

At the regular meeting of the Town Board of the Town of Elmira, Chemung County, New York held Monday, December 19, 2022 at 7:00pm at 1255 West Water Street, Elmira, NY, there were present:

Supervisor: David Sullivan  
Deputy Supervisor Ron Allison  
Councilmember: Scott Bush  
Councilmember: Albert Lucarelli  
Councilmember Thomas Milliken

Others present  
Town Clerk- Tammy Stein  
Town Attorney- Scott Moore  
Code Enforcement Officer- Eric Crandall  
Highway Superintendent- Matt Mustico  
Recreation Coordinator- Patty Carozza

Supervisor Sullivan called the regular meeting to order at 7:00pm and lead attendees in the Pledge of Allegiance

**Resolution #172-22**

**Minutes**

**By Mr. Allison**

**Seconded by Mr. Lucarelli**

Motion was made to approve the minutes of November 21, 2022 regular meeting.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #173-22**

**Audit of Bills**

**By Mr. Bush**

**Seconded by Mr. Lucarelli**

Resolved that all claims in the total amount of \$254,346.27 were audited and approved for payment when in funds.

Early Audit

General Fund	40,387.45
General Fund (outside village)	14,562.06
Highway Fund	47,346.01
Traffic District	50,936.83
Park Fund	<u>2,864.89</u>
	156,097.24

Regular Audit

General Fund	19,951.84
General Fund (outside Village)	31,378.91
Highway Fund	27,381.38
Light District 1	4,300.90
Light District 2	42.90

Light District 3	96.90
Light District 4	32.90
Light District 5	11.90
Traffic Fund	2,333.54
Park Fund	12,318.86
Trust & Agency	<u>399.00</u>
	98,249.03

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #174-22**

**Financial Report**

**By Mr. Bush**

**Seconded by Mr. Lucarelli**

Supervisor Sullivan reviewed the Town’s financial position as of November 30, 2022 and stated we are in a good financial position. The November 2022 bank statements and year-to-date financial reports were provided to the board. Motion was made to accept the Supervisor’s report for November 2022.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Communications**

Chemung County Historical Society

RE: Donation of maps

Supervisor Sullivan stated he’d like to add a communication to the minutes as well as add a resolution to authorize the Supervisor to accept a grant from Community Development Funds

Chemung County Legislature

RE: Community Development Fund Grant

**Department Reports**

Highway Superintendent- Matt Mustico informed the board that his crew finalized leaf pick up in early December and was able to sweep prior to the snow fall. They will be starting tree trimming soon.

Code Enforcement Officer- Eric Crandall stated that November was a busy month with contractors finishing up jobs and brought in 14 building permits. He also discussed a few court dates that will be in the near future and the heat issue at Dollar General.

Recreation Coordinator- Patty Carozza stated that the Community Center has been busy with rentals. The prices for the Community Center rentals will increase for 2023.

Councilmember Lucarelli thanked Patty for coordinating the tree lighting ceremony stating that it was a great turn out.

Tree Committee- Paul DiPietro asked if the trees that were previously planted could be looked at and pruned if needed. He also asked if he could coordinate a training with DEC and the Highway department to go over pruning techniques.

**Discussions**

Supervisor Sullivan informed the board that a resolution for tonight will include Animal control services with the City of Elmira with no fee increase. He also discussed the ARC agreement and handbook with the board.

**Resolution #175-22**

**Set a date and time for Organizational Meeting**

**By Mr. Allison**

**Seconded by Mr. Lucarelli**

Resolved that January 3, 2023 at 7am be set as the date and time for the 2023 Organizational Meeting.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #176-22**

**Set a date and time for 2022 Annual Audit Meeting**

**By Mr. Bush**

**Seconded by Mr. Milliken**

Resolved that January 17, 2023 at 7pm be set as the date and time for the 2022 Annual Audit Meeting.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #177-22**

**Set a date and time for the regular January Meeting**

**By Mr. Bush**

**Seconded by Mr. Allison**

Resolved that January 17, 2023 at 7pm be set as the date and time for the regular January Meeting.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #178-22**

**Approve revised Handbook**

**By Mr. Bush**

**Seconded by Mr. Lucarelli**

Motion was made to approve the revised handbook effective January 1, 2023

Aye- Bush, Lucarelli, Allison, Sullivan

No- None

**Resolution #179-22**

**Budget Amendments**

**By Mr. Allison**

**Seconded by Mr. Bush**

Motion was made to approve budget amendments for the 2022 budget as follows;

