

The annual organizational meeting of the Town of Homer Board held on Wednesday, January 10, 2024, in the town board room, was called to order by Supervisor Michael R. Park at 6:30 p.m.

PRESENT

Michael R. Park, Supervisor
Barry E. Warren, Deputy Supervisor
Caleb J. Leach, Councilmember
Kevin M. Williams, Councilmember
Sarah E. Head, Councilmember
Daniel J. Ellis II, Attorney for the Town
Heather M. Hill, Town Clerk
Brooke L. Poli, Deputy Clerk

OTHERS PRESENT

Don Ferris, resident, Town of Homer
Dan Gustafson, ZBA Chairman, Town of Homer
Kevin J. McMahon, Code Enforcement Officer, Town of Homer
Michael McMahon, Planning Board Chairman, Town of Homer
Emmanuel Pothos, resident, Town of Cortlandville
Patrick Clune, Trustee, Village of Homer
Margaret Mellott, Cortland Standard
Tim Malchak, resident, Town of Homer
John R. Phelps, Highway Superintendent, Town of Homer
Victor Siegle, resident, Village of Homer

PLEDGE OF ALLEGIANCE

MINUTES

On motion by Deputy Supervisor Warren, seconded by Councilmember Head, and carried unanimously: **RESOLVED: The regular meeting minutes of the December 6, 2023, meeting were approved as presented.**

MONTHLY REPORTS

Presented for audit by the Town Board were:

1. The Town Clerk's report of all receipts and disbursements for December 2023.
2. The Supervisor's reports of all financial activities for November 2023.
3. The Code Enforcement Officer's report on all building permits issued for December 2023.
4. The Dog Control Officer's report for the remainder of November, and December 2023.

On motion by Councilmember Williams, seconded by Councilmember Head, and carried unanimously: **RESOLVED: The Town Clerk's monthly report for December, the Supervisor's monthly report for November, and the Code Enforcement Officer's monthly report for December, and the Dog Control Officer's report for the remainder of November and December for 2023, are received, accepted, and filed.**

BILLS TO BE PAID

General bills for 2023, were approved as audited by Deputy Supervisor Warren, motioned by Councilmember Deputy Supervisor Warren, seconded by Councilmember Leach, and carried

unanimously: **RESOLVED: That General Fund vouchers #530 through #564 totaling \$14,637.95 are approved for payment.**

General bills for 2024, were approved as audited by Deputy Supervisor Warren, motioned by Deputy Supervisor Warren, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: That General Fund vouchers #1 through #8 totaling \$5,303.00 are approved for payment.**

Highway bills for 2023, were approved as audited by Councilmember Head, motioned by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: That Highway Fund vouchers #417 through #433 are approved for payment totaling \$17,017.68.**

Highway bills for 2024, were approved as audited by Councilmember Head, motioned by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: That Highway Fund vouchers #1 through #3 are approved for payment totaling \$16,326.85.**

NEW TOWN ATTORNEY

Supervisor Park introduced Daniel J. Ellis II, the new town attorney, to the town board. Attorney Ellis has been practicing law in Cortland County since 2013 and has worked with municipalities including the Town of Virgil and the Town of Scott.

HIGHWAY SUPERINTENDENT

Highway Superintendent Phelps stated they have been working with the weather and updating equipment. One of the highway employees has had a knee replaced and started back to work and will have his other knee replaced February 6th. They also have hired new winter seasonal employees to assist with plowing. This year Phelps stated he may want to remove one of the 4500's because of rust and will obtain a quote for the town board to review.

The Village of Homer, Newton Water Works, and the Town of Homer are considering purchasing a new asphalt hot box. The town, village, and water department would split the cost three ways, and each pay approximately twenty thousand. As there is no lead time on the asphalt hot box, it could be purchased upon approval. Phelps stated he would obtain a quote and get back to the town board.

LEGISLATOR

Absent

CODE ENFORCEMENT OFFICER

Code Enforcement Kevin McMahon updated the town board that he submitted an updated job description to the Town Clerk's office. McMahon also stated Deputy Supervisor Adam Brown has been an asset to his office.

