

**Urbana Town Board Meeting
Regular Board Meeting
January 16, 2024
6:30 p.m.**

PRESENT:	K. David Durepo	Supervisor
	David Luppino	Councilperson/Deputy Supervisor
	Mary Famer	Councilperson
	Emery Cummings	Councilperson
	Edward P. Stull	Councilperson (sworn in at meeting)
	Tammie Nelson	Bookkeeper
	Deanna Tompkins	Town Clerk
	Rich Buck	Attorney

The Urbana Town Board held its regular meeting on Tuesday, January 16th at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

Others Present:

Nichole Dresser, Edward P. Stull, Sue Pietrzak, Darryl Heckle, Dick Niles, Sandra Niles, Sherri Wheeler, David Shaw, David Oliver, Nauman Qazi, Chris McConnel, Jean Jensen, Deborah Lynch, Dan Shearer, Bill Spies, Seth Bullen
Douglass Schuckers, Shelly Fisher, Simon Nicholls, Lyn Crouse, Cherokee Mitchell, John Roe, Lela Martuscello, Alan Locey

Supervisor Durepo opened the meeting at 6:30 p.m.

Pledge of Allegiance

Remembrance of Jim Presley

A Resolution to Honor the Memory of Jim Presley, Deputy Supervisor of the Town of Urbana

WHEREAS, the members of the Town Board were greatly saddened to learn of the passing of Jim Presley, an exemplary public servant and human being; and

WHEREAS, Jim Presley served as a Councilperson since 2001 until his death on January 2, 2024; Jim also served as Deputy Supervisor for four years and was on the Planning Board; and

WHEREAS, during his illustrious tenure, Councilperson Presley was able to help make several improvements to the Town, all of which being far too numerous to list. He served on several committees, his knowledge and input always welcomed.

WHEREAS, Jim's generous monetary donation was instrumental in building the Town of Urbana Dog Park, which he lovingly named after his father, the late Samuel Presley. Jim had a love of the Great Dane breed, especially his beloved Sam.

WHEREAS, Jim did not limit his efforts to the Town of Urbana; he also worked tirelessly and enthusiastically to improve the Greater Hammondsport Area as he was one of the original Board members of the Hammondsport Chamber of Commerce; and

WHEREAS, Jim Presley's outgoing, larger than life personality, giving heart and spirit of true dedication to public service made him a beloved and respected figure throughout this area.

WHEREAS, Jim Presley's passing leaves a void that will be difficult to fill; now,

Therefore,

BE IT RESOLVED BY THE TOWN OF URBANA, that we honor the memory of Jim Presley, and express our condolences to his love Jaylen Epps, and friends and family on his passing.

Appoint David Luppino as Deputy Supervisor

On motion made Supervisor Durepo, seconded by Councilperson Farmer and carried, all voting Aye to appoint David Luppino as Deputy Supervisor.

Minutes- December 12, 2023

On a motion made by Councilperson Farmer, seconded by Councilperson Luppino and carried, all voting Aye to accept the minutes from December 12, 2023.

Abstracts-#13 of 2023

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Luppino and carried, all voting Aye to approve Abstract #13 of 2023 with the following exception: Deputy Supervisor Luppino requested to not pay his AOT registration because he is not attending.

Abstracts #1 of 2024

On a motion made Councilperson Luppino, seconded by Councilwoman Farmer and carried, all voting Aye to accept Abstract #1 of 2024.

Accept Department Reports**Board Appointment for Councilperson to fill Jim Presley's Seat**

A motion was made by Supervisor Durepo to appoint Chris McConnell to the open board seat vacated by the passing of Board Member Jim Presley. There was no second.

Councilperson Farmer said that Chris McConnell is a great choice for a Board Member, but that at this time, with all of the outstanding grants and projects that the Town is working on, it would benefit the Town to put someone in the seat who has been involved from the beginning.

On a motion made by Councilperson Farmer, seconded by Councilperson Luppino and carried nominating Edward P. Stull to fill Jim Presley's board seat on the following roll call vote:

Councilperson Luppino:	Aye
Councilperson Cummings:	Aye
Councilperson Farmer:	Aye
Supervisor Durepo:	Nay

Edward P. Stull was given the Oath of Office by Attorney Buck. Councilperson Stull took his seat immediately and participated in the rest of the board meeting.

