

The Regular Meeting of the Homer Town Board was held at the Town Hall located in the Village of Homer, on Wednesday, December 11, 2024, in the town board room, with Supervisor Park presiding.

Members Present:

Supervisor, Michael R. Park,  
Deputy Supervisor, Barry E. Warren  
Councilmember, Sarah E. Head  
Councilmember, Caleb J. Leach  
Councilmember, Kevin M. Williams

Others Present: Deputy Town Clerk, Brooke L. Poli; Village Trustee, Patrick Clune; Cortland Standard, Lily Byrne; Residents: Tim Malchak, Kyle Bean and Frederick Forbes.

Absent: Town Attorney, Daniel J. Ellis II; Town Clerk, Heather M. Hill

Supervisor Park called the meeting to order and opened with the pledge of allegiance. He acknowledged the progress the town board has made over the past year. He thanked the various departments for all their hard work and was very pleased with accomplishing and meeting the goals they had set.

#### MONTHLY MEETING MINUTES

Councilmember Leach made a motion, seconded by Councilmember Head, to approve the Draft Public Hearing Minutes and the Draft Regular Town Board Meeting Minutes of December 11, 2024. All voting aye, the motion carried. **RESOLVED: to approve the Draft Public Hearing Minutes and Draft Regular Town Board Meeting minutes of December 11, 2024.**

#### MONTHLY BILL PAY

General bills were approved as audited by Councilmember Head, motioned by Councilmember Head, to approve the general fund vouchers for payment, seconded by Deputy Supervisor Warren; All voting aye, the motion carried: **RESOLVED: That General Fund vouchers #300 through #320 totaling \$78,721.61 are approved for payment.**

Highway bills were approved as audited by Councilmember Williams, motioned by Councilmember Williams, to approve the highway fund vouchers for payment, seconded by Councilmember Leach; All voting aye, the motion carried: **RESOLVED: that Highway Fund vouchers #154 through #175, totaling \$50,824.14 are approved for payment.**

#### WRITTEN DEPARTMENT REPORTS

Councilmember Leach made a motion, seconded by Deputy Supervisor Warren, to receive and file the following November monthly reports as presented:

1. Town Supervisor – November 2024
2. The Code Enforcement Officer- November 2024
3. Town Clerk- November 2024
4. Fire Chief- November 2024
5. Dog Control Officer- November 2024

All voting aye, the motion carried.

#### PRIVILEGE OF THE FLOOR

Village Trustee Patrick Clune informed the town board that Hal McCabe, the village mayor, resigned his position as mayor. The village board will nominate a candidate for the remainder of his term.

## AGENDA ITEMS

Supervisor Park announced Superintendent John Phelps's resignation as Highway Superintendent and his early retirement, effective December 31, 2024. Supervisor Park read his resignation letter to the town board.

Superintendent Phelps thanked the town board for his years served and said the town has always been run well. He appreciated his time served and those he has worked with over the years.

Supervisor Park introduced Kyle Bean, who will be taking over for John Phelps starting January 1, 2025, and finishing Superintendent Phelps' term.

Supervisor Park made a motion, seconded by Councilmember Leach, to accept and file Superintendent John Phelps' resignation letter. All voting aye, the motion carried. **RESOLVED: to accept and file Superintendent John Phelps' resignation letter.**

**RESOLUTION #15 TO ACCEPT THE RESIGNATION OF THE HIGHWAY SUPERINTENDENT AND APPOINTING A NEW HIGHWAY SUPERINTENDENT.**

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**Motion by Councilmember Leach  
Seconded by Councilmember Williams  
VOTES: AYE- Park, Warren, Williams, Leach, Head; NAY- 0**

**A RESOLUTION ACCEPTING THE RESIGNATION OF THE HIGHWAY SUPERINTENDENT AND APPOINTING A NEW HIGHWAY SUPERINTENDENT**

WHEREAS, John Phelps, the Highway Superintendent for the Town of Homer, has submitted a resignation letter dated 12/3/2024, to be effective as of 12/31/24; and

WHEREAS, the Town Board has reviewed and discussed the resignation, and has determined that it is in the best interest of the Town to accept the resignation and proceed with the appointment of a new Highway Superintendent; and

WHEREAS Kyle Bean, a current town highway department employee, and resident of the Town, has expressed interest in and has the qualifications to assume the responsibilities of the Highway Superintendent for the Town of Homer.

