Present: Glen Layfield, Cathy Farwell, Scott Lanphier, Skip Nickerson, Bev Kruger, Mike Coats, Nate Jenison

Absent: Alissa Ramsey

Additional Attendees: Oakley Sortere

Called to order with pledge to the flag at: 6:03pm

 Reviewed minutes from 02/14/2024 Board Meeting:

**Action:** A Motion was made by Cathy Farwell to accept/approve meeting minutes; seconded by Mike Coats. All in Favor. Motion carried.

**Highway Department**

Councilman Lanphier (Highway Department Liaison)

 The damaged truck goes to Maple City Dodge March 25 to get fixed, $500. Deductible will be due when it is finished.

Verizon equipment is still at the office, we need to know if it is canceled so it can be sent back if needed or thrown away.

The dumpster at the shop can be used for garbage from the shop or town barn. **No personal use.**

The shop phone still isn’t working correctly, but parts are on the way, so should be fixed soon.

New York State requires a new class for running the excavator, There is a class in Belfast in May. The cost is $25 per person, One person still needs to take it.

**ACTION:** A Motion was made by Scott Lanphier to pay For the course. Seconded by Mike Coats. All in favor. Motion carried.

Glenn would like access to the camera, for security purposes.

Major projects are planned according to CHIPS. So summer projects are up in the air until we know what we are getting.

The contractor is coming next week, maybe, to give an estimate for the bat removal. Skip thinks the ceiling will have to come down in the Main Bay and insulation thrown away but won’t know for sure until the contractor comes.

**HIGHWAY (Continued)**

Summer hours started 03/11, they are 6am – 4:30 pm. There will not be OT, if the guys come in early for snow, they will leave earlier in the day.

The new truck Specs can’t be guaranteed now, and the truck probably will not be here until late 2025. The truck can be ordered then get the financing in place.

**ACTION:** A Resolution was made by Glenn Layfield to send a Letter of Intent to buy a truck from Western Star and purchase the plow equipment, it was seconded by Scott Lanphier. All in favor. Carried.

The new truck will replace the 2003 International.

**ACTION:** A Motion was made by Scott Lanphier to engage Richardson, Pullen and Buck to guide us through the process of securing a bond or loan to purchase the truck and equipment. Glen Layfield seconded. All in favor. Motion carried.

Scott will contact Richardson, Pullen and Buck.

Also an idea was mentioned to call Tom Becker from USDA to assist in funding.

 Highway Department expenditures were reviewed.

**Action:** A motion was made by Cathy Farwell to approve/accept the highway department report & expenditures/bills; seconded by Scott Lanphier. All in favor. Motion carried.

 **Water Department**

 Supervisor Ramsey (Water Department Liaison)

1. Keith Middaugh Property is still using water, it has a credit because the state paid a bill for Charles Bucholz in the amount of $415.00.
2. Some easement’s for the water project were notarized tonight. 3 Easement’s were not signed, and one was taken home to read over. They need to be fixed.

**ACTION:** A Motion was made by Scott Lanphier to pay Mariah $100.00 for her time notarizing documents. Seconded by Cathy Farwell. All in Favor. Motion Carried.

1. Some water bills are running high, need to inspect meters.
2. Need to look at the Water billing website and dates, to get report on late fees.
3. Looked over Water project expenditures, so far.
4. Oakley is going to look at the treatment plant generator and see if he can tell what’s wrong or if someone else will have to look at it.
5. The phone still isn’t working properly, Asks for a log in.
6. We need to figure out the phones and ID’s so if there is an emergency they would know where to go.

 Water Department report/expenditures were reviewed.

**Action:** A motion was made by Cathy Farwell to approve/accept the water department report & expenditures/bills; seconded by Mike Coats. All in favor. Motion carried.

**DCO (Dog Control Officer)**

 **New Business:** Report/expenditures sent via email by DCO.

DCO’s report/expenditures were reviewed.

Kennel/Impound Fees for January: 0

Mileage: 28 miles at 0.67 = $18.76

Other:

**Action:** A motion was made by Glen Layfield to approve DCO report & expenditures/bills; seconded by Mike Coats. All in favor. Motion carried.

 **Code Enforcement**

See Attached.