Public Input on Agenda Items

None

Reorganizational Meeting

2024 Designations and Appointments

On a motion made by Councilperson Cummings, seconded by Deputy Supervisor Luppino and carried all voting Aye to approve the following Designations and Appointments:

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank
Attorney for the Town	Richard Buck
Registrar	Deanna Tompkins
Tax Collector	Deanna Tompkins
Records Management	Deanna Tompkins
Deputy: Town Clerk/Tax Collector/Registrar	Sherri Wheeler
Substitute Town Clerk	Tammie Nelson
Town Law Enforcement	Village of Hammondsport Police
Court Clerks	Kim Cruse Tammy Catherman
Dog Control Officer	Diane Davis
Animal Control Officer	Diane Davis
Dog Shelter	Town of Urbana Kennel
Substitute Dog Control Officer	Deanna Tompkins
Town Historian	Vacant
Zoning CEO	Marvin Rethmel
Code Enforcement Officer	Chuck Cagle
Watershed Officer	David Luppino Chuck Cagle Jeff Cedarstrand Mike Hicks

Watershed Clerk	Tammie Nelson
Safety Committee	Doug Robinson Mary Farmer Emery Cummings
Deputy Superintendent of Highways	Timothy Slayton
Parks & Rec Administrator	Deanna Tompkins
KWIC/KLOC Representative Alternate	David Luppino Vacant Board Seat
Bookkeeper	Tammie Nelson
Budget Officer	Tammie Nelson
Human Resources	Tammie Nelson
Board of Ethics	Bill Hewson (chair) Thomas Kressley Emery Cummings
Sexual Harassment Committee	David Luppino (chair) Deanna Tompkins Tammie Nelson Julie Vargo Mary Farmer
Highway Committee	Mary Farmer (chair) Doug Robinson Edward P. Stull
Deputy Supervisor	David Luppino
Delegate to Association of Towns Conference	David Luppino
Alternate to Association of Towns Conference	Nichole Dresser
Health Officer	Dr. Curt Cranmer
Board of Assessment Review Secretary	Deanna Tompkins

Zoning Board of Appeals Secretary

Penny Wells

Planning Board Secretary

Penny Wells

Meeting Rules and Procedures

On a motion made by Councilperson Stull, seconded by Councilperson Farmer and carried, all voting Aye to approve the following Meeting Rules and Procedures:

1. Three or more Board members are needed to conduct official business.
2. With few exceptions three votes are necessary to pass a motion or resolution.
3. The presiding officer is the Supervisor or the Deputy Supervisor.
4. Robert's Rules of Order will be used as the basis for conducting an orderly meeting. These rules will be interpreted and applied informally by the Supervisor.
5. The vote on every question will be taken by ayes and nays, and the names of the members present and their votes will be entered into the minutes.
6. No member of the public shall be permitted to address the Board without first being recognized by the Supervisor and remarks made must be directed to the Supervisor who may either respond or refer the matter to a Board member.
7. Individuals who address the Board should state their name and their address as a matter of courtesy to those who might not otherwise know them.
8. The Supervisor or the majority of the Board are authorized to adjourn or recess the meeting.

Members of the Public Meeting Policies

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Farmer and carried, all voting Aye to approve the following Members of the Public Meetings Policies:

Any observing public member, upon recognition by the supervisor, may address any item on the agenda. Please keep comments non-personal, factual, on topic and within a two (2) minute time limit. You may address the same agenda item twice.

Any Board member or public member upon recognition by the Supervisor and after the agenda items have been completed may bring forth at this time any item of their concern with the understanding that the item will not be discussed nor acted upon at this meeting but will be noted and acted upon at a later date in accordance with the nature of the item. The speaking time limit for the public will be the same as it was for the agenda items, except you may only address the Board once.

If a member of the public wishes to put an item on the agenda please notify the Supervisor's office and fill out a form which will require your name, the group you represent, the date you

wish to present the item and the nature of the item. This must be done no later than the Tuesday before a regular monthly meeting.

Agenda items are not added after noon on the Thursday before the meeting and the meeting agenda will normally be available, at the Clerk's office or on our website by midday the Friday before the meeting. Items that may have significant discussion, as determined by the supervisor, will have additional information posted on the Town's website.

2024 Board Meetings

On a motion made by Councilperson Stull, seconded by Deputy Supervisor Luppino and carried, all voting Aye to approve the following Board Meeting Dates:

All meetings are held at 6:30 p.m. unless otherwise noted

January 16

February 13 (early)

March 19

April 16

May 21

June 18

July 16

August 20

September 17

October 1 (Budget Workshop: 6:00 p.m.)

October 8 (Budget Workshop: 6:00 p.m.)

