

Urbana Town Board Meeting
Regular Board Meeting/Reorganizational Meeting

The Urbana Town Board held its regular meeting on Tuesday, January 17, 2023 at 6:30 p.m. at the Town Hall, 8014 Pleasant Valley Road, Bath, New York and on Zoom.

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

Others Present: Joan Shikowitz, Richard Niles, Sandra Niles, Steven Webster, Kirk Hallenbeck, Mike Jakubowski, Elaine Jakubowski, Margaret Larrimore, Brian, Markham, Theresa Markham, Heidi Lowenstein, Ron Lowenstein, JP Oliver, Corey Kennedy, Carol Hallenback, Tara Fuller, Philip Weaver, John Perkins, Mike Page, Monique Page, Phil Dickson, Lee Dickson, Justin Dickson, Paul Topichak, Julie Faulkner, Dennis O'Connor, Michelle Sincerbox, Ryan Sincerbox, Terry Nardone, Vicky Fredland-Feathers, Bill Spies

Zoom (typed as appeared on the screen): Geoffrey Grimsman, Stella Pulver, Peter Robbins, Stuart Carroll, Tom Tammaro, Nolan Smith, Pete Spreen, B. Harrington, Leslie's iphone, Cole Fuller, Jim, Marylou, Reagan Kin, Sue Pietrzak, Helen Alan Pierce, Pauls iphone, Tom Gilmore, D. Farmer, Lisa Glovins, Art Sable.

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

Pledge of Allegiance

Board Presentation about Taxes

Supervisor Stull opened the discussion about taxes by apologizing for the increase.

Tammie Nelson, the current bookkeeper explained the following graphs:

TOWN OF URBANA					
	Revenues	Levy	Expenditures		Operating Surplus/Deficit
2015	\$1,784,891.00	Down 2%	\$1,484,993.00	Under	\$299,898.00
2016	\$1,889,549.00	1.50%	\$1,711,714.00	Under	\$177,835.00
2017	\$1,668,036.00	1.50%	\$1,587,124.00	Under	\$80,912.00
2018	\$1,941,163.00	1.80%	\$2,054,623.00	Over	-\$113,460.00
*2019	\$1,935,083.00	2%	\$2,168,384.00	Over	-\$233,301.00
*2020	\$1,913,138.00	2%	\$2,106,104.00	Over	-\$192,966.00
*2021	\$1,889,637.00	Down 2%	\$1,987,543.00	Over	-\$197,906.00
*2022	\$2,130,466.00	2%	\$2,454,308.00	Over	-\$323,842.00
2023	\$2,841,387.00	36%	\$2,841,387.00		\$0.00
Bridge Project, Town Portion Paid to Date					-\$166,925.00
*Estimated numbers from budget, not actual					

This first graph (above) shows where we started and how we got where we are. In 2015 our revenues were 1.7 million and expenditures were 1.4 million, there was an operating surplus of \$299, 898.00 which went into the fund balance.

In 2016, revenues were 1.8 million, the levy was 1.50% and Expenditures were 1.7 million. We were still at an operating surplus of \$177, 835.00, but this is when the taxes should have been looked at closely. Trying to stay under the tax cap is what hurt us the most.

In 2017, we still had a surplus of \$80,000 but you can see how it is going down every year.

In 2018 we had to use \$113, 460.00 out of the fund balance to balance the budget.

In 2019 we had to use \$233,301.00 out of our fund balance.

In 2020, Revenues were 1.9 million and expenditures were 2.1 million so we had to take \$192, 966.00 out of the fund balance.

In 2021 the revenues were 1.8 million, expenditures were 1.9 million. The taxes went down 2% that year and we were at an operating deficit.

In 2022 we had an increase of \$60,000 in just our fuel budget alone. Inflation went up, but taxes didn't go up to match it, so now our fund balance is depleted. The Town is now at the point where taxes had to be raised. The Town was undertaxed for many years and by trying to stay under the tax cap it has hurt the Town.

Explanation of the Town Tax/Per Year Graph

In 2008, if we stayed at a 2% increase steadily throughout the years, you can see where we would have been today.

In 2011 there was a 50% drop in taxes. They used \$760,000 out of the fund balance to balance the budget. It recovered, the taxes went up 48%, then 15 percent the following year. You can see where the taxes should have increased 3-4% throughout the years to be where we need to be today.

Supervisor Stull opened up the floor to questions. Members in attendance and on Zoom had the opportunity to speak and ask questions. Several people addressed the Board with questions and concerns. Some questions were answered and Supervisor Stull offered everyone the opportunity to leave questions in the drop box that couldn't be answered. There were no questions in the drop box. Here is a summary of the concerns, and answers.

