

SOUTH BRISTOL TOWN BOARD MEETING

March 11, 2024

REGULAR MEETING

The Regular meeting of the South Bristol Town Board was called to order March 11, 2024 at 7:00pm.

PRESENT

Daniel Marshall, Supervisor
Meg Fuller, Councilwoman
Jim Strickland, Councilman
Stephen Cowley, Councilman
Scott Wohlschlegel, Councilman

RECORDING SECRETARY

Judy Voss, Town Clerk

OTHERS

Joe Kohler and Kevin Stahl. Online: Ann Jacobs

I. ROLL CALL

Supr. Marshall opened the meeting with roll call.

II. APPROVAL OF MINUTES

On a motion made by Councilman Wohlschlegel and seconded by Councilman Strickland, the minutes of the February 12, 2024 Public Hearing and the minutes of the February 12, 2024 Regular Town Board Minutes were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

III. PLEDGE OF ALLEGIANCE

IV. PRIVILEGE OF THE FLOOR

Joe Kohler of Bristol Harbor, I wish to thank you for the privilege of the floor, Mr. Supervisor, and asked if he should address Mr. Cowey as Deputy Supervisor? Mr. Deputy Supervisor, Mr. Councilman Strickland, Councilwoman Fuller and Councilmember Mr. Wohlschlegel, and Kevin, a Bristol Harbor Village resident. I rise this evening to thank and salute this Board for their wisdom. Approximately 2 years ago I was in this honorable house and was very concerned about the actions of the previous President of the United States. I rose and I asked this Board, I don't remember the exact words, but I am sure it's in the under Privilege of the Floor minutes and so forth, for nonsupport of the previous President. You voted unanimously of non-support, on the record. Yes, and I salute you for that and thank you for that. I will ask a question, Mr. Supervisor, you've indicated to me that you govern your meetings, I've been asking now, Roberts Rules of Order, and I think you told me that you have a manual or a book that is issued by the State of New York in Town Government?

Supr. Marshall said there is a book in how to operate a meeting and is basically a guide for a new Supervisor.

Mr. Kohler asked if he had to FOIL it or can I have one please?

Supr. Marshall agreed.

V. COMMITTEE REPORTS:

HIGHWAY

Councilman Cowley read the February Highway Report:

Not much to report this time of year. We continue to cut brush and trim roadsides on Gulick Rd., West Gulick Rd., McGary Rd. and Mosher Rd. Also working in the shop fixing/maintaining equipment for the upcoming road work season.

Supr. Marshall asked if anyone had any questions. We haven't been putting much salt down on the road this winter, good news is we are well prepared for next season. We are required to purchase something like 80% of contract.

On a motion made by Councilman Strickland and seconded by Councilman Wohlschlegel, the Highway Report for February 2024 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

FINANCE

Supr. Marshall noted that this is the time of the year where our Accounting Firm is busy working on the AUD Report and supposed to be completed by March 1st and we needed to file an extension of 60 days.

VI. OLD BUSINESS:

AMENDMENTS TO THE TOWN CODE

Supr. Marshall said the Board had talked about this last month and we carried it over to talk about it a little more to review the language changes to the Town Code. The Code currently makes reference to Section 170-91 in a couple of locations and there isn't a Section 170-91. The complete list of Regulations was omitted from the new Code. This information will need to go to the Town Attorney to draft a Local Law and asked for a motion for permission to do that.

On a motion made by Councilman Cowley and seconded by Councilwoman Fuller, to move forward with the Zoning Code changes and direct the Town Attorney to draft a Local Law with the changes was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

CORRECTION TO HAS PAYMENTS TO TOWN HALL STAFF

Supr. Marshall noted that the other thing we discussed last month, but 2 Board members were out and that was the business of correcting the HSA advance for the Town Hall staff. The information in front of you has been going on since 2013 and does not include 2024. The summary is what is owed to the staff, the highest amount being \$4,325.00. Regulations for HSA only allow a maximum of \$3,550.00, so the remainder would be carried over to the next year. Supr. Marshall asked the Board for comments.

Councilman Cowley said he did speak to Assessor Muscarella and she had made phone calls directly to get all of this information and am okay with everything.

Councilman Wohlschlegel asked what caused this to be overlooked?

Supr. Marshall said it was the language in the Employee's Handbook, that states that the Town would pay 50% but it didn't clearly describe 50% of what. For years, we were just paying the standard \$650.00 and in reality we should have been paying 50% of the deductible for that year. Each year the deductible was going up.

Councilman Wohlschlegel asked if we addressed that in the Handbook to be clearer?

SOUTH BRISTOL TOWN BOARD MEETING

March 11, 2024

Supr. Marshall answered, yes, and Councilwoman Fuller has edited the language making it much clearer. The current language states that the Town Board would, every year, render a decision how much it would be. The language will now state that it will be 50% of the deductible for that given year. The total amount owed to employees is \$12,450.00.

On a motion made by Councilman Cowley and seconded by Councilwoman Fuller to correct the errors on the HSA Accounts, \$10,900.00 to be paid in 2024 and \$1,550.00 to be paid in 2025 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

EDIT SUGGESTION ON HANDBOOK REGARDING HSA PAYMENTS

Supr. Marshall referred to Councilwoman Fuller for the changes in the Employee's Handbook.

Councilwoman Fuller read the current language:

"The Town will establish, if any, that will be placed in a Health Savings Account in the subsequent year."

