

The regularly scheduled meeting of the Town of Homer Town Board held on Wednesday, February 14, 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
Brooke L. Poli, Deputy Clerk

OTHERS PRESENT

Margaret Mellott, Cortland Standard
Tim Malchak, resident, Town of Homer
Lindsay Andersen, Dog Control Officer

ABSENT

Heather M. Hill, Town Clerk
John R. Phelps, Highway Superintendent, Town of Homer

PLEDGE OF ALLEGIANCE

MINUTES

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: The regular meeting minutes of the January 10, 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 January 2024.
2. The Supervisor's reports of all financial activities for December 2023.
3. The Code Enforcement Officer's report on all building permits issued for January 2024.
4. The Dog Control Officer's monthly report for January 2024, and Municipal Shelter and Dog Control Officer Inspection Report completed January 2024.

On motion by Councilmember Leach, seconded by Councilmember Head, and carried unanimously: **RESOLVED: The Town Clerk's monthly report for January 2024, the Supervisor's monthly report for December 2023, and the Code Enforcement Officer's monthly report for January 2024, and the Dog Control Officer's monthly report for January 2024 and Municipal Shelter and Dog Control Officer Inspection Report completed January 2024, are received, accepted, and filed.**

DOG CONTROL OFFICER

Dog Control Officer Lindsay Anderson stated New York is passing an Animal Care Standard Act implemented in the year 2025, which will put various regulations on dog shelters. Anderson stated they do not know all the specific requirements to meet the unspecified regulations. One of the posed requirements on the shelters are to have backup generators for the kennels and she has applied for the grant to help cover the cost. The cost is approximately \$321,000.00 and her shelter would be required to contribute 10 percent of the total cost.

Anderson stated her concern is these new requirements are putting financial strain on the smaller municipalities and shelters, as they do not have the extra funds to cover the updates. The final regulations should be public by the end of March and is in hopes to receive the grant.

Anderson stated they had their Agriculture & Markets Law and Regulations inspections and received satisfactory reports and continue to have a good relationship. She stated she would update the Town Board on whether she receives approval for the applied grant. Anderson also recommended completing an enumeration in the future for all the dogs in the town. Supervisor Park thanked Officer Anderson for coming and for all her work.

On motion by Councilmember Leach, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: The Dog Control Officer Inspection Report and Municipal Shelter Inspection Report are received, accepted, and filed.**

BILLS TO BE PAID

General bills were approved as audited by Deputy Supervisor Warren, motioned by Deputy Supervisor Warren, seconded by Councilmember Head, and carried unanimously: **RESOLVED: That General Fund vouchers #9 through #31 totaling \$18,739.57 are approved for payment.**

On motion by Councilmember Leach, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: To add Voucher #434 to Highway Fund vouchers in the amount of \$13,403.59, to Abstract #12 of 2023 Highway bills, changing the total to \$30,421.27.**

Highway bills were approved as audited by Councilmember Leach, motioned by Councilmember Leach, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: That Highway Fund vouchers #4 through #13 are approved for payment totaling \$11,196.80.**

LEGISLATOR

Absent

PRIVILEGE OF THE FLOOR

Supervisor Park stated that even though the Town Board has always allowed residents to speak openly at Town Board meetings, he learned through New York State law, it must be an item on the agenda. He also stated any information packets distributed to the Town Board must be provided to the newspaper and/or the Town of Homer's website.

TOWN CLERK

The Deputy Town Clerk stated the Town Clerk's office has collected \$5,668,748.07 of the warrant amount of \$6,846,014.61 which is 82.20 % of the total taxes collected. The clerk's office has been extremely busy with tax collection and Supervisor Park stated he is very pleased with the atmosphere in the office. There have been additional responsibilities and changes implemented in the clerk's office and the transitions have gone smoothly.

2ND TAX COLLECTOR ACCOUNT

The Deputy Town Clerk reported that they would like to request an additional tax collector account for ACH and credit card payments. This additional account would assist the clerks with their tax collection and balancing the books.

