

The town board meeting for the Town of Addison was held on Monday, December 19, 2022, 7:00pm at the Town Hall. The following people were present:

Supervisor	Jack Thompson
Councilperson	Alice Weale
Councilperson	Brandon Conklin
Councilperson	John Lyons
Councilperson	Joseph Trappler
Attorney	Craig Patrick - absent
Town Clerk	Robin Carr
Assessor	Teresa Lyons - absent
Hwy Superintendent	Jeff BeGell - absent
Bookkeeper	Betty Machuga

Hope Trappler      David Miller      Jeff Allington      Stacie Miller

Supervisor Thompson called the meeting to order at 7:01pm asking all to stand for the Pledge of Allegiance.

**COMMENTS FROM THE PUBLIC:** Town Clerk informed the Board that David Miller won the election for the 1 Yr Unexpired Term of Councilperson. Betty Machuga thanked Joseph Trappler for his service as Councilperson.

**APPROVE MINUTES:** Motion by Councilperson Trappler, seconded by Councilperson Lyons to approve the November 21, 2022 minutes as written.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

**ORGANIZATION APPOINTMENTS:** Board of Assessment Review Appointment – Board received 1 letter of interest for the vacant position (5 year term) from Kristina Mujica. Motion by Councilperson Trappler, seconded by Councilperson Lyons to appoint Kristina Mujica to the Board of Assessment Review, Roll call taken, Thompson – Aye, Weale – Aye, Conklin – Aye, Lyons – Aye, Trappler – Aye. Motion Adopted 5-0.

**DEPARTMENT HEAD REPORTS:**

- a. Assessor – Legislature approved that allows Town to offer tax exemptions up to 10% for Fire & Ambulance Volunteers. Assessor and Town Clerk to investigate and provide more info next month. All exemptions forms have been mailed out.
- b. Hwy Superintendent – No report submitted.
- c. Town Clerk, Town Justice, DCO and Bookkeepers reports were read as submitted. Town Clerk noted that there were currently 11 expired dog licenses. Bookkeeper reported the following collections in September: Justice - \$643.00, Town Clerk – \$289.89, and Mortgage Tax for November - \$7,230.08. Supervisor notified the Board that a follow-up to our last audit was scheduled for December 20, 2022.

**OLD BUSINESS:**

a. Town Barn – Supervisor Thompson stated that the contractor still hadn't started or obtained the necessary insurance as agreed upon. Motion by Councilperson Conklin, seconded by Councilperson Trappler to VOID the acceptance of the Bid with C&C Custom Builders for non-compliance with agreement.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

Motion by Councilperson Trappler, seconded by Councilperson Lyons to re-bid original contract in the Addison Post.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

b. Conference Room – Supervisor noted that new tables and flooring material had been delivered for installation at a later date.

**NEW BUSINESS:**

a. Budget Transfers

\$ 15.42	from A1610.404 (Bldg – Ofc Sup)	to	A1610.402 (Bldg - Copier)
\$ 230.34	from A1410.404 (Bldg – Ofc Sup)	to	A1610.405 (NYSEG)
\$ 25.00	from A5132.409 (Garage Repair)	to	A5132.405 (Trash Removal)
\$ 120.00	from A8810.402 (Cemeteries Cont)	to	A1610.414 (Bldg Advertising)
\$ 56.00	from DA5132.404 (Mach – Insp)	to	DA5132.403F (2013 Dump Truck)
\$ 1112.81	from DA5142.404 (Snow Rem-Salt)	to	DA5142.401 (Snow Rem – Diesel)
\$ 472.66	from DA5142.404 (Snow Rem-Salt)	to	DA5142.403 (Snow Rem – Sand)
\$30463.62	from DB5112.202 (CHIPS – Oil)	to	DB5112.203 (CHIPS – Stone)
\$ 3897.95	from DB5112.202 (CHIPS – Oil)	to	DB5112.205 (CHIPS – Equip)
\$ 77.60	from A5132.406 (Garage Repair)	to	A5132.402 (Garage - Verizon)

Motion by Supervisor Thompson, seconded by Councilperson Trappler to approve the recommended budget transfers as presented.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

b. Dog Kennel Contract – Motion by Councilperson Conklin, seconded by Councilperson Weale to approve **Resolution # 12 of 2022**, approving and authorizing the Town Supervisor to enter into agreement and sign the Dog Kennel Contract with Jerry R. Aldrich Jr. Agreement is for 1 year commencing on January 1, 2023 and ending on December 31, 2023. Roll Call: Thompson – Aye, Weale – Aye, Conklin – Aye, Lyons – Aye, and Trappler – Aye, Motion Adopted 5-0.

