

Pittsfield Town Board

Meeting Minutes

August 8th, 2022

Call to order: 6:23 PM

Pledge: Shelby Wing

Roll Call:

Shelby Wing- Supervisor Present Kelly York- Councilman Present

AJ Digsby- Councilman Not Present Jeff Galley - Councilman Present

Liam Keyes - Councilman Present

Others Present: Terron Muller, William Curto, James Wing

Building Update on roof – Per approval at the July board meeting \$ 2,500.00 was approved to re-screw the roof. Half of the roof was completed for that amount and no new leaks have been noticed. The Superintendent will order screws to re-screw the remaining portion of the roof and AJ Digsby and Jeff Galley will do the labor. At this time, it is not leaking, one rafter needs to be fixed. Will re-evaluate need for vents once some of the moisture is removed. Just replacing screws for now.

Highway - James Wing Superintendent

Review of Bid recommendations – Two bids were received R. DeVincentis Construction, Inc bid was \$ 579,000.00 and Stevens Excavating, LLC. Bid was \$ 609,861.00. Principle Design recommended going with the low bid as there was no reason not to as they are both reputable companies.

Resolution #34 or 2022

Accepting bid from R. DeVincentis Construction, Inc. in the amount of \$ 579,000.00 (Five Hundred, Seventy-Nine Thousand dollars and no cents.) for FEMA large project on Hawks Road.

Motion: Liam Keyes Second: Jeff Galley Carried: 4/0/1

Silver Lake got stone and oiled, work continues on smaller FEMA projects and mowing.

Highway Superintendent Wing would like to revisit 284. Due to the lack of manpower and last year's flood work the planned work had to be delayed working on flood issues. We previously got 3 miles done but not closed to what we wanted. There is about 130K to 150K remaining in CHIPS money and extra materials so he would like to try to work from County Road 13 down Ouleout Road and Dunham Road to Mooretown Road working approximately 7-8 miles of dirt roads. We have enough materials to double seal Burdick Road and spend time to prep roads and trees and brush on the other roads. CHIPS money should cover the cost and they could get the work done within the next month.

Resolution #35 or 2022

Acceptance of Addendum to the 284 to work on Ouleout Road

Motion: Kelly York Second: Liam Keyes Carried: 4/0/1

Superintendent requests approval to buy \$ 18,000.00 of sand this year due to current price increases (\$ 5.50 up to \$ 8.50)

Approval to allow Superintendent to spend \$ 18,000.00 on sand this year.

Motion: Jeff Galley Second: Liam Keyes Carried: 4/0/1

Update on small FEMA projects – One is complete, one is set to be complete on August 9 and the third and final one is being worked on and should be completed by August 19, 2022.

Assessor - Sheri Falcone

Reval – A list of companies was provided by Assessor Sherri Falcone of companies that can bid the revaluation.

Update on ENPM that provided first quote – Not comfortable going with them, no communication has been received after multiple attempts by other local towns.

Send out for bid? Committee to open sealed bids and present recommendations at September board meeting. Supervisor wing will come up of with a formal request - to send out for competitive bidding along with payment plans for the tax revaluation. The information is to be provided to the town clerk to be sent out to the list of companies provided by the assessor.

Resolution #36 or 2022

To accept sealed bids for 2023/2024 Revaluation of the Town of Pittsfield. Bids to be opened Tuesday September 6th at 4PM

Motion: Jeff Galley Second: Liam Keyes Carried: 4/0/1

Invitation to bid to be e mailed and or mailed to list of contractors and to be placed in daily star. The Town Attorney said that placing the notice in The Daily Star was not necessary.

Bid to include per parcel rate, and payment terms

Board of assessment review- need members for next year's board, Term to start in October.

Planning Board - Jim Austin – not present. The Town Clerk had a copy of the minutes from the last two planning board meetings on file and they were presented to the board upon their request. The duties of the Chairman were discussed as well as the requirements for a secretary. A training class is being given in August in Norwich that will satisfy the state requirement and the information has been given to all the planning board members. There will also be training on Comprehensive planning at the same course which all board members were advised of and given the information for any that would like to attend.

Hawks Road subdivision update – Mr. Zenovic representing the owners for the subdivision was present at the meeting and offered to provide any information requested by the board. The members compiled a list of questions/comments that will be forwarded to Mr. Zenovic for reply. Update is per board meetings minutes provided from meeting on July 19, 2022.

Larry - oath of office? – Town Clerk confirmed oath of office has been taken and is on file.

County Rep: Jerry Madson – Mr. Madson assisted in helping the Village of Gilbertsville in getting \$ 50,000.00 for a bridge and the Otsego County Fairground in getting \$ 35,000.00. He said there is \$ 50,000.00 in ARPA money available and asked if we would be willing to donate some of the money to the Fire Department as they cannot apply for funding. The deadline through the County for the grant is October. The Town Supervisor would like to see if we could get it to use towards the revaluation. Mr. Madson said he would check into it and advise otherwise we could use it for the roads. He has no new news on the Shares Services for ambulance.