On motion by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To approve an additional tax collection account for ACH and credit card payment.**

TAX EXTENTION LETTER

On motion by Deputy Supervisor Warren, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: To authorize the supervisor to sign and submit the request form from the Cortland County Finance Office to extend tax collection until May 31, 2024.**

BUDGET ADJUSTMENT

Town of Homer
Budget Adjustments

NAMES	ACCOUNT	DEBIT	CREDIT
Town Clerk Slarary	A1410.1	\$ 5,500.00	
Building Expense	A1620.4	\$ 13,500.00	
Unallocated Insurance	A1910.4	\$ 3,200.00	
Municipal Dues	A1920.4	\$ 1,000.00	
State Retirement	A9010.8	\$ 100.00	
Health Insurance	A9060.8	\$ 2,100.00	
Town Justice - Personal	A1110.1		\$ 10,200.00
Justice Contractual	A1110.4		\$ 5,000.00
Town clerk Equipment	A1410.2		\$ 4,500.00
Town Clerk Contactual	A1410.4		\$ 1,700.00
Garage - Contractual	A5132.4		\$ 4,000.00
Total		\$ 25,400.00	\$ 25,400.00
Code Contractual	B3620.4	\$ 500.00	
Historian Contractual	B7510.4	\$ 3,700.00	
Zoning Board	B8010.41	\$ 300.00	
Planning Board Attorney	B8020.4	\$ 100.00	
Social Security	B9030.8	\$ 250.00	
Unemployment	B9050.8	\$ 120.00	
Code Equipment	B3620.2		\$ 1,870.00
Misc Sales	B2770		\$ 3,100.00
Total		\$ 4,970.00	\$ 4,970.00
Unemployment Insurance	DA9050.8	\$ 1,700.00	
Snow Removal - Personal	DA5142.1		\$ 1,700.00
Total		\$ 1,700.00	\$ 1,700.00
Equipment	DB5110.2	\$ 4,500.00	
General Repairs - Contracctual	DB5110.4		\$ 4,500.00
Total		\$ 4,500.00	\$ 4,500.00

On motion by Councilmember Williams, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: To authorize the supervisor to attain the budget adjustment as presented above to the 2023 Town of Homer budget.**

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) MORTGAGE RELEASE LETTERS

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 Thomas Cornell and Karla Cannavino.**

HIGHWAY GARAGE- HOT BOX

Supervisor Park reviewed the J & J Equipment proposal for a Trailer Mounted Asphalt Hot Box in the amount of \$41,455.00 divided between the Town of Homer, the Village of Homer, and the Village Water and Sewer Department. The amount due from each department is \$13,818.33. The maintenance of the hot box would be covered by the village and the town. It was stated that the purchase will be completed on state bid to comply with procurement requirements. Councilmember Leach stated that the proper insurance coverage should also be acquired by all parties.

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To authorize the purchase of the Trailer Mounted Asphalt Hot Box through J&J Equipment state bid in the amount of \$13,818.33 for the town's portion of the cost.**

MARCH FOOD DRIVE

On motion by Councilmember Head, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To collect food in the Town Clerk's office for a food drive through GTCMHIC in March for National Nutrition Month along with the Village of Homer.**

2024 MCA – GTCMHIC

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To authorize the supervisor to sign and approve the 2024 and future amendments to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC).**

GTCMHIC REAPPOINT TOWN REPRESENTATIVE

On motion by Supervisor Park, seconded by Councilmember Head, and carried unanimously: **RESOLVED: To reappoint Kevin Williams as the representative for the Town of Homer for Greater Tompkins County Municipal Health Insurance Consortium (GTCMHIC).**

COURT AUDIT- 2023

Supervisor Park stated the court audit is due and last year Andrea Herzog completed the audit. Councilmember Williams and Councilmember Leach agreed to complete the audit of the court records and Supervisor Park stated he would retrieve the letter and give it to the councilmembers as to when the audit needs to be completed.

PROCUREMENT POLICY

Supervisor Park reviewed the Town of Homer Procurement Policy updates that Attorney Ellis and Town Supervisor Park recommended. There was discussion on the various changes that were made such as no verbal quotes accepted, but rather written quotes submitted instead, and recommended insurance should be bid every three years.

