



Town Board Meeting

Minutes

Monday, May 13, 2024 at 10:00 am

Attendees: Supervisor; Jeffrey Horton, Deputy Supervisor; John Tschrante, Board Members ; Michael Austin, Norman Maynard, and Glenn Vogel, Highway Superintendent; Thomas Austin, Town Clerk; Michelle Seeley

Guests

Wayne Cosier, Dale Seeley, Linda Baird, Joseph Seeley, Jack Wheeler, Chris Brewer, Eric Rose, David Baker.

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Horton opened the Public hearing on Local Law 1 of 2024 a local Law to allow Steuben County to assume the role of Uniform Fire Prevention and Building Codes for the Town of Campbell, NY. At 10 Am with the pledge of allegiance. The clerk took roll call

2. LL1 of 2024

Minutes:

Jeffrey Horton introduced Jack Wheeler, Eric Rose and Chris Brewer from the County, and explained that they were here to answer any questions. He then asked if there were any public comments. Joseph Seeley asked if the County took over, how they would provide the same personable experience that having someone here in town would provide the community? He stated that he thought that it would be better to have someone from town and that lives in town who knows the people here. He feels that a person from town that has relationships with the people in town would provide a more personal experience for the tax payers. Dale Seeley asked what the average response time for permits to be issued and inspections to be done was. Eric Rose stated that it would depend on the size of the project, and that overall review and inspections would be scheduled accordingly. Then you can call and have first hand contact with the Code Enforcement officer after the process of the permitting is done. The response time is usually pretty good, not weeks but there have been a few instances where there are issues, but they have worked through them and tried to make them better. Dale Seeley asked how things were prioritized when there are conflicts. Eric Rose stated that it works just like any Code office and it would depend on when the job came in and the size of the job. You just put a call in and schedule it the Code Officer will be there. Jeffrey Horton stated that Dale had asked a question that didn't have a right answer. He explained that even with a Code guy in town and he got a call about two

jobs, he would have to schedule them. Joseph Seeley stated that the chances of a local Code Enforcement officer being able to come out would be better than a guy from the County that may have several more obligations in other towns. Where if we had a local Code Officer he may only have one or two inspections in a day. Jack Wheeler stated that just to clarify, if the Local Law were to pass, this would only be the second town that the County is handling. The County has handled the Town of Addison since the 80's and while Campbell is bigger and has more projects, the County is only covering Addison and Campbell, not the whole County. Joe Seeley stated that his concern was that right now there are only 2 towns, but in the future there may be more and we would have to compete with them. Jack Wheeler stated that there have been discussions at the County Level about this issue, as well as the issues with the assessors. He stated that there seem to be issues with both positions. The County is the backstop for the towns when these positions cant be filled. There are not many people in this County that are Certified Code Enforcement Officers, the County has had Eric Rose go through the training as a backup, so there are multiple resources instead of just one.

Joseph Seeley stated that as a backup the County is fine but there are people in Town that are more than qualified to fill the position, and they would have time to complete the courses before the time limit is reached. Right now we have solar projects coming into the Town that would bring big money to the Town and the County would get that. Jack Wheeler stated that the people that are at the County are local, not from Campbell but Bath and Hornell. He is not sure how the money from the Solar projects would work. Dale Seeley asked how many people are available through the county. Eric Rose said there are 2 and a full staff of full time support staff. Code enforcement officer is on call. Dale Seeley asked how the paperwork would be handled, would people need to go to Bath for a permit? Eric Rose responded that there would be access via phone, website and in person. They are working on the online part . If the Code Enforcement officer is in the area he can fill out the building permit and take the fee. Otherwise it would all be done at the County. Dale Seeley asked if there were a way that citizens could still come to the Town and get their permits, then deliver them to the County. Jack Wheeler stated that he is not sure it depends on how the law is written, and depending on volume the Code guy could set up office hours, but he is not sure how that will work. This is something that will need to be worked out, in the Town of Addison this has never been an issue as they only have 5 or 6 a year on average. David Baker asked how the Town of Campbell currently handles the Planning and Zoning aspect of the job. Jeffrey Horton stated that in the past this has been the Code Enforcement officers job, part time. The former Code guy was in the office 1 hour in the mornings where he would make appointments and do paperwork, but you would have to call for an appointment, similar to how it would be at the county. David Baker asked if the Town were to hire locally would they hire for just 1 hour a day. Jeffrey Horton stated that an ad was placed in the paper for 10 hours a week for a certified Code Officer, and no certified applicants put in resumes. Dale Seeley stated that the ad did not ask for a Certified Code officer, it stated you were looking for someone qualified. He requested to know if there were anyone who applied who was qualified. Jeffrey Horton stated that the ad should have said certified if it didn't. David Baker stated that his understanding is that you can start the job as qualified, and have a certain amount of time to complete the certification. Jeffrey Horton agreed that was the case. David Baker asked what the advantage of having the County take over. Jeffrey Horton stated that his opinion was that in the

