

Town of Catlin
Special Board Meeting Minutes
May 20, 2025

Meeting called to order at 8:00am by Supervisor LaVerne Phelps.

ROLLCALL: BM: Mike Koval, Ron Moshier, Bill Collier, Craig Christiansen, Supervisor LaVerne Phelps

The following resolution was proposed by Attorney Mustico and read by Supervisor Phelps:

**RESOLUTION REFERRING PROPOSED AMENDMENT TO TOWN OF CATLIN
ARTICLE 10 DEVELOPMENT REQUIREMENTS §10.6.2.2 SIZE AND NUMBER OF
ACCESSORY BUILDINGS SUBSECTION B**

WHEREAS, on its own motion, the Town Board of the Town of Catlin has determined to consider amendment to the development requirements of the Town of Catlin Zoning Ordinance Local Law #3 for the year 1999 relating to accessory building, and

WHEREAS, the Town Board proposes that §10.6.2.2B be amended to provide in the AR zone, both Residential Use and General Use, that the maximum floor area of an individual Accessory Building may be 3,000 square feet, with all other portions of that section to remain, the same, and

WHEREAS, the Town Board has duly considered the same.

Motion for **Resolution 25-64** was made by Phelps; 2nd by Collier referring referring the proposed amendment as set forth above for recommendation to the following:

1. Chemung County Planning Board;
2. Town of Catlin Planning Board;
3. Add in all neighboring communities.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NAYS: None

Motion was made by Phelps; 2nd by Moshier adjourning the meeting at 8:03am.

CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler

Town of Catlin, Regular Board Meeting, May 8, 2025

Town of Catlin
Regular Board Meeting Minutes
May 8, 2025

Meeting called to order at 7:00pm by Supervisor LaVerne Phelps.

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

Pledge of Allegiance and Moment of Silence

Minutes:

Motion made by Collier; 2nd by Christiansen accepting Town Clerk's minutes for April 10, 2025, into records as submitted.

CARRIED: ALL

Correspondence:

- Animal Control Contract for 2025-2026 received.

Motion made by Moshier; 2nd by Collier to receive and place on file all correspondence for further action if required.

CARRIED: ALL

Departmental Reports:

Reports submitted by Highway Superintendent, Supervisor, Town Clerk, Code Enforcement Officer, Assessor, and Sheriff.

- Supervisor – met with CEO regarding Short Term Rentals, Servicing for Furnaces at Town Hall and Highway Garage, Fuel Tank Replacement
- Town Clerk – spoke about 2025 Tax Collection and interest earned through NYCLASS Investments.
- Assessor – Grievance Day is June 2, 2025, from 4-8pm.

Motion made by Koval; 2nd by Christiansen to receive and place on file all departmental reports for further action if required.

CARRIED: ALL

Abstracts:

Motion for **Resolution 25-60** was made by Phelps; 2nd by Collier approving May 8, 2025, Abstract #5 vouchers for payment: General vouchers 93-115: \$5,109.15; Highway vouchers 56-71: \$132,470.38; BV Light District vouchers 8: \$286.54; BV Water District vouchers 27-35: \$5,097.05; and Fire Protection District #2 vouchers 4-5: \$18,787.51 for a total of \$161,750.63.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Beaver Valley Water District:

- RCAP Solutions – Financing and Grants for Moreland Dr. pipes.
- Fire Hydrants – audit of current hydrants, 3 are K-11 hydrants, they are outdated, obsolete and unserviceable, they all work, but would not have a fix if they weren't working. These hydrants will be added to the RCAP program for replacement, around \$4,000/each.
- Water Testing – Manganese was last tested 15 years ago, need to retest to see how things are. Phosphate is used to sequester the manganese so that it does not discolor the water.

