

**Urbana Town Board Meeting  
Regular Board Meeting - January 16, 2024**

**Open Meeting**

- Pledge

**Remembrance of Jim Presley**

- Minutes- December 12, 2023
- Abstracts-#14 of 2023 and #1 of 2024
- Accept Department Reports

**Board Appointment for Councilperson**

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**Appoint David Luppino as Deputy Supervisor**

**Public Input on Agenda Items**

**Reorganizational**

**Approve:**

- Designations and Appointments
- Meeting Rules of Procedure
- Members of the Public Meeting Policies
- Board Meeting Dates and Times
- Holiday Schedule
- Wages
- Health Insurance and Payroll Information
- Review and Adopt All Policies in Handbook

**Old Business**

- Grant Update
- Short Term Rental Fees
- Campground fee

**New Business**

- Bank Account Resolution
- Department of Labor Update
- Re-Appoint Bill Fries for Zoning Board of Appeals (5 year term)
- Re-Appoint Dick Niles for Planning Board (5 year term)
- Re-Appoint Barb Fries as Alternate for Planning Board (1 year term)
- Board of Assessment
  - Reappoint Robin Sherman (5 year -2028)

**The following people will fill terms of people that resigned:**

- Appoint Shelly Day (3 year term ends 2026)
- Appoint Beth King (2 year term ends 2025)
- need one more to fill appointment that ends Dec. 2024

- Senior Tax Exemption
  - Decide if Urbana wants to do this exemption. Need to set limit. Can set limit up to \$50,000 according to the State. \$35,000 is recommended because it mimics the County).The current Limit is \$15,0000 set in 1995.
  - Schedule a Public Hearing for February 13 at 6:30 p.m.
- Boat Launch Fees – Decide on 2024 fees. How many Non-Residents?
- Phone bid

### **Public Input on Non Agenda Items**

### **Close Meeting**

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**Urbana Town Board Meeting**

**December 12, 2023**

**6:30 p.m.**

PRESENT:	Edward Stull	Supervisor
	Jim Presley	Deputy Supervisor
	David Shaw	Councilperson
	David Luppino	Councilperson
	Mary Farmer	Councilperson
	Tammie Nelson	Bookkeeper
	Deanna Tompkins	Town Clerk
	Calvin Weaver	Attorney

The Urbana Town Board held its regular meeting on Tuesday, December 12, 2023 at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York.

**Others Present:** Emery Cummings, Dave Durepo, James Lansbury, Alan Locey, Carly McConnell, Shelly Fisher, Douglass Schuckers, Ron Lowenstein, Lindsay Bolton, Lance Locey, Robin Locey, Dick Niles, Sandra Niles, Terry Nardone, Bill Spies, Brian Markham, Dave Oliver

**Open Meeting**

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

**Pledge of Allegiance**

**Minutes:**

On a motion made by Councilperson Shaw, seconded by Councilperson Farmer and carried, all voting Aye to approve the minutes from November 14, 2023.

On a motion made by Councilperson Luppino, seconded by Councilperson Shaw and carried, all voting Aye to approve the minutes from November 27, 2023.

**Abstract #12 of 2023**

On a motion made by Councilperson Luppino, seconded by Councilperson Farmer and carried, all voting Aye to approve Abstract #12 of 2023. The payment for the Police will be held until next month.

**Accept Department Reports**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to approve the Department Reports, with an exception of the Police Report.

**Award for Doug "Fluffy" Robinson**

Fluffy was the recipient of an award for his outstanding work with Soil and Water.

## **Open Bids for Pier Removal**

Supervisor Stull opened all the bids. The Town received bids from:

### **Seaway Marine Group, LLC**

827 Union Street  
Clayton, NY 13624  
315-775-4114

1. Removal of Pier:	<b>\$280,000.00</b>
2. Removal & Disposal of the Pier:	<b>\$305,000.00</b>

### **Veley Enterprises**

PO Box 236  
Hammondsport, NT 14840  
607-569-2340

1. Removal of Pier:	<b>\$170,700.00</b>
2. Removal & Disposal of the Pier:	<b>\$187,300.00</b>

### **Fields Construction Inc.**

212 South Main Street  
Naples, NY 14512  
585-554-3338

1. Removal & Disposal of Existing Pier:	<b>\$198,824.00</b>
*ADD Alternate 1 Winter Conditions:	<b>\$17,885.00</b>
*ADD Alternate 2- Performance & Payment Bond:	<b>\$11,919.00</b>

### **BIDCO MARINE GROUP**

220 Katherine St.  
Buffalo, NY 14210  
716-847-1111

1. Removal of the Pier:	<b>\$375,000.00</b>
2. Removal & Disposal of the Pier:	<b>\$80,000.00 (+)</b>

**WARGO ENTERPRISES**

5055 Havens Road  
Akron, NY 14001  
716-542-1333

1. Removal & Disposal of the Pier: **\$1,489,250.00**

**BRAWDY MARINE CONSTRUCTION INC.**

PO Box 73  
West Falls, NY 14170 315-536-0546

1. Removal & Disposal of the Pier: **\$744,000.00**

**RDI CONSTRUCTION INC.**

4305 State Route 104  
New Haven, NY 13121  
315-375-7570

1. Removal & Disposal of the Pier: **\$575,000.00**

**Public Hearing on Local Law #4 of 2023- Short Term Rentals**

Supervisor Stull opened the Public Hearing on Local Law #4 of 2023 at 6:59 p.m.

There were a few questions from audience about inspections, parking, and bedrooms.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to close the public hearing at 7:10 pm.

Supervisor Stull and the board answered all the questions on Part 2 of the SEQR for the LL#4.

**Approve LL #4 of 2023-Short Term Rentals**

On a motion by Councilperson Shaw, seconded by Councilperson Farmer and carried, all voting Aye to approve the Local Law #4 of 2023.

### **Grant Update**

There was Zoom meeting with the Department of State on Phase 2 of the Bridge Project. The Town is still waiting for the signed contract.

The Boardwalk Railing Design and Engineering will cost \$15,000. Any work done in Curtiss Park since 2022 is in-kind work.

### **Accounting Update**

Local Government Support (LGS) is continuing to work on re-creating the financials from 2020,2021, 2022. Employees are submitting info that they need to LGS.

