

The regularly scheduled meeting of the Town of Homer Town Board held on Wednesday, March 13, 2024, in the town board room, was called to order by Supervisor Michael R. Park at 6:36 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

Tim Malchak, resident, Town of Homer
Martin Sweeney, Town Historian
Reed Cleveland, Cortland County Legislator

ABSENT

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

PLEDGE OF ALLEGIANCE

MINUTES

On motion by Councilmember Leach, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: The regular meeting minutes of the February 14, 2024, 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 February 2024.
2. The Supervisor's reports on all financial activities for January 2024.
3. The Code Enforcement Officer's report on all building permits issued for February 2024.
4. The Dog Control Officer's monthly report for February 2024.

On motion by Deputy Supervisor Warren, seconded by Councilmember Williams and carried unanimously: **RESOLVED: The Town Clerk's monthly report for February 2024, the Supervisor's monthly report for January 2024, and the Code Enforcement Officer's monthly report for February 2024, and the Dog Control Officer's monthly report for February 2024, are received, accepted, and filed.**

BILLS TO BE PAID

General bills were approved as audited by Councilmember Williams, motioned by Councilmember Williams, seconded by Councilmember Head, and carried unanimously: **RESOLVED: That General Fund vouchers #32 through #56 totaling \$17,704.70 are approved for payment.**

Highway bills were approved as audited by Councilmember Leach, motioned by Councilmember Leach, seconded by Deputy Supervisor Warren, and carried unanimously: **RESOLVED: That Highway Fund vouchers #14 through #29 totaling \$48,730.88 are approved for payment.**

PRIVILEGE OF THE FLOOR

Supervisor Park asked if anyone would like to speak or have any questions for the Town Board. No one from the public had any comments, and Supervisor Park gave the floor to Legislator Reed Cleland.

County Legislator- Legislator Cleland reintroduced himself to the town board members and residents who he had not previously met. He stated he has served as legislator for three months and has enjoyed getting to know his colleagues and serving the Town and Village of Homer. He also recently attended the New York State Association of Counties' Winter Conference and discussed the latest state developments including housing and referred to the rising problem of homelessness in Cortland County. He discussed the different county committees that have been formed to evaluate the rising issues. He informed the town board that if anyone ever wants to contact him feel free to reach out by phone or email.

Supervisor Park thanked him for attending and said that he was always welcome to attend the town board meetings.

TOWN HISTORIAN

Town Historian briefly reviewed the history of the oil canvas painting of Esther Matilda Tallman which has been donated to the Town of Homer. On the town board's approval, he received an estimated cost to restore the painting and wanted to present the proposal of the Francis B Carpenter painting for the town board's consideration.

He submitted an exam and treatment proposal from West Lake Art Conservation Center in the amount of \$5,676.00 and reported the condition of the painting is structurally in very good condition, except for a small distortion in the canvas, along with a slightly concave appearance. The proposal additionally stated the frame is generally in good condition structurally and provides good support to the painting.

Historian Sweeney reported he had a \$4,000.00 unanimous donation for the restoration and requested that the donation to be used on the restoration of the Esther Matilda Tallman painting. Sweeney requested the town board's permission and opinion on how to proceed.

On motion by Councilmember Head, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: To accept the \$4,000.00 unanimous donation and to approve the Town of Homer to cover any remaining balance up to \$2,000.00. To approve the Town of Homer to issue a check for the required fifty percent down payment. This would fall under the Town of Homer Procurement Policy under Section 5A Sub-7.**

ART COLLECTION MANAGEMENT POLICY

Supervisor Park reviewed the attached policy below. Historian Martin Sweeney composed for the Homer Town Board to review. Sweeney stated approving this policy would be in the best interest of the town. Park explained that this would cover the town if anyone was interested in borrowing artwork from the town. Supervisor Park suggested adding an acknowledgment policy residents would sign before borrowing any items. Councilmember Williams posed the question of whether the Town of Homer had a Certificate of Insurance on any of the historical artifacts currently in the town hall.

After further discussion, the town board decided to wait until next month before approving the management policy and would bring anything further to complete the packet for the Collection Management Policy.

