTENDANCE AT COUNTY MUNICIPAL CLERKS MEETINGS**

RESOLVED, the Town Board authorizes the attendance at County Municipal Clerks meetings, as set forth in their 2024 budget for the Town Clerk and Deputy Town Clerk.

CARRIED: AYES: ALL
NAYS:

**RESOLUTION 24-20
AUTHORIZATION FOR PURCHASES**

RESOLVED, 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 24-21
AUTHORIZATION FOR PURCHASES - HIGHWAY SUPERINTENDENT**

RESOLVED, 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 24-22
HIGHWAY SUPERINTENDENT AUTHORIZED TO ADVERTISE FOR BIDS**

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

CARRIED: AYES: ALL
NAYS:

**RESOLUTION 24-23
HIGHWAY SUPERINTENDENT AUTHORIZED TO ACCEPT STATE & COUNTY BIDS**

RESOLVED, 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 24-24
BUDGET TRANSFERS**

RESOLVED, 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 24-25
MILEAGE ALLOWANCE SET**

RESOLVED, 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 24-26
ELECTED OFFICIAL'S SALARIES SET**

RESOLVED, 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	\$75,000.00
Town Justice	\$ 6,580.00

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-27
CONTRACTING
TOWN ATTORNEY and LANDSCAPING**

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 RESOLVED that **Donald Boom** is hereby contracted to mow, trim and clean 3 Town Cemeteries; Post Creek Cemetery, South School Cemetery and Savory Cemetery, not to exceed \$3,785.00.

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-28
WAGES SET FOR NON-ELECTED EMPLOYEES**

RESOLVED, 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	\$17.50 per hour
Deputy Court Clerk	\$15.00 per hour
Deputy Town Clerk	\$15.00 per hour
Custodian	\$15.00 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	\$15.00 per hour
ZBA Chairperson	\$30.00 per session plus \$200.00 per year
Zoning Board of Appeals Members (4)	\$25.00 per session
ZBA Secretary	\$30.00 per session
Planning Board Chairperson	\$30.00 per session plus \$200.00 per year
Planning Board Members (6)	\$25.00 per session
Planning Board Secretary	\$30.00 per session
BVWD Plant Operator	\$10,000.00 annually
BVWD Billing Clerk	\$15.00 per hour
BVWD Asst. Plant Operator	\$15.00 per hour
BVWD Meter Reader	\$30.00 per quarter
BVWD Maintenance	\$17.50 per hour
Building Maintenance	\$15.00 per hour
Deputy Supervisor	\$ 600.00 annually
Code Enforcement Officer	\$24,960.00 annually
Accountant	\$13,912.50 annually

CARRIED: Ayes: ALL
 Nays:

**RESOLUTION 24-29
RESOLUTION FIXING SALARIES FOR BOARD OF ASSESSMENT REVIEW**

RESOLVED, 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 24-30
RESOLUTION SETTING PAY PERIODS**

RESOLVED, that all employees shall be paid with the following:

<u>OFFICE OR POSITION</u>	<u>PAYABLE</u>		
Supervisor	Bi-Weekly	Board of Assessment	Session
Council members	Monthly	Meter Reader	Quarterly
Justices / Court Clerk	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
Code Enforcement Officer	Monthly		

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-31
PETTY CASH FUNDS ESTABLISHED**

RESOLVED, the Town Board establishes the following Petty Cash Funds:

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

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-32
RESOLUTION SETTING PAY SCALE FOR HIGHWAY EMPLOYEES**

RESOLVED, that effective with the pay period commencing January 1, 2024, the Highway employees of the Town of Catlin are to receive the following wages:

Mark Ribble	\$ 27.75 per hour
Alexander Pastrick	\$ 26.95 per hour
Adam Girardi	\$ 24.65 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 24-33
RESOLUTION AUTHORIZING HIGHWAY SUPERINTENDENT TO PROCEED WITH
SPECIAL IMPROVEMENTS FOR 2024**

RESOLVED, 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 (\$165,000.00) to be completed in 2024.

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-34
RESOLUTION AUTHORIZING CONSOLIDATED HIGHWAY IMPROVEMENT PROGRAM
(CHIPS) PROJECT FOR 2024**

RESOLVED, 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 2024 under the Consolidated Highway Improvement Program (CHIPS) for Capital Improvements

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-35
SUPERVISOR AUTHORIZED TO PLACE ADS FOR BIDS & PERSONNEL**

RESOLVED, the Town Board authorizes the Town Supervisor to place advertisements for **'Bids'** and any **'Open Positions'** as needed.

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-36
BUDGET MODIFICATION**

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

CARRIED: AYES: ALL
 NAYS:

**RESOLUTION 24-37
ASSESSOR SHARED SERVICE**

RESOLVED, 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 \$15,024; payable in monthly installments of \$1,252.00 January 1, 2024, through December 31, 2024.

CARRIED: AYES: ALL
 NAYS:

Motion was made by Collier; 2nd by Koval to accept Resolutions 24-01 through 24-37 as submitted.

CARRIED: AYES: ALL
 NAYS:

Town Clerk

Town Supervisor

Councilmember

Councilmember

Councilmember

Councilmember