

Town of Catlin  
Regular Board Meeting Minutes  
September 14, 2023

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

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

Absent: Attorney John Mustico.

Motion was made by Phelps, 2<sup>nd</sup> by Collier to excuse Attorney John Mustico from the meeting.  
CARRIED: ALL

Pledge of Allegiance and Moment of Silence

**Minutes:**

Motion made by Collier; 2<sup>nd</sup> by Koval accepting Town Clerk's minutes for August 10, 2023, into records as submitted.

CARRIED: ALL

**Correspondence:**

- Tom Harkabus – submitted letter of interest to join Zoning Board of Appeals.
- NYMIR – sent letter of inquiry about batter disconnects.
- CC Storm Water Coalition – sent letter requesting town to designate a Stormwater Management Officer.
- Mickilla Neal – submitted proposal for cemetery clean up.

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

CARRIED: ALL

**Departmental Reports:**

Reports submitted by Supervisor, Town Clerk, Code Officer, Assessor, Animal Control and Sherrieff.

- Supervisor – finished USDA Loan Application and is working on 2024 budget.

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 23-91** was made by Phelps; 2<sup>nd</sup> by Collier approving budget modifications to the General Fund as requested by Supervisor Phelps.

CARRIED: ALL

**Abstracts:**

Motion for **Resolution 23-92** was made by Phelps; 2<sup>nd</sup> by Collier approving September 2023 vouchers for payment as submitted.

CARRIED: ALL

**Beaver Valley Water District:**

- Annual Inspection took place – should have a phone line connected to alarm for possibility of high or low tank levels or pump failures.
- Posted Signs should be posted around the tank area.
- Online property surveys show the tank outside of town property lines.
- The water tank will be cleaned next Friday, September 22, 2023.

**Old Business:**

- Abbi Fuller property – going to amend Resolution 23-90 and move public hearing from September 14, 2023 to October 12, 2023. Making sure we are ready for public hearing.
- USDA Loan Application – paperwork has been finalized.
- Cemetery Proposal from Mickilla Neal – general discussion ensued.

**New Business:**

- Tom Harkabus has submitted a letter of interest for ZBA. He will also be doing some maintenance at the Town Hall.
- Storm Water Representative, general discussion on this being Code Enforcement Officer, Martin Jerzak.
- Opening town roads to ATV (All terrain vehicles) and LUV (Limited use vehicles). General discussion ensued about current use, the legality of opening roads, having guidelines, and the possibility of generating income for the town.

**Hearing of the Public:**

Opened: 7:50 pm

- Sherry Koval of Catlin Hill Rd spoke to ask that there be a public hearing before any decision is made about opening town roads to ATV traffic. She also stated that we should wait on the cemetery proposal until Mickilla Neal can be at the board meeting to represent herself.
- Claudia Maroney of Johnson Hollow Rd spoke as a member of the Board of Assessment Review and stated how NYS picked an area to audit, and it was land.

Closed: 7:56pm

**Resolutions:**

Motion for **Resolution 23-93** was made by Phelps; 2<sup>nd</sup> by Collier hereby appointing Tom Harkabus to the Zoning Board of Appeals.

CARRIED: ALL

Motion for **Resolution 23-94** was made by Collier; 2<sup>nd</sup> by Koval hereby authorizing Supervisor Phelps to negotiate with Mickilla Neal for the care of several town cemeteries.

CARRIED: ALL

Motion for **Resolution 23-95** was made by Phelps; 2<sup>nd</sup> by Moshier hereby appointing Martin Jerzak, Town of Catlin Code Enforcement Officer, to be the MS4 Stormwater Management Officer and Local Stormwater Public Contact.

CARRIED: ALL

Motion for **Resolution 23-96** was made by Phelps; 2<sup>nd</sup> by Collier, which amends Resolution 23-90; authorizing the Town to serve Abbi Fuller a Notice of Violation, stating that the property located at 118 State Route 414, Beaver Dams, needs to be cleaned up and a structure removed, either personally or via certified mail, and to hold a public hearing in regard to this matter for the property located at 118 State Route 414, Beaver Dams, at 1448 Chambers Road on October 10, 2023 at 7pm.

CARRIED: ALL

Motion was made by Phelps; 2<sup>nd</sup> by Collier adjourning tonight's meeting until Tuesday September 26 at 8:00am.

CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler

**RESOLUTION 23-91**

September 14, 2023

By: LaVerne Phelps

2<sup>nd</sup> by: William Collier

**BUDGET MODIFICATION**

WHEREAS, the Town of Catlin Court Clerk has been working more hours than budgeted, and

WHEREAS, the Town of Catlin Code Enforcement Officer has been approved to increase his hours and salary, therefor be it

RESOLVED, the Town Board of the Town of Catlin hereby approves modification to the 2023 General Budget as requested by Town Supervisor as follows: The A599 fund (Appropriated General Fund Balance) increased by \$5000.00 from \$87,834.00 to \$92,834.00. The A1110.13 fund (Personal Services Court Clerks) increased by \$2,000.00 from \$3,645.00 to \$5,645.00 and the A3620.1 fund (Safety Inspection Personal Services) increased by \$3,000.00 from \$13,350.00 to \$16,350.00.

