

Town of Catlin
Regular Board Meeting Minutes
February 12, 2026

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 Mustico

Pledge of Allegiance and Moment of Silence

Minutes:

Motion made by Collier; 2nd by Koval accepting Town Clerk's minutes for January 8, 2026, into records as submitted.

CARRIED: ALL

Correspondence:

- Carol Jividen sent letter of resignation from her position as court clerk.
- Samantha Jochem sent letter of interest for the position of court clerk.
- Tompkins Corners Fire Department submitted an annual report for 2025.
- Beaver Dams Fire Department submitted an annual report for 2025.
- Millport Fire Company submitted an annual report for 2025.

Alex Pastrick, Fire Chief of Tompkins Corners Fire Department spoke about the 2025 annual report and different aspects of the TCFD. 2025 was the busiest year since 2008.

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, Dog Control, and Sheriff.

- Supervisor – working with Constellation on electric rates for next two years.
- Code – last year issued 106 building permits, generating \$13,041 in revenue and \$3,673,037 in additional town assessment value.

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

CARRIED: ALL

Abstracts:

Motion for **Resolution 26-43** was made by Phelps; 2nd by Collier approving February 12, 2026, Abstract #2 vouchers for payment: General vouchers 13-32: \$15,332.44; Highway vouchers 4-13: \$82,500.17; BV Light District vouchers 1-3: \$382.96; BV Water District vouchers 7-15 \$1577.71; Fire Protection District #1 voucher 3: \$114600.93 and Fire Protection District #3 voucher 2: \$140,072.56 for a total of \$354,466.77.

CARRIED

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Beaver Valley Water District:

- LaVerne Phelps and Dennis Ross attended W2O training in Cortland.
- LaVerne Phelps drove to Binghamton to pick up phosphate to save delivery fees.
- Quarterly water billings were mailed out.
- Moreland Drive – homes ran water during the cold snap so the water would not freeze.
 - One empty house had a frozen line – no damage.

Old Business:

- Carol Jividen resigned from her position as court clerk.
- Samantha Jochem submitted a letter of interest for the position of court clerk.

Motion made by Phelps; 2nd by Collier to amend the agenda.

CARRIED: ALL

- AED – discuss and make a resolution to purchase. Received grant from Chemung County to purchase.

New Business:

- Annual Town Audit
 - Found no issues with Town Clerk, Tax Collector or Beaver Valley Water Department
 - Town Justice records were found to have some discrepancies.
 - Tickets not being uploaded to NYSDMV
 - Checkbook reconciliation not being done
 - Court discussion – Samantha Jochem correcting issues and plans to keep us updated on progress with a report to the Town Board.
- Transfer \$5,000.00 to A230 building repair fund – totals \$31,034.81

New Business (continued):

- Transfer \$5,000.00 to SW201A USDA equipment savings – totals \$91,643.79
- Transfer \$30,000.00 to DA230 equipment reserve fund – totals \$100,281.02
- Code officer training in March, need to do a pre-pay to FLBOA and RIT INN Conference Center.
 - Town of Nichols is paying half of hotel accommodations.
- Peter Fleming passed all his Code Enforcement Officer training.

Hearing of the Public:

Opened: 7:33pm

No one spoke.

Closed: 7:33pm

Resolutions:

Motion for **Resolution 26-44** was made by Collier; 2nd by Moshier hereby authorizing Supervisor Phelps to pre-pay Cardio Partners, Inc for the purchase of an AED unit, not to exceed \$1700.00.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

Motion for **Resolution 26-45** was made by Collier; 2nd by Koval hereby authorizing Supervisor Phelps to pre-pay for FLBOA, Inc and RIT Inn and Conference Center, not to exceed \$650.00.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

Motion for **Resolution 26-46** was made by Moshier; 2nd by Koval hereby accepting the finding of the Audit for 2025 Town Records with corrective actions for the Town Justice Records due to incorrect procedures in the past.

CARRIED:

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Town of Catlin, Regular Meeting, February 12, 2026

Motion for **Resolution 26-47** was made by Phelps; 2nd by Collier hereby approving the transfer of \$5000.00 to the building repair fund, account A230.

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

Motion for **Resolution 26-48** was made by Phelps; 2nd by Collier hereby approving the transfer of \$5000.00 to the USDA equipment savings fund, account SW201A.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

Motion for **Resolution 26-49** was made by Phelps; 2nd by Christiansen hereby approving the transfer of \$30,000.00 to the equipment reserve fund, account DA230.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

Motion for **Resolution 26-50** was made by Phelps; 2nd by Christiansen hereby appointing Samantha Jochem to the position of court clerk at the rate of \$22.50 per hour.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

Motion was made by Phelps; 2nd by Moshier adjourning the meeting at 7:41pm.

CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler

RESOLUTION 26-43

February 12, 2026

By: LaVerne Phelps

2nd by: Bill Collier

ABSTRACTS

RESOLVED, the Town Board of the Town of Catlin hereby approves submitted February 12, 2026, Abstract #2 vouchers for payment: General vouchers 13-32: \$15,332.44; Highway vouchers 4-13: \$82,500.17; BV Light District vouchers 1-3: \$382.96; BV Water District vouchers 7-15 \$1577.71; Fire Protection District #1 voucher 3: \$114600.93 and Fire Protection District #3 voucher 2: \$140,072.56 for a total of \$354,466.77.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

RESOLUTION 26-44

February 12, 2026

By: Bill Collier

2nd by: Ron Moshier

PURCHASE OF AN AED UNIT

WHEREAS, The Town of Catlin was awarded a Community Development Fund Grant from Chemung County to purchase an AED in the amount of \$1500.00, and

WHEREAS, Supervisor Phelps received a quote from Cardio Partners for an AED unit in the amount of \$1578.44, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby authorizing Supervisor Phelps to pre-pay Cardio Partners, Inc for the purchase of an AED unit, not to exceed \$1700.00.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

RESOLUTION 26-45

February 12, 2026

By: Bill Collier

2nd by: Mike Koval

PRE-PAY FOR CODE OFFICER TO ATTEND FLBOA

WHEREAS, the Town of Catlin Code Enforcement Officer needs to attend training for FLBOA, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby authorizing Supervisor Phelps to pre-pay for FLBOA, Inc and RIT Inn and Conference Center, not to exceed \$650.00.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

RESOLUTION 26-46

February 12, 2026

By: Ron Moshier

2nd by: Mike Koval

**AUDIT OF 2025 TOWN CLERK, TAX COLLECTOR, BEAVER VALLEY WATER
DEPARTMENT AND TOWN JUSTICE RECORDS
Town of Catlin**

WHEREAS, the audit of the Town of Catlin financial records was completed on January 15, 2026 for Town Clerk, Tax Collector and Beaver Valley Water Department and on January 19, 2026 for Town Justice, by Deputy Supervisor, William Collier, and,

WHEREAS, the audit consisted of bank records; deposits were being done in a timely manner; distributions of funds were being done in a timely manner and petty cash was correct; and

WHEREAS, the audit conducted did not find any inconsistencies or any fault with said records for Town Clerk, Tax Collector or Beaver Valley Water Department but did show incomplete records for Town Justice; now, therefore, be it

RESOLVED, the Town Board of the Town of Catlin hereby accepts the finding of the Audit for 2025 Town Records with corrective actions for the Town Justice Records due to incorrect procedures in the past.

CARRIED:

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

RESOLUTION 26-47

February 12, 2026

By: LaVerne Phelps

2nd by: Bill Collier

TRANSFER FUNDS TO A230

RESOLVED, the Town Board of the Town of Catlin hereby approves the transfer of \$5000.00 to the building repair fund, account A230.

CARRIED:

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

RESOLUTION 26-48

February 12, 2026

By: LaVerne Phelps

2nd by: Bill Collier

TRANSFER FUNDS TO SW201A

RESOLVED, the Town Board of the Town of Catlin hereby approves the transfer of \$5000.00 to the USDA equipment savings fund, account SW201A.

CARRIED:

AYES: Koval, Moshier, Collier, Christiansen

NOES: None

RESOLUTION 26-49

February 12, 2026

By: LaVerne Phelps

2nd by: Craig Christiansen

TRANSFER FUNDS TO DA230

RESOLVED, the Town Board of the Town of Catlin hereby approves the transfer of \$30,000.00 to the equipment reserve fund, account DA230.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None

RESOLUTION 26-50

February 12, 2026

By: LaVerne Phelps

2nd by: Craig Christiansen

COURT CLERK APPOINTMENT

WHEREAS, the current court clerk, Carol Jividen, has submitted a letter of resignation, and

WHEREAS, the interim court clerk, Samantha Jochem, has submitted a letter of interest in that position, therefore be it

RESOLVED, the Town Board of the Town of Catlin hereby appoints Samantha Jochem to the position of court clerk at the rate of \$22.50 per hour.

CARRIED

AYES: Koval, Moshier, Collier Christiansen

NOES: None