COLLECTION MANAGEMENT POLICY

Approved by the Board of Trustees of the Town of Homer, New York, in the County of Cortland, on ----- --, 202—

MISSION STATEMENT: Founded in 1794-95, the Town of Homer, New York, realizes its need to participate in recognizing the heritage of the community it serves. While it is not the responsibility of the Town as a municipality to operate a museum of art and historical artifacts, the Town recognizes it has through the years become a repository

for works of art and artifacts of significance to the Town's history. Some of these items have come into the Town's possession through donations and have subsequently been made accessible to the public through display within the historic Town Hall built in 1908. Of special note, are the two nineteenth century portraits rendered by Homer's native son Francis Bicknell Carpenter who gained fame for his iconic image of President Lincoln in his "First Reading of the Emancipation Proclamation before the Cabinet" rendered during six months at the White House in 1864. Thus, the Town is dedicated to the preservation of these paintings by Carpenter and any art work or artifacts entrusted to their care and to the valuable role they play in understanding and appreciating local history. Such items are referred to in this document as "Collection."

ACQUISITION AND COLLECTION OVERSIGHT: The responsibility for the oversight of any art work or artifacts now owned by or acquired in the future by the Town of Homer falls upon the Town's Historian and the Board of Trustees. The Historian is to keep the Board apprised of all notable acquisitions made in any given year, especially in regard to works of art and artifacts that come to that Office. While the Historian is chiefly responsible for ephemera and photographs that should be archived by the Town, tangible artifacts and works of art not specifically deemed to be put into the Town's ownership, are to be left to the Historian's discretion as to the most suitable repository in the area for each, such as the several museums and historical societies in the environs of Homer.

PROVENANCE: The Town of Homer will not purchase or accept as a gift, bequest or loan any work of art or artifact it knows or has good reason to believe is not significant to the history of the town or is of questionable provenance or was stolen or sold under duress. In acquiring works of art entrusted to its ownership, the Town, through the efforts of its Historian, will make a good faith effort to maintain a record of the item's provenance (origin and previous ownerships).

OUTGOING LOANS: Should any requests be made for artwork or artifact(s) in the Town's Collection to be provided on temporary loan to another organization, said loan requests must be evaluated in light of the art-historical and scholarly value of the exhibition for which they are requested. The borrowing institution must be able to ensure the safety of the loan before a loan is approved. All loan requests must be approved by the Historian and the Town Board. It is understood that certain works of art should not leave the Town Hall except under extraordinary circumstances because of their physical condition or their great importance to the Town's history. All loans should be for a specific period of time and should be documented by written loan agreements between the Town of Homer and its borrowers, which should be signed by both parties prior to transport. Packing and transportation arrangements must be made by or agreed to by the Historian.

INSURANCE: The Trustees of the Town of Homer should regularly review the type and amount of insurance carried for any of its physical assets, including significant works of art or artifacts in its Collection, especially any going out on loan.

LOANS TO THE TOWN: In the rare case works of art or artifacts relevant to the town's history might be temporarily loaned to the Town for public exhibition in the Town Hall, the Town should exercise the same standard of care for borrowed items as it exercises for its own Collection.

CARE OF THE COLLECTION: The Town Board and the Town Historian are entrusted with the preservation of the Town's works of art and must be guided by an absolute respect for the integrity and conservation of the works of art. Conservation and protection from physical harm is essential to the stewardship of any works of art and to extending their lifespan. It is understood that only under the direst circumstances should significant works of art or artifacts be offered up for sale, since that would be relinquishing the Town's responsibility to preserve, promote, and celebrate its heritage.

HIGHWAY SUPERINTENDENT

The liaison for the highway department, Councilmember Leach, spoke with Superintendent Phelps and stated that the highway department has been busy and finished repairing Wolf Road and completed ditch work along Town Line Road. Additionally, they repaired various driveway culverts on Briar Meadow and Briar Wood Road. The pothole equipment should be in soon and they are ahead of schedule.

Phelps is working on compiling pricing to replace one of their older trucks and potentially purchase a new truck by the end of the year and Supervisor Park stated that Phelps is doing an excellent job.

TOWN CLERK

Supervisor Park stated the Town Clerk's office has been extremely busy and the Deputy Clerk has held things together in the office very well as Town Clerk Hill has been out of the office. Deputy Clerk Poli informed the town board she did not have anything to report other than the tax collection is starting to slow down. There have been transitions in the office, including switching to QuickBooks and learning new systems and programs.

Supervisor Park stated he would like the town board to consider hiring a part-time clerk for the situations that arise where one of the clerks must be out of the office. There was discussion on what the requirements would consist of for a part-time clerk.

