

The Regular Meeting of the Homer Town Board was held at the Town Hall located in the Village of Homer, on Wednesday March 12, 2025, in the town boardroom, with Supervisor Park presiding.

Members Present:

Supervisor, Michael R. Park,
Deputy Supervisor, Barry E. Warren
Councilmember, Sarah E. Head
Councilmember, Caleb J. Leach
Councilmember, Kevin M. Williams

Others Present: Town Clerk, Heather M. Hill, Deputy Town Clerk, Brooke L. Poli; Village Trustee Ed Finkbeiner; Highway Superintendent, Kyle Bean; Attorney to the Town, Dan Ellis; Code Enforcement Officer, Kevin McMahan; X101 News, Jack Eves; Residents: Morgan Spaulding, Tim Malchak, Michael Broughton, and Emmanuel Pothos,

Supervisor Park called the meeting to order and opened with the pledge of allegiance.

MONTHLY MEETING MINUTES

Deputy Supervisor Warren made a motion, seconded by Councilmember Leach, to approve the Draft Regular Town Board Meeting Minutes of February 12, 2024. All voting aye, the motion carried. **RESOLVED: to approve the Draft Regular Town Board Meeting minutes of February 12, 2025.**

MONTHLY BILL PAY

General bills were approved as audited by Councilmember Head, motioned by Councilmember Head, to approve the general fund vouchers for payment, seconded by Councilmember Williams; All voting aye, the motion carried: **RESOLVED: That General Fund, abstract #3, vouchers #37 through #74 totaling \$36,895.45 are approved for payment.**

Highway bills were approved as audited by Deputy Supervisor Warren, motioned by Deputy Supervisor Warren, to approve the highway fund vouchers for payment, seconded by Councilmember Head; All voting aye, the motion carried: **RESOLVED: that Highway Fund, abstract #3, vouchers #23 through #39, totaling \$135,416.12 are approved for payment.**

WRITTEN DEPARTMENT REPORTS

Councilmember Leach made a motion, seconded by Deputy Supervisor Warren, to receive and file the following February monthly reports as presented:

1. The Code Enforcement Officer- February 2025
2. Town Clerk- February 2025
3. Fire Chief- February 2025
4. Supervisor- February 2025
5. Dog Control Officer- February 2025

All voting aye, the motion carried.

PRIVILEGE OF THE FLOOR

Supervisor Park stated Fire Chief Riley sent his apologies for being unable to attend tonight's meeting and Ed Finkbeiner said he was representing the village, as Mayor Pat Clune was unable to attend.

AGENDA ITEMS

Highway Superintendent Bean updated the town board that the highway department has been completing roadside maintenance and repairing potholes. He stated he is proactive and making list of his long-term goals and thanked Supervisor Park for his assistance and help. He is also obtaining proposals for new equipment that needs to be updated to assist with vegetation management.

There were also updates given including the purchase of a new cell phone for the highway superintendent, transferring the highway garage phone number to the phone, painting the highway garage office, and making additional updates.

Superintendent Bean submitted a new truck proposal with a total price of \$65,284.43, through state bid, including warranty and maintenance packages. There was further discussion on the available warranties and maintenance packages.

Councilmember Williams made a motion, seconded by Councilmember Leach, to authorize the Supervisor to purchase a 2025 Chevy 2500 LT truck through state bid from Maguire Motors LLC for \$61,509.43, approving a seven year/100k warranty for \$2750.00, a five year/20 maintenance plan for \$1,025.00. All voting aye, the motion carried. **RESOLVED: to authorize the Town Supervisor to purchase a 2025 Chevy 2500 LT truck through state bid for up to \$67,000.00, which includes a seven year/100k warranty for \$2750.00, and a five year/20 maintenance plan for \$1,025.00 for the truck, with the addition to terminate the agreement after four months after signing.**

Town Clerk Hill thanked the highway department for their assistance with installing the shelving units in the balcony for storage of records for their office, for installing the memorial bench behind the town hall, and installing the assessor's office mailbox. They have been very helpful and accommodating to the town clerk's office and are much appreciated.

Clerk Hill also stated Deputy Kotas has been an asset to their office and has completed numerous tasks including filing and updating dog license, accessible, and planning and zoning board files. She was able to consolidate files, making more space in the office. Supervisor Park also stated Deputy Clerk Kotas has also organized the keys for the town hall, which has been a much-needed.

The clerk's office has already collected almost ninety percent of Town and County taxes and presented their balancing report. The clerks are anticipating a busy end of the month as the second payment is due.

Supervisor Park requested time to schedule a walkthrough with the town board to see the progress of the simulation room the police department has been building on the balcony and to show the town board the shelving units the highway garage installed for the town's records. He also wanted to tour the highway garage with the town board to review future updates that were needed, the equipment they have, and the updates that have been completed.

Supervisor Park reviewed a few minor revisions of the Personnel Policy, specifying bi-weekly and monthly payroll schedules for the town employees.

