

**TOWN OF HECTOR  
REGULAR AUDIT MEETING  
March 12, 2024**

**Members Present:**

Justin Boyette, Supervisor  
Michael Bergen, Councilperson  
Jessia Rodgers, Councilperson  
Ellizabeth Martin, Councilperson  
Rebecca Wight, Councilperson  
Anthony Mansfield, Councilperson

**Others:**

Jane M. V. Ike, Clerk  
Jason Santobianco, Code Enforcement  
Joshua Mikkelsen, Water Superintendent  
Gary Judson                      Audrey Mayette  
Dave Poyer                      Ralph Ward  
Larry Jaynes                      Michael Lausell  
Ben Dickens                      Barb Kelley  
Charlie Stevenson                      Mark Smith  
Luke MacIntosh                      Tristan MacIntosh  
Mia Somers                      Caleb Smith

Others: Malissa Richards      Mallory Richards  
Laury Ward                      Don Zifchock  
43 Facebook Live

**Opening Statement:** Read by Clerk Ike

In light of recent events, there is no automatic removal based on criminal charges or convictions of an elected official. The Town Supervisor will continue to serve in his role as Town Supervisor with the full Support of the Town Board.

Called to order at 7:00pm by Supervisor Boyette, followed by Pledge of Allegiance.

**RESOLUTION #50** – offered by Bergen, seconded by Martin

Resolved to approve the minutes of February 13 & 27, and March 5, 2024 as written.

Ayes 6, Nays 0

**RESOLUTION #51** – offered by Martin, seconded by Bergen

Resolved to approve and further authorize the Supervisor to make the following budget amendments: Transfer \$307.07 from A1990.4 Contingency to A9089.81; transfer \$18.61 from B1990.4 Contingency to B9089.81; transfer \$111.66 from DA599 Fund Balance to DA9089.81; transfer \$93.05 from DB599 Fund Balance to DB9089.81; transfer \$46.52 from SW1990.4 Contingency to SW9089.81 to cover the EAP insurance coverage. Ayes 6, Nays 0

**RESOLUTION #52** – offered by offered by Martin, seconded by Rodgers

Resolved to have audited and further authorize the Supervisor to pay the bills from the following funds: General Vouchers #51 thru #73 - \$24,221.77; Highway Vouchers #37 thru #67 - \$43,314.94; Water District Vouchers #28 thru #37 - \$11,379.53; Ambulance Voucher #3 - \$104.00; and Trust & Agency Vouchers #5 thru #7 - \$29,370.86                      Ayes 6, Nays 0

**Public Comment Period:** 7:05pm

Larry Jaynes, Schuyler County Legislator reported that Shawn Rosno is the new County Administrator; 2024 budget was lowered by \$.20 per thousand. Josette Colon is the new Public Defender; Kristen VanHorn has left Cooperative Extension; 2023 Sales Tax was \$14 million; Town of Hector share was \$659,959.96; RFP grant for Waste Water study for the Village of Burdett and Route 414 corridor to Hector has been granted.

Mike Lausell also added that the study includes how to get down from the Village to Watkins Sewer Plant.

**Sustainability Committee:** Climate Adaptation Plan discussed. Will be reviewed next week in the Public Safety Committee.

Tuttle Road has been determined by NYSERDA not to be large enough for a Solar Farm; could possibly be a battery storage facility.

Village of Lima experience with Community Choice Aggregation was good for first couple years, renewable cost was too high so the program was cancelled. They are waiting for a better opportunity to come along.

Insurance Certificate for Repair Café Mary 53 and June 1 requested. Supervisor Boyette informed all that the Town now has an additional insurance policy to cover volunteers for these and other events. The Town can accept monetary donations from the Repair Café's

Grant for \$70,000 approved by NYSERDA. Need to determine how best to use these monies.

**Department Reports:**

**Highway:** Superintendent Green's written report reviewed by Supervisor Boyette covering road work and equipment repairs for the past month.

**K. States Trucking Letter:** This request was taken care of by the Highway Committee.

**Water District:** Superintendent Mikkelsen reported gallons pumped; water testing done; DOH and DEC reports submitted; working on Annual Water Quality Report for 2023; Pall skid computer issues resolved; 95% of remote read meters are reading; some in pits under water not currently working; have had a few new requests for water services. Working on getting engineering, etc. for the hook up of the new well. Water Board meeting March 13, 2024 at 1pm.

**RESOLUTION #53** – offered by Martin, seconded by Bergen

Resolved to approve and authorize the Supervisor to sign the Williamson Law Book Company Water Email Billing Support Software License Agreement. Ayes 6, Nays 0

**RESOLUTION #54** – offered by Bergen, seconded by Martin

Resolved to approve and authorize the Supervisor to sign the Williamson Law Book Company Water email billing support contract effective 2/1/2024 through 01/31/2025 at a cost of \$355.00. Ayes 6, Nays 0

**Code Enforcement:** Officer Santobianco reported 5 permits issued with construction value of \$651,043 and 3 permits closed with construction value \$675,550; fees collected of \$2116.00.

**Smith Park:** Manager's Report reviewed by Councilperson Rodgers.

Boat Launch will open April 1, 2024; April 23, 2024 is the 60-year anniversary of creation of the park. Site #1 is open and has been determined to be the best site for four EV charging stations.

**Reynolds Land Services:** A quote was received from Reynolds Land Services to level and add gravel & stone to 8 sites with relocating water and electric on two, plus build a tent platform. Amount of gravel, stone, run off issues, and split rail fence discussed at length. New exit road needs to be discussed further by Park Committee.

