

# TOWN OF WAYNE

## OCTOBER BOARD MEETING MINUTES

### October 12, 2021

The October 12<sup>th</sup> Board meeting commenced at 6:30 p.m.

Present: Councilperson Freeman (Zoom)  
Councilperson Haff  
Councilperson Kenyon  
Councilperson Walton  
Town Supervisor Mahr  
Deputy Clerk Gabel

In attendance at Town Hall were: Scott Deming, Amy Gush, Doug Howard, LuAnn Simmons, Dave Bauer, Maureen Conklin, Wayne Hand, Joyce Witkowski, Gary Perz, and Ron McIntire. The participants identified via Zoom conferencing were: Chris Curry, Karen Doucette, and DCO Howard.

#### **Approval of Minutes**

The September 14<sup>th</sup> Board and Special Board meeting minutes were reviewed. A motion to approve them were made by Councilperson Haff and seconded by Councilperson Kenyon with all in favor.

#### **Guest Speaker**

Supervisor Mahr asked Scott Deming, DSD WEBWORKS, to make his presentation. Mr. Deming showed a presentation for the Town's new-design website emphasizing high-quality images adding a colorful photo of the lakes. The new site will be a single and intuitive site in the data base. It is called a CMS (Content Management System) and will be an interface that is simple and allows authorized-town personnel to interact with the content.

DSD designs a custom application that will address Town of Wayne's requirements. The application is 100% flexible and adaptable.

Security starts at the level of the server. The server is the computer on the internet that actually hosts the site and DSD puts the server in the real center (its code located) and DSD does not own that server. It's a service that DSD hires. It's 24/7 maned by real people, in the US, it has redundancy in manpower and people with a tremendous amount of bandwidth. DSD believes in daily backups, keeps them for a year, and weekly/monthly backups. The website is owned by the Town.

Mr. Deming also shared information on the History Group stating that they have an extensive collection of data. The History Group has been very active (until recently) as it has organized, categorized, collected events and digitized images with associated locations. There are over 700 items in this collection. Over 5,000 people are documented that has something to do with the Town along with a close relationship with those people (spouses, family, friends, neighbors). There are close to 10,000 entries in this database.

Ms. Witkowski stated that the History Group decided several years ago that this is a never-ending project. Ms. Witkowski also stated that the History Group cannot wait until we have “everything” because it won’t be loaded as there’s a lot of detail to put in. The History Group has selected 20 subjects that is important history for the Town and when these get completed will be open to the public. Hopefully, by the end of 2021 we can pick a date to open this to the public.

Mr. Deming presented a monthly cost with the design, development, and maintenance once completed. There is no contract. The History Group would be a separate entity.

Supervisor Mahr brought up about interfacing on Facebook. If using Facebook, Mr. Deming stated that if you have enough time to put into Facebook and do Town Business you need to do it right.

Supervisor Mahr requested a copy of Mr. Deming’s presentation along with yearly costs for the Budget.

Supervisor Mahr asked Ms. Witkowski to do a History Group presentation at the November 9<sup>th</sup> Town Board Meeting.

### **Supervisor’s Report**

Supervisor Mahr noted that Williamson Law fixed the petty cash situation that was not balancing out to \$100. The budget is supposed to be charged when the petty cash is buying postage or buying supplies for the Town Hall. When the money is reimbursed, the budget is depleted but the money is cashed and the Clerk cashes the check and puts the money back in petty cash.

Supervisor Mahr stated that the other issue that will be fixed this month was the \$14,300 from the Capital Reserve that came out and went to pay for the tractor attachment. The money has to first be moved out of the Highway bank account. This will be done in October. Williamson Law can then properly show it in the Supervisor’s Report. The Board will see in the next report that the \$230,000 will be reduced by \$14,300.

Supervisor Mahr stated that Williamson Law offered to have a Zoom Meeting/Conference Call with the Board to go over what software the Town has, and how the Town can use it better. It’s an educational session similar to a Budget Workshop. Supervisor Mahr will e-mail the Board as to the timing on this meeting and any other appropriate information.

Councilperson Walton asked if the \$140,000 would be put into another topic? Supervisor Mahr answered yes.

Councilperson Freeman asked about the trust and agency working on payroll. Supervisor Mahr stated that he will go over this on Wednesday when working on the payroll. When Williamson Law looked at it, they did not see any issues with the way money was coming in and going out.

