

**TOWN OF WAYNE  
BOARD MEETING MINUTES  
April 14, 2020**

The April monthly meeting commenced at 6:40 PM with the Pledge of Allegiance. The meeting was conducted remotely via Cisco Webex

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

Other identified participants were: Doug & Megan Howard, Julie Haar, Kurt Falvey, Wayne Hand, Beth Mooney, Chris Curry, Diane Dunbar and Peter Schnorr.

**Approval of Minutes**

The March 10<sup>th</sup> Board Minutes were reviewed. Motion to approve the minutes subject to the change that the position of confidential secretary "is within the 2020 budget" was made by Councilperson Freeman, seconded by Councilperson Haff with all in favor except for Councilperson Walton who abstained.

**Supervisors Report**

Supervisor Dunbar reviewed the legal guidelines with regards to State of Emergency he issued for Town of Wayne due to Covid-19. Supervisor Dunbar also discussed the following business issues:

1. Technology Assistance for Online Meetings – Supervisor Dunbar discussed the purchasing of refurbished laptops from SCT Computing to provide the Town Board improved capability to participate in Webex town meetings until they can again be held in the town hall. SCT also offered to boost up the Town's internet signal which could allow residents with poor internet access to participate in meetings from the Town Hall parking lot. Councilperson Freeman also stated the Wayne Fire Department parking lot and internet is another option.
2. Technology Upgrade - Supervisor Dunbar reviewed that the Town presently has (3) internet services and Frontier phone service costing \$681.38 per month. Supervisor Dunbar discussed a proposal from SCT Computers for \$4,000 that would consolidate the three services to one with upgraded phones for an estimated cost of \$250 per month. This would generate potential savings of \$107 in 2020 and over \$6,000 in 2021. Councilperson Walton stated that the technology upgrade is a good direction but felt the timing now is suspect given the state of emergency and its potential impact on the 2020 budget. Councilperson Freeman concurred that the Town needs to review where it stands financially once the state of emergency is lifted before proceeding on any new proposal. Supervisor Dunbar countered that with the reduced activity in the Town Hall it would be a good time to do the installation. Councilperson

Haff stated, in his view, this was not a necessary action for the Board to take in this meeting and should be tabled until the Covid-19 crisis is reduced.

3. Union Negotiation – Supervisor Dunbar reviewed the status of the Highway negotiations. The talks have been delayed due to Covid-19 crisis which has caused complaints from the union.
4. Payroll Modification - Supervisor Dunbar reviewed the implementation of direct deposit to reduce the need for face to face banking. Supervisor Dunbar also reviewed the requirements involved and the timing aspects.
5. Compost Opening – Supervisor Dunbar tested a security camera as an approach to monitor the compost site for user compliance and presented some potential instruction signs. Supervisor Dunbar suggested the site could be open more days in the week with this type of monitoring and may not need any onsite personnel. Councilpersons Kenyon and Freeman recommended the site remain closed for (2) more weeks. The Board decided due to the Covid 19 crisis the compost site will stay closed While the Town remains under a state of emergency.
6. Covid 19 Quarantine Assistance – Supervisor Dunbar reviewed Governor Cuomo's Executive Order requesting returning residents and visitors coming from high infection areas self quarantine themselves for 14 days upon their arrival. Supervisor Dunbar discussed what public service options the Town could provide for food and beverage deliveries. Potential budget savings to fund these services could come from reduced usage of the Boat Launch Stewards and Compost Site monitors. Councilperson Freeman reviewed what services are also available from Steuben County, the Food Bank, as well as, from Oak Hill Farms and Keuka To Go. Councilperson Freeman expressed possible insurance liability concerns if Town of Wayne used employees to do deliveries. Health Officer Beth Mooney will be the point person for coordinating the assistance. She will also put together a flyer for residents returning to the area.
7. NYSEG Hydro Property – Supervisor Dunbar announced he would like to hold a special information board meeting on April 23 via teleconference to discuss potential opportunity options for repurposing the NYSEG Hydro property if it can be acquired. Supervisor Dunbar said he is awaiting a call back from NYSEG. The options Supervisor Dunbar has reviewed serve as a working document only and is not a proposal. Councilperson Walton asked what information would specifically be presented and why isn't the Board reviewing it prior to any public meeting. Supervisor Dunbar said the intent of the meeting is to review the history of the Hydro Plant project and would post information prior to the meeting.

The supervisor's report for March. was reviewed. Supervisor Dunbar noted that the cash positions for both the General and Highway funds reflected the tax deposits. The report also now shows the inflow and outflow of the Trust & Agency dollars. Supervisor Dunbar presented a graph that compared spending for first quarter of 2020 versus 2019. Stating that expenditures are \$30,000 less in the General and \$10,000 less in Highway. Councilperson Haff asked if it was possible to get a more detailed report on spending that looks at budget

line item detail. Supervisor Dunbar is to review. Motion to approve the Monthly Supervisor's Report was made by Councilperson Freeman and seconded by Councilperson Kenyon with all in favor.

Supervisor Dunbar recommended the board approve a resolution to adopt Budget modifications to transfer monies from the A1620.42 to

#### A4025.48 Water System Supplies

The Roll Call was as follows:

Councilperson Haff	Yes
Supervisor Dunbar	Yes
Councilperson Freeman	Yes
Councilperson Kenyon	Yes
Councilperson Walton	Yes

#### **Clerks Report**

The Clerk's monthly report for March 2020 was presented with minimal discussion.