Councilmember Williams made a motion, seconded by Councilmember Head, to accept the revisions to the Personnel Policy made on page five, Section 14, specifying bi-weekly and monthly payroll schedules for the town employees. All voting aye, the motion carried. **RESOLVED: to accept and adopt the revisions to the Personnel Policy made on page five, Section 14, specifying bi-weekly and monthly payroll schedules for the town employees.**

Supervisor Park reviewed the yearly town hall landscaping contract with Phillips Landscaping and wanted to renew the contract and obtain an additional quote to add flowers to the landscaping.

Deputy Supervisor Warren made a motion, seconded by Councilmember Leach, to accept Phillips Landscaping submitted bid of \$998.00 for the maintenance of the town hall landscaping and treatment of the landscaping. All voting aye, the motion carried. **RESOLVED: to accept Phillips Landscaping submitted bid of \$998.00 for the maintenance of the town hall landscaping.**

Supervisor Park stated National Grid outdoor street lighting credits final came in resulting in a \$12,700.00 credit, possibly eliminating future bills for several years. This credit was due to upgrading the outdoor street lighting to LED.

There was discussion on a proposal to donate \$10,000.00 to the Village of Homer for the purchase of a new fire truck which would assist the town and village and would support our fire department. Attorney Ellis recommended composing an Intermunicipal Agreement for the donation and composing a legal letter for the village.

Councilmember Williams made a motion, seconded by Councilmember Leach, **to authorize Attorney Ellis to compose an Intermunicipal Agreement with the Village of Homer for the concept of the Town of Homer contributing up to \$10,000.00 for the purchase of a new Village Fire Department truck.** All voting aye, the motion carried. **RESOLVED: to authorize Attorney Ellis to compose an Intermunicipal Agreement with the Village of Homer for the concept of the Town of Homer contributing up to \$10,000.00 for the purchase of a new Village Fire Department truck.**

There was discussion on the Notice of Violation and Order to Comply notice from New York State Labor the town received, noting that while not everything was in 100% compliance, there were no fines or penalties. The town and village worked together to ensure compliance was completed.

Councilmember Williams made a motion, seconded by Councilmember Head, to receive and file the Notice of Violation and Order to Comply notice from the New York State Department of Labor. All voting aye, the motion carried. **RESOLVED: to receive and file the Notice of Violation and Order to Comply notice from the New York State Department of Labor.**

Supervisor Park stated they had a meeting with the town's engineers and reviewed a booklet and are still waiting for the blueprints to be completed by Crawford and Stearns for renovation of the town hall basement. He reached out to a few local contractors on whether spring or fall bids are preferred for better pricing. As soon as the town receives the blueprints, they can then go out to bid.

Councilmember Williams stated he and Councilmember Leach will complete the court audit mid-April.

The town discussed a proposed local law to amend the zoning law of the Town of Homer with regards to the expiration of variances. There was discussion that occurred, and decision to table it until next month was made.

Code Enforcement Officer Kevin McMahon submitted a planning and zoning permit comparison sheet, listing various town and village prices for the town board to review and consider updating for the Town of Homer. The board requested a proposed schedule fee list from code enforcement officer for the Town of Homer. After much discussion, the board concluded to review the proposed schedule fee Mr. McMahon compiles to consider adjustments at the next town board meeting.

Supervisor Park stated a building committee needs to be formed to assist with decisions on the upcoming remodeling of the town hall basement. Discussion occurred about who should be part of the committee and stated Code Enforcement Officer Kevin McMahon will be involved with this process.

Councilmember Williams made a motion, seconded by Councilmember Head, to create an official building committee. All voting aye, the motion carried. **RESOLVED: to create an official building committee for the town hall building renovation with the following people on it: Chief Robert Pitman, Barry Warren, Micheal Park, Patrick Clune, and Frederick Forbes.**

Supervisor Park met with Rich Cunningham from THOMA and reviewed THOMA's written proposal to provide grant writing services related to the resubmission of a Smart Growth Planning Grant to be submitted to the NYS Department of State for preparation of a new Town Comprehensive Plan.

Councilmember Head made a motion, seconded by Councilmember Williams, to approve THOMA's proposal for grant writing services, not exceeding \$1,000. All voting aye, the motion

carried. **RESOLVED: to approve THOMA's proposal for grant writing services, not exceeding \$1,000.**

There was discussion about a proposal on implementing a 60-day limit on checks issued by the Town Clerk's office to simplify bookkeeping and avoid audit issues.

Councilmember Leach made a motion, seconded by Councilmember Head, to implement a 60-day limit on checks issued by the town. All voting aye, the motion carried. **RESOLVED: to approve and implement a 60-day limit on checks issued by the Town of Homer.**

Attorney Ellis had no updates for the town board.

As there was no further business, the meeting adjourned at 8:10 p.m.

Respectfully Submitted,

Brooke L. Poli
Deputy Town Clerk