Old Business:

- Update Building Permit Fee Schedule – Bill Collier and Ron Moshier have worked on this with Code Enforcement Officer. General discussion ensued on the prices of a couple of permits. Also discussed fire inspections of Short Term Rentals (STR). Will remove Fire Inspection line from STR's. The Fire Inspection Fee is listed in another place.
 - Possibly add the Building Permit Fee Schedule to the Organizational Meeting every January.
 - Short Term Rentals might be taxed differently, ask the assessor.
 - How do we let STR owners know that we now require a permit?
 - Code is handling this and has already started the process. We might be able let AirBnB and other STR organizations know the we require a permit.
 - Added ZBA Variances and PB Site Plan Fees to the Building Permit Fee Schedule.

New Business:

- Animal Control Contract 2025-2026 – no change from last year.
- Highway Garage Fuel Tank Replacement – new tank should last 30 years. General discussion ensued on replacing and building secondary containment.
 - Age of the current tank is unknown.
 - Beavers suggested we need a new tank.
 - Old tank will be sold as a fuel tank.
 - Goal to finish would be in the fall.

Hearing of the Public:

Opened: 7:44pm

No one spoke.

Closed: 7:44pm

Resolutions:

Motion for **Resolution 25-61** was made by Collier; 2nd by Moshier authorizing Supervisor LaVerne Phelps to sign an Inter-Municipal Agreement between the City of Elmira and the Town of Catlin for Animal Control Services as needed at the cost of \$9,792.00 annually to be paid to the City of Elmira in monthly installments of \$816.00 commencing May 1, 2025, and expiring on April 30, 2026.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Motion for **Resolution 25-62** was made by Moshier; 2nd by Collier authorizing Superintendent Doan to purchase a new fuel tank and materials to build a secondary containment structure, not to exceed \$25,000.00.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Motion for **Resolution 25-63** was made by Koval; 2nd by Christiansen adopting the submitted Building Code Permit Fees with one change, which is to remove the Annual Fire Inspection from Short Term Rentals with an effective date of June 1, 2025.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Motion was made by Phelps; 2nd by Moshier adjourning the meeting at 7:47pm.
CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler

RESOLUTION 25-60

May 8, 2025

By: LaVerne Phelps

2nd by: Bill Collier

ABSTRACTS

RESOLVED, the Town Board of the Town of Catlin hereby approves submitted May 8, 2025, Abstract #5 vouchers for payment: General vouchers 93-115: \$5,109.15; Highway vouchers 56-71: \$132,470.38; BV Light District vouchers 8: \$286.54; BV Water District vouchers 27-35: \$5,097.05; and Fire Protection District #2 vouchers 4-5: \$18,787.51 for a total of \$161,750.63.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NAYES: None

RESOLUTION 25-61

May 8, 2025

By: Bill Collier

2nd by: Ron Moshier

ELMIRA ANIMAL CONTROL

WHEREAS, the Town of Catlin entered into an Inter-Municipal Agreement with the City of Elmira for Animal Control Services which expired April 30, 2025, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby authorizes Supervisor LaVerne Phelps to sign an Inter-Municipal Agreement between the City of Elmira and the Town of Catlin for Animal Control Services as needed at the cost of \$9,792.00 annually to be paid to the City of Elmira in monthly installments of \$816.00 commencing May 1, 2025, and expiring on April 30, 2026.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

RESOLUTION 25-62

May 8, 2025

By: Ron Moshier

2nd by: Bill Collier

HIGHWAY GARAGE FUEL TANK AND CONTAINMENT STRUCTURE

WHEREAS, the Highway Garage fuel tank and secondary containment structure is old and needs replacing, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby authorizes Superintendent Doan to purchase a new fuel tank and materials to build a secondary containment structure, not to exceed \$25,000.00.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

RESOLUTION 25-63

May 8, 2025

By: Mike Koval

2nd by: Craig Christiansen

BUILDING CODE PERMIT FEES

WHEREAS, The Town of Catlin Building Code Permit Fees have not been updated in several years, and

WHEREAS, the current permit fees have been compared to other local towns and adjusted, and

WHEREAS, Fire Inspections are listed as their own category and also listed under Short Term Rentals, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby adopts the submitted Building Code Permit Fees with one change, which is to remove the Annual Fire Inspection from Short Term Rentals with an effective date of June 1, 2025.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None