October 15

November 19

December 16

January 15, 2025

Holiday Schedule

On a motion made by Councilperson Stull, seconded Councilperson Cummings and carried, all voting Aye to approve the following Holiday Schedule:

Monday, January 15

Monday, February 29

Friday, March 29 and April 1

Monday, May 27

Monday, June 19

Thursday, July 4 and Friday July 5

Monday, September 2

Monday, October 14

Thursday, November 11

Thursday, November 28 and Friday, November 29

Tuesday, December 24-Thursday, December 26

Tuesday, December 31 and Wednesday, January 1

Payroll Schedule and Health Insurance

On a motion made by Councilperson Farmer, seconded by Councilperson Stull and carried, all voting Aye to approve the following payroll Schedule and Health Insurance:

TOWN OF URBANA PAYROLL SCHEDULE 2024 - Biweekly Payroll on Wednesday

Biweekly Dates

January	03
January	17
January	31
February	14
February	28
March	13
March	27
April	10
April	24
May	08
May	22
June	05
June	19
July	03
July	17
July	31
August	14
August	28
September	11
September	25
October	09
October	23
November	06
November	20
December	04
December	18

Monthly Payroll Dates

January	03
February	14
March	13
April	10
May	08
June	05
July	03
August	14
September	11
October	09
November	06
December	04

Health Insurance and Payroll Information

Bargaining, Union Employees

Single

Town \$ 916.42 (Includes HRA)

Employee \$117.12/mo. \$54.04/per pay period

Two Person

Town \$1831.05(Includes HRA)

Employee \$222.17/mo. \$104.85/ per pay period

Family

Town \$2292.21 (Includes HRA)

Employee \$336.33/mo. \$155.23/ per pay period

Non-Bargaining (Clerks)

Single

Town \$947.28 (Includes HRA)

Employee \$123.15/mo. \$56.84/ per pay period

Two Person

Town \$1892.59 (Includes HRA)

Employee \$227.11/mo. \$104.82/ per pay period

Family

Town \$2376.75 (Includes HRA)

Employee \$356.51/mo. \$164.54/ per pay period

Non-Bargaining (Board Members Only)

Single

Town \$92.43

Employee \$92.43/mo.

Two Person

Town \$182.49

Employee \$182.49/mo.

Family

Town \$251.02

Employee \$251.02/mo.

Policies will be reviewed next month.

Old Business

Grant Update

Potential Ag and Market Grant

DCO, Diane Davis presented information about applying for an Ag and Market Grant. She would like to implement a spay and neuter program for Town of Urbana Residents. The Town needs to approve a 10% match. The Town would apply for \$50,000 (lowest amount). The match would be \$5,000.

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Luppino and carried, all voting Aye to allow David Oliver to write the grant for a Spay and Neuter Clinic and for the town to match 10%.

Completion of Bridge and Boardwalk (Awarded)

C1001174 \$911,421 \$227,855 T & \$683,565 S

In 2018, the Town of Urbana was awarded a Local Waterfront Revitalization Program (LWRP) grant to construct a bridge and boardwalk over the Keuka Inlet. Completed in Summer 2023,

the project links Curtiss Park to Champlin Beach. This project is a part of numerous efforts to expand recreation activities and public access to the Keuka lakefront.

Still not finalized by DOS (1-10-24)

Curtiss Park Accessibility Improvements (Awarded)

C1002046 \$1,260,992 \$315,248 T & \$945,774 S

The Town of Urbana has applied for a grant through the Appalachian Regional Commission (ARC) to complete hardscaping and add ADA-compliant kayak launches to Curtiss Park. These elements are crucial to welcoming users of abilities to enjoy Hammondsport's recreational activities.

The railing contractor is requesting a \$15,000 payment (part of the \$50,000 down payment) to start the measuring and design of the railing so that they can take advantage of the current weather. Renderings are expected soon.

The Town of Urbana has recently applied to several grants that complement ongoing and completed projects that expand connectivity and waterfront access in the downtown area.

New York Forward (Pending)

\$4,500,000 no match

The Town of Urbana and Village of Hammondsport submitted a joint application for the New York Forward grant at the end of September 2023. If awarded, the town and village will receive \$4.5 million to transform the downtown and Keuka waterfront. Decided with extensive community input, potential projects include redesigning Depot Park, a Welcome Center at Champlin Beach, and walkability improvements among others. In the coming weeks, a State committee will interview the members from the town and local businesses owners. Notification of the award is expected to be announced in Winter 2024.

Presentation to Regional Board on 11-3-23, one of four applicants to present, two grants to be awarded. Anticipate to hear results in February 2024.

Finalist in the Capital Region have been announced but no other regions have been listed as of this time (1-10-24).

Consolidated Funding Application (Rails to Trails)

\$1,406,724 \$307,486 T & \$1,055,042 S

At the end of July 2023, the Town of Urbana submitted a Consolidated Funding Application to complete a Rails to Trails project connecting the Glenn H. Curtiss Museum to the Hammondsport Downtown. By repurposing the abandoned Bath-Hammondsport Rail-line, the trail would create an additional ADA-compliant recreation activity in Urbana while reducing vehicular traffic. Notification of the award is expected to be announced December 2023.