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
A	0000	1170	Franchise Fees	\$12,430.00	
A	1010	5410	Town Board - General Expense		\$100.00
A	1320	5410	Auditor - General Expense		\$500.00
A	1355	5410	Assessor - General Expense		\$740.00
A	1420	5420	Town Attorney - Utilities Expense		\$2,500.00

A	1620	5300	Buildings & Grounds - Capital Outlay		\$3,740.00
A	1910	5420	Insurance - Utilities Expense		\$1,950.00
A	7989	5400	Other, Culture & Recreation		\$2,900.00
A	0000	2610	Town Justices Fees	\$200.00	
A	1110	5400	Town Justice - Contractual Expense		\$200.00
A	0000	3060	State Aid - Records Management (Grant Received)	\$35,855.00	
A	1345	5400	Purchasing - Cont Expense (Fire Proof File Cabinets)		\$35,855.00
A	0000	2389	Misc Revenue, Other Government (Grant Received)	\$944.00	
A	1110	5400	Town Justice - Cont Expense (TV & Printer)		\$944.00
				\$49,429.00	\$49,429.00

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
B	0000	2389	Misc Revenue, Other Governments	\$951.00	
B	0000	2770	Miscellaneous Income	\$417.00	
B	0000	2110	Building Permits	\$2,132.00	

B	5010	5420	Street Admin Utilities Expense		\$3,000.00
B	9040	5820	Workers Comp	3,500.00	\$500.00 3,500.00

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
SM	00000	2680	Insurance Recoveries	\$7,228.00	
SM	3120	5410	General Expense		\$7,228.00

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
SP	0000	2025	Pool Charges	\$7,367.00	
SP	7180	5100	Special Rec Pool Payroll		\$7,367.00
SP	0000	2089	Sport Camp Revenue	\$2,550.00	
SP	7180	5810	Special Rec Pool Social Security		\$2,550.00
SP	0000	2389	Misc Revenue, Other Governments (Comm Develop)	\$5,385.00	
SP	7180	5410	Pool - General Expense (Pool Roof)		\$5,385.00
SP	0000	2705	Gift & Donations	\$10,350.00	
SP	7180	5410	Pool General Expense		\$10,350.00
				\$25,652.00	\$25,652.00

ARPA Expenditures

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
A	0000	4089	Federal Aid, Other	\$16,611.00	
A	7989	5400	Other Culture & Recreation		\$16,611.00

ARPA Expenditures

Fund	Department	Account	Account Name	Add To Revenue	Add To Expense
A	0000	4089	Federal Aid, Other	\$1,751.00	
A	9512	5900	General Transfers, Other Funds		\$1,751.00
SM	0000	4031	Interfund Transfer	\$1,751.00	
SM	3120	5200	Equipment		\$1,751.00
				3,502.00	3,502.00

Aye- Bush, Lucarelli, Allison, Sullivan

No- None

**Resolution #180-22**

**Budget Transfers**

**By Mr. Lucarelli**

**Seconded by Mr. Bush**

Motion was made to approve budget transfers for the 2022 budget as follows;

	Fund	Department	Account	Account Name	From Amount	To Amount
From	A	0000	2750	General - AIM -Related Payments	\$52,000.00	
To	A	0000	3001	General - State Aid Per Capital		\$52,000.00
From	A	0000	1081	General - Payments In Lieu of Taxes	\$49.00	
From	A	0000	1090	General - Interest & Penalties, Real Property	\$1,609.00	
To	A	0000	2610	General - Town Justice Fees		\$1,658.00

From	A	0000	2770	General - Miscellaneous	\$6,000.00	
From	A	0000	3005	General - Mortgage Tax	\$2,324.00	
To	A	0000	1170	General - Franchise Fees		\$8,324.00
					61,982.00	61,982.00

	Fund	Department	Account	Account Name	From Amount	To Amount
From	B	0000	2770	TOV- Miscellaneous Income	\$28,000.00	
To	B	0000	2389	TOV- Misc. Revenue, Other Governments		\$28,000.00

	Fund	Department	Account	Account Name	From Amount	To Amount
From	SM	0000	1689	Health Income Co-Pay	\$4,003.00	
To	SM	0000	2389	Misc Revenue, Other Governments		\$1,519.00
To	SM	0000	2770	Miscellaneous Income		\$2,484.00
From	SM	0000	2626	Forfeiture of Crime Proceeds, Restricted	\$1,000.00	
To	SM	0000	2770	Miscellaneous Income		\$1,000.00
From	SM	9060	5870	Employee Health Insur - HSA Admin - ER Cont	\$3,200.00	
To	SM	3120	5810	Social Security Benefits		\$3,200.00
From	SM	9060	5850	Employee Health Insur - Hospital, Medical & Dental	\$27,610.00	
To	SM	3120	5100	Payroll		\$27,554.00
To	SM	9060	5860	Employee Health Insur - Medical Insur Retirees		\$56.00
From	SM	9040	5820	Workers Compensation	\$5,208.00	
To	SM	3120	5100	Payroll		\$5,208.00