last several years there have been 3 Code officers and when there was no back up when they quit. When the Dollar General came in the clerk called Tom Hargrave and asked him to come back because no one could sign the permits. The County would have backups in these situations and will be staffed all day. Dale Seeley said that he just heard Jack Wheeler say the County is the backstop for the Town, so what does that mean? Why couldn't they have addressed any of the permit issues while the Town was looking for someone? Jack Wheeler replied they could not assist without the Local Law. The Local Law provides the Towns to delegate the authority to the County. Without the Local Law the County could not step in. Dale then asked if our Local Law could say that the County could step in if there were a case where the Code Enforcement officer was not available? Jeffrey Horton said that was not the way he understood it. If at this level the Town passes a Local Law, the County has to provide coverage and cannot pass it off to the State. Dale Seeley asked if we could have a Local Law that states they have to provide that service , if we lose a Code Enforcer? Jeffrey Horton stated that he was unsure if that were the case, he was unsure there was a way to do this halfway. Dale Seeley stated that the Board should look into it before they pass the proposed law. Joseph Seeley stated that we should keep it more local and provide our own Code Enforcement if we can. Locally employed people will put money back into the Community. David Baker asked how many permits does Dale Seeley submit in a year? Dale Replied not that many only when he has a project. David Baker followed up by asking if Dale had submitted any this year. Dale replied that he had. Joe Seeley was asked the same question, he replied that he had not put in for one in a couple years, he is looking out for his community and wants them to have access to a Code enforcement officer locally. David Baker stated that he had completed the NYS Code Officer training last week and is not interested in working for Campbell or the County. But would be available for a contract on an as needed basis. Michael Austin said he thought that David Baker had just said he didn't want to work for the Town of Campbell. Mr. Baker stated his intention was to get qualified for his own personal interest, but not to work as a Code Enforcement Officer. But he may on a contract basis if asked. Linda Baird asked what the cost to the Town was versus the Cost of having the County do it. Jeffrey Horton said the Town was paying Tom Hargraves \$22,000 per year for part time, and Code Enforcement is budgeted for \$26.00 per hour. Jim didn't use his ten hours per week but there were thing that Jim couldn't do because he was so busy with other things. The permit fees go first to pay the Code officer than anything above and beyond would be charged back to the Town at the end of the year. Linda asked how the calculation for the hours was made? Tom Hargrave was here much more than that. Supervisor Horton stated that Tom spent a lot of time doing things that were not Code related, like dealing with the Office of the Aging. Tom kept a log and having talked to him that is what we came up with. Linda asked if since they have worked those issues out with Tom would it be possible to put those things in writing and hire him Back. Jeffrey Horton explained that Tom had quit twice and the Town would not hire him back. There were several things that Tom wanted the Town to do that they could not do, so it would not work. Joseph Seeley stated that it sounds like there is no set price for the County and by taking them on they are going to take the permit fees and charge us by the hour. It sounds like a bottomless pit that we cant budget for, it could be \$50,000 per year. Jeffrey Horton agreed that that is something that would be up to the Town to keep track of, and if that is the case we could make a local law to resend this one. It would be as simple as writing the law then having a public hearing and a vote. Jack Wheeler stated that the cost will be based on