### **Short-term rental fees**

Marvin Rethmel the Zoning officer did research on other rentals across the State. After his research, he suggests the following fees:

**Unhosted Property:** \$500 and \$125 per bedroom per year

**Hosted Property:** \$300 and \$125 per bedroom per year

### **Camp Ground Fees:**

There are currently no fees. This would be a one time fee. Marvin will check with Pulteney and Bath to see what they are getting. A suggested fee is: \$500

### **New Business**

#### **Website**

Deanna Tompkins, Clerk, gave a brief presentation on the new Website.

#### **Boating Museum – Exclusive Use Permit**

On a motion made by Councilperson Farmer, seconded by Councilperson Shaw and carried, all voting Aye approving the Boating Museum's application for Exclusive Use of Depot Park on May 18<sup>th</sup> with a rain date of May 19<sup>th</sup>.

#### **Licenses for Keuka Watersports: Depot Upstairs, Boat Slip, Champlin Beach**

On a motion made by Councilperson Luppino, seconded by Councilperson Farmer and carried, all voting Aye to approve the following licenses for Keuka Watersports: Depot Building Upstairs, Boat Slip and Champlin Beach.

#### **Village of Hammondsport License for Depot Building**

On a motion made by Councilperson Luppino, seconded by Councilperson Shaw and carried, approving the Village of Hammondsport License for the Depot Building; Deputy Supervisor Presley opposed.

#### **Intermunicipal Agreement-Shared Services of Village Police**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to approve the Intermunicipal Agreement-Shared Services of the Village of Hammondsport Police.

**Memorial Bench**

On a motion made by Councilperson Luppino seconded by Councilperson Presley and carried all approving to purchase a bench to put at Champlin Beach in memoriam of someone.

**Approve Purchase of Rotary Brush Cutter**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to approve the purchase of a rotary brush cutter and polycarbonate window guard for the mini-excavator.

**Approval for Hot Water Pressure Washer**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to approve purchasing a hot water pressure washer.

**Close Old Town Board Parking Lot for Winter**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to close the old town board parking lot for the winter in order to stage the new docks.

**Approve Jeff Cedarstrand for Watershed Inspector**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried, all voting Aye to approve Jeff Cedarstrand as a Watershed Inspector.

**Jill Flynn Payment**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, approving the payment for Jill Flynn’s health insurance on the following roll call vote:

Supervisor Stull:	Nay
Deputy Supervisor Presley:	Aye
Councilperson Shaw:	Aye
Councilperson Farmer:	Aye
Councilperson Luppino	Aye

**Executive Session on Negotiations and Real Property**

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to go into Executive session for Negotiations and Real Property at 8:12 p.m.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to come out of Executive Session at 8:50 p.m.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to close the meeting at 8:50 p.m.

**Respectfully Submitted,**

**Deanna Tompkins**

**Town Clerk**

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2478	FREY & CAMPBELL INC 252/Replace Circulator Pump 2nd payment	A1620.470	1,000.00	22134	12/22/2023
2479	CARDMEMBER SERVICE Zoom	A1010.400	15.99	22135	12/22/2023
2479	CARDMEMBER SERVICE Assessor Training	A1355.400	110.00	22135	12/22/2023
2479	CARDMEMBER SERVICE Office Supplies	A1620.440	485.49	22135	12/22/2023
2479	CARDMEMBER SERVICE Paper	A1620.440	1.00	22135	12/22/2023
2479	CARDMEMBER SERVICE I Drive and Adobe Program	A1620.480	27.62	22135	12/22/2023
2480	CARDMEMBER SERVICE Truck electronics	A5010.400	6.06	22136	12/22/2023
2480	CARDMEMBER SERVICE Phone supplies	A5010.400	43.06	22136	12/22/2023
2481	CARDMEMBER SERVICE AccuWeather	A1620.480	21.59	22137	12/22/2023
2481	CARDMEMBER SERVICE Truck Electronics	A5010.400	104.45	22137	12/22/2023
2481	CARDMEMBER SERVICE Lunch for Training	A5010.400	72.35	22137	12/22/2023
2482	CARDMEMBER SERVICE Gannett Legal	A1010.400	231.82	22140	12/22/2023
2483	RESIDENTIAL RAILING & FENCE CO 1601/Deposit Railings at Curtiss Park	A7110.400	15,000.00	22138	12/22/2023
2484	VILLAGE OF HAMMONDSPORT September/Police Services	A1110.130	135.96	22139	12/22/2023
2484	VILLAGE OF HAMMONDSPORT November/Police Services	A1110.130	135.96	22139	12/22/2023
2484	VILLAGE OF HAMMONDSPORT September/Police Services	A3120.400	1,070.69	22139	12/22/2023
2484	VILLAGE OF HAMMONDSPORT November/Police Services	A3120.400	237.93	22139	12/22/2023
2485	Standard Security Life Ins. A Fund Disability	A9055.800	128.15		
2486	VILLAGE OF HAMMONDSPORT December Police Services	A1110.130	135.96		