Why couldn't the board do a smaller percentage increase this year and then increase it each year instead of being hit with huge increase now?

Unfortunately, no. The board shaved this budget down to just operating costs this year.

Can you Address the Audit that the State Conducted?

An Audit was conducted by the Office of the New York State Comptroller. They were in the office for about 7 months. The reports came out May of 2022, you can read them on the NYS comptrollers website and on www.townofurbana.com under news and events.

Supervisor Stull has been asking for an audit since 2014 but the State Comptrollers said they were too busy.

One of the findings that came from the report said the Town was unaware that two bank accounts existed and how much was in them.

The auditors called Supervisor Stull on vacation and he couldn't give an exact number at the time. When he talked to the bookkeeper, he was able to get the exact number. Both Supervisor and the Bookkeeper knew of the accounts, they just did not know where the funds were supposed to be allocated. The Bookkeeper was a new employee.

Why are we using three different banks?

We are no longer using three different banks.

What is causing the huge increases in expenditures and what are we doing about cutting costs?

We will need to look at the abstracts to pull out what was spent. Currently nothing is being purchased, unless it is necessary. During the budget workshop the board cut a lot of the expenditures, and made it as bare bones as possible.

The tax increase was a surprise to everyone. What actions will be done to avoid a surprise like this in the future?

Currently information is being posted on www.townofurbana.com, the Corning Leader Legal Section (Town Law requires this), The board outside the office and on Facebook. There were great suggestions that will be followed up on. An email list was started so people can be notified, in addition to the Leader we will post important items in the Shopper. If there is ever a substantial increase in taxes again, an

explanation will go into the tax bill. Residents are encouraged to attend meetings and the budget meetings either through Zoom or in person. There is also a form that you can use to sign up for a board or to become involved.

What percentage of the budget is for salary, wages and benefits?

There are many budget lines, and there are employees, seasonal employees, boards and elected officials in three different budgets, so the question could not be answered at this time. The question will be researched and posted.

Is this a one year correction on the taxes? Will the tax bill remain the same or will it decline?

The tax bill will not decline next year, but there will not be a huge increase either. Budget workshops are open to the public and are encouraged to attend.

The 2023 budget shows a \$400,000 increase in expenditures, can you give us an idea of what is in the 2023 budget that needs to be in there?

A lot of it is coming from the Highway department and the State Rates that we have to pay. Pipe, gas, and electric has also gone up.

They are not actual numbers in the budget, we have not had actual numbers since 2013 due to internal accounting. We hired an accounting firm to re-create the actual numbers. It should be about 6 months before we get real numbers.

There was a comment where we need to start looking at other options such as merging with other Municipalities.

Is the Pier project mentioned in the budget? How much revenue are we going to generate from the pier?

There is a partial grant for the pier. There will be boat slips attached to the pier that will help generate revenue to pay for the Pier. Every year we don't do the pier project costs will go up. Enhancements to the Parks and Pier will bring in more tourism and generate money to the economy.

Approve Minutes: December 13, 2022

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the minutes from December 13, 2022.

Approve Abstract #13 of 2022 and #1 of 2023

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to approve Abstract #13 of 2022.

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the Abstract #1 of 2023.

Accept Department Reports

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to accept the Department reports.

Approve Justice Court Audit

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye that the financial records of the Town Justice Court were found to be in good order and there are no issues to identify after the board conducted the required audit.

Reorganizational

Reappoint Planning Board Chair: Julie Vargo

On motion made by Councilperson Shaw, seconded by Councilperson Farmer, motion carried to reappoint Julie Vargo as Planning Board Chair on the following roll call vote:

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

Reappoint ZBA Chair: Scott Burg

On a motion made by Councilperson Luppino, seconded by Councilperson Farmer, motion carried to reappoint Scott Burg as ZBA Chair on the following roll call vote:

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

Reappoint Board of Assessment Member: Leslie Burg

On a motion made Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve Leslie Burg for another 5 year term on the Board of Assessment Review.

2023 Designations and Appointments

On a motion made by Councilperson Luppino, seconded by Councilperson Shaw and carried, all voting Aye to approve the following Designation and Appointments.