Councilwoman Fuller suggested changing that to:

"The following will apply when determining the Health Savings Account (HSA) deposits made by the Town."

Councilwoman Fuller said the language removes the need for the Town Board to discuss it every year. Then the first line, the second bullet to say, "Regular Part-Time Employees – 50% of the deductible for the current year for employee coverage" and change the language for the Full-Time Employees – 100% of the deductible for the current year for employee coverage" so that both matched as it had that old language.

Supr. Marshall said this will take the responsibility off of the Town Board, and at budget time we will be determining what the deductible is and adjust accordingly.

On a motion made by Councilman Wohlschlegel and seconded by Councilwoman Fuller, the motion to accept the edits to the Employee's Handbook was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

VII. NEW BUSINESS:

APPOINTMENT TO BOARD OF ASSESSMENT REVIEW

Supr. Marshall noted that we have 2 residents that need to be appointed to the Board of Assessment Review. The two appointments will need to get to training which is at the end of April. Town residents Josette Vest and Patrick Bills have agreed to be on the Board of Assessment Review.

On a motion made by Councilman Strickland and seconded by Councilman Cowley, to appoint Josette Vest of County Road 12 for a term ending September 30, 2027 and Patrick Bills for a term ending September 30, 2028 to the Board of Assessment Review was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

Supr. Marshall informed the Board that the Town Hall Men's Room has been remodeled and looks pretty sharp. The work was completed by a local contractor, Brian Mallotte, who also did the entrance to the Town Hall last fall. We are very impressed with his work. One of Mr. Mallotte's suggestions is re-carpeting the meeting room and the entire hallway in the Town Hall. The quote is from \$9,606.00 for that installation; Councilman Strickland had gotten the quotes.

SOUTH BRISTOL TOWN BOARD MEETING

March 11, 2024

Councilman Strickland said he contacted 3 businesses for quotes; one never responded. MJ Carpets submitted a quote for \$9,606.00 and Skip's Custom Flooring for \$9,829.00. They are very competitive. MJ Carpets did the flooring in the Men's bathroom.

Supr. Marshall continued, in addition, and because the timing is correct, is painting the hallway in the Town Hall.

Councilman Strickland said the quote for the hallway painting is for the ceiling and walls, 2 coats of paint, material and labor, \$5,565.00.

Supr. Marshall continued, replacing the trim in the hallway, \$3,072.00. Supr. Marshall said, one more thought is renovating the Women's Restroom, and Mr. Malotte said it would be closely, within the same cost of the Men's Restroom. The budget left for the improvements after paying for the Men's Restroom, leaves \$39,000.00 available. With the costs of the carpet, painting and baseboard, we still end up with \$21,359.00 available in the budget line to renovate the Women's Restroom. Supr. Marshall noted that the only other thing to add to that is to paint the small conference room and paint the Judge's office. Supr. Marshall said he is very comfortable with the money that is there to do the job and asked for approval from the Board to proceed with all of these projects. This is well within the budget and within the general scope of what the Men's room was.

On a motion made by Councilman Cowley and seconded by Councilman Strickland, the quotes for the hallway painting, trim, MJ Carpets quote and renovating the Women's Restroom was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

REPORTS **ASSESSOR**

Supr. Marshall read the Assessor's Report. Supr. Marshall noted that there might be a potential issue with regard to a Re-Val in that the Assessor's Clerk has chosen to run for Town Justice. There will be a primary first, but that will limit the amount of time she has available to work with the Assessor. We did determine that she can be a Judge and an Assistant to the Assessor without being considered a conflict. That could come up as in an issue in the next couple of months.

On a motion made by Councilman Strickland and seconded Councilman Cowley by the Assessor's Report for February 2024 ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

CEO

Supr. Marshall read the CEO Report for January and February.

On a motion made by Councilman Strickland and seconded by Councilman Wohlschlegel the CEO Reportse for January and February were ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

TOWN CLERK/TAX COLLECTION

Supr. Marshall read the Town Clerk's Report.

On a motion made by Councilwoman Fuller and seconded by Councilman Wohlschlegel, the February 2024 Town Clerk's Report was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

SOUTH BRISTOL TOWN BOARD MEETING

March 11, 2024

IX. ACCOUNTING:
SUPERVISOR'S REPORT

Supr. Marshall read the Executive Summary for January: the bank has \$4,157,000.00 which includes the \$794,000.00 from the Tax Collector, and 4th Quarter Sales Tax \$426,609.00.00. Total receipts in January, \$1,243,704.00. Expenditures though January should equal 8.3% of the annual budget; the A Fund is 11% and DA Fund is at 4.98% of the annual budget.

On a motion made by Councilman Strickland and seconded by Councilman Cowley the January Executive Summary was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

3

APPROVAL OF VOUCHERS

On a motion made by Councilman Cowley and seconded by Councilwoman Fuller, Abstract of Vouchers, totaling \$186,894.06 was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

EXECUTIVE SESSION

Supr. Marshall asked for a motion to move into Executive Session to discuss matters with out Town Attorney.

On a motion to move into Executive Session made by Councilman Strickland and seconded by Councilman Wohlschlegel was ACCEPTED. Voting AYE: 5. Voting NAY: 0. Voting AYE: Marshall, Strickland, Cowley, Fuller and Wohlschlegel.

The Board moved into Executive Session at 7:45pm.

The Board came out of Executive Session at 7:56pm with No Action.

X. ADJOURN: 7:56pm

Respectfully submitted:

Judy Voss
South Bristol Town Clerk