The town has been notified that we will **not** receive this grant.

ARC Grant Application (Pending)

\$160,000 \$80,000 T \$ 80,000 F

9-15-2023 grant application to Appalachian Regional Commission for Curtiss Park Improvements. It will supplement the current CFA grant funds for Curtiss Park.

Award announcements have not been made at this time. (1-10-24)

TAP Grant Application for Main Street to Legion/Curtiss rails to trails project submitted on 1-8-24.

No Announcement at this time.

Short Term Rental Fees

Supervisor Durepo recommended a uniform fee of \$500 for everyone. Councilperson Stull recommended having hosted and unhosted fees for short term rentals. Attorney Buck will research any legal issues with having hosted and unhosted fees. Councilperson Farmer mentioned that Lake Placid did a good job with their short term rental fees and law. The board decided to table the discussion until next month.

Campground fee- Marvin Rethmel Zoning CEO, explained the Campground fee should be a one-time fee.

There will be no special use permit but it does have to go to site plan. The board decided to table this until next month.

New Business

Approve Fire Commissioner Paul Clark and Don Howard

On a motion made by Councilperson Farmer, seconded by Councilperson Stull and carried, all voting aye approving Paul Clark and Don Howard as Fire Commissions retroactive January 2024.

Finance Update

Local Government Solutions will be coming to the office shortly to work on some Accounting items onsite. They will see if the Comptroller will allow to file 2023 first then work backwards. .

Bank Account Resolution for Supervisor and Deputy Supervisor

On a motion made Councilperson Farmer, seconded by Councilperson Stull and carried, all approving to put Supervisor Durepo and Deputy Supervisor Luppino on the Bank Account at Five Start Bank.

Department of Labor Prevailing Wage

A wage investor form the Department of Labor stopped by to make sure the Town knew about using the prevailing wage. They will come back on January 31st to give a presentation. Anyone who would like to know more about prevailing wage is welcome to attend.

Re-Appoint Bill Fries for Zoning Board of Appeals (5 year term)

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Farmer and carried, all voting Aye to re-appoint Bill Fries to the Zoning Board of Appeals for a five year term.

Re-Appoint Dick Niles for Planning Board (5 year term)

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Stull and carried, all voting Aye to re-appoint Dick Niles to the Planning Board for a five year term.

Re-Appoint Barb Fries as Alternate for Planning Board (1 year term)

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Stull and carried, all voting Aye to re-appoint Barb Fries as alternate for the Planning Board for a one year term.

Board of Assessment**Re-Appoint Robin Sherman (5 year term ends 2028)**

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Cummings and carried, all voting Aye to reappoint Robin Sherman to a five year term on the Board of Assessment.

The following people will fill terms of people that resigned on the Board of Assessment.

Appoint Shelly Day (3 year term ends 2026)

On a motion made Councilperson Stull, seconded by Councilperson Cummings and carried, all voting Aye to appoint Shelly Day to a three year term on the Board of Assessment.

Appoint Beth King (2 year term ends 2025)

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Luppino and carried, all voting Aye to appoint Beth King to a two year term on the Board of Assessment.

Appoint Paul Olynk (1 year term ends December 2024)

On a motion made by Councilperson Cummings, seconded by Councilperson Farmer and carried, all voting Aye to appoint Paul Olynk to a one year term on the Board of Assessment.

Senior Tax Exemption

The Board needs to decide if the Town wants to do the Senior Tax exemption. The limit can be up to \$50,000 according to the State. \$32,000 is recommended limit because it mimics the County. The current Limit is \$15,000 set in 1995.

Amend Meeting Schedule

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Luppino and carried, all voting Aye to amend the meeting schedule. A meeting will be scheduled for January 30th and February 27th if needed for board business.

Boat Launch Fees for 2024

On a motion made by Deputy Supervisor Luppino, seconded by Councilperson Stull and carried, all voting Aye to keep boat launch fees the same as 2023.

Phone Bid

On a motion made by Councilperson Cummings, seconded by Deputy Supervisor Luppino and carried all voting Aye to go with the Empire Access three year phone lease.

Public Input on Non Agenda Items

Bill spies stated the Town needs to figure out cost of impact for other residents if the senior exemption is approved.

Close Meeting

On a motion made Councilperson Cummings, seconded by Deputy Supervisor Luppino and carried, all voting Aye to close the meeting at 8:26 p.m.

Respectfully Submitted,

Deanna Tompkins
Town Clerk