Supervisor Park stated that there is nothing written, or any expectations laid out, and he wanted to see if the town board was willing to pursue compiling a job description for a part-time clerk. The town board agreed, and Park stated they would compose a job description and compile the needs of the Town Clerk's office.

TALL HALL ENTRANCE

Supervisor Park reviewed the packet and photos of the town hall entrance he compiled to restore the front of the building which needs updated. It looks as if the front brick of the town hall was sand blasted and painted, but the rest of the brick on the town hall was not. The paint on the stone is now peeling and Park reviewed additional items that need attention.

Supervisor Park proposed advertising a bid notification and collecting sealed bids for the town hall maintenance and rehabilitation. Supervisor Park stated there is funding available in the budget if the town decides to proceed with the proposed rehabilitation. Attorney Ellis composed the below Bid Notification for the town board to review.

**BID NOTIFICATION
TOWN OF HOMER
CORTLAND COUNTY, NEW YORK
TOWN HALL MAINTENANCE AND REHABILITATION**

The Town of Homer is seeking competitive sealed bids for building rehabilitation work to be performed at the Homer Town Hall, 31 North Main Street, Homer, New York. Work will include pressure washing; scraping, brushing, caulking, priming, and painting building components; masonry repointing; and exterior carpentry work.

Sealed bids shall be received at the office of the Town Clerk at Homer Town Hall, 31 North Main Street, Homer, NY 13077 until April 9, 2024, at 4:00 P.M. The bids will be opened publicly and read aloud at the regularly scheduled Town Board meeting, on April 10, 2024, at 6:30 P.M.

Prospective bidders may request a copy of the scope of work by contacting the Town Clerk's Office at 607-749-4581 or by visiting during regular business hours. This is a public works project and is subject to prevailing wage rates. A successful bidder must provide proof of worker's compensation coverage, disability insurance, and liability insurance before a contract may be awarded.

Michael Park, Supervisor
Town of Homer

On motion by Councilmember Williams, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To authorize the supervisor to post a bid-notice and to use the scope for the Town Hall renovation project.**

OVERNIGHT PARKING

Supervisor Park turned the floor over to Councilmember Williams to discuss the issues they have encountered with residents parking overnight in the town hall parking lot.

Councilmember Williams gave a brief overview and stated he talked with the Village Highway Department, Chief of Police, and Village Trustee Clune, and they recommended no overnight parking from 2:00 a.m. to 6:00 a.m. during the winter months. Other ideas to consider are no overnight parking or no parking on the weekends.

Councilmember Head suggested purchasing employee only parking signs for the town hall parking lot. Supervisor Park stated he would reach out to Superintendent Phelps to purchase for the town hall.

RESERVE FUNDS

Town of Homer Town Board Resolution #4 of 2024
Establish Repair Reserve Funds

Whereas, the Town Board recognizes the importance of maintaining and enhancing the infrastructure within the community for the safety and well-being of its residents; and

Whereas, prudent financial planning requires the establishment of repair reserve funds to ensure adequate resources are available for the repair of key assets such as highways, bridges, and buildings; and

Whereas, it is in the best interest of the town to establish separate reserve funds for specific purposes to facilitate targeted allocation of resources and transparency in financial management.

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

Section 1: Establishment of Repair Reserve Funds

The Town Board hereby establishes three separate reserve funds for the purpose of funding repair activities:

- a. General Highway Repair Reserve Fund
- b. Bridge Repair Reserve Fund
- c. Building Repair Reserve Fund

Section 2: Objectives and Purposes

The General Highway Repair Reserve Fund shall be utilized for the repair of town highways, including but not limited to resurfacing, drainage, and signage.

The Bridge Repair Reserve Fund shall be allocated for the repair of bridges within the town's jurisdiction, ensuring their structural integrity and safety.

The Building Repair Reserve Fund is designated for the repair of town-owned buildings and facilities, including municipal offices, community centers, and public structures.

Section 3: Funding

Each fiscal year, the Town Board will allocate funds to each reserve fund from the town's general budget or other available surplus revenue sources as deemed necessary.

Contributions to each reserve fund shall be made in accordance with the anticipated repair needs, as determined by the Town Board in consultation with relevant departments.

Section 4: Administration

The Town Supervisor or designee shall be responsible for the administration and oversight of the repair reserve funds.

