

**TOWN OF HOWARD
TOWN BOARD MEETING
DECEMBER 11, 2024**

The regular meeting of the Howard Board was called to order by Town Supervisor Donald Evia at 7:00pm.

Present: Town Supervisor Donald Evia, Councilman Ed Frey, Councilman Ed OBrochta, Councilman Ron Dyer, Councilman Gary Rice and Deputy Highway Superintendent Tom DuBois.

Absent: Highway Superintendent Lee Pyer

Also Present: Richard Stewart

The Pledge to the flag was led by Town Supervisor Don Evia.

Previous Minutes: The minutes for the previous meeting was reviewed by the Board.

A Motion was made by Councilman Frey and seconded by Councilman Rice to accept the November minutes.

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Public Comment: Richard Stewart asked Deputy Highway Superintendent Tom DuBois if he was hourly or salary and Tom replied that he was salary. Mr. Stewart addressed the Town Board that he believes it would benefit the town with the new Pilot (Wind Company) to preempt the sales tax. He follows up with putting all the sales tax money against the County levy suggesting that would diminish the County levy rate and would increase the town rate, the burden on the town taxpayers would presume to be the same. He believes that would benefit the town as far as our share of the Pilot, when town land tax goes up the town would get more Pilot money. He believes the town should consider making this switch. He claims that the town would have to pass a resolution to lock in the tax rates at the beginning of the Pilot which he also claims would benefit the budget process. He also claims that all 3 entities, town, county and school would have to pass the same resolution. He suggests to the Town Supervisor that he should talk to Mitch Alger, Commissioner of Finance, about changing to the preemptive sales tax. He also asked if the Town Supervisor had talked to Laura Snow, Town Assessor, about the 575 report that the Wind Company sends to her and Supervisor Evia responded that he had not spoken to her about this. Supervisor Evia says he will look into this information.

Department Reports:

A. Monthly Highway Report- Deputy Highway Superintendent Tom DuBois reports the department has been plowing and sanding roads. Working on the plows, plow wings and trucks. He reports that he has tractor with flail mower quotes from Charles F. Oliver & Son and Case Equipment and gives them to the Board to review. Tom talks about all the issues and the condition that the existing 2005 John Deere tractor is in, which has 6684 hours on it. The Board discusses all the options and the warranties packages. The Board makes the decision to purchase the 2024 Massey Ferguson 5711D Tractor with Diamond mower package, 75" side flail and 101" rear flail mower. Councilman Rice suggests they make a motion now to get the new tractor and mower before mowing season starts otherwise the town will be putting money in the John Deere tractor for mowing.

A Resolution (#20-2024) was made upon a motion by Councilman Rice and seconded by Councilman Dyer to purchase the 2024 100HP Massey Ferguson 5711D with the Diamond

mower Package along with the Ultimate Warranty Package, not to exceed purchase price of \$144,051.00.

Adopted: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Deputy Highway Superintendent DuBois requested a resolution to put the 2005 John Deere tractor on Auction International accepting a bid of \$20,000.00 or more. If the bid on Auction does not reach or exceed \$20,000.00 then the tractor will be used as a trade in.

A Resolution (#21-2024) was made upon a motion by Councilman OBrochta and seconded by Councilman Rice to put the 2005 John Deere tractor on Auction International accepting a bid of \$20,000.00 or more.

Adopted: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Supervisor Evia ask for motions on the “No Parking” and approval of the 2025 – 2026 Seasonal Roads closure list.

A Motion was made was made by Councilman Rice and seconded by Councilman Dyer to put a “Public Notice” for “No Parking” in The Town of Howard from December 1, 2024 to April 1, 2025 in the Shopper.

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

A Motion was made by Councilman Rice and seconded by Councilman Frey to close the Seasonal Roads from December 1, 2024 to April 1, 2025 that are on the 2025 – 2026 Season Roads List.

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Supervisor Evia also comments that he and Highway Superintendent Pyer had a zoom meeting with FEMA and will be having these zoom meeting every 2 weeks going forward. He reports that FEMA did come out and look at the damages caused by the August storm. He said they would pay out on an estimate. He also reports that all roads that had damages except for Buena Vista Road now has a lift of 4- to- 6-inch layer of gravel. He said the FEMA Reps. were good with this.

Councilman Frey asked for an update on the Back Hoe and Deputy Highway Superintendent DuBois reports that it is getting fixed and should be getting it back by the first of the year.

- B. Monthly Planning Board Report-** The Planning Board October minutes were presented to the Board along with a Park Survey that the Planning Board put together for the Board members to review. Town Clerk, Fran Sharp, commented that the Planning Board was looking for approval of a Park Survey and to do a mailing of this survey to the residents of Howard. The Board discusses the plus and minuses of the park survey. Councilman Frey feels the way the Planning Board is handling the park project is that it is “out of order”. Councilman OBrochta said he was going to be contacting Lynnelle Farber, Hunt’s Engineering, at the beginning of 2025 regarding when the grant opens to apply and to present her with the estimates that he has gotten. Councilman Dyer suggests that the first page of the survey has quite a bit of information however, really do not need the second page. Councilman Frey read off the Community Park Discussion portion in the Planning Board October minutes. It reads that the Town Board is moving ahead with plans for the

community park, but the residents should have a chance to voice their opinions about the park, etc. It also says that Shane Slayton made a motion to submit the survey to the Town Board and let them decide if they would like to use it. Supervisor Evia comments that he has no problem upgrading the park, it has not been done in years and it is a plus in the community and it may get used more. Supervisor Evia asked the Board what their thoughts are on survey. With much discussion, they decide to table the park survey and wait to hear from the Engineers on what the town's chances are in getting a grant for the park and how it could affect the town budget.