CARRIED: ALL

**RESOLUTION 23-92**

September 14, 2023

By: LaVerne Phelps

2<sup>nd</sup> by: William Collier

**ABSTRACTS**

RESOLVED, the Town Board of the Town of Catlin hereby approves submitted September 14, 2023, Abstract #9 vouchers for payment: General vouchers 167-190: \$27,108.79; Highway vouchers 116-127: \$75,297.22; BV Light District voucher 18-19: \$268.30; BV Water District vouchers 50-61: \$3,658.80, for a total of \$106,333.11.

CARRIED: ALL

**RESOLUTION 23-93**

September 14, 2023

By: LaVerne Phelps

2<sup>nd</sup> by: William Collier

**APPOINTMENT OF ZONING BOARD OF APPEALS MEMBER**

WHEREAS, Tom Harkabus submitted a letter of interest for Zoning Board of Appeals, therefore be it

RESOLVED, the Town Board of the Town of Catlin does hereby appoint Tom Harkabus to the Zoning Board of Appeals.

CARRIED: ALL

**RESOLUTION 23-94**

September 14, 2023

By: William Collier

2<sup>nd</sup> by: Mike Koval

**CEMETERY PROPOSAL**

WHEREAS, Mickilla Neal has submitted a proposal for taking care of several cemeteries in the town of Catlin, therefore be it

RESOLVED, the Town Board of the Town of Catlin does hereby authorize Supervisor Phelps to negotiate with Mickilla Neal for the care of several town cemeteries.

CARRIED: ALL

**RESOLUTION 23-95**

September 14, 2023

By: LaVerne Phelps

2<sup>nd</sup> by: Ron Moshier

**STORM WATER REPRESENTATIVE**

RESOLVED, the Town Board of the Town of Catlin does hereby appoint Martin Jerzak, Town of Catlin Code Enforcement Officer, to be the MS4 Stormwater Management Officer and Local Stormwater Public Contact.

CARRIED: ALL

**RESOLUTION 23-96**

September 14, 2023

By: LaVerne Phelps

2<sup>nd</sup> by: William Collier

**NOTICE OF VIOLATION/PUBLIC HEARING  
118 STATE ROUTE 414, BEAVER DAMS, NY  
AMENDING RESOLUTION 23-90**

WHEREAS, The Town of Catlin Code Enforcement Officer has written a report on Code Violation for property at 118 State Route 414, Beaver Dams, and

WHEREAS, the property owner, Abbi Fuller has been to Town of Catlin Court and has not responded to the violations, therefore be it,

RESOLVED, The Town Board of The Town of Catlin does hereby authorize the Town to serve Ms. Fuller a Notice of Violation, stating that the property needs to be cleaned up and a structure removed from the property located at 118 State Route 414, Beaver Dams, either personally or via certified mail, and be it further

RESOLVED, The Town Board of The Town of Catlin will hold a public hearing regarding this matter for the property located at 118 State Route 414, Beaver Dams, at 1448 Chambers Road on October 12, 2023, at 7pm.

CARRIED: ALL

Town of Catlin  
Regular Board Meeting Minutes  
Continuation of Meeting held on September 14, 2023  
September 26, 2023

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

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

**2024 Tentative Budget:**

General discussion took place on many areas of the 2024 tentative budget and adjustments made as needed.

Motion for **Resolution 23-97** was made by Collier; 2<sup>nd</sup> by Phelps to adopt the 2024 Tentative Budget as the 2024 Preliminary Budget and set a Public Hearing for October 12, 2023, at 7pm at the Town Hall concerning the 2024 Preliminary Budget.

CARRIED: ALL

Motion was made by Collier; 2<sup>nd</sup> by Moshier adjourning the meeting at 9:38am.

CARRIED: ALL

Respectfully Submitted,

Yvonne M. Cutler



**RESOLUTION 23-97**

September 26, 2023

By: William Collier

2<sup>nd</sup> by: LaVerne Phelps

**2024 TENTATIVE BUDGET  
PUBLIC HEARING 2024 PRELIMINARY BUDGET**

WHEREAS, The Town Clerk of the Town of Catlin presented the Town Board Members a copy of the 2024 Tentative Budget, now, therefore be it

RESOLVED, the Town Board of the Town of Catlin adopts the 2024 Tentative Budget as the 2024 Preliminary Budget, and be it further

RESOLVED, The Town Board of the Town of Catlin hereby sets a Public Hearing for October 12, 2023, at 7 pm at the Town Hall, Town of Catlin concerning the 2024 Preliminary Budget which may be adopted as the 2024 Final Budget after any concerns are addressed within 5 days of the hearing being held.

2024 Proposed Salaries: Supervisor - \$11,500.00  
Town Clerk - \$14,586.00  
Highway Superintendent - \$75,000.00  
Town Justice - \$6,580.00  
Board Members (4) - \$2,000/each

CARRIED: ALL