

Minutes of the regular monthly Town Board meeting taking place at the Taylor Town Hall on:
January 16, 2024 at 7 p.m.

Present:

Supervisor:	Jeffrey Smith (Jeff)
Councilmen:	Theodore Law Jr. (TJ) Harold R. Eltz (Russell) Matthew Allen (Matt) Clinton McKee (Clint)
Highway Superintendent:	Carl Hoellerer
Clerk/Tax Collector:	Jaymie Closson
Historian/Deputy Clerk/Planning Bd. Sec.:	Sharon Eltz
Justice:	Norman Durand

Absent:

Accountant:	Deborah Hayden (Debbie)
Building/Code Enforcement:	Tim Bearup

Others Present:

Jeff called the meeting to order at 7:10 p.m. with the Pledge of Allegiance.

The councilmen were given the chance to read and review December 2023 meeting minutes and also time to review and sign general and highway January 2024 vouchers.

PUBLIC COMMENT:

None

VOUCER DISCUSSION:

None

PREVIOUS MONTH'S MINUTES DISCUSSION:

None

MOTION to approve the December 2023 meeting minutes as submitted by the Clerk was made by TJ Law and seconded by Matt Allen. All in favor, motion carried.

ACCOUNTANT'S REPORT DISCUSSION:

A couple lines are in the negative, money needs to be moved around. There were old checks that had to be reissued and deposited.

MOTION to approve the Accountant's Report as submitted by the Accountant was made by Clint McKee and seconded by TJ Law. All in favor, motion carried.

MOTION to approve the January 2024 Highway fund vouchers as submitted by the Highway Superintendent in the amount of \$11,658.41 was made by Matt Allen and seconded by TJ Law. All in favor, motion carried.

MOTION to approve the January 2024 General fund vouchers as submitted by the Supervisor in the amount of \$29,348.30 was made by TJ Law and seconded by Russell Eltz. All in favor, motion carried.

Total disbursement: \$41,006.71

BOARD DISCUSSION:

- Jeff spoke with Jeri DuVall and she is willing to be Town Attorney. She agreed to the \$3,500 retainer fee then she will bill monthly if she goes over that.
- Tax extension form for Cortland County to extend collection to May 31, 2024. Needs to be filed by 4/1/2024.

MOTION to accept the tax extension to collect until May 31, 2024 was made by TJ Law and seconded by Matt Allen. All in favor, motion carried.

JANUARY ANNUAL MEETING APPOINTMENTS, MOTIONS AND ADOPTIONS:

- Appointment of Budget Officer, Deborah Hayden was made by Jeff Smith
- Appointment of Deputy Supervisor, Theodore Law Jr. was made by Jeff Smith
- Appointment of Deputy Clerk & Registrar, Sharon Eltz was made by Jaymie Closson
- Appointment of Deputy Highway Superintendent, Harold R. Eltz was made by Carl Hoellerer
- Appoint Jeff Smith as voting delegate for Association of Towns

MOTION to accept and approve all of the above was made by Matt Allen and seconded by TJ Law. All in favor, motion carried.

- Name NBT Bank and Tompkins Trust Company as town's official financial institutes
- Name Cortland Standard as town's official newspaper
- Name Port, Kashdin&McSherry as town's official payroll company

MOTION to accept and approve all of the above was made by Matt Allen and seconded by TJ Law. All in favor, motion carried.

- Name Tim Bearup as Code Enforcement Officer
- Name Sharon Eltz as Historian
- Name Christopher Crandall as Planning Board Chair
- Name Country Acres as Animal Control Officer
- Name Frances Butler as Assessor
- Name: Jeri A. DuVall as Attorney
- Name Deborah Hayden as Accountant

MOTION to accept and approve all of the above was made by TJ Law and seconded by Matt Allen. All in favor, motion carried.

Confirm the following as the 2023 Planning Board

- Christopher Crandall, Chair
- Sharon Eltz, Secretary
- Sharon Pryor
- Jaree Crandall
- Dianna Crandall
- Mary Lee Faucher, alternate

MOTION to accept and approve the 2024 Planning Board was made by TJ Law and seconded by Clint McKee. All in favor, motion carried.

Confirm the following as 2024 Assessment Review Board

- Sharon Eltz
- Jamie Breneman
- John Walsh

MOTION to accept and approve the 2024 Assessment Review Board was made by Matt Allen and seconded by Russell Eltz. All in favor, motion carried.

- Monthly meetings will be held on the 2nd Tuesday of each month beginning at 7 p.m. and to be held at the Town Hall unless posted otherwise
- Allow payment pre-approved of utilities and health insurance to meet due dates

MOTION to accept and approve all of the above was made by TJ Law and seconded by Matt Allen. All in favor, motion carried.

- Approve Highway Superintendent salary at budgeted amount for compensation of an expected minimum of 40 hours per week performing town highway business and to be prorated for 26 payments
- Approve highway wages as budgeted
- Approve payroll as Thursdays, bi-weekly starting January 1, 2024
- Approve payment of \$1,500.00 after deductions, into IRA account for full time employees who have worked for the town at least one year to be paid annually with the last payroll of the year
- Approve salaries of appointed and employed persons at the budgeted rates
- Approve payment for Tax Collector on or before June 30, 2024
- Approve half payment for Clerk on or before June 30, 2024
- Approve elected officials salaries at the budgeted amount to be paid with the first payroll of December 2024
- Approve payment of Justice to be paid monthly at budgeted amount broke into 12 monthly payments

MOTION to accept and approve all of the above was made by TJ Law and seconded by Matt Allen. All in favor, motion carried.

- Adopt Harassment Policy as presented
- Adopt Procurement Policy as presented
- Adopt Personnel Policies, Rules and Regulations as presented
- Adopt Drug Free Workplace Policy as presented
- Adopt Fair Housing Policy as presented

- Adopt Excessive Force Resolution Policy as presented
- Adopt Sexual Harassment Policy as presented (Have your Sexual Harassment training completed by March 31, 2024)

MOTION to approve policies as presented was made by TJ Law and seconded by Russell Eltz. All in favor, motion carried.

Planning Board: Presented by Sharon Eltz

Meeting next Tuesday at 7pm with the Cortland County Planning Department. All board members are encouraged to attend.

Building/Code Enforcement: Tim Bearup (absent)

Report submitted

Highway: Presented by Carl Hoellerer

- Won the winning bid on 2019 Ford F550 with plow, wing and sander for \$50,380.00
- Received the new truck bought from Auction International, needs tires
- 2 quotes for overhead door; Genson \$8,695.00 and Overhead Door \$10,857.00
- Jim Brown did some electric work
- JB Construction quote to frame in for overhead door - \$5,500.00
- JP Residential Construction coming to give a quote
- Cold storage - overhead doors, coal furnace and roller all to be put on Auction International, discussion on minimum bid pricing
- Break room will be where oil room was, needs to have walls fixed and patched

Animal Control:

None

Clerk/Tax Collector: Presented by Jaymie Closson

- Tax bills were mailed out on December 26, 2023

Justice: Presented by Norman Durand

- Did training in Albany but will have more monthly
- Will need to look into hiring a court clerk

MOTION to adjourn the meeting at 8:00 p.m. was made by Clint McKee and seconded by TJ Law. All in favor, motion carried.