Discussion of total cost, procurement policy and contractor vs professional services. Need additional written quotes.

**Park Reserve Fund:** Discussion regarding creating a new Park reserve fund. Supervisor Boyette is working with the Comptroller's Office to determine how to set it up. Park is generating revenue above budget.

**Swim Beach Discussion:** DOH has informed us that any kind of swimming requires lifeguards. Cost associated with inclement weather discussed. No easy way to keep swimmers out of boat launch area. Suggestion to move the swim area away from the dock and only have one lifeguard. Our liability insurance covers the Park with or without swimming or lifeguards. If open only Friday, Saturday or Sunday it would be 17-21 days.

**Finger Lakes Forest Management:** Will Jennings walked the Park and found 33 hazardous trees. Proposal 1 covers takedown and process 33 hazardous trees, prune 48 trees, grind 9 stumps and chip small trees and brush at a cost of \$15, 500. Proposal 2 covers removal of post along the bank at a cost of \$2,000.

**RESOLUTION #55** - offered by Martin, seconded by Bergen  
Resolved to accept both proposal #1 and proposal #2 from Finger Lakes Forest Management at a total cost of \$17,500. Discussion: work to be done before park opens. Ayes 6, Nays 0

**RESOLUTION #56** - offered by Boyette, seconded by Bergen  
Resolved to appoint Jason Bond as laborer at a rate of \$29.63 per hour effective March 15, 2024 through September 15, 2024. Ayes 6, Nays 0

**Mecklenburg Community Park:** Caleb Smith gave a short presentation on the status of fund raising and ground work for the playground and trails around the pond. They have raised \$31,000 and with the Sustainability funds of \$10,000 the total available is \$41,000. Asking the Town for assistance with ground work needs and professional tree assessment. A culvert at the drainage ditch is collapsed. Should meet with Jerry Verrigni from Schuyler County Soil & Water along with the Town Park Committee to figure out that area. Looking to get the playground away from the road and possible placement of two different age-appropriate structures. Discussion continued regarding ground work and area for play structures.

Andy Hillman has given them a proposal for a Level 2 tree risk assessment at \$3845 for the assessment only. It was suggested they check back with Will Jennings; Kyle Mosher, and/or Tony Elmore.

Councilperson Bergen asked who chooses the actual structures – the Town or the Mecklenburg Park Committee?

**Town Clerk/Tax Collector/Court Clerk:** Clerk Ike reviewed monthly reports for Town Clerk, Human Society, Tax Collection and Water District for the month of February 2024.

**RESOLUTION #57** - offered Martin, seconded by Bergen  
Resolved to authorize Town Justic Navone to attend court training in Albany March 11 – 13, 2024. Ayes 6, Nays 0

**RESOLUTION #58** - offered by Martin, seconded by Rodgers  
Resolved to authorize Town Clerk Ike to attend the annual Town Clerk's Conference in Albany April 21 – 24, 2024. Ayes 6, Nays 0

**RESOLUTION #59** - offered by Martin, seconded by Bergen

Resolved to re-appoint Karen Allen to the Board of Assessment Review for a term of 5 years effective 10/01/20023 through 09/30/2028. Ayes 6, Nays 0

**RESOLUTION #60** - offered by Martin, seconded by Rodgers

BE IT RESOLVED, that the Town of Hector, Location code 30508, hereby establishes 8 hours/day as the standard work day for its employees and will report days worked to the New York State and Local Employees' Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body: Town Supervisor; Councilperson; Town Cler/Tax Collector; Bookkeeper to the Supervisor; Superintendent of Water, Assistant Superintendent of Water; Town Justice; Code Enforcement Officer; Part Manager, Assistant Park Manager; Confidential Secretary; Account Clerk; Motor Equipment Operator; Auto Mechanic; and Laborer. Ayes 6, Nays 0

**Supervisor/Committee Reports:**

**RESOLUTION #61** - offered by Rodgers, seconded by Bergen

Resolved to approve and further resolved to authorize the Supervisor to sign the EAP Agreement. Ayes 6, Nays 0

**RESOLUTION #62** - offered by Martin, seconded by Rodgers

Resolved to authorize the following to attend the Southern Tier Regional Planning & Development Leadership Conference April 4, 2024 at a cost of \$75.00 each: Justin Boyette, Michael Bergen, Elizabeth Marting, Jessica Rodgers, Rebecca Wright, Anthony Mansfield and Jason Santobianco. Ayes 6, Nays 0

**Land Use Leadership Alliance:** Registration is due by March 15. Jason Santobianco will complete the form and submit.

**Watkins Glen Summer Recreation Program:** We paid \$3,000 in 2023; 33 children participated from the Town of Hector; 2024 budget is \$5,000. They must submit a voucher for payment and report number attended at the end of the program.

**RESOLUTION #63** - offered by Martin, seconded by Rodgers

Resolved to accept and authorize the Supervisor to sign the agreement for AUP services with Insero at a cost of approximately \$7,000 for the purpose of auditing Highway Department purchasing and cash procedures and policies for Smith Park contingent on Attorney Halpin's approval of the agreement. Ayes 6, Nays 0

Seneca Meadows: Draft letter for board to review at April meeting.

Committee Meetings: March 21, 2024 beginning at 10am.

Luke McIntosh reported concerns with a water drainage issue at 6235 School Street with water from State Route 414. He needs to meet with the Highway Committee.

Adjourned at 9:40pm on a motion by Martin and seconded by Bergen.

Respectfully Submitted,

Jane M. V. Ike, Clerk