**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2486	VILLAGE OF HAMMONDSPORT December Police Services	A3120.400	33.99		
2487	DIANE DAVIS Mileage	A3510.400	134.28		
2487	DIANE DAVIS Kennel Supplies	A3510.400	78.58		
2489	FAMOUS BRANDS 22835/Turbic Uniform Allowance	A5010.400	199.83		
2489	FAMOUS BRANDS 22839/Turbic Uniform Allowance	A5010.400	134.97		
2489	FAMOUS BRANDS 22838/Preston Uniform Allowance	A5010.400	77.99		
2489	FAMOUS BRANDS 22836/Wheaton Uniform Allowance	A5010.400	59.99		
2489	FAMOUS BRANDS 22837/McConnell Uniform Allowance	A5010.400	104.96		
2490	FAGAN ENGINEERS 37448/Mileage- Boundary Survey, Taggart Road	A1440.400	452.00		
2490	FAGAN ENGINEERS 37409/Taggart Road Boundary Survey	A1440.400	2,806.95		
2491	ZACHARY PRESTON Uniform Allowance	A5010.400	79.79		
2494	DEPARTMENT OF LABOR Byer unemployment	A9050.800	1,715.00		
2495	EMPIRE ACCESS 10978141/Town Hall	A1620.430	277.14		
2495	EMPIRE ACCESS 11002686/Highway	A5132.410	209.81		
2495	EMPIRE ACCESS 10993320/Boat Launch	A7140.410	70.00		
2496	Toshiba Business Solutions,USA 6171088/Copier Lease	A1620.431	91.50		
2497	RICHARDSON, PULLEN & BUCK P.C. 61394/Attorney Fees	A1420.400	1,024.00		
2497	RICHARDSON, PULLEN & BUCK P.C. 61395/RR Trail Project	A1420.400	1,346.67		
2501	VINE CITY SUPPLY, INC. A59427/Filters, office	A1620.470	243.08		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2501	VINE CITY SUPPLY, INC. C54461/Sump Pump	A1620.470	26.68		
2501	VINE CITY SUPPLY, INC. C54454/Compression Valve	A1620.470	231.31		
2501	VINE CITY SUPPLY, INC. A59560/Screw	A1620.470	3.60		
2501	VINE CITY SUPPLY, INC. C54482/Phillips assort	A1620.470	6.99		
2501	VINE CITY SUPPLY, INC. A58609/Key office	A1620.470	1.43		
2501	VINE CITY SUPPLY, INC. A59434/Batteries for shop	A5132.430	9.49		
2501	VINE CITY SUPPLY, INC. A59864/Shop	A5132.430	5.10		
2502	SHIRLEY'S LUMBER 2312-102566/Level	A1620.470	16.29		
2502	SHIRLEY'S LUMBER 2312-102544/2x4 treated	A1620.470	7.68		
2504	SCT COMPUTERS, INC. 60267/Lenovo Think Book	A1620.450	975.00		
2504	SCT COMPUTERS, INC. 59697/Watch Guard	A1620.450	1,560.00		
2504	SCT COMPUTERS, INC. 60267/Clerk Printer onsite labor	A1620.450	1,485.00		
2512	Pinnacle Rental Centers, Inc. 98836-1/Carpet Cleaner	A1620.470	122.85		
2515	CUSTOM PEST CONTROL, LLC 148734/Town Hall	A1620.440	40.00		
2515	CUSTOM PEST CONTROL, LLC 151355/Town Hall	A1620.440	40.00		
2515	CUSTOM PEST CONTROL, LLC 152942/Town Hall	A1620.440	40.00		
2515	CUSTOM PEST CONTROL, LLC 154222/Town Hall	A1620.440	40.00		
2516	NYSEG Street Lighting	A5182.400	165.20		
2517	VERIZON WIRELESS Cell Phones	A1620.430	343.91		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2517	VERIZON WIRELESS Cell Phone Dog Control	A3510.400	70.56		
2521	NYSEG Depot DnSt	A1620.412	65.48		
2522	NYSEG Depot DnSt	A1620.412	118.72		
2523	NYSEG Depot UpSt	A1620.412	42.03		
2524	NYSEG Street Lighting	A5182.400	177.76		
2525	CULLIGAN WATER Town Hall Water Maint	A1620.440	172.84		
2526	PAYCHEX, INC 28111237/Paychex Program	A1620.480	50.00		
2527	CALVIN D. WEAVER LAW Local Law 1 & 4, Attorney Fees	A1420.400	2,835.00		
2528	OCCUSTAR, INC. 11104/Wheaton Random	A5010.400	103.00		
2529	CORNING NATURAL GAS CORPORATIO Garage	A5132.440	513.39		
2530	CORNING NATURAL GAS CORPORATIO Depot	A1620.412	175.58		
2531	CORNING NATURAL GAS CORPORATIO Town Hall	A1620.420	320.72		
2532	OFFICE OF THE ST COMPTROLLER 4638480-2023-11-01/Justice fees	A690	2,399.00		
2533	GANNETT NY/NJ LOCALIQ 0006036636/Local Law Pier Removal, LL 4	A1010.400	210.82		
2534	UNIFIRST CORPORATION 1150187150/Doug Uniforms	A5010.400	7.96		
2534	UNIFIRST CORPORATION 1150184062/Doug Uniforms	A5010.400	15.99		
2534	UNIFIRST CORPORATION 1150185324/Doug Uniforms	A5010.400	15.99		
2534	UNIFIRST CORPORATION Misc Garage	A5132.430	47.28		
2534	UNIFIRST CORPORATION Misc Garage	A5132.430	60.44		