Attorney Ellis orally read the following for the town board's review:

Town of Homer Town Board Resolution # 1 - 2024

Adoption of Updated Procurement Policy

Whereas, the Town of Homer recognizes the importance of maintaining an efficient and transparent procurement process to ensure fair competition, cost-effectiveness, and accountability in the acquisition of goods and services for the benefit of its residents; and

Whereas, it is essential and required by law to periodically review and update procurement policies to align with evolving legal requirements, industry best practices, and the changing needs of the community; and

Whereas, the Town Board has thoroughly reviewed the proposed updates to the procurement policy, taking into consideration input from relevant stakeholders and legal counsel.

Now, therefore, be it resolved by the Town Board of the Town of Homer as follows:

1. The updated procurement policy, as presented to the Town Board and attached hereto, is hereby adopted in its entirety.

2. The Town Clerk is directed to ensure that the updated procurement policy is distributed to all relevant departments, officials, and personnel, and that it is made readily available to the public through appropriate channels.
3. All previous procurement policies or provisions that conflict with the updated policy are hereby repealed.
4. The Town Supervisor is authorized to take any necessary administrative actions to implement the updated procurement policy effectively, including but not limited to the establishment of procedures, guidelines, and training programs for town employees involved in procurement activities.
5. This resolution shall take effect immediately upon passage.

Resolved further, that the Town Clerk is hereby directed to certify to the adoption of this resolution and to cause it to be filed in the office of the Town Clerk as a public record.

On motion by Councilmember Deputy Supervisor Warren, seconded by Councilmember Head, and carried unanimously: **RESOLVED: To approve and accept the adoption of the submitted updated Procurement Policy for the Town of Homer as Resolution #1 of 2024.**

DEBIT CARD

Supervisor Park stated that he would like to have a debit card set up through the Dryden Bank with specific guidelines and stipulations.

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: The Town finds it in the best interest of the Town of Homer to authorize the town supervisor to procure a debit card through First National Bank of Dryden for online and digital purchases not otherwise available for other purchasing avenues.**

ATTORNEY FOR THE TOWN

Attorney Ellis reported the Public Service Commission held a public hearing to solicit public comments on the Homer Solar Project and as no one showed up, there were no public comments. Ellis also attended an online seminar the county held on the storage of solar batteries. There was no further updates from the attorney.

OVERNIGHT PARKING

Supervisor Park stated he would like to recommend the town board consider no overnight parking in the town hall parking lot, as there have been numerous vehicles parked overnight. It presents a problem for town and village employees to park and is a liability to the town when the village or town plows the parking lot.

Councilmember Williams posed concerns and there was also other discussion. Supervisor Park stated he contacted the village, and stated they currently have no overnight parking in the village. Supervisor Park requested Councilmember Williams bring his findings from the neighbors of the town hall to the next town board meeting. Supervisor Park tabled the discussion until next month.

CIVIL SERVICE- CHANGE TITLE

Supervisor Park stated that the town board would like to reclassify the bookkeeper's position to an auditor/bookkeeper position.

On motion by Councilmember Leach, seconded by Councilmember Head, and carried unanimously: **RESOLVED: To approve the change in title of the bookkeeper position to an auditor/bookkeeper position.**

OTHER

Personnel Policy- Supervisor Park stated they are continuing to work on the Personnel Policy and are in hopes to have it ready for review for the March town board meeting. He reminded the town board that he would like every policy and procedure reviewed and updated, including the comprehensive plan.

Supervisor Update-Supervisor Park stated that there are rising demands and numerous changes he has been dealing with. He informed the town board that Mr. Fred Forbes has been a support and assisting him with the burden and demands and daily issues of the office.

Park stated they faced obstacles with getting the security system changed and retrieving a code to complete the transition and fortunately, he reported, the issues were resolved, and everything is working properly.

As there was no further business, the meeting adjourned at 7:49 p.m.

Brooke L. Poli
Deputy Town Clerk