 **Assessor**

None

**Community Center Cleaning/Deposit Refund**

 **New Business:**

Rentals on 02/17/24, 03/03/24, 03/09/24-cleaned appropriately and refunded.

**Action:** A motion was made by Cathy Farwell to approve/accept the hall rental report; seconded by Mike Coats. All in favor. Motion carried.

 **Town Justice**

1. Reviewed January fines/fees report.

Justice Ames: $ 1108.00

Justice Anderson: $ 2158.00 (attached)

**Action:** A motion was made by Mike Coats to approve/accept Town Justice reports; seconded by Scott Lanphier. All in favor. Motion carried.

**Book Keeper**

Oakley’s Retirement Has been taken care of.

NYS retirement System put new easier and more enhanced system.

Bev is working on AFR (formerly AUD), Due April 1st.

Employee credit card, Proflex, was bought out by BRI, they are supposed to fund HSA Accts. The new company wasn’t proactive about filling them but has now filled cards with the funds. Alissa signed a Form to ACH the checking Acct but Bev would like to have some kind of control so money isn’t just randomly being taken out by anyone. Suggests opening a new acct specifically for this.

There is $181,000.00 left in the Water project fund.

**Action:** A motion was made by Mike Coats to approve/accept Book Keeper reports; seconded by Glen Layfield. All in favor. Motion carried.

 **General**

Councilman Coats (Emergency Services Liaison)

1. Alissa or Glen are going to get ahold of National Grid to have them fix the bulbs in the park. They are also going to look into having National Grid change street lights to LED.
2. Scott is emailing the Health Dept. about getting the kitchen commercially inspected.
3. Cathy is going to get copies of the books for Christmas lights, pick the top three and price them out.
4. Address Storage issues are being addressed. Some ideas are make a closet in the corner of the main hall, make outside access for the crawl space and use that, have the justice records moved to make room for town stuff, purchase a shed (needs to be secure), look into having records scanned and stored on a computer. We also discussed shredding unneeded documents. We are going to ask Alissa to price out sheds and get estimates for shredding, possibly from Shred it.
5. A request will be sent to the MACE guys to come to our next meting to discuss their contract.
6. Cathy is going to call John Nickerson to see if Ismailia Shrine Center is available for the Memorial Day parade.
7. Carrie Green was appointed Deputy Clerk.
8. Summer Soccer Insurance.

**ACTION**: A Motion was made by Glen Layfield and seconded by Cathy Farwell to pay the Insurance for Summer Soccer. All in favor. Motion carried.

1. The VA has a doctor now to sign for Parking permits.
2. The Lions would like us to open an account for concert but will need to find another way to sell tickets.
3. The updated Ambulance Contract was reviewed and has been signed.
4. The Firemen would like to use the dropbox on the front of the town building for their fundraiser, to get away from paying for two mailboxes, because one is only used for the month of the fundraiser.

 **ACTION:** A Motion was made by Scott Lanphier to allow the Scio Fire Dept. to use our dropbox for the fundraiser . Seconded by Glen Layfield. All in favor. Motion Carried.

1. Bev would like a key to the other side of the building so when there is something going on in the hall, she could go over to the justice side to use the bathroom.

 **ACTION:** A Motion was made by Cathy Farwell to get Bev A Key. Seconded by Scott Lanphier. All in Favor. Motion Carried.

1. The library gave the Historian use of a room.

**ACTION:** A Motion was made by Cathy Farwell to add Toby Nickerson and Carol Faulkner Assistants to the Historian. Seconded by Glen Layfield. All in Favor. Motion Carried.

1. It was discussed that we need to make a camera policy or some kind of template for it.

**ACTION:** A Motion was made by Scott Lanphier to write a letter of appreciation to Jim and Cindy Potter. Seconded by Cathy Farwell. All in Favor. Motion carried.

 General expenditures were reviewed.

**Action:** A motion was made Cathy Farwell to approve/accept the general report & expenditures/bills; seconded by Mike Coats. All in favor. Motion carried.

A motion was made by Cathy Farwell to adjourn at 9:10 pm; seconded by Scott Lanphier. All in favor. Motion carried.

 **NEXT MEETING: April 10th at 6 pm**.