## TOWN OF URBANA

## Abstract of Unaudited Vouchers

## GENERAL FUND - TOWNWIDE

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2534	UNIFIRST CORPORATION Misc Garage	A5132.430	60.44		
Total:			40,688.14		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - OUTSIDE VILLAGE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2485	Standard Security Life Ins. B Fund Disability	B9055.800	24.41		
2505	ALLEN'S SEPTIC SERVICE 10560 WLR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10472 WLR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10595 WLR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10221 ELR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10097 ELR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 9023 St Rt 54	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 8524 WLR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 9474 WLR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10097 ELR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10261 Glengrove Pt	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 10850 ELR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 9506 ELR	B8090.100	50.00		
2505	ALLEN'S SEPTIC SERVICE 8650 WLR	B8090.100	50.00		
2517	VERIZON WIRELESS Zoning	B8010.400	37.99		
Total:			712.40		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - OUTSIDE VILLAGE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2480	CARDMEMBER SERVICE Higway	DB5110.400	223.49	22136	12/22/2023
2480	CARDMEMBER SERVICE Higway	DB5110.400	34.74	22136	12/22/2023
2480	CARDMEMBER SERVICE Higway	DB5110.400	280.79	22136	12/22/2023
2480	CARDMEMBER SERVICE Tractor Sup, Paint for Plows	DB5142.400	359.94	22136	12/22/2023
2485	Standard Security Life Ins. DB Fund Disabillity-Ins	DB9055.800	50.84		
2488	SUNOCO, LLC. 31144370/Gasoline	DB5110.420	1,323.91		
2488	SUNOCO, LLC. 31228738/Gasoline	DB5110.420	504.74		
2488	SUNOCO, LLC. 31033138/Gasoline	DB5110.420	587.20		
2492	DALRYMPLE GRAVEL & 21310/Stone 1A	DB5112.200	2,431.24		
2492	DALRYMPLE GRAVEL & 21317/Stone 1A	DB5112.200	1,570.37		
2492	DALRYMPLE GRAVEL & 21283/Stone 1A	DB5112.200	4,323.89		
2492	DALRYMPLE GRAVEL & 21255/Stone 1A	DB5112.200	2,451.87		
2493	S.T. COOTS, LLC 9795/Crushed 2's	DB5110.400	3,606.60		
2493	S.T. COOTS, LLC 9797/Crushed 2's	DB5110.400	1,581.21		
2493	S.T. COOTS, LLC 9812/Crushed 2's	DB5110.400	1,798.72		
2498	WARNER AUTO PARTS #64, Roller and filter	DB5130.400	17.97		
2499	SONNY'S SERVICE of AVOCA, LLC 79396/2013 Western Star	DB5130.400	105.00		
2499	SONNY'S SERVICE of AVOCA, LLC 79364/2023 Chevy	DB5130.400	15.00		
2499	SONNY'S SERVICE of AVOCA, LLC 79352/2016 Peterbuilt	DB5130.400	200.00		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - OUTSIDE VILLAGE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2500	FLEET PRIDE 113046316/Hubcap	DB5130.400	19.20		
2500	FLEET PRIDE 113372352/Filter	DB5130.400	3.20		
2500	FLEET PRIDE 113210837/Utility Lamp	DB5130.410	2.45		
2500	FLEET PRIDE 113187021/Filter	DB5130.410	93.06		
2500	FLEET PRIDE 113210737/Bolt, Bulb, lamp, alarm	DB5130.410	140.46		
2500	FLEET PRIDE 113343121/Binder Chain	DB5130.410	230.92		
2500	FLEET PRIDE 113343252/Silver 31A 12V	DB5130.410	209.98		
2500	FLEET PRIDE 113346684/Filter, Collant spin-on	DB5130.410	25.37		
2500	FLEET PRIDE 113459645/#4	DB5130.410	67.06		
2500	FLEET PRIDE 13327991/Roller and Ferris Filters	DB5130.410	184.42		
2503	Code 3 Health & Safety, LLC. Urbana04052023/OSHA training, Snow Driver Training	DB5110.460	1,580.00		
2506	ALL SEASON TIRE, INC. 124960/Screenner	DB5130.410	1,136.00		
2507	WILBRI 25586/#24	DB5130.400	960.00		
2507	WILBRI 25608/LED Clear Oval Flood Light	DB5130.400	54.38		
2508	MACHUGA CONTRACTORS INC. 8159/Pipe on ELR	DB5110.400	585.00		
2509	AIRGAS USA, LLC 9500822031/Highway	DB5142.400	167.40		
2510	SUPERIOR PLUS PROPANE 16726823/Diesel	DB5110.420	3,491.91		
2510	SUPERIOR PLUS PROPANE 16063417/Diesel	DB5110.420	3,613.89		
2510	SUPERIOR PLUS PROPANE 17074807/Diesel	DB5110.420	4,479.85		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - OUTSIDE VILLAGE**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
2511	Custom Mix Concrete 116653/Headwall	DB5110.490	830.00		
2513	TWIN PINES 281008/Lawn Mower	DB5130.410	35.69		
2514	SIMMONS ROCKWELL, INC. 545498/#1	DB5130.400	132.92		
2514	SIMMONS ROCKWELL, INC. 113065/#8	DB5130.400	172.87		
2514	SIMMONS ROCKWELL, INC. 113067/#8	DB5130.400	131.35		
2518	CONWAY BEAM TRUCK GROUP 113864/2017 Volvo	DB5110.410	7,761.04		
2519	S & S DISPOSAL 1607/Dumpster	DB5110.470	41.00		
2520	WINZER 1753695/Highway	DB5142.400	582.15		
Total:			48,199.09		



**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**TRUST & AGENCY**

Total Claims: \$89,793.67

01/16/2024

Number 013

Voucher #	Claimant	Account #	Amount	Check	Date
158	UNIFIRST CORPORATION 1150185324/Uniforms	TA28	72.84		
158	UNIFIRST CORPORATION 1150184062/Uniforms	TA28	72.84		
158	UNIFIRST CORPORATION 1150187150/Uniforms	TA28	48.36		
Total:			194.04		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$95,237.61

01/16/2024

Number 001

Voucher #	Claimant	Account #	Amount	Check	Date
2528	NYS MAGISTRATES ASSOCIATION Kimberly Cruse duse	A1110.400	60.00		
2528	NYS MAGISTRATES ASSOCIATION Tammy Catherman dues	A1110.400	60.00		
2529	ASSOCIATION OF TOWNS OF NYS David Luppino Training	A1010.400	150.00		
2530	JILL R. FLYNN Yearly Health Ins	A9060.800	1,500.00		
2531	Keller Group DBA Sprague Ins. A Fund Liability Ins	A1910.400	26,100.00		
2534	EVELYN SANCHEZ Town Hall	A1620.460	869.20		
2534	EVELYN SANCHEZ Garage	A5132.460	265.00		
2534	EVELYN SANCHEZ Depot	A7140.440	455.80		
2535	UNIFIRST CORPORATION 1150188764/Doug Uniforms	A5010.400	9.83		
2535	UNIFIRST CORPORATION Misc Garage	A5132.430	48.60		
2536	KEUKA FIRE AND SAFETY 8319/Annual Fire Extinguisher Inspection	A1620.470	80.95		
2537	NYS ASSESSORS ASSOCIATION Cherokee Mitchell Dues	A1355.400	125.00		
2537	NYS ASSESSORS ASSOCIATION David Oliver Dues	A1355.400	125.00		
2538	EMPIRE ACCESS 11031753/Town Hall	A1620.430	277.14		
2538	EMPIRE ACCESS 11014759/Highway	A5132.410	212.95		
2538	EMPIRE ACCESS 11021898/Boat Launch	A7140.410	71.05		
2539	SHIRLEY'S LUMBER 2401-103316/Depot Back Door	A1620.470	2,602.86		
2542	SCT COMPUTERS, INC. 60888/Onsite Labor and KVM Switch	A1620.480	125.00		
2542	SCT COMPUTERS, INC. 60820/Managed Services	A1620.480	140.00		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - TOWNWIDE**

Total Claims: \$95,237.61

01/16/2024

Number 001

Voucher #	Claimant	Account #	Amount	Check	Date
2543	NYSAOTSOH 2023-1881/Doug Robinson Annual Dues	A5010.400	250.00		
Total:			33,528.38		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**GENERAL FUND - OUTSIDE VILLAGE**