NOW, THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Homer hereby accepts the resignation of Highway Superintendent Phelps effective 12/31/24; and

BE IT FURTHER RESOLVED that the Town Board of the Town of Homer hereby appoints Kyle Bean as the new Highway Superintendent for the Town of Homer, effective 1/1/2025; and

BE IT FURTHER RESOLVED that the Town Board authorizes the Town Supervisor to execute any necessary documents and take any further actions required to finalize this appointment.

RESOLVED, that this resolution shall take effect immediately.

Dated: 12/11/24

Deputy Town Clerk Poli administered the oath of office to Kyle Bean as the new highway superintendent which will take effect January 1, 2025.

Deputy Town Clerk updated the town board that Donna Kotas was back working for the town and was making progress with filing planning and zoning board files and preparing for the upcoming tax season.

Supervisor Park provided an update on NYSERDA grants and the need for building maintenance, including heating system updates.

The town board reviewed the new cleaning quote submitted to the town board and discussed no other quotes were submitted despite advertising.

Deputy Supervisor Warren made a motion, seconded by Councilmember Leach, to accept the proposal from Absolutely Clean for the town hall cleaning. All voting aye, the motion carried. **RESOLVED: to accept and approve the submitted proposal from Absolutely Clean for the cleaning of the town hall for the upcoming 2025 year.**

Budget adjustments were discussed to reflect changes in insurance needs and personnel adjustments to the 2025 budget for the Town of Homer.

**RESOLUTION #16 TO ADOPT THE RESOLUTION AMENDING THE 2025 TOWN BUDGET**

**Motion by Councilmember Head**

**Seconded by Councilmember Williams**

**VOTES: AYE- Park, Warren, Williams, Leach, Head; NAY- 0**

The following Resolution was offered by Councilmember Head and seconded by Councilmember Williams:

WHEREAS, the Town of Homer adopted its 2025 Town Budget on November 13, 2024, and

WHEREAS, certain adjustments to the budget are necessary to reflect changes in personnel and corresponding adjustments to salary and benefits, specifically for the Dog Control Officer and the Highway Superintendent, and

WHEREAS, the Town Board has reviewed and discussed the proposed amendments to the budget as detailed below, and

WHEREAS, these adjustments do not violate the overall budgetary constraints or tax levy limits set by the State of New York or other applicable laws, and

NOW, THEREFORE, BE IT RESOLVED, by the Town Board of the Town of Homer, as follows:

On the General A Budget, the following adjustments shall be made:

Dog Control (A3510.1): Reduce the Dog Control Officer salary from \$11,500 to \$10,506 (a reduction of \$994).

Hospital & Medical Insurance (A9060.8): Increase the Hospital & Medical Insurance allocation by \$994 to offset the reduction in the Dog Control Officer salary.

On the General A Budget, the following adjustments shall be made:

Highway Superintendent Salary (A5010.1): Reduce the Highway Superintendent salary from \$73,400 to \$62,856 (a reduction of \$10,544) to reflect the new appointment and related salary adjustment.

Hospital & Medical Insurance (A9060.8): Increase the Hospital & Medical Insurance allocation by \$10,544 to account for the health insurance coverage provided to the new Highway Superintendent.

These changes reflect personnel adjustments and the associated benefits and salary allocations. The Town Supervisor is authorized and directed to make any necessary adjustments to the budgetary records to reflect these amendments and to take any further actions necessary to implement the changes described above.

This resolution shall take effect immediately upon its adoption.

The question of the adoption of the foregoing Resolution was duly put to a vote, which resulted as follows:

Those voting aye: Park, Warren, Williams, Leach, Head

Those voting nay: 0

Supervisor Park requested an executive session to discuss personnel issues.

Councilmember Head made the motion, seconded by Councilmember Leach: All voting aye, the motion carried to go into executive session at 7:06 p.m.

Councilmember Williams made a motion, seconded by Councilmember Leach; All voting aye, the motion carried to adjourn the executive session at 7:20 p.m.

As there was no further business, the meeting adjourned at 7:21 p.m.

Respectfully Submitted,

Brooke L. Poli  
Deputy Town Clerk

DRAFT