

TOWN OF WAYNE
BOARD MEETING MINUTES
May 12, 2020

The May monthly meeting commenced at 6:45 PM with the Pledge of Allegiance. The meeting was conducted remotely via Zoom Video Conferencing

Present: Supervisor Dunbar
Councilperson Kenyon
Councilperson Haff
Councilperson Freeman
Councilperson Walton
Town Clerk Mahr

Other identified participants were: Doug & Megan Howard, Dave Oliver, Margaret Mahr, Wayne Hand, Chris Mooney, Chris Curry, Karen Doucette, Chris Toomey, Bernadette Ervin and Peter Schnorr.

Approval of Minutes

The April 14th Board Minutes were reviewed. Motion to approve the minutes was made by Councilperson Freeman, seconded by Councilperson Kenyon with all in favor.

Supervisors Report

Supervisor Dunbar discussed the following business issues:

1. Covid -19 Update – Supervisor Dunbar reviewed the Executive Order that is still in place as the State begins to start limited reopening activities on May 15th. At this point in time the Town will continue with remote conferencing meetings. Supervisor Dunbar discussed potential financial impacts of reduced sales and mortgage tax revenues and loss of state aid. In response to this impact Supervisor reviewed potential options for budget savings in the General Fund following areas: bookkeeping, compost site, and KLA Donation. Councilpersons Freeman and Kenyon both expressed the need to have someone onsite some of the time to address congestion and assist older residents. In addition Supervisor Dunbar also recommended the board reconsider the Technology upgrade proposal presented in the prior meeting including upgrading the internet at the Town Hall for improved access from the town parking lot that would allow residents to better participate in online meetings. Councilperson Haff stated normally projects such as the internet proposal would be established when budgeting was not part of the 2020 budget. Councilperson Haff voiced concerns that there would be no savings in the current year. In addition Councilperson Haff asked why the Board wouldn't considerate a contract extension with Frontier to reduce the current monthly cost. Councilperson Freeman made a motion to implement the budget saving expense reductions except the technology upgrade, seconded by Councilperson Walton.

Liz Kenyon – No
John Walton – Yes
Michael Haff – Yes
Shona Freeman – Yes
Tom Dunbar – Yes

2. Re-Assessment Update - Supervisor Dunbar briefly reviewed the status of the reevaluation of Town properties. The Board of Assessment Review (BAR) is scheduled for Wednesday May 27th. The overall Assessment has increased by 13.3%. This increase could equate to a lower tax rate per thousand for the Town tax payers. The revaluation is independent of the Town budget and the Town Board has no input to the process. A further discussion briefly ensued clarifying the Tax Levy and how it relates to the budget.
3. Union Negotiation – At 7:46 Supervisor Dunbar made a motion to enter into Executive Session to discuss contract financials status. The motion was seconded by Councilperson Freeman with all in favor. Motion to come out of Executive session with the action item to continue the union negotiations was made at 8:20 by Councilperson Freeman and seconded by Councilperson Kenyon with all in favor.
4. NYSEG Hydro Property – Supervisor Dunbar reviewed a meeting he had with Finger Lakes museum regarding their school transformation and potential assistance in preserving the Hydro story from a historical perspective. Development of a complete plan, ahead of time, needs to be accomplished to address concerns and interests of the residents and landowners.
5. Digital Banking – Supervisor Dunbar discussed the conversion to digital banking project that Five-Star banking is undertaking which will expand and make more flexible the services they offer. The implementation should improve the Town's ability to do more financial analysis.

The supervisor's report and spending year to date comparison charts for April were reviewed. Supervisor Dunbar noted that the Town has not received a NYSEG bill for the Keuka Lighting District since February. This is somehow related to the switch the LED lighting. Supervisor Dunbar to follow up with NYSEG. Councilperson Haff expressed some concerns over the percentage of spending year to date for attorney fees and for the building and grounds accounts. Supervisor Dunbar stated that past accounting practices on where expenses were appropriately booked has partially caused this issue. Motion to approve the Monthly Supervisor's Report was made by Councilperson Kenyon and seconded by Councilperson Freeman with all in favor.

Clerks Report

The Clerk's monthly report for April 2020 was presented with no discussion. Motion to approve the Clerk's Report was made by Councilperson Kenyon and seconded by Councilperson Haff with all in favor.

Abstract 5 Vouchers submitted were broken down by:

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|-------------------|--------------------|--------------|
| • General Account | Vouchers 102 - 121 | \$ 17,651.83 |
| • Highway Account | Vouchers 42 - 58 | \$ 26,263.57 |

Abstract 5 vouchers were discussed. Supervisor Dunbar reviewed the process for utilizing a credit card with Five Star bank for pre-paying expenses. Clerk Mahr stated that per The Association of Towns, Town Law 118 subsection 2.0 describes the only prepays that can be authorized should only be for postage, utilities, freight and express mail charges. Supervisor Dunbar stated he would prepare a list of what other items may be considered by the Board for prepays and provide it at the June Board Meeting.

Councilperson Haff asked for clarification on the Highway vouchers for equipment maintenance. Highway Superintendent Howard provided some background on the expenses.