In 2023, he has seen more houses built in the Town of Homer than in his twenty years as code officer. In 2024, he stated there are various upcoming code changes that will be adopted in 2025 and additionally, he will be attending various trainings. Lastly, McMahon stated that Pine Hill Trailer Park has removed several old trailers and replaced them with new trailers.

PLANNING BOARD

Chairman Michael McMahon thanked Supervisor Park for inviting him to the meeting and stated as of this past November he has been on the Homer Town Planning Board for 45 years.

He reviewed the following as the planning board responsibilities: oversight of zoning laws and regulations, adhering to the guidelines of the Town's Comprehensive Plan, holding public hearings on all requests that require such action, advising the Town Board on prospective

changes and additions to the town zoning code, permitting minor and major subdivisions, oversight of lot size and set-back compliance, issuing special permits and conditions that apply with such permits, writing new code to address new situations such as solar and breweries, working closely with the Town Attorney to assure the board is acting in compliance with the laws, working cooperatively with the County Planner and County Planning Board to be in compliance with the General Municipal Law, working cooperatively with the Town Board, the Zoning Board of Appeals, and the Code Enforcement Officer.

He listed the current Planning Board Members: Mike McMahon, Chairman; Mike May, Vice-Chair; Erin Mahunik, member; Chad Butts, member; Bruce Crandall, member; John Miller, member; and Zach Young, member. The Planning Board meets the last Wednesday of each month at 7:00 p.m.

ZONING BOARD OF APPEALS

Chairman Dan Gustafson stated the 2023 year was a slower year for zoning applications and reviewed the job description of the Zoning Board of Appeals. He stated that when the code enforcement officer denies a building permit, it then must be submitted for review to the Zoning Board of Appeals for various reasons. The Zoning Board of Appeals meets the last Wednesday of each month at 6:00 p.m.

NEW BUSINESS

Annual appointments and resolutions- On motion by Supervisor Park, seconded by Deputy Supervisor Warren and carried unanimously: RESOLVED: that the following appointments and resolutions for the year 2024 are hereby approved:

1. Deputy Supervisor	Barry Warren
2. Town Meeting Dates	2 nd Wednesday of the Month
3. Official Newspaper	Cortland Standard
4. Official Depositor of Town Funds	FNB of Dryden
5. Attorney for the Town	Daniel J. Ellis II
6. Budget Officer	Michael R. Park
7. Deputy Highway Superintendent	John F. Lansdowne
8. Town Clerk /Tax Collector	Heather M. Hill
9. Registrar of Vital Statistics	Heather M. Hill
10. Deputy Town Clerk/Tax Collector	Brooke L. Poli
11. Deputy Registrar of Vital Statistics	Brooke L. Poli
12. Dog Control Officer	Lindsay Anderson
13. Code Enforcement Officer	Kevin McMahon
14. Deputy Code Enforcement Officer	Adam Brown
15. Fire Inspector	Kevin McMahon
16. Deputy Fire Inspector	Adam Brown
17. Planning Board appointment	Zachary Young 5-year/2028 Alternate- Lindsay Anderson
18. ZBA Board appointment	Richard Villnave 5-year/2028 Alternate- Lindsay Anderson
19. Planning & Zoning Board Chairman rate	\$50.00 per meeting
20. Planning & Zoning Board member rates	\$30.00 per meeting
21. Mileage Allowance for Town officials	as per Federal Government Allowance
22. Approval to invest funds	Michael R. Park
23. Hourly pay rate for Highway employees	as per Adopted Budget
24. Bid price for abrasive/salt	NYS Bid Price
25. Board of assessment Review Rate	\$125/Day
26. Board of assessment Review Members	Nancy Richards 4-year/2027 Leclar (Lee) Dennis 4-year/2027
27. Appointment of Delegate to Association Of Town's meeting	None
28. Town Historian Appointment	Martin Sweeney
29. Resolution –salaries as stated in budget	Yes
30. Town Board Members Salaries paid Monthly	Yes
30. Resolution –utility, comptroller, health insurance, workers compensation, and HSA bills to be paid upon receipt, Town Clerk's postage, Planning and ZBA Board Annual Compensation	Yes

BOOKKEEPER POSTION

On motion by Supervisor Park, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: To create a bookkeeper position for the Town of Homer.**

On motion by Supervisor Park, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: To appoint Frederick J. Forbes, Sr., as bookkeeper to the Town Supervisor for the Town of Homer.**

CIVIL SERVICE/POSITIONS

The Homer Town Board needs to create, submit, and approve new positions for the Town of Homer and submit the approved job descriptions to the Civil Service Department.