- C. Monthly Fire Department Report-** No report
- D. Monthly Assessor's Report-** No report
- E. Monthly Building Inspector's Report-** No report
- F. Monthly Town Justice Report-** Written report consisting of cases and fines for the month of November. Justice Cornell wrote a check to the town in the amount of \$1,043.00 for fines in November 2024.
- G. Monthly Animal Control Report-** Nothing to report for the month of November
- H. Monthly Library Report-** Written report consisting of a letter to the Town Board Members, Expense Sheet, Miscellaneous attendance sheet and November and December program calendars. They report in the letter that they are still receiving compliments on how nice the front of the library looks.
- I. Monthly Town Clerk's Report-** Written report for November 2024 consisting of revenue brought in from 2 building permits (\$85.00), 8 dog licenses (\$75.00).
Disbursements: Paid out to Town Supervisor (\$160.00) and to NYS Animal Population Control Program (\$10.00) totally \$170.00.
- J. Monthly Supervisor's Report-** Detailed statement of all moneys received and disbursed up to November 2024. Supervisor Evia reports that he has received a check for the Town Clerk of \$160.00 and the Justice Dept. of \$1,043.00.
Supervisor Evia mentions that they have to approve signing Host Community Agreement and The Road Use Agreement.
Supervisor Evia also mentioned that he had spoken with Marcia Patrick (Historian) and she commented that "3 Generation Clean" cleaning service had done exemplary job cleaning the upstairs of the library, she is very happy. He brought up the topic of whether a kitchen was needed any more or if the space could be utilized as space for historical records. It was suggested by Marcia Patrick to keep the sink hooked up for a water supply for cleaning, etc. Richard Stewart asked if all the dishes were still up there and they are. He says they could go to the church; they are the same pattern as what the church has.
Supervisor Evia commented that Marcia will be sending a link to the Clerk's email for a fire-proof cabinet. It was also mentioned that there is only one outlet that is working in the old

Masonic Hall. Supervisor Evia will be getting in touch with Douglas Electric. He commented about some of the things that Douglas Electric does in Rochester where their main branch is and in our community like helping needy families and they put on toy drives, etc.

Old Business: Supervisor Evia asked Councilman OBrochta if there any new updates regarding Bullfrog Construction returning to complete the library repairs, sealing up the bird holes and the kitchen ceiling? Councilman OBrochta responded that he had not heard from them and said he could get in touch with Elise, Bullfrog Construction. Councilman Frey also said he could speak to her regarding this because he has hired her to do some work for him.

Supervisor Evia brings up the topic of the "Reserve Fund Policy". Board decides to table it until the 2025 January meeting.

Councilman Rice comments that the "Reserve Fund Policy" was drawn up by Supervisor Evia approx. 4 -5 years ago at a recommendation when the town had an audit. Due to the fact that some of the items on the policy are out of date, he made some suggestions about what should be included on the Reserve Fund Policy, example: vacation buy outs for upcoming retirements, a generator for the town offices and shop, cutting down hazardous trees and building repairs, park, etc. He suggests the other board members be thinking about for the 2025 January meeting. He also mentions that if there is another audit it shows the intent of money in reserve.

New Business: The topic of record storage was brought up. Town Clerk, Fran Sharp mentions the fact that we need more space for record keeping. Councilman Frey suggests finding out what the State law is regarding keeping the original records or can they be stored digital copied. Richard Stewart mentions a state protocol that other towns use called MU1, it is a big book of what records you have to keep, he asked the Clerk if she has heard of this and she has not. Supervisor Evia thought maybe when Rhonda Burdin was Town Clerk, she had research recording keeping and thinks there might be something like a book in the office with this information regarding to this. Also, Loreen Karr may have some information on what records to keep when she was Town Clerk.

Supervisor Evia talks about getting a Credit Card, one of the main reasons for this card is it will be used for the Federal CDL license drug tests and making sure the drivers do not have any tickets in Highway Department and that a credit card is the only accepted means of payment as well as other needs that would require a credit card.

It is suggested to have a limit of \$2,000.00 with the Town Supervisor, Deputy Town Supervisor and Highway Superintendent as authorized users. Board members all agree.

Supervisor Evia asked if there was a motion to sign the "Host Community Agreement" and the "Road Use Agreement".

A Motion was made by Councilman Frey and seconded by Councilman OBrochta to sign the "Host Community Agreement".

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye, Councilman Rice, Aye and Supervisor Evia, Aye.

A Motion was made by Councilman Frey and seconded by Councilman Dyer to sign the "Road Use Agreement".

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye, Councilman Rice, Aye and Supervisor Evia, Aye.

Regular Business: The regular bills were presented to the Board for Audit.

Highway Fund

(Abstract #482 -495)

\$19,722.83

General Fund	(Abstract #491 – 514)	\$9,732.75
Street Lighting	(Abstract #492)	\$162.83

A Motion was made by Councilman Frey and seconded by Councilman OBrochta to approve and pay these bills.

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Executive Session: None

Town Board Discussion: None

Adjournment:

A Motion was made by Councilman Frey and seconded by Councilman OBrochta to adjourn the meeting at 9:26pm.

Carried: Councilman Frey, Aye; Councilman OBrochta, Aye; Councilman Dyer, Aye; Councilman Rice, Aye and Supervisor Evia, Aye.

Frances Sharp
Howard Town Clerk