Expenditures from the reserve funds shall be authorized by the Town Board upon recommendation by the relevant department heads or committees responsible for overseeing the respective assets. A resolution appropriating money from a repair reserve fund is subject to a public hearing.

Section 5: Effective Date

This resolution shall take effect immediately upon adoption.

Passed and adopted by the Town Board of the Town of Homer this 13th day of March 2024.

On motion by Supervisor Park, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: To establish Repair Reserve fund for the Homer Highway Department as of March 13, 2024.**

COURT AUDIT

Supervisor Park reminded the town board that the court audit needs to be completed still and is due by April 15th, 2024. Councilmember Williams stated he and Councilmember Leach will have the court audit completed by April.

ENERGY AUDIT

On motion by Deputy Supervisor Warren, seconded by Councilmember Head, and carried unanimously: **RESOLVED: To approve the below Town of Homer Resolution #4 to establish energy benchmarking requirements for certain municipal buildings.**

Town of Homer Town Board Resolution # 5 of 2024

The TOWN BOARD OF TRUSTEES OF THE TOWN OF HOMER, in the County of Cortland, State of New York, met in regular session at the Municipal Building, located at 31 North Main Steet, in the Town of Homer, County of Cortland, State of New York, on the March 13, 2024, at 6:30 PM.

The meeting was called to order by Town Supervisor Michael R. Park, and the following were present, namely:

Barry Warren – Deputy Supervisor
Caleb Leach - Councilmember
Sarah Head - Councilmember
Kevin Williams – Councilmember

Also Present:

Brooke L. Poli – Deputy Town Clerk
Daniel Ellis II – Town Attorney
Reed Cleveland - Cortland County Legislature
Martin Sweeney – Town Historian
Timothy Malchak – Town of Homer Resident

Absent:

Heather Hill - Town Clerk

The following resolutions were moved, seconded, and adopted:

WHEREAS, buildings are the single largest user of energy in the State of New York; the poorest performing buildings typically use several times the energy of the highest performing buildings—for the exact same building use; and

WHEREAS, collecting, reporting, and sharing building energy data on a regular basis allows municipal officials and the public to understand the energy performance of municipal buildings relative to similar buildings nationwide, and equipped with this information the Town of Homer is able to make smarter, more cost-effective operational and capital investment decisions, reward efficiency, and drive widespread, continuous improvement; and

WHEREAS, the Town of Homer Board of Trustees desires to use Building Energy Benchmarking, a process of measuring a building's energy use, tracking that use over time, and comparing performance to similar buildings, to promote the public health, safety, and welfare by making available good, actionable information on municipal building energy use to help identify opportunities to cut costs and reduce pollution in the Town; and

WHEREAS, as such the Town Board desires to establish procedure or guideline for Town staff to conduct such Building Energy Benchmarking; and

NOW THEREFORE, IT IS HEREBY RESOLVED AND DETERMINED, that the following specific policies and procedures are hereby adopted and imposed as active and affirmative financial internal control procedures of the Town of Homer.

BUILDING ENERGY BENCHMARKING POLICY/PROCEDURES

§1. DEFINITIONS

(A) “Benchmarking Information” shall mean information generated by Portfolio Manager, as herein defined including descriptive information about the physical building and its operational characteristics.

(B) “Building Energy Benchmarking” shall mean the process of measuring a building’s Energy use, tracking that use over time, and comparing performance to similar buildings.

(C) “Commissioner” shall mean the head of the Department.

(4) “Covered Municipal Building” shall mean a building or facility that is owned or occupied by the Town of Homer that is 1,000 square feet or larger in size.

(5) “Department” shall mean the Town of Homer Clerk’s Office.

(6) “Energy” shall mean electricity, natural gas, steam, hot or chilled water, fuel oil, or other product for use in a building, or renewable on-site electricity generation, for purposes of providing heating, cooling, lighting, water heating, or for powering or fueling other end-uses in the building and related facilities, as reflected in Utility bills or other documentation of actual Energy use.

(7) “Energy Performance Score” shall mean the numeric rating generated by Portfolio Manager that compares the Energy usage of the building to that of similar buildings.

(8) “Energy Use Intensity (EUI)” shall mean the kBtUs (1,000 British Thermal Units) used per square foot of gross floor area.

(9) “Gross Floor Area” shall mean the total number of enclosed square feet measured between the exterior surfaces of the fixed walls within any structure used or intended for supporting or sheltering any use or occupancy.