Total Claims: \$95,237.61

01/16/2024

Number 001

Voucher #	Claimant	Account #	Amount	Check	Date
2529	ASSOCIATION OF TOWNS OF NYS Nichole Dresser Training	B8010.400	150.00		
2531	Keller Group DBA Sprague Ins. V/B Fund Liability Ins	B9055.800	2,612.46		
2544	NEW YORK PLANNING FEDERATION 17975/Annual Dues	B8020.400	295.00		
Total:			3,057.46		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**HIGHWAY FUND - OUTSIDE VILLAGE**

Total Claims: \$95,237.61

01/16/2024

Number 001

Voucher #	Claimant	Account #	Amount	Check	Date
2531	Keller Group DBA Sprague Ins. DB Fund Liability Ins	DB9055.800	38,300.00		
2532	TOLLS BY MAIL PROCESSING 17931480771/Highway	DB5110.400	10.97		
2533	AIRGAS USA, LLC 9500827153/Highway	DB5142.400	190.30		
2540	FLEET PRIDE 113615557/Fluid Diesel Exhaust	DB5110.420	1,003.87		
2540	FLEET PRIDE 113634730/Trucks	DB5130.400	38.64		
2540	FLEET PRIDE 113582159/#8	DB5142.400	83.76		
2540	FLEET PRIDE 113630789/shop	DB5142.400	144.45		
2541	VILLAGE OF HAMMONDSPORT Clark Lift	DB5130.200	1,000.00		
Total:			40,771.99		

**TOWN OF URBANA**  
**Abstract of Unaudited Vouchers**  
**TRUST & AGENCY**

Total Claims: \$95,237.61

01/16/2024

Number 001

Voucher #	Claimant	Account #	Amount	Check	Date
154	UNIFIRST CORPORATION 1150188764/Uniforms	TA28	120.37		
155	New York State Teamsters Coun. Union Dues	TA24	291.00		
156	TEAMSTERS LOCAL 118 Highway	TA20	6,874.31		
156	TEAMSTERS LOCAL 118 Board	TA20	251.02		
156	TEAMSTERS LOCAL 118 Clerks	TA20	9,949.08		
157	EXCELLUS BLUECROSS BLUESHIELD Shirley Para	TA20	50.00		
157	EXCELLUS BLUECROSS BLUESHIELD Ella DeBuck	TA20	86.00		
157	EXCELLUS BLUECROSS BLUESHIELD Terry DeBuck	TA20	86.00		
157	EXCELLUS BLUECROSS BLUESHIELD Alzina Turner	TA20	86.00		
157	EXCELLUS BLUECROSS BLUESHIELD LeRoy Turner	TA20	86.00		
Total:			17,879.78		

Account#	Account Description	Fee Description	Qty	Local Share	
A1255	Boat Launch Contract	Boat Launch Contract	1	35.00	
	Conservation	Conservation	15	18.15	
	Dog Impoundment	Dog Impoundment	1	50.00	
			<b>Sub-Total:</b>	<b>\$103.15</b>	
A1601	Vitals Records	Vital Registrar Fees	54	630.00	
			<b>Sub-Total:</b>	<b>\$630.00</b>	
A2530	Racing & Wagering Fees	Bell Jar License	2	20.00	
			<b>Sub-Total:</b>	<b>\$20.00</b>	
A2544	Dog Licensing	Exempt Dogs	1	0.00	
		Female, Spayed	4	36.00	
		Male, Neutered	5	45.00	
			<b>Sub-Total:</b>	<b>\$81.00</b>	
B2189	Septic Permit	Septic Permit	1	175.00	
	Septic Transfer	Septic Transfer	1	100.00	
			<b>Sub-Total:</b>	<b>\$275.00</b>	
B2555	Building Permit	Building Permits	5	475.00	
	Building Permits	Floodplain Development	1	145.00	
			<b>Sub-Total:</b>	<b>\$620.00</b>	
<b>Total Local Shares Remitted:</b>				<b>\$1,729.15</b>	
Amount paid to:	New York State Comptroller's Office			30.00	
Amount paid to:	NYS Ag. & Markets for spay/neuter program			9.00	
Amount paid to:	NYS Environmental Conservation			311.85	
<b>Total State, County &amp; Local Revenues:</b>		<b>\$2,080.00</b>	<b>Total Non-Local Revenues:</b>		<b>\$350.85</b>

To the Supervisor:

Pursuant to Section 27, Sub 1, of the Town Law, I hereby certify that the foregoing is a full and true statement of all fees and monies received by me, Deanna Tompkins, Town Clerk, Town of Urbana during the period stated above, in connection with my office, excepting only such fees and monies, the application of which are otherwise provided for by law.

Supervisor

Date

Town Clerk

Date



# The Town of Urbana

PO Box 186  
Hammondsport, NY 14840-0186  
(607) 569-3743

[www.townofurbana.com](http://www.townofurbana.com)

## MONTHLY REPORT FOR Dec.8,2023-January 16, 2024 for THE HIGHWAY DEPARTMENT

The grader is still at the shop getting work done the found some other issues that needed attention and that are under warranty

We have been filling pot holes with stone on dirt roads

We finished cutting back the Road sides on the Winding Stairs and have moved to Longwell Rd.

FYI the 1-ton that we ordered back in November I just received confirmation from Simmons and Rockwell that the build date is to be 4 weeks from 1/3/24. That will put the cab and chase in to us around 3 to 4 months later, then it will have to go to Wibri for the box, blow and lights that will be about 2 months.

We have taken the swimming stairs out from Depot Park and refurbished them for next year.

We got to spend some time with the wonderful office ladies and put their desks, chairs, shelves, move their offices around and shampoo all of the floors in the building.

We fixed a couple of driveways, have been ditching, and doing some repairs in the shop

Douglas Robinson Town of Urbana Highway Superintendent

*Douglas Robinson*  
1/10/24





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### Road Agreement for 2024 For the Town of Urbana

- 1- Will be fixing roadway slide on Crow's Nest Rd. if land purchase finishes.
- 2- Will be surfacing Urbana Rd. with Oil and Stone 1 mile from State Rt 54a to Middle Rd.
- 3- Will be doing a total rebuild of Veley Rd., ditches, pipes and gravel
- 4- Will be putting final top coat of gravel on Boot Jack to be ready for Oil and Stone next year
- 5- Will be working multiple spots on Two Rod Rd. putting in ditches, widening roadway, adding gravel

*Douglas Robinson*  
1/9/24



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## PROPOSED PLANS FOR WORK WITH SOIL AND WATER

- 1- Greyton H Taylor Memorial Dr. from County Route 76 to Longwell Cross Rd. New pipes, new ditches with rock for water control
- 2- Fish Hatchery Rd. drainage ditch and sediment ponds
- 3- Germania Rd. coming from the north we will be starting at Cty. Rt. 88 and going to the top of the hill. We will be widening the road ditching and adding rock for flood control. We will also add gravel. We will also be doing the same to the other side.