Official Newspaper	The Corning Leader
Official Depositories:	Community Bank Five Star Bank
Attorney for the Town	Calvin Weaver
Registrar	Deanna Tompkins
Tax Collector	Deanna Tompkins
Records Management	Deanna Tompkins
Deputy: Town Clerk/ Tax Collector/Registrar	Nicco Byer
Substitute: Town Clerk/ Tax Collector/Registrar	Tammie Nelson
Substitute: Town Clerk/ Tax Collector/Registrar	Penny Wells
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	TBD
Code Enforcement Official Building Inspector Zoning Officer	Charles Cagle Marvin Rethmel

Watershed Officer	TBD
Watershed Clerk	Tammie Nelson
Safety Committee	Edward P. Stull (chair) Doug Robinson James Presley
Deputy Superintendent of Highways	Timothy Slayton
Parks & Rec Administrator	Deanna Tompkins
KWIC/KLOC Representative Alternate	David Luppino Dave Shaw
Bookkeeper	Tammie Nelson
Budget Officer	Tammie Nelson
Board of Ethics	Bill Hewson (chair) Jim Presley Thomas Kressley
Sexual Harassment Committee	David Luppino (chair) Deanna Tompkins Ed Stull Julie Vargo Mary Farmer
Waterfront Committee	Jim Presley (co-chair) Ed Wightman (Town businessman) Dave Oliver (Friends) Mary Farmer Paul Olynk
Highway Committee	James Presley (chair) Dave Shaw Doug Robinson
Deputy Supervisor	James Presley
Delegate to Association of Towns Conference	James Presley
Alternate to Association of Towns Conference	David Luppino

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

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the 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.

Board Meeting Dates and Times

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the following Meeting Dates and Times.

Meetings start @ 6:30 P.M. (unless otherwise noted)

2023 Board Meetings

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

January 17 (Audit: 5:00 p.m., Regular Meeting: 6:30 p.m.)

February 15

March 14

April 18

May 16

June 20

July 18

August 15

September 19

September 26 (Budget Workshop: 6:00 p.m.)

October 3 (Budget Workshop: 6:00 p.m.)

October 17

November 14

December 12

January 16, 2024 (Audit: 5:00 p.m., Regular Meeting: 6:30 p.m.)

Holiday Schedule

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the following Holiday Schedule:

Monday, January 16

Monday, February 20

Friday, April 7 and April 10

Monday, May 29

Monday, June 19
Monday, July 3 and Tuesday, July 4
Monday, September 4
Monday, October 9
Thursday, November 23 and Friday, November 24
Monday, December 25 and Tuesday, December 26
Friday, December 29

Health Insurance and Payroll Information

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to approve the Health Insurance and Payroll Information:

Bargaining, Union Employees

Single

Town \$ 868.84 (Includes HRA)	Employee \$93.32/mo. \$43.07/per pay period
-------------------------------	---

Two Person

Town \$1736.02 (Includes HRA)	Employee \$179.65/mo. \$82.92/ per pay period
-------------------------------	---

Family

Town \$2161.52 (Includes HRA)	Employee \$270.98/mo. \$125.07/ per pay period
-------------------------------	--

Non-Bargaining

Single

Town \$897.30 (Includes HRA)	Employee \$98.20/mo. \$45.33/ per pay period
------------------------------	--

Two Person

Town \$1792.70 (Includes HRA)	Employee \$190.84/mo. \$88.08/ per pay period
-------------------------------	---

Family

Town \$2239.52 (Includes HRA)	Employee \$285.28/mo. \$131.67/ per pay period
-------------------------------	--

Non-Bargaining (Ancillary)

Single

Town \$89.63	Employee \$23.765/mo.
--------------	-----------------------

Two Person

Town \$176.97	Employee \$46.90/mo.
---------------	----------------------

Family

Town \$243.42	Employee \$64.51/mo.
---------------	----------------------

Review and Adopt all Policies in Handbook

On a motion made by Councilperson Luppino, seconded by Deputy Supervisor Presley and carried, all voting Aye to adopt all policies in the Handbook.

Old Business

Pier Project Update

The Town has received permits from the DEC to take down the old pier and build the new pier at Champlin Beach.

Curtiss Park Update

The railing for the bridge at Curtiss Park will be paid for by the second Curtiss Park Grant. The Town received the grant but has not received the contract from the State yet. The contract should be sent to the Town in February. After the contract is received, work can be started again at Curtiss Park.

Grant Update

The Town did not receive the grant for Rails to Trails at this time. There was a call with the State to go through the grant application to see what needs to be improved in our application if we want to submit it for next time. Thank you to the Friends of Hammondsport Trails and Park who voted to pay for the grant writer for this application.

The Town still has not heard about the NY Forward Grant.

Gold Seal Update

There was an update on the burning at Gold Seal. Zoning Officer Marvin Rethmel said he went to the site and there was no evidence of burning tires or shingles, only of burnt wood.