(11) “Portfolio Manager” shall mean ENERGY STAR Portfolio Manager, the internet-based tool developed and maintained by the United States Environmental Protection Agency to track and assess the relative Energy performance of buildings nationwide, or successor.

(12) “Utility” shall mean an entity that distributes and sells Energy to Covered Municipal Buildings.

(13) “Weather Normalized Site EUI” shall mean the amount of Energy that would have been used by a property under 30-year average temperatures, accounting for the difference between average temperatures and yearly fluctuations.

§2. APPLICABILITY

(1) This policy is applicable to all Covered Municipal Buildings as defined in Section 1 of this policy.

(2) The Commissioner may exempt a particular Covered Municipal Building from the benchmarking requirement if the Commissioner determines that it has characteristics that make benchmarking impractical.

§3. BENCHMARKING REQUIRED FOR COVERED MUNICIPAL BUILDINGS

(1) No later than May 1 every year, the Commissioner or his or her designee from the Department shall enter into Portfolio Manager the total Energy consumed by each Covered Municipal Building, along with all other descriptive information required by Portfolio Manager for the previous calendar year.

(2) For new Covered Municipal Buildings that have not accumulated 12 months of Energy use data by the first applicable date following occupancy for inputting Energy use into Portfolio Manager, the Commissioner or his or her designee from the Department shall begin inputting data in the following year.

§4. DISCLOSURE AND PUBLICATION OF BENCHMARKING INFORMATION

(1) The Department shall make available to the public on the internet Benchmarking Information for the previous calendar year:

(a) no later than September 1 each year for Covered Municipal Buildings; and

(2) The Department shall make available to the public on the internet and update at least annually, the following Benchmarking Information:

(a) Summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information; and

(b) For each Covered Municipal Building individually:

(i) The status of compliance with the requirements of this Policy; and

(ii) The building address, primary use type, and gross floor area; and

(iii) Annual summary statistics, including site EUI, Weather Normalized Source EUI, annual GHG emissions, and an Energy Performance Score where available; and

(iv) A comparison of the annual summary statistics (as required by Section 4(2)(b)(iii) of this Policy) across calendar years for all years since annual reporting under this Policy has been required for said building.

§5. MAINTENANCE OF RECORDS

The Department shall maintain records as necessary for carrying out the purposes of this Policy, including but not limited to Energy bills and other documents received from tenants and/or Utilities. Such records shall be preserved by the Department for a period of three (3) years.

§6. ENFORCEMENT AND ADMINISTRATION

(1) The Commissioner or his or her designee from the Department shall be the Chief Enforcement Officer of this Policy.

(2) The Chief Enforcement Officer of this Policy may promulgate regulations necessary for the administration of the requirements of this Policy.

(3) Within thirty days after each anniversary date of the effective date of this Policy, the Chief Enforcement Officer shall submit a report to the Town of Homer including but not limited to summary statistics on Energy consumption for Covered Municipal Buildings derived from aggregation of Benchmarking Information, a list of all Covered Municipal Buildings identifying each Covered Municipal Building that the Commissioner determined to be exempt from the benchmarking requirement and the reason for the exemption, and the status of compliance with the requirements of this Policy.

FURTHER RESOLVED, the Town Board, in regular session duly convened, does hereby authorize and direct the Supervisor or Clerk-Treasurer of the Town of Homer to execute such other and additional documents as may be required for to perfect the resolutions herein;

The adoption of the foregoing Resolution was moved by Deputy Supervisor Barry Warren, seconded by Councilmember Sarah Head, and duly put to vote, which resulted as follows:

Barry Warren – Deputy Supervisor	<u>AYE</u>
Caleb Leach – Councilmember	<u>AYE</u>
Sarah Head – Councilmember	<u>AYE</u>
Kevin Williams – Councilmember	<u>AYE</u>

THIS RESOLUTION WAS ADOPTED.

I, Heather M. Hill, Town Clerk of the Town of Homer, **DO HEREBY CERTIFY** that the preceding Resolution was duly adopted by the Town Board of Trustees of the Town of Homer at a regular meeting of the Board duly called and held on the 17th day of March, 2024; that said Resolution was entered in the minutes of said meeting; that I have compared the foregoing copy with the original thereof now on file in my office; and that the same is a true and correct transcript of said Resolution and of the whole thereof.