This only happens if we get approved by Soil and Water and I am working with them now and will let you know as soon as I know.

*Douglas Robinson*  
1/9/24

# Memo

**To:** Town Board

**From:** David Oliver

**CC:**

**Date:** 1/10/2024

**Re:** Monthly Report

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## December 2023

Sales Data from beginning of Roll Year (July 1, 2023) for the three towns on Keuka Lake in Steuben County

- Residential: 28 from \$33,000 to \$1,500,000
- Commercial: 2 from \$275,000 to \$300,000
- Vacant land: 6 from \$30,000 to \$150,000
  - Urbana Residential: 5 from \$175,000 to \$450,000
  - Town: 5 from \$175,000 to \$490,000
  - Village: 6 from \$57,000 to \$455,000
  - Urbana Commercial: 2 from \$275,000 to \$300,000 (Village)
  - Urbana Vacant Land: 3 from \$70,000 to \$150,000
- We had a presentation by EagleView/Pictometry at our monthly assessors meeting in Bath, which covered new components of the program. One of the items reviewed addressed the identification of short-term rental properties. There may be a way to access the street addresses of these properties which will make it easier to evaluate the property.
- In the three towns, the addition of building permits and discovery of items on properties, a lot through the identification using Pictometry, has resulted in an increase of over \$13,359,000 to the three assessment rolls.
- Cherokee is continuing to take required courses.

## 2024 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 Vacant Board Seat
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 Vacant Board Seat
Sexual Harassment Committee	David Luppino (chair) Deanna Tompkins Tammie Nelson Julie Vargo Mary Farmer
Highway Committee	Mary Farmer (chair) Doug Robinson Vacant Board Seat
Deputy Supervisor	David Luppino
Delegate to Association of Towns Conference	David Luppino
Alternate to Association of Towns Conference	Vacant Board Seat
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 Luppino, 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**

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**

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

January 16

February 13 (early)

March 19

April 15

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**

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

## 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
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#### **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
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#### **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.
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#### **Two Person**

Town \$182.49	Employee \$182.49/mo.
---------------	-----------------------

#### **Family**

Town \$251.02	Employee \$251.02/mo.
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## **Grants Summary 01-10-2024**

### **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.

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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.

Contract still not signed by DOS (11-8-23). Concrete panels for the boardwalk bump-out will be finished next week. The railing contractor is requesting a \$10,000 payment (part of the \$50,000 downpayment) to start the measuring and design of the railing so that they can take advantage of the current weather. Renderings and invoice expected soon.

Conservation with Maria (DOS) on 1-8-24, she felt that the grant contract was approved but had to verify. The Town has not heard anything at this time.

\*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.

## Town of Urbana

# Memo

**To:** Town Board

**From:** Dave Oliver

**cc:**

**Date:** 10-3-2022

**Re:** Senior Exemption

*This is what was submitted last year.*

Over the years the income limit for the Senior exemption has not been changed. Currently it is \$15,000 for the Town of Urbana. This means that if the senior has an income of \$14,999 then they will receive a 50% reduction in Town taxes. This level was set in 1995 and has remained the same since then. If the income goes over \$15,000, they lose the exemption.

The level for County taxes is \$22,500 for a 50% reduction but they have a sliding scale that goes to a high limit of \$30,899 in which the reduction is 5%. The County is talking about changing the limit to somewhere in the range of \$30,000 for the 50% reduction.

Besides the STAR exemption, the school has the same type of 50% reduction with a limit of \$16,500 which was set in 1995 also. *Pultney did their increase this year 32K*

Pultney has a \$12,000 limit for town taxes and Wayne has a limit of \$22,000 for their town taxes set in 2016. Wayne wanted to match the county level but forgot the \$500.

The problem: as an example, a couple living on two Social Security sources of income may have had an income under \$15,000 and received a reduction in town and school taxes the past few years. With a modest increase in social security, their combined income goes over \$16,500 by just a dollar and they lose those two exemptions. A few hundred dollars over the years will now cost them, in this case, \$600 more in taxes.

Does the town want to consider changing the senior exemption limit? If you are considering this type of change for the coming year, something should be done soon. Would the board consider a sliding scale like the county has?

**Town of Urbana Resident Boat Launch Agreement**

**Cost: \$35**

**New or Lost Key Card: \$15**

Key #

Facility Code:

Date received:

Date received:

Date received:

**Name:**

**Applicant's Resident Address and Mailing Address**

**E-mail Address:**

**Phone number:**

**Did you have a Boat Launch Key last year? Please Circle:**    Yes                      No

I \_\_\_\_\_ am a  
resident of the Town of Urbana and I wish to use the Town Boat Launch Site and I agree to the  
following:

- Keys will be active from April 3<sup>rd</sup>, 2023 – April 1<sup>st</sup>, 2024.
- Only immediate family members that reside in my household can use the key. Sharing a key will result in automatic loss of key.
- Boat trailers without tow vehicles and/or tow vehicles without boat trailers shall not be parked in the Boat Launch Site. Any vehicle or trailer violating this shall be towed away at the owners expense. The vehicle or trailer will not be released to the owner until a \$200 fine is paid to the Town Clerk. Proof of payment to the Town Clerk must be presented to the Towing Company before the vehicle or trailer is released and all towing costs and any applicable daily storage charges must be paid.

With respect to any additional closures, the Town of Urbana shall timely post, and whenever possible or practicable to do so, advertise. **Any use or attempted use of the Boat Launch Site during the time periods mentioned above shall be subject to a \$200 fine and a loss of privileges.**

G. Unnecessary, loud, obnoxious, annoying and/or excessive noise shall be prohibited, especially during normal hours of repose. Offenders shall be subject to termination of all launch privileges including loss of the gate key.