Tara Fuller wanted to know why there was not a plan in place to clean up the property by a percentage or a certain time, or why a fine has not been placed on Fields Construction because of the condition of the building. The fines could be money that could go in the budget. There is no accountability.

Supervisor Stull will tell the Codes and Zoning Officers that if there are any violations the Town will start imposing fines. Marvin Rethmel, the Zoning Officer will contact the Regional Director of Air Quality in Avon to see what is going on. Deputy Supervisor Presley will call Ben from Jeremy Fields Construction to find out if there is a projected date to clean up the front and the projected tear down date.

New Business

Restore NY- Terry Nardone

Terry Nardone wanted the board to know that the Village of Hammondsport is applying for a Restore NY grant application for the Curtiss School. He would also like to see better communication between local governments.

Approval to put Ford F350 Crew Cab on the online Auction Site

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Shaw and carried, all voting Aye to approve putting the Ford F350 Crew Cab on the online Auction site.

Approve Building Department Fee Schedule

On a motion made by Councilperson Presley, seconded by Councilperson Farmer and carried, all voting Aye to approve the following Building Department fees:

Town of Urbana

Building Department Fee Schedule

Project Cost	Fee	Allotted Hours*
\$1.00-\$2,500	\$85.00	3
\$2,501-\$25,000	\$105.00	4.5
\$25,001-\$50,000	\$140.00	7
\$50,001-\$75,000	\$175.00	9
\$75,001-\$100,000	\$210.00	11
\$100,001-\$150,000	\$250.00	14
\$150,001-\$250,000	\$390.00	23
\$250,001-\$500,000	\$680.00	41
\$500,001-\$1,000,000	\$1220.00	75
\$1,000,001-\$5,000,000	\$ 3630.00	227
\$5,000,001-\$25,000,000	\$10,830.00	682
In Excess of \$25,000,000	To be negotiated	

Plan Review and Inspections during Construction

Any project exceeding the allotted hours will be billed at a rate of \$20.00- 30.00 per hour. To be paid in full prior to issue of C of O. Any inspection that is requested after normal working hours, will be billed at 30.00 per hour to be paid prior to issuance of a C of O.

Late Filing Fee

Any project that is started prior to issuance of the required permit or inspection report will be charged a late filing fee in the amount of 125% of the permit fee.

Other Permits

	Amt. Owed
Zoning Permit & Certificate of Zoning Compliance	\$50.00
Floodplain Development	\$70.00
Demolition Permit	\$80.00

Electrical Permit	\$ 75.00
Area Variance	\$175.00
Use Variance	\$175.00
Short Term rental registration fee for hosted rentals.	\$200.00
Short Term Rental registration for Non-Hosted rentals.	\$ 500.00
Special Use Permit	\$175.00
Subdivisions	\$120.00 per lot created
Camper Permit	\$85.00
Sign Permit	\$70.00
Excavation Permit	\$85.00
Site Plan Review (Concept)	\$75.00
Site Plan Review (Hearing)	\$120.00
Special Meeting requested by Applicant	\$280.00
Dock Permit	\$90.00
Watershed Fees	
New Construction	\$175.00
Replacement System	\$175.00
Modification of System	\$50.00
Replacement Dwelling	\$100.00
Permit Renewal	\$30.00
After the Fact	\$350.00
Re-Inspection	\$30.00
Major Repair	\$50.00
Property Transfer (Septic Inspection)	\$60.00

*Allotted Hours = All administrative functions including, but no limited to: plan review, meetings with contractors, engineers, architects, and required inspections.

Adopted 01/17/2023

Supervisor Stull said that Eleanor Silliman wrote a letter to the board thanking them for approving a bronze marker for the Civil War Soldier.

Public Input on Non Agenda and Agenda Items

None

Executive Session- Contract Negotiations

On a motion made by Councilperson Farmer, seconded by Deputy Supervisor Presley and carried, all voting Aye to go into Executive Session at 9:00 p.m. for Contract Negotiations inviting in Attorney Weaver, Tammie Nelson, Bookkeeper, and Deanna Tompkins, Clerk.

On a motion made by Deputy Supervisor Presley, seconded by Councilperson Farmer and carried, all voting Aye to come out of Executive Session at 9:13 p.m.

With no further business, on a motion made by Deputy Supervisor Presley, seconded by Councilperson Luppino and carried all voting Aye to close the meeting at 9:13 p.m.

Respectfully Submitted,

Deanna Tompkins,
Town Clerk