I FURTHER CERTIFY that all members of said Board had due Notice of said meeting.
IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of the Town of Homer, this 27th day of March 2024.

COMPREHENSIVE PLAN

Supervisor Park stated to update the Town of Homer’s Comprehensive Plan is an extensive process. He reviewed and discussed the proposal below from Thoma Development Consultants.
March 12, 2024

Michael Park, Supervisor
Town of Homer
31 N. Main Street
Homer, NY 13077

Dear Supervisor Park:

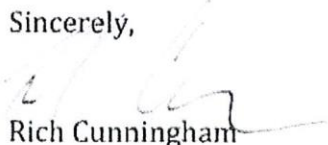
The following is Thoma Development Consultants’ written proposal to provide grant writing services for a Smart Growth Planning Grant to be submitted to the NYS Department of State for preparation of a new Town Comprehensive Plan.

We are proposing a total fee of \$2,750 for application preparation. Our services will include working with the Town on finalizing the project scope and preparation of a final application. We will also assist the Town in meeting all the program requirements. The Town will be responsible for a 10% match estimated between \$6,000 to \$8,000. It is anticipated that applications will be due in late July 2024.


All of the above fees are exclusive of reimbursable costs, which would include items such as copying, photographs, etc. All reimbursable costs associated with the project will be charged at cost.

Thank you for the opportunity to assist the Town concerning this important project. If the Town desires to proceed, sign the acceptance line below and return a copy to me. Should you or any other Town official have any questions do not hesitate to contact me. Once again thank you for the opportunity to be of service to the Town.

Sincerely,


Rich Cunningham
Senior Consultant

ACKNOWLEDGED AND ACCEPTED:

Signed: 
Town of Homer

3/14/24
Date

On motion by Councilmember Leach, seconded by Councilmember Williams, and carried unanimously: **RESOLVED: To approve hiring Thoma Development Consultants’ written proposal to provide grant writing services for a Smart Growth Planning Grant to be submitted to the NYS Department of State for preparation of a new Town Comprehensive Plan and approve payment in the amount of \$2,750.00 for the application preparation.**

TOWN BOARD ROOM CHAIRS/TELEVISION

Supervisor Park updated the town board the Village and Town split the purchase of a new television for the town board room, as the previous television no longer works. The total share of the town's portion was \$168.00 for the purchase. This was a temporary fix.

The village is obtaining proposals for microphones, a wall screen, and larger television to provide the requirements for the village board zoom meetings. The town does not currently have zoom meetings but could in the future and Supervisor Park stated the town board could decide how to proceed once the village obtains their proposals.

Supervisor Park stated they have purchased new tables for the town boardroom and now would like to purchase more chairs. The current chairs in the town boardroom are no longer available and would like to purchase similar chairs. He is proposing to purchase eight regular chairs and two armed chairs and reviewed the quotes presented.

On motion by Deputy Supervisor Warren, seconded by Councilmember Leach, and carried unanimously: **RESOLVED: To approve up to \$1,600.00 to purchase eight new chairs for the town board room.**

BUILDING UPDATE

Supervisor Park wanted to update the town board on the status and process of the building renovations progress. He stated he has been in contact with John Carns and reviewed the updated map and proposed layout of the renovations to the town hall basement.

He stated they are preparing contracts to obtain sealed bids which will be quite a process. Park is in hopes to have the construction started by fall. There is still work that needs to be completed before they can move forward.

PERSONNEL POLICY

Supervisor Park stated he and Attorney Ellis have been reviewing and working on the personnel policy for the Town of Homer but do not have anything new to bring forward. They have been reviewing other personnel policies from other towns, and it will be a process and will take time.

Currently, the personnel policy covers the highway garage employees, and are verifying they have all the necessary requirements. Councilmember Head stated she could share the employee handbook through her business.

ATTORNEY FOR THE TOWN

Attorney Ellis reported they had their first planning board meeting of the year, and approved the two subdivision applications that were submitted. He also stated Chairman Michael McMahon does a very good job conducting his board.

OTHER

Land for Dog Park- Supervisor Park stated the IDA donated the Contento landsite to the Village of Homer, and the village plans to build a dog park. Additionally, there is also a new hiking trail they are looking to build.

As there was no further business, the meeting adjourned at 8:14 p.m.

Brooke L. Poli
Deputy Town Clerk