On motion by Councilmember Williams, seconded by Councilmember Head, and carried unanimously: **RESOLVED: To create, submit, and approve the following positions for the Town of Homer: Bookkeeper, Deputy Town Clerk, Deputy Code Enforcement Officer, Town Historian, Deputy Assessor, and Assessor Clerk.**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MORTGAGE RELEASE LETTERS

On motion by Councilmember Williams, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: To authorize the Town Supervisor to sign and send mortgage release letters to James and Sally Gray.**

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To authorize the Town Supervisor to sign and send mortgage release letters to Nancy Winnie.**

ELEVATOR- FIRE ALARM UPDATE

Supervisor Park discussed and reviewed the need to have annual routine inspections on the elevator/fire alarm systems in the town hall and stated the inspections have not been completed properly in prior years. Two proposals were obtained, reviewed, and discussed by the Town Board.

On motion by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To accept Pleasant Valley Electric Inc.'s proposal.**

PROCUREMENT POLICY

Supervisor Park requested the Town Board review proposed changes to the Town of Homer's Procurement Policy and provide their feedback and suggestions for next month's meeting. One example discussed was whether oral request/bids should be accepted, or if written requests/bids should be submitted to the town board.

ENVIRONMENTAL ATTORNEY

Supervisor Park and town board discussed keeping Attorney Patrick Snyder as a consultant for the Town of Homer regarding environmental issues. The town composed an Environmental Attorney Agreement which states an hourly rate of \$180.00, and not to exceed \$6,000.00 per year unless the town board provides prior authorization.

On motion by Councilmember Williams, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: To authorize the supervisor to sign the Environmental Attorney Agreement for the year 2024, which would allow the Town of Homer to consult Patrick Snyder for his legal environmental services.**

WINTER FEST

On motion by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To waive the \$50.00 fee for fireworks for the Winterfest.**

BRIDGE UPDATE

Supervisor Park updated the Town Board that the bridge located on Wall Street has been shut down and the Town of Homer is considering rebuilding the bridge. The town has applied for funding from Bridge New York for the last two years and has reapplied this year. If the state accepts the application, they will pay 95% of the total cost, which is 2.4 million.

Supervisor Park also informed the town board that they received a notice for Albany Bridge and there was some discussion on how to proceed with making the necessary changes. Supervisor Park stated he would meet with Paul Sweeney to further discuss the bridge.

HOMER SOLAR PROJECT

Supervisor Park stated the original submitted solar project application on Brake Hill Road was retracted and now anticipates a resubmittal application correlating with the new tax laws and IDA brackets. As of now, they have not reapplied. Village resident Victor Siegle shared a few of his comments with the town board concerning EDF.

EXECUTIVE SESSION

On motion by Deputy Supervisor Warren, seconded by Councilmember Leach, and carried unanimously: the Town Board entered an executive session at 7:30 p.m. to discuss a personnel item.

On motion by Councilmember Leach, seconded by Councilmember Head, and carried unanimously: the executive session adjourned at 7:45 p.m.

On motion by Councilmember Park, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To authorize the Supervisor to add 30 hours of paid time off (PTO) to any employees to cover any disability short fall for December 26th, 27th, and 28th for the year 2023.**

On motion by Supervisor Park, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To pay for Disability Insurance for all Town of Homer employees for the year 2024 in the amount of \$1,719.00. If needed, employees will receive an average of 50% of their salary.**

OTHER

Village Senior Luncheon- Village Trustee Clune stated there was an upcoming senior luncheon on January 17, 2024, in the Town Hall Senior Center for Homer residents and are taking reservations.

As there was no further business, the meeting adjourned at 7:52 p.m.

Brooke L. Poli
Deputy Town Clerk

