

**PITTSFIELD TOWN BOARD
MEETING MINUTES
January 9, 2024**

Called to Order: 6:31 PM

Pledge led by Supervisor Wing

Roll Call:

Shelby Wing – Supervisor – Present

Liam Keyes – Deputy Supervisor - Present

Jeff Galley – Councilman – Present

Lisa Jackson – Councilman - Present

Carl Tice – Councilman – Present

Others Present: Sandra Clapperton (Town Clerk), Becky Ritchey, James Wing, Kaylee Weidman, Justin Weidman, Charley Koop, Cindy Taren, Paul Stein, Austin Galley, Paul Hulse, Jim Jackson, Zak Gerard, Jerry Madsen

The Organizational Meeting was held at 6:00 PM, prior to the regularly scheduled Town Board meeting.

Community members, concerns, and statements – Jim Jackson stated that he had checked with Buell Fuel and Brodell Fuel Group and was told that the Pittsfield Fire Department was not included in the fuel bid that was submitted to us for June 1, 2023 to May 31, 2024. It is in the Town of Pittsfield’s contract. The information that Mr. Jackson was told is that “they were not considered in that contract”. The Fire Department went out and took bids for fuel oil and got it for a cheaper price. In the future, the Fire Department does NOT want to be included in the bidding process with the Town of Pittsfield.

County Rep – Jerry Madsen – No information

Assessor – Sherri Falcone

RPS data entry update: approximately 400 files left to input and approximately 140 files for Sherri to review. The January 1st deadline was virtually impossible to make so that it was done correctly, appropriately, and accurately. All the information needs to be completed and turned over to ENPM before May, 2024. ENPM recommends that we postpone it for 1 year. A lot of the records are not complete or accurate. ENPM still has a lot of work to do. The Town Board and ENPM are re-negotiating the payment plan because we had to hire someone to help with data entry. We don’t want to go over the budget for 2023 and 2024. ENPM has agreed to move around numbers so that we can continue to be on budget. This will be completed in 2025 for the 2026 tax roll. Moving forward, the paper tax files will no longer be valid after the information is entered in the RPS system. Everyone can look up their own properties on the computer after it’s all updated. Taxpayers will receive pictures of their property so that they can make sure their property is correct. It is recommended that the taxpayers keep an eye on it and make sure ENPM is doing their job and that the assessor is doing the job. We just want to make sure that the files don’t get messy again.

Resolution # 11 - 2024

To extend the Revaluation project for 1 year due to the need for the RPS database to be updated.

Motion: Jeff Galley

Seconded: Liam Keyes

Carried: 5/5/0

Ambulance – Dale Barton returned as the ambulance liaison. Shelby and Dale talked with the County about the ambulance service. This was Jerry Madsen’s idea to get a county ambulance stationed in Morris to cover the three townships. Jerry wants the county to purchase an ambulance to just serve Pittsfield. The county is struggling to pay for their own. Pittsfield Fire Department is working with the Department of Health and is in the process of completing the application to incorporate. They still can’t transport but at least they can get to a scene. This is a timely process so we will stay with New Berlin ambulance.

Fire Department – Chief Tim Lidell – No report.

Animal Control – Julie Poulech

She has been handing out tickets and she has had some court dates with the Justice.

Justice – Hon. Gary Carson

The annual audit for the Justice is due. Shelby received a letter from Judge Carson that the docket is ready for review. A meeting needs to be scheduled for a time that the board can review it.

Prior Judge Bill Curto’s account still has \$1361.02 remaining which has been sitting in the account for over a year. Judge Carson and Hon. Donna Yeardon are still trying to figure out what to do with this. It is not the Town’s money. Judge Carson has touched base with the Comptroller’s office to turn it over to unclaimed funds. Shelby has requested all documentation on how to proceed with this. We need to know what is exactly happening with these funds. Shelby will touch base with the magistrate above Judge Carson just to verify the information. Hon. Donna Yeardon was the one initially working on this, and Shelby just wants to touch base with her on what to do with these funds. Shelby will talk with the Auditor also.

Grants – Liam Keyes

Shelby had mentioned before that we could get some money back from the revaluation. She will forward that information to Liam to review.

Comprehensive Plan – Liam Keyes – No new information

Planning Board – Chairman Paul Stein

Jim Austin is not seeking another term. Paul Stein was recommended as Chairman by members present at the last planning board meeting. We do have candidates for appointment to the planning board. Cindy Taren has previously showed interest and Cooper Keyes is also interested.