H. Other than Seeing Eye Dogs, only animals which will or are occupants of the boat being launched or retrieved shall be allowed in the Boat Launch Site. All other animals are prohibited.

**PENALTIES FOR ANY OFFENSE:**

**As the applicant, I hereby agree that any violation of this Boat Launch Agreement shall result in the immediate termination of my privileges hereunder and, furthermore, for any violations in this agreement I hereby agree to pay a sum of TWO HUNDRED DOLLARS (\$200.00) to the Town Clerk within TEN (10) days of said violation. I understand and agree that my privileges will not be reinstated or renewed.**

**I have read and agree to the entire contract including the PENALTIES FOR OFFENSE and the RULES FOR USE OF FACILITIES.**

**Applicant's Signature:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Clerk/Deputy Clerk**

**Appendix A**  
**Rules for Use of Facilities**

**Use:**

- A. The person to whom Town permission is granted shall be responsible for proper use of the Town facilities.
- B. For resident users there shall be only one key issued.
- C. An inoperative key shall be returned to the Town Clerk for an operative replacement key.  
However, a lost key shall first require a Fifteen Dollar (\$15.00) payment to the Town Clerk for its replacement.

**On-Site:**

- A. Be ready to launch you boat before backing into the launch area. (i.e. Uncover boat, make sure all equipment is in proper place, etc.).
- B. Park vehicle and trailer, using a minimal amount of parking space, so as not to obstruct the flow of other traffic.
- C. Boat trailers without tow vehicles attached or tow vehicles without boat trailers attached SHALL NOT be parked in the boat launch area.
- D. No swimming, sunbathing, water skiing or loitering shall be allowed in the launch area.
- E. No overnight parking of boat trailer with its tow vehicle shall be permitted. Any violation of this prohibition shall be subject to a \$200 fine and loss of Boat Privileges.
- F. The Town of Urbana reserves the right to close the Boat Launch Site whenever deemed necessary. Additionally, this area shall be closed for the following events on the specified dates thereof:
  - a. Wine Country Antique Boat Show 7/14 – 7/16/2023
  - b. Glenn H. Curtiss Museum "Fly In" 9/15– 9/17/2023

**Check [www.townofurbana.com](http://www.townofurbana.com) for updates.**

## Town of Urbana Commercial Boat Launch Agreement

I \_\_\_\_\_ am the owner of the business-  
\_\_\_\_\_ located in the Town of Urbana, and, as such, I  
am a person entitled to use the Town Boat Launch Site and I and on behalf of my employees, if any, do agree  
as follows:

**FIRST:** I shall pay to the Town Clerk upon submission of this Agreement a fee  
determined by the fee schedule set forth in paragraph "Eighth" below, said fee being the initial fee for permission  
to use the Boat Launch Site. I do further agree that between April 1st and May 31st of each year hereafter, I shall  
pay to the Town Clerk a further annual fee as may be fixed by the Town for the annual renewal of the privilege  
to use said Boat Launch Site.

**SECOND:** In the event I should elect not to renew my privilege, then I understand that this  
Agreement shall be kept on file with the Town Clerk for a period of not less than two (2) years. During this time  
period, should I wish to renew my privilege, then I understand that I shall be required to update the information  
contained in this Agreement and make payment of the renewal fee prior to my boat launch key card being  
reactivated.

**THIRD:** I shall, at all times, comply with the RULES FOR USE OF FACILITIES,  
which are attached hereto, made a part hereof and marked "APPENDIX A".

**FOURTH:** Boat trailers without tow vehicles and/or tow vehicles without boat trailers shall  
not be parked in the Boat Launch Site.

**Any vehicle or trailer violating this provision shall be towed away at the owner's expense and  
shall not thereafter be released to the owner until the penalty hereinafter referenced, and agreed upon by  
each applicant's execution of this Agreement, has been paid in full to the Town Clerk and proof thereof  
has been presented to the party who/which provided the towing service as well as payment in full of the  
towing costs, including any applicable daily storage charges.**

**FIFTH:** With the submission of this Agreement, the applicant shall submit to the Town

Clerk a current certificate of general liability insurance on an occurrence basis with limits of liability of not less than one million dollars per occurrence, two million dollars aggregate and naming the Town of Urbana, N.Y., its members, officers and employees as additional insured's on a primary basis.

**SIXTH:** As the applicant, I hereby agree that any violation of this Boat Launch Agreement shall result in the immediate termination of my privileges hereunder and, furthermore, for any violation of those provisions set forth in paragraph "FOURTH" above. I hereby agree to pay the sum of **TWO HUNDRED DOLLARS (\$200.00)** to the Town Clerk within TEN (10) days of said violation.

**SEVENTH:**

1. Your business is a (please circle one): sole proprietorship, corporation, limited liability company, partnership or other (please specify) \_\_\_\_\_

2. Do you conduct your business under an assumed name? yes no

If yes, state the name: \_\_\_\_\_

3. State your business address (a post office box is not acceptable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

4. Business Owner's mailing address: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

5. Name of contact person: \_\_\_\_\_

6. Phone number of contact person: \_\_\_\_\_

7. Address for contact person (a post office box is not acceptable): \_\_\_\_\_

\_\_\_\_\_  
8. Tax Map # \_\_\_\_\_

9. E-mail address: \_\_\_\_\_



**EIGHTH:** (a) I represent that the company's expected average weekly use of the Boat Launch Site during the months May through September will be:

( ) once a week or less. Annual fee: \$125.00

( ) twice or three times. Annual fee: \$225.00

( ) more than three times. Annual fee: \$325.00

(b) Additional keys up to a maximum of two are available; the annual fee for each additional key being fifty percent of the annual fee paid by the applicant in paragraph (a) above.

(c) The use of the additional key(s) is restricted solely to the applicant's company.

IN WITNESS WHEREOF, I have hereunto signed this Agreement this day  
of \_\_\_\_\_, 20\_\_\_\_\_.

**Applicant's Signature:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Town Clerk/Deputy Clerk**

“APPENDIX A”

RULES FOR USE OF FACILITIES

USE: A.

The person or business entity to which Town permission is granted shall be responsible for proper use of the Town facilities.

B.

For residential users there shall be but one (1) key issued per parcel number, with the exception that when the parcel is occupied by a multiple family dwelling, then each family unit within the dwelling shall be entitled to one (1) key (i.e. two family dwelling - one (1) key to the parcel owner plus one (1) key to each family unit occupying the dwelling (see paragraph “C”).