The Harter Secrest legal voucher was reviewed. Supervisor Dunbar provided clarification over what the new line items were for parking. At 9:00 pm Supervisor Dunbar asked for a motion that the Board move into Executive Session to discuss a personnel issue with regards to the "hostile work environment" line item on one of the invoices. The motion was made by Councilperson Kenyon and seconded by Councilperson Walton with all in favor except Supervisor Dunbar. At 9:11 a motion was made from Councilperson Kenyon and seconded by Councilperson Haff, with all in favor, to return from executive session with no action item to be taken. There was no additional information provided on the Hydro Plant and Records Retention line items so the Board reiterated not paying for the services until receiving further clarification and output from Harter Secrest. Councilperson Haff also questioned if there were potential duplicate charges for the Records Retention that were paid in February.

A further discussion was held over the obtaining and use of the credit card established at Five Star Bank. Supervisor Dunbar stated it was established to simplify the making of prepays and that he, as Chief Financial Officer, could set up such an account. Councilperson Kenyon asked if the card could be used for other expenses without prior board approval. Supervisor Dunbar acknowledged it could. Councilperson Walton suggest this be a tabled for a future discussion. Councilpersons Haff and Freeman suggested the discussion should be part of the town's procurement policy which still needs to be finalized. Councilperson Kenyon brought up the possibility of holding a Board Training workshop to address issues such as this. Supervisor Dunbar countered that an agenda and a cost for such a session needs to be defined. Councilperson Freeman volunteered to contact Harter Secrest to obtain this information and present it at the June Board Meeting.

Motion to approve vouchers subject to the voucher changes on the Harter Secrest invoice was made by Councilperson Haff and seconded by Councilperson Kenyon. The voting was as follows:

Councilperson Haff	Yes
Councilperson Walton	Yes
Councilperson Freeman	Yes
Councilperson Kenyon	Yes
Supervisor Dunbar	No

Tax Update

Clerk Mahr presented the final 2020 property tax collections figures. \$2,445,820.40 has been collected of which includes \$3,264.15 in penalties. \$76,910.30 remain uncollected representing 63 properties. This figure is approximately \$50,000 less than the uncollected amounts in both 2018 & 2019.

Assessor

Supervisor Dunbar reviewed letter sent to Board from Assessor Oliver on the revaluation.

Justice Report

No report.

Highway Superintendent Report

Highway Superintendent Doug Howard discussed journal activities for the month of April primarily with regards to road sweeps. 906.9 gallons of fuel was used. The playground area is currently closed due to the Covid-19 crisis. The boat launch was closed but has now been reopened. The first phase of the Coryell road project will start soon. The Compost site will open May 22nd. Cameras will be the primary form of monitoring initially. Supervisor Dunbar and Superintendent Howard will work out a schedule for opening and closing the site.

Code & Zoning Officer

Review of monthly report was presented with no discussion. A property maintenance local needs to be put in place to allow the Town to enforce misuse and mismanagement of properties. Supervisor Dunbar to circulate the previous draft made on this law in 2016.

The Zoning Board Meeting minutes from November have been approved. There was no Planning Board held this month so the January meeting minutes remain in draft mode.

Watershed

No report.

Dog Control Officer

The monthly report was reviewed with no discussion. Dog Control Officer Howard stated the updated proposed Dog Laws for the Town still have to be sent to Harter Secret for review.

History

No monthly report.

Web Statistics

Review of monthly report was presented with no discussion.

Public Comments

Mr. Peter Schnorr asked if the Board Members had done any work on the Hydro plant project. Councilperson Kenyon stated she had not. Councilpersons Freeman and Walton responded there are no immediate next steps for the project.

Ms. Karen Doucette stated she has had issues utilizing the town website for making contact via email. Supervisor Dunbar responded there is an interface issue with the upgraded

Microsoft Office installed at the end of last year and the website. Both SCT and DSD Webworks are addressing the problem. Ms. Doucette also needs grievance forms sent to her and also asked if there is a plan to fix the potholes on Rte. 54. Councilperson Walton said the route is scheduled to be repaved this year but recommended reviewing with the County.

Ms. Bernadette Irvin questioned the Assessor contact information in the re-evaluation letters and can the Board postpone the revaluation due to the Covid-19 crisis. Supervisor Dunbar stated the Board has no input to the grievance process.

Clerk Mahr read a letter sent in by Dave Harman and Lori Foster expressing their concerns over the NYSEG hydro plant project and its potential significant impacts to his property.

Announcements

Clerk Mahr stated he had received a letter of resignation from Bob Canfield effective July of 2020 for managing the Town cemetery. A volunteer replacement needs to be found. Councilperson Kenyon expressed an interest and will pursue with Bob.

The Town will be issuing an RFQ for mowing the Town Hall, playground and cemetery. The current provider of this service is closing his business.

The next Town Board Meeting will be on Tuesday June 9, 2020

Adjourn

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

Meeting adjourned at 10:15 PM.

Respectfully Submitted,

William Mahr Town Clerk
May 12, 2020