the work flow. Linda Baird commented that the Town should interview locals who are qualified and make the County secondary. She agrees that it should be kept local. Dale Seeley would recommend amending the law to allow Steuben County to take on the role, if there are issues here in town with finding a Code guy. Wayne Cosier wanted to know if there would be an annual or semi annual review if the law passes.

Jeffrey Horton stated that Jack Wheeler and Chris Brewer would give the Town information any time we request it. Addison gets reports monthly. Wayne Cosier added that even the County does not know how it is going to work. He feels that the Town may want to incorporate it into the law that a review is necessary. Jeffrey Horton said that he would agree because Addison is so much smaller than Campbell it will be a learning curve for everyone. We will want to do it more than that. Joe Seeley asked if we are paying hourly and mileage from the County. Jeffrey Horton stated that you will pay mileage just like we do now. Chris Brewer stated that it would be a passthrough and there is no mark up on the Counties part. What ever hours and mileage will be billed as is. Jeffrey Horton Called the Public Hearing closed at 10:25 am. He then asked if the Board had any comments or questions. Norman Maynard asked what kind of permits were done in Addison. If there are only 5 a year are they for new builds or maintenance? Eric Rose responded that there was a new build last year, mostly they are for roofs garages and sheds. General and commercial maintenance, fire code inspections which the Town will need. Norman Maynard clarified that Addison only had 5 or 6 permits last year. Eric Rose stated that there were a couple of new builds. He was involved in the transition process when Marvin Rethmel retired last year. Linda Baird asked if it were true that not all of Addison requires building permits? Jeffrey Horton stated that it was State Law, for code and fire. There is no way to opt out of the law. Linda Baird questioned if there would be an increase in the cost of permits to help offset the cost to the Town for the new Law. Jeffrey Horton did not know what the difference in fees between the Town and the County was. Ag is exempt for the fee but needs inspections and permits. Michael Austin thinks the County does a great job, but would agree that an in town CEO would be better, it is more handy to have someone here, and helps to maintain better relationships. Doesn't see the money difference as that big of a deal. But would rather keep it local so that the Code guy is able to respond quickly. He understands that there was a struggle when Jim quit but he would rather keep it local. Norman Maynard asked what steps he would need to follow to get a permit for his roof, if he wants to do the roof himself. Jack Wheeler stated he could go on line to the Steuben County website, fill out the application, and once it is correct and complete and paid for, it can be processed and you can get your proceed orders. How long of a process is it? Is there separate departments that will handle it? Norman Maynard went to the County to see what the process would be and it was confusing and hard to find. No one knew where to send him. Even Public works wasn't sure. Jack Wheeler stated that it will need to be streamlined to make it more available and transparent, because Campbell is a bigger town there would need to be changes. Going forward the office would be housed in Public Works. The public would talk to Lisa and she would call Chuck Cagle, Chucks phone number would be given to the public. Information would be posted here in Campbell and at the County as to what the process is. If the Town decides to pass the Local Law the County would have to make it more transparent due to volume of permits issued. Jeffrey Horton asked what would happen if there were another Town that did the same as Campbell. Would there still not be enough for a full time person? Is there any law that says that

the County cant have 2 part time Code officers? Jack Wheeler responded that there is no law but seeing what is happening with Code Enforcement in other towns, the County would need to hire a full time person in the next 20 years. A motion by Glenn Vogel and seconded by Michael Austin to adopt the local law as written was passed by a 3-2 roll call vote with Tschantre, Vogel, and Horton voting AYE and Austin and Maynard voting NAY Beginning Monday May 20, 2024 Chuck Cagle will be available to the town for Code issues.