c. Authorization for Supervisor to prepay all bills that come in through the end of December 2022. Motion by Councilperson Trappler, seconded by Councilperson Conklin to authorize the Supervisor to prepay any bills that come in through the end of December 2022.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

d. Schedule the Organizational Meeting and the next Regular Board Meeting. Motion by Supervisor Thompson, seconded by Councilperson Trappler to schedule the Organizational Meeting for January 3, 2023 at 6:00pm at the Town Hall, the January Board Meeting for January 23, 2023 at 7:00pm at the Town Hall, and the February Board Meeting for February 27, 2023 at 7:00pm at the Town Hall.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

e. Highway Superintendent Responsibilities - Supervisor Thompson informed the board that he would like the Town Attorney to draft a letter to the Highway Superintendent regarding the following:

- (1) Failure to submit a written inventory of all machinery, tools, implements and equipment, stating the value, mileage/hours, and estimated costs of repairs on or before September 30, each year.
- (2) Failure to submit a written estimate of revenues and expenditures for highways for the next fiscal year on or before September 20, each year.
- (3) Failure to maintain a fuel usage log
- (4) Failure to maintain a safe working environment and keep the Town Barn and area clean – possible OSHA and Fire Code Violations with supplies and equipment blocking area around vehicles, empty drums, etc.
- (5) Failure to submit monthly shared service report, and a final report that was comprehensible.
- (6) Failure to submit a Highway Agreement
- (7) Failure to submit a Monthly Report
- (8) Failure to properly code Time Cards as directed by Town Board resolution.

Motion by Supervisor Thompson, seconded by Councilperson Trappler to have the Town Attorney prepare letter to the Highway Superintendent addressing the above issues.

Ayes: Thompson, Weale, Conklin, Lyons, and Trappler  
Noes: None

**EXECUTIVE SESSION:** None

**COMMUNICATIONS:**

- a. Steuben County Quarterly Newsletter.
- b. Insurance Quote – Agent provided quoted to increase our coverage on the 2013 & 2016 Dump Trucks. Board opted for \$300,000. coverage which will bring the policy total to \$16,744.55.

**OTHER BUSINESS:**

Claim Numbers, General Fund Claims, Nos. 257-276, totaling \$4,999.25; Highway Town-wide DA Fund Claims, Nos. 37-40, totaling \$3,776.41; Highway DB Fund Claims, No. 24, totaling \$400.00; and Trust & Agency Claims, Nos. 25-26, totaling \$804.54, for a Grand Total of \$9,980.20. Motion by Councilperson Conklin, seconded by Councilperson Trappler, to pay the bills, except for voucher #40, Highway Town Wide, \$2,030 and voucher #24, Highway DB Fund, \$400.00, in their usual manner.

Ayes: Thompson, Weale, Conklin, Lyons, and Trappler  
Noes: None

**SUPERVISOR REPORT:** Motion by Councilperson Trappler, seconded by Councilperson Lyons, to approve the Supervisor Report for November 2022 as presented.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler  
Noes: None

**COMMENTS FROM THE PUBLIC:** Town Clerk presented a Thank You Card and \$40 donation from Kathy and Toby Stever, for the restoration being done by David Miller in the Maple Street Cemetery. Also updated board on Payment Due Report from the Addison Town Court, current balance is \$16,262.42 and dates back to 1996. Supervisor added to next month's agenda and invited Justice Burton to attend.

**ADJOURNMENT:**

Motion by Councilperson Conklin, seconded by Councilperson Weale, that the meeting be adjourned at 7:59pm with the Organizational Meeting scheduled for Tuesday, January 3, 2023 at 6pm and the next scheduled Town Board Meeting is Monday, January 23, 2023, 7pm at the Town Hall.

Ayes: Thompson, Weale, Conklin, Lyons and Trappler

Noes: None

Respectfully Submitted,

Robin Carr  
Town Clerk

**NEXT MEETINGS:**

**ORGANIZATIONAL MEETING: Tuesday, January 3, 2023, 6pm at the Town Hall**

**MONTHLY BOARD MEETING: Monday, January 23, 2023, 7pm at the Town Hall**