It was discussed to create a local law to allow for the addition of 2 alternate Planning Board members. This would increase our Planning Board from its current 5-member board to one with 5 members and 2 alternate members. We would be better prepared when absences occur. A

proposed local law would only have to be for the allowance of the 2 alternate positions. We also need to have verbiage that gives the town board the option to appoint the 2 alternates. Possibly offer them the yearly \$300 stipend as well.

According to Town Law Section 271, the town board has the rights to receive a detailed, complete planning board subdivision report prior to the subdivision approval by the Planning Board. The town board has a right to request this. This is something that we really haven't gotten in the past.

It was stated by Jeff Galley that we do need an alternate we need to have board approval over planning board approval. The planning board runs as its own identity, but the town board needs to merge with them. We need to make sure that the training is done on an annual basis. A secretary is needed for the meeting minutes. The board wants to get the planning board headed in a new direction for the new year.

Resolution #12 – 2024

Appoint Cindy Taren to the Planning Board

Motion: Jeff Galley

Seconded: Liam Keyes

Carried 5/5/0

Cindy accepted the nomination and is now officially on the Planning Board.

Two of the planning board members are trained. This is an online course. There is a certain number of hours that has to be done for the training. Paul is checking into this.

A public hearing is scheduled for February 13th, 2024 at 6:15 to set up an alternate on the planning board. A local law needs to be enacted.

Highway Department – James Wing

Jim received a Bridge NY grant for 1.1 million to replace the culvert on Hawks Road which is 100% paid for. In the process of that, the State of New York wants us to have an EDO system so all of our information can be entered. This is for tracking purposes of the project.

Resolution # 13 -2024

Approve the EDO system login and password.

Motion: Liam Keyes

Seconded: Jeff Galley

Carried: 5/5/0

The speed study request has been submitted for the state to approve.

Jim is also applying for another Bridge NY grant for either Musk Road or Ramey Road.

Transfer Station – Jeff Galley

The current boy scout group was notified that we will no longer need their services to pick up redeemable bottles and cans. Paul Stein has requested that the troop he's involved with, Troop #

61 in New Berlin, take over the redemption facility and keep the area clean. Paul and his son were at the transfer station last weekend and cleaned and moved the bin over and will fix it up.

Resolution # 14 - 2024

To allow Boy Scout Troop#61 of New Berlin to maintain the redemption facility at the Pittsfield Transfer Station.

Motion: Jeff Galley

Seconded: Liam Keyes

Carried: 5/5/0

Town Clerk/Tax Collector – Sandra Clapperton

Tax season is off to a good start. Terron Muller was able to work with me on setting up documents for the 2024 tax year. Becky has worked tremendously on the RPS system.

Financials

The Town Supervisor requested permission to balance the 2023 books after bills in the December abstract are paid and to move any unused funds into fund balance. There are a few items that we are over budget on but nothing extreme. Overall, our revenue for 2023 is \$77,268.04 that will go into fund balance.

Over \$71,000 in interest was made for the highway department in 2023.

Resolution # 15 - 2024

To adjust the lines and balance the 2023 books.

Motion: Jeff Galley

Seconded: Liam Keyes

Carried: 5/5/0

The transfer station bank accounts will be closed since it now falls under the General fund and they have a \$0 balance.

Fiscal oversight of the board, like the Judge's account, the board is to review the Supervisor and Clerk's work.

The Supervisor would like to start reviewing the Town's policies. There are 5 policies that need reviewing and Shelby will start bringing them to the board meetings to be discussed. The procurement is outdated and needs to be reviewed and updated.

Approval of vouchers for December 2023

General Fund \$13,593.11

Highway Fund \$255,018.92

Transfer Station \$2,136.99

Motion: Jeff Galley

Seconded: Liam Keyes

Carried: 5/5/0

Approval of vouchers for January 2024

General Fund \$22,852.90
Highway Fund \$28,242.52

Motion: Liam Keyes Seconded: Jeff Galley Carried 5/5/0

Board member concerns/statements

It was discussed how our election years got a lined. This depends on the number of years in a term.

Approval of board meeting minutes from December 2023

Motion: Liam Keyes Seconded: Jeff Galley Carried 5/5/0

Next meeting scheduled for February 13th at 6:30 PM. The Public Hearing is scheduled for February 13th at 6:15.

Meeting adjourned at 7:20 PM

Motion: Jeff Galley Seconded: Liam Keyes Carried: 5/5/0

Minutes of the January 9, 2024 meeting minutes were taken and typed by Sandra Clapperton.