Vote results:

Ayes: 3 / Nays: 2

3. Prior Minutes

Minutes:

A motion by Glenn Vogel seconded by Michael Austin to adopt the minutes as written was adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

a. April 8, 2024 and April 22, 2024

4. Reports

a. HWY / Water Report

Minutes:

Thomas Austin was contacted by the Crookers on the Campbell Savona Road, they are paying Town of Campbell taxes. There are several potholes on the road to their house. There js a section of road that runs about 2/10 of a mile that belongs to the Town of Campbell that needs fixed. The Tom thought this section was in Thurston but it is in Campbell. Tom has contacted the DOT to see what needs to be done to increase the Towns portion of the Savona Campbell Road. Tom will move the signs and get the CHIPS funds for that section paid to the Town of Campbell going forward, and will fix the road. Water- Restoration is going well. Vacri will have to come back when the weather dries up so they can finish with Randy Personius' yard. Still needs pea gravel. Park- The Company that was hired to do the park basketball project was given until May to prove that he had ordered the basketball hoop stand. He has not proven it. Wendy has ordered the basketball assembly it will be here in 5 weeks. The Highway guys will finish the project and the Town will withhold the portion of the payment that was to pay for the basketball hoop. The contractor must remove his trailer from the park before his payment is released. Corning Rugby games have become very popular and it is causing issues with parking on the grass and digging ruts, additionally there is issues with garbage being left behind. Jeffrey Horton will send an email letting the Rugby team they need to fix the ruts and that they must take care of their garbage if they want to continue using the park.

Vote results:

Ayes: 5 / Nays: 0

b. 2026 Truck Build

Minutes:

Thomas Austin has gotten a price for the new 2026 truck. \$320,309,000.71. If the chassis is

not built by 2025 there is no telling what the increase will be. Ken Tronetti said the build date would be November of 2025 for the chassis. The first payment will be deferred 1 year as is the new policy, and would not be due until 2027. Michael Austin asked if the price is locked in if the build date is 2025. Thomas Austin said yes. The 2016 International with the Cummins engine will go on to Auctions International. There is a 5 year 100k mile warranty on the specked truck. A motion to authorize Thomas Austin to sign for the new truck was made by Michael Austin and seconded by Glenn Vogel. The Motion passed by Roll call vote with Austin, Tschantre, Vogel, Maynard and Horton voting AYE

c. Bookkeeper Report

Minutes:

May 13, 2024 Board Meeting – Bookkeeper Report for April 2024 Reports were submitted to me from the Town Clerk and the Court Clerks for the month of April 2024.

The signed Supervisor report for April 2024 was not submitted to the Town Clerk, but will be next week. Revenue – General \$68,912.46 A1081 = NYSEG PILOT \$ 4,210.63 A1090 = Real Property Penalties \$15,548.12 A2450 = Casella Host Agreement \$75,365.94 A1120 = Sales Tax Revenue – Highway \$50,000.00 DA2450 = Manning Ridge Road \$190,738.06 DA1120 = Sales Tax – Highway is fully funded

Transfers needed: Due to the personnel issue we will need to fund the attorney contractual it is -\$2,161.69. FROM TITLE TO TITLE AMT \$\$\$ A1010.4 Town Board contractual A1420.4 Attorney contractual \$8,000.00

Working on a new employee handbook. Jeff and I worked through the draft that Dave Tennent and I did in 2014. I am in the process of updating that draft and will have the 2nd draft ready for board review in June. I attended NYS Finance School Update in Geneva May 7 & 8. Very informative, but very few new updates. Some new adjustments will be made in budget processes and in financial policy. I will bring to board in June. The Cameras (TeleDair) have been upgraded and that project is complete. The security system has been upgraded and access cards and codes are being issued to all who qualify. Jacqui has the computer program on her computer and she will be taking the lead on this project as we finalize the way it functions and she will be maintaining it. REPORTS 2023 AUD was submitted to NYS 2024 Audit of Town – All documents sent to company. Audit will start in June. Received the County certified payroll review of what I sent in February. I will be responding to that review this month and will report back in June. A motion to approve the transfers in the Bookkeepers report was made by Michael Austin and seconded by Glenn Vogel, Adopted by vote.

