

**TOWN OF WAYNE  
BOARD MEETING MINUTES  
June 12, 2018**

Supervisor Butchko called the Board Meeting to order at 6:30 pm, with roll call and Pledge of Allegiance.

Present: Supervisor Butchko  
Councilperson Haff  
Councilperson Dunbar  
Councilperson Freeman  
Clerk Mahr

Also present: Jeff Martin, Lulu Martin, Stan Witkowski, Jeffrey Wilson, Lorrie Howell and David Bauer.

**Approval of Minutes**

Following the Pledge of Allegiance the minutes from the Town Board meeting on May 8<sup>th</sup>, 2018 were reviewed. Motion to approve the May 8<sup>th</sup> monthly board meeting minutes was made by Councilperson Freeman, seconded by Councilperson Dunbar and all in favor except Councilperson Haff who abstained.

**Supervisors Report**

The supervisor's report was presented and reviewed. Supervisor Butchko asked for approval to do a funds transfer to increase the travel budget for the Code Enforcement Officer. This is due to the significant increase in building activities in 2018. The motion to approve the funds transfer and approval of the Supervisor 's report was made by Councilperson Freeman and seconded by Councilperson Haff all in favor.

**Clerks Report**

The clerk's report was presented and reviewed. Councilperson Haff made a motion to approve, and seconded by Councilperson Freeman with all in favor.

Vouchers from Abstract 6 were submitted and discussed. Motion to approve vouchers was made by Councilperson Haff, seconded by Councilperson Freeman and all in favor.

Abstract 6 Vouchers were broken down by:

• General Account	Vouchers 134-174	\$19,275.49
• Highway Account	Vouchers 46-61	\$63,644.85
• Keuka Lighting	Voucher 6	\$ 214.06
• TA Account	Vouchers 21-25	\$ 7,061.61

### **Justice Report**

Justice reports for the months of April and May were reviewed with no discussion.

### **Assessor**

No formal report was given. Supervisor Butchko reviewed the town responsibilities as outlined in the Assessor Memorandum of Understanding that was signed with State of New York. Supervisor Butchko also asked that the number of members on the Board of Assessment Review committee be reduced from 5 to 3. Motion made by Councilperson Haff and seconded by councilperson Freeman and all in favor.

### **Highway Superintendent Report**

Jeffrey Wilson from Wilson Engineering provided an update to the culvert project. The final design is almost complete. The actual cost incurred was \$7200 against a not to exceed amount of \$10,000. Mr. Wilson discussed potential Redi-Rock and Keystone block based solution which would, in his opinion, be the most economical and provide long lasting stability. Mr. Wilson presented (3) wall option sizes and textures. Supervisor Butchko stated that the selected block option should complement the adjoining cottages in terms of scale, texture and color. Mr. Wilson will check on color and texture options for the July board meeting. Mr. Wilson reviewed the design diagrams and also stated that based on the results of the geology report the size of the base of the culvert should be increased from 22 inches to 30 inches. Councilperson Haff inquired as to why the increase and for a copy of the geology report. Superintendent Bauer is to provide a copy of the report to Councilperson Haff. The finished design is targeted for the end of June with construction bids to go out in July. The project construction is targeted to begin after Labor Day.

The highway journal was presented and discussed. Superintendent Bauer said that the actions in May were mainly on driveway culvert replacements on Lakeshore Drive and finishing road sweeping. Superintendent Bauer also stated that the town is now making and stocking its own cold patch to see if it is a more cost effective way of addressing paving repairs. Councilperson Haff questioned the cost of paving portions of Whitehead Hill road. Superintendent Bauer stated Streeter Associates did the work which involved using hot patch and also required building crowns and leveling the road. This project qualified for CHIPS reimbursement.

Superintendent Bauer indicated he will address issues incurred with the May 26<sup>th</sup> town clean-up at the July board meeting.

### **Code & Zoning Officer**

The monthly report was presented with no discussion.

The Zoning and Planning Board minutes were reviewed with no discussion. Both of those minutes are still in draft status.

Planning Board Chairman Witkowski presented the draft of the proposed updated Land Use Regulation (LUR) for the Town of Wayne. The document was put together using input from both the Zoning and Planning boards, the Code Enforcement Officer, Cornell University, Harter Seacrest & Emory and Supervisor Butchko. Mr. Witkowski stated the intent of the new document was to be more user friendly and to eliminate the need for special permits and associated public hearings. This will facilitate an easier process for obtaining building permits. Councilperson Dunbar asked how the elimination of special permits could impact potential future town requirements. Mr. Witkowski answered that the LUR was guided by the Town's comprehensive plan and was designed to address current and future requirements. Mr. Witkowski stated the current draft is meant to be a "working document". Supervisor Butchko stated the document needs to be sent to Steuben County for their review and input before it can become public. This process could take up to 30 days but usually is faster.

Supervisor Butchko also stated the next step locally in the review process will take place at the July 10<sup>th</sup> board meeting. The town board members should review the document in its entirety and be prepared to bring their feedback and questions at the July meeting. Steuben County planning and Town of Wayne legal will be present to discuss. A public hearing would be scheduled prior to the August 14 board meeting.

Jeff Martin presented an update on the proposed Keuka Village Parking plan in conjunction with the charter his committee received from the Planning Board and input from Superintendent Bauer. The plan took into account the congestion issues in the area as well as safety concerns. Mr. Martin presented a map of the project area and walked the board through the proposed solution by owner parcel. In his comments Mr. Martin showed where road warning signs would need to be installed and showed samples of potential residents parking permits. A concern was expressed from Ms. Lorrie Howell about parking access for the Town of Wayne residents who do not live on the lake road. Supervisor Butchko asked what would be the total number of available parking places created by the proposed plan. Mr. Martin is to finalize that number.

### **Watershed**

The Watershed report was presented with no discussion.

### **Dog Control Officer**

Dog Control Officer report was submitted. Dog Control Officer (DCO) Howard reviewed the logistics for Saturday's (June 16<sup>th</sup>) rabies clinic. DCO Howard also stated that there is a significant number of dogs owned by residents in the Town of Wayne that are not properly licensed. DCO Howard has evaluated mailing letters to both year round and seasonal

residents to address this issue. Councilperson Dunbar suggested a notice should be placed in the Wayne's Welcome newsletter. In addition, Councilperson Dunbar brought up waiving the initial licensing fees to incent residents to get the dogs registered.

**History Group**

Report was presented with no discussion. The Interpretative Panels were all completed for presentation on Memorial Day weekend with a fine community turnout.

**Other Business**

Superintendent Bauer mentioned that he is making arrangement to bring a chipping machine to the Compost site. The cost will be \$1500. The issue that needs to be addressed is how and where to dispose of the chips.

**Public Comments**

None.

**Adjourn**

A motion to adjourn the Town Board meeting was made by Councilperson Haff, seconded by Councilperson Dunbar, and all in favor.

Meeting adjourned at 9:05 pm

Respectfully Submitted,  
Bill Mahr, Town Clerk  
July 10, 2018