From	SM	3120	5200	Equipment	\$8,100.00	
To	SM	3120	5410	General Expense		\$8,100.00
					\$49,121.00	\$49,121.00

	Fund	Department	Account	Account Name	From Amount	To Amount
From	SP	9040	5820	Workers Comp	\$1,466.00	
To	SP	7180	5810	Pool - Social Security		\$1,466.00
From	SP	7110	5200	Parks - Equipment	\$6,535.00	
To	SP	7180	5100	Pool - Payroll		\$5,883.00
To	SP	7180	5810	Pool - Social Security		\$652.00
From	SP	7140	5100	Rec - Payroll	\$730.00	
To	SP	7180	5810	Pool - Social Security		\$608.00
To	SP	7140	5810	Rec - Social Security		\$122.00
					8,731.00	8,731.00

	Fund	Department	Account	Account Name	From Amount	To Amount
From	DB	1990	5400	Contingency	\$29,577.00	
To	DB	9040	5820	Workers Comp		\$4,742.00
To	DB	9730	5600	Debt Principal		\$1.00
To	DB	9730	5700	Deb Interest		\$1.00
To	DB	5112	5400	Perm Improvement Highway (Roads)		\$24,833.00
From	DB	5130	5200	Machinery - Equipment	\$41,651.00	
To	DB	5112	5400	Perm Improvement Highway (Roads)		\$41,651.00
From	DB	9060	5850	Employee Health Insur - Hosptial, Medical & Dental	\$1,702.00	
To	DB	5112	5400	Perm Improvement Highway (Roads)		\$1,702.00
					\$72,930.00	\$72,930.00

Aye- Bush, Lucarelli, Allison, Sullivan

No- None



**Resolution #181-22**

**Rescind Resolution #169-22, Surplus of 196 feet of 10 foot fencing with 2 open entrances**

**By Mr. Bush**

**Seconded by Mr. Milliken**

Motion was made to rescind Resolution #169-22, Surplus of 196 feet of 10 foot fencing with 2 open entrances for future use by the Town.

Aye- Bush, Lucarelli, Allison, Sullivan

No- None

**Resolution #182-22**

**Approve Contract with City of Elmira for Animal Control**

**By Mr. Allison**

**Seconded by Mr. Milliken**

Motion was made to accept the contract between the Town of Elmira and the City of Elmira for Animal Control with a term beginning January 1, 2023 and ending December 31, 2023 in the amount of \$23,113.20 annually (\$1,926.10 monthly)

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #183-22**

**Accept Credit Card payments using Forte**

**By Mr. Allison**

**Seconded by Mr. Lucarelli**

Whereas the Town of Elmira currently has a credit card system for the convenience of collecting payments, and

Whereas the Town Clerk has asked the Town Board to change credit card companies from GovPay to Forte, and

Whereas the Town authorizes the Code enforcement officer to accept credit card payments for fees issued from that office, and

Whereas the Town authorizes the Town Clerk and Deputy Clerk to accept credit card payments for fees issued in that office as well as summer activities, and

Further resolved the Town Board authorizes the Code enforcement officer, Town Clerk and Deputy Clerk to accept credit card payments using Forte software for Town fees.

Aye- Bush, Milliken, Lucarelli, Allison, Sullivan

No- None

**Resolution #184-22**

**Approve ARC agreement for use of Community Center**

**By Mr. Bush**

**Seconded by Mr. Allison**

Motion was made to approve the agreement with ARC for the use of the Community Center with a term beginning January 1, 2023 and ending December 31, 2023 in the amount of \$400.00 monthly.

Aye- Bush, Milliken, Allison, Lucarelli, Sullivan

No- None

**Resolution #185-22**

**Authorize supervisor to sign an acknowledgment to receive grant funds**

**By Mr. Milliken**

**Seconded by Mr. Lucarelli**

Motion was made to authorize the supervisor to sign an acknowledgment to accept grant funds in the amount of \$5,385.00 from the Community Development Fund program to go towards the replacement of a roof for the pump and pool house.

Aye- Bush, Milliken, Allison, Lucarelli, Sullivan

No- None

Motion was made by Councilmember Bush at 7:42pm and seconded by Councilmember Lucarelli to adjourn the regular meeting. All in favor, Motion Carried

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Tammy Stein, Town Clerk