Vote results:

Ayes: 5 / Nays: 0

d. Codes

e. Dog Control

f. Assessors Report

g. Supervisor Report

Minutes:

David Swan has resigned from the ZBA and will take effect immediately. The Clerk reached

out to him to clarify the date he would be resigning because the letter was dated for July 5, 2024. A motion to accept Dave Swans resignation was made by Michael Austin and seconded by John Tschantre. Adopted by vote

Vote results:

Ayes: 5 / Nays: 0

h. Town Clerk Report

5. Old Business

a. LL 1 of 2024

Minutes:

Local Law 1 of 2024. A motion to allow Supervisor Horton to sign the intermunicipal agreement for LL 1 of 2024 Code Enforcement with the County of Steuben on the 20th of May after the legislature adopts it was made by Glenn Vogel and seconded by Norman Maynard was adopted by vote with Michael Austin voting Nay

Vote results:

Ayes: 4 / Nays: 1

6. Public Comment

Minutes:

Dale Seeley stated for the record that he had submitted an application for the position of Code Enforcement Officer, based on the advertisement that was in the Shopper. Specifically Minimum qualifications: Graduate from high school or possession of high school equivalency and 2 years experience in some phase of building construction. SPECIAL REQUIREMENT: Completion of the code enforcement training program as mandated by the Dept. of State, Office of Fire Prevention and Control is required within the time limits established in Part 1208 of Title 19 NYCRR. Mr. Seeley then stated that he heard in the meeting today that there were no qualified candidates that had applied. He was not contacted about his resume and asked if the other candidate had been contacted. Mr. Seeley then stated that he felt the vote was taken erroneously and requested that the clerk specifically add his comments to the minutes. Supervisor Horton stated that for the record the other candidate was also not contacted, and was actually in the Code classes currently.

7. Executive session- Compensation

Minutes:

A motion to enter into executive session was made by Michael Austin and seconded by John Tschantre at 11:18 am. Adopted by vote

A motion to exit executive session was made by Michael Austin and seconded by John Tschantre at 11:40 am.

Vote results:

Ayes: 5 / Nays: 0

8. New Business

a. New Highway Shop

Minutes:

Norman Maynard would like to begin to move ahead on the new Highway shop. The Town

would need to get drawings and put together a realistic plan. Tom Austin does have some information from a couple years ago. He agrees that it is best to start planning this year so they could begin in the summer of 2025. A new Building would allow the equipment to all be inside and it would help to preserve the equipment. The Board agreed to allow Tom to begin getting more information.

b. 2024 Harassment and compliance

Minutes:

Updates to the 2024 workplace violence policy with Jacqui Kohman being the new Compliance officer, and instead of it saying Jeffrey Horton Town Supervisor, changing it to Town Supervisor. Motion to make the changes to the policy's was made by Michael Austin and seconded by John Tschantre. Adopted by vote

Vote results:

Ayes: 5 / Nays: 0

9. Voucher Audit

Minutes:

A-General 125-127 & 128-157 \$ 68,986.16 SL- Street Lighting 158 \$ 1,606.40 DA- Highway 69-85 \$ 94,619.08 SW1- Water District 1 23-25 \$ 79,767.74 SW2- Water District 2 10 \$ 48.60 SW-3 Water District 3 9 \$ 48.60 SW-4 6&7 \$ 776.33
H-3 Capital Projects \$
FD1- Fire District 1 \$ FD2- Fire District 2 \$ TA- Trust and Agency 5 \$ 212.00 TOTAL \$ 246,064.91

10. Adjournment

Minutes:

A motion by Michael Austin and seconded by John Tschantre to adjourn at 11:47 am Adopted by vote

Vote results:

Ayes: 5 / Nays: 0