C.

For residential users no parcel owner shall be issued more than one (1) key. Ownership of multiple parcels shall not entitle the owner to multiple keys.

D.

An inoperative key shall be returned to the Town Clerk for an operative replacement key. However, a lost key shall first require a Ten Dollar (\$15.00) payment to the Town Clerk for its replacement.

ON SITE:

A.

Be ready to launch your boat before backing into the launch area. (i.e. Uncover boat, make sure all equipment is in proper place, etc.)

B.

Park vehicle and trailer, using a minimal amount of parking space, so as not to obstruct the flow of other traffic.

C.

Boat trailers without tow vehicles attached or tow vehicles without boat trailers attached SHALL NOT be parked in the boat launch area.

D.

No swimming, sunbathing, water skiing or loitering shall be allowed in the launch area.

E.

No overnight parking of boat trailer with its tow vehicle shall be permitted. Any

violation of this prohibition shall be subject to the provisions of the **FIFTH** paragraph of this Boat Launch Agreement.

- F. The Town of Urbana reserves the right to close the Boat Launch Site whenever deemed necessary. Additionally, this area shall be closed for the following events on the specified dates thereof:

- a. Wine Country Antique Boat Show 7/14/-7/16/2023
- b. Glen H. Curtiss Museum "Fly IN" 9/15-9/17/2023

With respect to any additional closures, the Town of Urbana shall timely post, and whenever possible or practicable to do so, advertise.

**Any use or attempted use of the Boat Launch Site during the above mentioned time periods shall be subject to the provisions of paragraph "FIFTH" of the Agreement.**

- G. Unnecessary, loud, obnoxious, annoying and/or excessive noise shall be prohibited, especially during the normal hours of repose. Offenders shall be subject to termination of all launch privileges including loss of the gate key.
- H. **Other than Seeing Eye Dogs, only animals which will be or are occupants of the boat being launched or retrieved shall be allowed in the Boat Launch Site. All other animals are prohibited.**

**PENALTIES FOR OFFENSES:**

- A. Immediate suspension of launch privileges.
- B. Pecuniary penalties as set forth in paragraphs **"FOURTH"** and **"FIFTH"** of the attached Boat Launch Agreement signed by me as the Applicant.

**Applicant's Signature:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Town Clerk/Deputy Clerk**

**Town of Urbana Non-Resident Boat Launch Agreement**  
**Cost: \$220**  
**New or Lost Key Card: \$15**  
***Sales will begin on April 3, 2023***

Key #

Facility Code:

Date received:

**Name**

**Applicant's Non-Resident Address and Mailing Address**

**E-mail Address:**

**Phone number:**

**Did you have a Boat Launch Key last year? Please Circle:**      Yes                      No

I \_\_\_\_\_ am

NOT a resident of the Town of Urbana and I wish to use the Town Boat Launch Site and I agree to the following:

- These keys are a privilege and will only be given out on a first come first serve basis. Forms will need to be filled out yearly. Having a key last year or a previous year does not guarantee you will get a key now. Keys will be active from April 12<sup>th</sup>, 2023-April 11<sup>th</sup>, 2024.
- Only immediate family members that reside in my household can use the key. Sharing a key will result in automatic loss of key.
- Boat trailers without tow vehicles and/or tow vehicles without boat trailers shall not be parked in the Boat Launch Site. Any vehicle or trailer violating this shall be towed away at the owners expense. The vehicle or trailer will not be released to the owner until a \$200 fine is paid to the Town Clerk. Proof of payment to the Town Clerk must be presented to the Towing Company before the vehicle or trailer is released and all towing costs and any applicable daily storage charges must be paid.

**Appendix A**  
**Rules for Use of Facilities**

**Use:**

- A. The person to whom Town permission is granted shall be responsible for proper use of the Town facilities.
  - B. For non-resident users there shall be only one key issued.
  - C. An inoperative key shall be returned to the Town Clerk for an operative replacement key.
- However, a lost key shall first require a Fifteen Dollar (\$15.00) payment to the Town Clerk for its replacement.

**On-Site:**

- A. Be ready to launch you boat before backing into the launch area. (i.e. Uncover boat, make sure all equipment is in proper place, etc.).
- B. Park vehicle and trailer, using a minimal amount of parking space, so as not to obstruct the flow of other traffic.
- C. Boat trailers without tow vehicles attached or tow vehicles without boat trailers attached SHALL NOT be parked in the boat launch area.
- D. No swimming, sunbathing, water skiing or loitering shall be allowed in the launch area.
- E. No overnight parking of boat trailer with its tow vehicle shall be permitted. Any violation of this prohibition shall be subject to a \$200 fine and loss of Boat Privileges.
- F. The Town of Urbana reserves the right to close the Boat Launch Site whenever deemed necessary. Additionally, this area shall be closed for the following events on the specified dates thereof:
  - a. Wine Country Antique Boat Show 7/14 – 7/16/2023
  - b. Glenn H. Curtiss Museum "Fly In" 9/15– 9/17/2023

**Check [www.townofurbana.com](http://www.townofurbana.com) for updates.**

With respect to any additional closures, the Town of Urbana shall timely post, and whenever possible or practicable to do so, advertise. **Any use or attempted use of the Boat Launch Site during the time periods mentioned above shall be subject to a \$200 fine and a loss of privileges.**

G. Unnecessary, loud, obnoxious, annoying and/or excessive noise shall be prohibited, especially during normal hours of repose. Offenders shall be subject to termination of all launch privileges including loss of the gate key.

H. Other than Seeing Eye Dogs, only animals which will or are occupants of the boat being launched or retrieved shall be allowed in the Boat Launch Site. All other animals are prohibited.

**PENALTIES FOR ANY OFFENSE:**

As the applicant, I hereby agree that any violation of this Boat Launch Agreement shall result in the immediate termination of my privileges hereunder and, furthermore, for any violations in this agreement I hereby agree to pay a sum of TWO HUNDRED DOLLARS (\$200.00) to the Town Clerk within TEN (10) days of said violation. I understand and agree that my privileges will not be reinstated or renewed.

I have read and agree to the entire contract including the **PENALTIES FOR OFFENSE** and the **RULES FOR USE OF FACILITIES**.

**Applicant's Signature:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_

**Clerk/Deputy Clerk**