Supervisor Mahr stated that on the budget with the detailed expenditures, two (2) draft Resolutions were prepared for the negative items in the General Highway Funds to take money out of the Special Items Contingency Reserve to make them come back to zero. One change from the last Board Meeting was the Watershed Inspections were mostly in

questions not clerical work. The 2021 inspections are higher than anticipated. Councilperson Walton asked if that was in reference to the one-time expense for inspections, and Supervisor Mahr stated that it was not.

Supervisor Mahr stated that the mowing for the playground is negative, the cemetery and the Town Hall will be almost used up after we process the submitted vouchers. We will need to take that into account at the next Budget Meeting.

### **Clerks Report**

The Clerk's monthly report for September was reviewed with minimal discussion. A motion for Nancy Gabel to sign for the Clerk and Tax Accounts was made by Councilperson Haff and seconded by Councilperson Kenyon with all in favor.

A motion was made by Councilperson Kenyon to approve the Vouchers in Abstract 10 and seconded by Councilperson Haff with all in favor.

Supervisor Mahr asked the Board to go into Executive Session at 7:30 pm. Councilperson Haff made a motion to return to Board Meeting, seconded by Councilperson Kenyon at 7:50 pm. Supervisor Mahr stated the Board met in Executive Session to discuss a legal issue. A motion was made to let Harter Secrest deal with the settlement of the legal issue by Councilperson Haff and seconded by Councilperson Kenyon. The voting was as follows:

Councilperson Freeman	Yes	Councilperson Kenyon	Yes
Councilperson Haff	Yes	Councilperson Walton	Yes
		Supervisor Mahr	Yes

### **Justice Report**

The monthly summary report was presented showing \$900 in court fees.

### **Assessor Report**

The monthly summary report was presented.

### **Highway Superintendent**

Superintendent Howard congratulated Kody Kinney and his wife on their new son.

Superintendent Howard reported that 416.5 gallons of fuel was used in September.

Superintendent Howard stated they hauled gravel for shoulder work on Coryell Road, shared services, mowed roadsides and placed no-parking signs on Keuka Village Road. Also, maintenance was done on the overhead doors at the barn.

Supervisor Mahr stated that an advertisement for pre-work bids constructing a retaining wall on East Lake Road was put on the website.

Councilperson Freeman asked how the culverts were going on the lower road. Superintendent Howard replied that they have 2 of the 4 footers changed with just a little more work to do on the second one so they can get the road opened.

Councilperson Haff asked about the Custom Mix Concrete and if it was something that was used on the pipes. Superintendent Howard stated that it was for the blocks on the headwall.

Councilperson Haff asked about meeting with the people on the truck to show that the invoice was for the Town of Wayne and get the two signatures (Superintendent Howard and Supervisor Mahr) get completed. Superintendent Howard stated that the people came, went over everything on the truck, the body, and the plow system.

#### **Code Officer: Planning and Zoning**

There was no Planning Board meeting on October 11<sup>th</sup>. The minutes from the September meeting will not be approved until the November meeting.

#### **Ethics Committee**

The notes from the September 27<sup>th</sup> meeting were not completed. Combine notes of October meeting for next Board Meeting.

#### **Watershed**

The monthly summary report was presented.

#### **Dog Control Officer**

It has been a “quieter” month. There will be a mileage voucher for next month. There were eight (8) dog license renewals for the month.

#### **History Group**

The monthly summary report was presented. Ms. Witkowski will make a presentation at the November 9<sup>th</sup> Board Meeting.

#### **Web Statistics**

The monthly summary report was presented.

#### **OLD BUSINESS:**

##### **DEC report**

The water testing was done. Daniel O'Maso stated that three (3) wells were tested and found a high degree of chemicals. Supervisor Mahr stated that they will turn the report over to the County Department of Health then talk with Supervisor Mahr or Superintendent Howard to find out if there are any residents using water near these wells. Supervisor Mahr said that if there is an issue, at the County or State expense, they will go in and give the residents whatever protection they need for their well water. The report will be in Supervisor Mahr's office if anyone wants to look at it. Supervisor Mahr stated that the key is if anyone lives near where the testing took place and Superintendent Howard stated that if you were within a half mile it could be an issue.