Motion to approve the Clerk's Report was made by Councilperson Haff and seconded by Councilperson Kenyon with all in favor.

Abstract 4 Vouchers submitted were broken down by:

• General Account	Vouchers 81– 101	\$ 25,779.73
• Highway Account	Vouchers 28 - 41	\$ 5,037.63

Supervisor Dunbar explained the expense on Voucher 100 was a test run on utilizing Five Star Bank as a resource for the Town to do its pre-pay vouchers through electronic payments. Councilperson Freeman asked for more detail on the Harter Secrest & Emery invoice for \$5,980.50. Supervisor explained the invoice was for research performed on the NYSEG hydro- plant options should the property be purchased. Councilperson Freeman asked why the Board was not informed and Councilperson Walton asked to see what was the research output. Councilperson Haff requested for more detail on the second Harter Secrest invoice for \$2,378 for the records recovery investigation. Councilperson Haff referenced the January 21 executive session action that stated the investigation was being turned over the Steuben County District Attorney's Office to prevent the Town incurring more legal expenses with this issue. Motion to approve Abstract 4 excluding the Harter Secrest invoices was made by Councilperson Freeman and seconded by Councilperson Haff.

The voting was as follows:

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

Clerk Mahr to adjust the Abstract 4 vouchers accordingly.

Prior to the tax update a motion was made by Councilperson Kenyon and seconded by Councilperson Freeman to appoint Bill Feinstein to the Zoning Board of Appeals with all in favor.

### **Tax Update**

Clerk Mahr updated the 2020 property tax collections as of April 2<sup>nd</sup> \$2,425,949.55 has been collected. \$2,874.52 is in penalties. \$96,391.52 remain outstanding. Steuben County has extended the collection period to April 30<sup>th</sup> due to the Covid- 19 crisis.

### **Assessor**

The revaluation letters have been sent out to the tax players. As of now the tax roll meetings with the Assessor and the Board of Assessment Review (BAR) remain on schedule for May but is subject to change. Assessor Oliver will publish the tax roll review and BAR dates.

### **Justice Report**

No Justice report was presented due to the Covid- 19 crisis.

### **Highway Superintendent Report**

Highway Superintendent Doug Howard discussed journal activities for the month of March primarily with regards to snow plowing, sanding and salting. Councilperson Freeman asked what was the impact of the Covid-19 crisis on the work schedule. Superintendent Howard stated he has staggered the highway work schedule according to County guidelines with work starting at 5:30 AM. The Town clean up scheduled for May 16 will be rescheduled to the fall and the dumpsters ordered have been cancelled. LED lights have been installed in Keuka Village and there will be drain pipe replacements made on (2) sections of East Lake Road in April.

A discussion ensued about adjusting the passed resolution for the budget modification for water system supplies. It was decided to leave the resolution as is and make any additional adjustments in May.

### **Code & Zoning Officer**

Review of monthly report was presented with no discussion. Since there have been no Zoning or Planning Board Meetings since November and January respectively their minutes remain in draft mode.

### **Watershed**

No monthly report was reviewed due to the Covid -19 crisis.

### **Dog Control Officer**

The monthly report was reviewed with no discussion. The updated proposed Dog Laws for the Town need to be sent to Harter Secrest for review. The rabies clinic schedule for June 13 may need to be rescheduled depending on status of the Covid – 19 crisis.

### **History**

No Monthly report was presented.

### **Web Statistics**

Review of monthly report was presented with no discussion.

### **New Business**

Councilperson Walton restated his concerns about having an informational meeting on the 23<sup>rd</sup> regarding the NYSEG hydro plant. Councilperson Freeman asked that the board be able

to review any information prior to it being presented to the public. Councilperson Freeman also expressed her concerns over the budget impact of the Covid - 19 crisis particularly with regards to receiving County sales tax revenues. Councilperson Freeman asked if the Board should consider a spending cap. Councilperson Haff indicated the same concern over CHIPS reimbursement. Supervisor Dunbar reviewed the potential impact of the loss of sales tax revenue on the 2020 budget.

### **Public Comments**

Mr. Kurt Falvey expressed his dissatisfaction with the Board not approving a proposal to save \$107 this year by consolidating internet services. Councilperson Freeman stated the Board would take his comments under advisement

Mr. Chris Curry expressed concern over the Highway staggered work schedules stating work being performed early at 5:30 am was not a good use of tax payer monies. .

Town of Wayne Health Officer Beth Mooney presented a potential flyer for returning residents to review. In the flyer it stated that Steuben County has not reported any Covid – 19 cases in the Town of Wayne. Supervisor Dunbar responded that he heard of a recent case referencing the name of a relative of that person. An unidentified caller informed Supervisor Dunbar that referring to an individual by name could open the Town to a law suit for violating HIPPA regulations and recommended the County and the person be notified immediately. Ms. Mooney closed stating the Steuben County website is updated daily and as of 5:30 PM there were no reported cases in the Town of Wayne.

Ms. Julie Haar asked if the Town would consider making donations to the organizations giving quarantine assistance. Ms. Mooney responded that these organizations are currently getting a lot of private donations to keep functioning.

### **Announcements**

The next Town Board Meeting will be on Tuesday May 12, 2020

### **Adjourn**

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

Meeting adjourned at 8:45 PM.

Respectfully Submitted,  
William Mahr Town Clerk  
April 14, 2020