Historical Society - sign/event update – no updates.

Transfer Station - Jeff Galley - Grant opportunities are available for recycling program, for organizational costs and advertising. The transfer station looks good after the cleanup all help was greatly appreciated. The grant opportunities would help to expand the recycling program, it could cover up to 50%, wages are ineligible.

Justice - Bill Curto - Grant monies for judicial purposes are available to apply for through October 14, 2022. The grant could be used for such things as automation, recording court sessions, law books, training, expansion of facilities. Grant documentation was presented to the board for review. Justice Curto informed the board of taking a possible leave of absence as he may be considering relocating to another state. This would leave the town responsible to find a replacement which Judge Fox from the Town of Norwich may be able to assist. The District Attorney comes to town every other month, Justice Curto stated that if the board would like he is willing to stay on as the Justice and that he would be able to be here to hold court on the months that the District Attorney is scheduled to be here. The board said they would like him to stay on if he was willing to and the schedule could be worked out accordingly. It has been agreed that Justice Curto will proceed in this schedule as discussed in lieu of resigning.

Animal Control - Liz Fish increase of dogs going to the SPCA, SPCA is full.

Discussion on unlicensed dogs/ fees/ fines? The amount of funds going out on animal control has increasingly grown and the number of licenses being issued has decreased greatly. The Town Clerk was asked to see what the New York State Law and Local Law is regarding the licensing of dogs for the town as well as any fees/fines that could be assessed for expired licenses or non-licensed dogs. Supervisor Wing would also discuss the situation with Liz Fish.

SPCA bill is above budgeted allocation for animal control

Town Clerk - Terron Muller – Attended training at the County Tax Office on new Munis tax collection software. The County will no longer pay for any other tax collection software used by towns other than Munis starting January. The town can continue to use their existing software but will have to pay for it themselves. For Pittsfield to switch to the new software an upgraded computer would be necessary as the existing computer does not meet the requirements need for the VPN. The benefit of switching to the new software not only because the County is supporting it is that it would be a live system and we would be better equipped to give the residents of Pittsfield current and accurate information regarding their taxes. The clerk will work with the County to find out what the exact requirements are and will obtain quotes for the cost to upgrade.

Beginning steps have been taken to move forward in becoming more digital in records managements. There are grants available to the town which can be applied for every year. To apply for the grant a plan must be in place on how we will achieve the transition to digital. The clerk will work on getting a plan together to be able to apply for the grant next year.

Ambulance/fire department- Kelly York

Update New Berlin and County Services, Mayor is working on fair and explainable contract figures. EMS is not considered an essential service.

Comprehensive Plan - Liam Keyes - A grant has been applied for.

Grants-Liam Keyes - Liam Keys has applied for a grant in the amount of \$ 77,000.00 of which we would be responsible for 10%_cost. The grant would be for the development of a Comprehensive plan such as printer upgrades, and other associated costs

Financials

BAN funds obtained and are in the bank.

2023 budget- any needs need to be submitted to the supervisor at or before the September board meeting as the tentative budget is required to be presented by September 30'th

Executive Session to take place Either today or Next board meeting to determine recommendations for highway superintendent 2023 wages so that the figure can be put into the preliminary budget, Supervisor will recuse herself from this conversation due to a conflict of interest. Also, Health Insurance reimbursement- currently is \$54 per week paid out quarterly= \$2808 per year, would it be wise to do the same for superintendent as we do for employee buyout? \$300 per month = \$3600

Approval board meeting minutes from July 2022

Motion: Jeff Galley Seconded: Liam Keyes Carried: 4/0/1

Community members concerns and statements

James Wing asked if we should set a certain amount of time for each person to speak at the monthly board meeting regarding an issue to move the meeting along. Supervisor Wing stated that in the event there is a lot of material to cover at the board meeting and a large number in attendance she would announce at the beginning of the meeting how long everyone would have to be heard to keep the meeting moving forward.

Board member concerns/ statements

None stated.

Approval of vouchers for August 2022

General Fund in the amount of \$ 1,853.26

Highway department in the amount of \$ 74,782.11

Transfer station in the amount of \$ 3,355.86

Motion: Jeff Galley Seconded: Liam Keyes Carried: 4/0/1

Schedule next meeting: September 12th 6:30 PM

Adjourn Meeting: 8:45PM Motion: Jeff Galley Seconded: Kelly York Carried: 4/0/1

Minutes of August 8, 2022, Board Meeting were taken and typed by Terron Muller, Town Clerk.