##### **KWIC/KLOC**

Supervisor Mahr stated he attended his first KWIC/KLOC meeting. They are putting together a list of Supervisors to ask their Board if they would be willing to participate in a group effort to standardize the rental programs around the lake. Some people at the meeting suggested each town should police themselves. Supervisor Mahr stated that the Board should discuss this at the November 9<sup>th</sup> Board Meeting. Councilperson Kenyon suggested we leave it alone. Councilperson Walton stated that it has to do with all the rentals, VRBO, how many people stay in a two-bedroom house and it doesn't hurt to understand what is going on but it doesn't mean we have to act upon it. Councilperson Freeman stated that every-one is different, it's good to stay in the loop, but don't think that KWIC can do this and it may be up to each town.

The next KWIC/KLOC meeting is at the Wayne Town Hall on November 22<sup>nd</sup> from 7:00 – 9:00 pm.

### **NEW BUSINESS:**

Supervisor Mahr stated that there is a new Internet Survey coming out funded by the State of New York. The announcement is on the Bulletin Board. Councilperson Walton stated that it's especially important for a town like ours because there are people who have issues with internet access and we should get the word out as best we can. It's a voluntary survey you can do on-line in terms on how well your internet performs. Supervisor Mahr suggested we put it on the Website. Councilperson Walton agreed and stated that the County should be doing something also. Ms. Gush suggested that the town put it in the Wayne Welcome Newsletter.

### **Town Hall Maintenance**

Supervisor Mahr stated that there are a couple issues. Supervisor Mahr also stated that he has been getting comments on the condition of the handicap walkway and how the Town Hall looks as you enter. Supervisor Mahr asked Mr. Greg Blessing to give a quote on what it would take to fix the handicap walkway, power wash/clean the front, and paint the front door trying to make it look more inviting. The quote was \$2,500 with labor and materials. A motion was made to approve the project in a timely manner by Councilperson Haff and seconded by Councilperson Walton with all in favor.

Supervisor Mahr stated that Superintendent Howard suggested that Fellows blacktopping put a coating seal on the parking lot for \$1,600 as it has not been done for two (2) years. Councilperson Haff stated that this should be done on a yearly basis. A motion to complete this parking lot project was made by Councilperson Haff and seconded by Councilperson Kenyon with all in favor. Superintendent Howard said he would schedule this work to be done.

Supervisor Mahr stated that the Town will be changing cleaning services along with reviewing its mowing services. Advertisements will need to be made before the Organizational Meeting to get quotes in and chose someone for these positions.

Supervisor Mahr stated that the Town needs a written contract for the cleaning and mowing because they were mostly verbal agreements. This will be included in advertisements. Supervisor Mahr suggested getting a professional service to clean the Town Hall once a month. Councilperson Freeman suggested we get a couple companies to come in to give quotes on what is needed and required to clean the Town Hall before the Organizational meeting. Supervisor Mahr will work with Councilpersons Freeman and Kenyon to get some names to come in once or twice to clean until the end of the year.

Supervisor Mahr also stated advertisements have been put in the newspaper and on the Town website for a Bookkeeper and Town Clerk. Supervisor Mahr stated that he has received one resume for a Bookkeeper which will be discussed at a later date also spoke to a person that has an interest in the Town Clerk position, but has not received any information.

### **Public Comments**

Ms. Simmons asked if the Town had a contracting policy. Supervisor Mahr answered that he was not sure stating we have a procurement policy which is outdated and, hopefully, can be changed.

Mr. Bauer asked what was the September Special Town Board Meeting. Supervisor Mahr stated it was to address the vacancy of the Town Supervisor in an Executive Session. Mr. Bauer further asked if it was supposed to be advertised in the newspaper. Supervisor Mahr stated that it did not need to be advertised as per the Association of Towns because it was an emergency meeting. It needed to be posted on the website and Town Bulletin Board. Mr. Bauer asked if The Leader is still the legal publication for any legal notices for the Town. Supervisor Mahr responded that The Leader is the Towns contact for public notices.

Mr. Perz asked if the Home Town Hero signs were still a project. Supervisor Mahr stated that he has spoken to the Clerk in the Town of Orange about this project. There are some things we can do, but it is unclear what the costs would be. Mr. Perz asked if this could be resolved so that it can be completed by Memorial Day, 2022. Supervisor Mahr replied that the Board would continue to look at it.

A motion to adjourn at 8:27 p.m. was made by Councilperson Kenyon and seconded by Councilperson Haff with all in favor.

### **Announcements:**

- Next Town Board Meeting – November 9<sup>th</sup> at 6:30 PM
- KWIC/KLOC Meeting @ Wayne Town Hall, Monday, November 22<sup>nd</sup> ~ 7:00 - 9:00 PM