

The Regular Meeting of the Homer Town Board was held at the Town Hall located in the Village of Homer, on Wednesday May 14, 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; Highway Superintendent, Kyle Bean; Attorney to the Town, Dan Ellis; Town Historian Martin Sweeney; Village Mayor, Patrick Clune; Emmanuel Pothos; Brandon Brown; and Tim Malchak.

Supervisor Park called the public hearing to order at 6:30 p.m. and opened with the pledge of allegiance.

He asked the town board members and the public if there was any comments concerning the proposed Local Law to amend the zoning law and expiration of variances. As there were no comments, Supervisor Park closed the public hearing at 6:30 p.m. but left the record open for receipt of comments until the June monthly board meeting.

MONTHLY MEETING MINUTES

Councilmember Head made a motion, seconded by Councilmember Leach, to approve the Draft Regular Town Board Meeting Minutes of April 10, 2025. All voting aye, the motion carried. **RESOLVED: to approve the Draft Regular Town Board Meeting minutes of April 10, 2025.**

MONTHLY BILL PAY

General bills were approved as audited by Deputy Supervisor Warren, motioned by Deputy Supervisor Warren, to approve the general fund vouchers for payment, seconded by Councilmember Head; All voting aye, the motion carried. **RESOLVED: That General Fund, abstract #5, vouchers #99 through #128 totaling \$22,879.11 are approved for payment.**

Highway bills were approved as audited by Councilmember Head, motioned by Councilmember Head, to approve the highway fund vouchers for payment, seconded by Deputy Supervisor Warren; All voting aye, the motion carried: **RESOLVED: that Highway Fund, abstract #5, vouchers #57 through #70 all totaling \$15,479.21 are approved for payment.**

WRITTEN DEPARTMENT REPORTS

Councilmember Leach made a motion, seconded by Councilmember Head, to receive and file the following April monthly reports as presented:

1. The Code Enforcement Officer- April 2025
2. Town Clerk- April 2025
3. Fire Chief- April 2025
4. Supervisor- April 2025
5. Dog Control Officer- April 2025
6. Highway Superintendent- April 2025

All voting aye, the motion carried.

PRIVILEGE OF THE FLOOR

There were no comments.

AGENDA ITEMS

Attorney Ellis reviewed the Proposed Local Law #1 to amend the zoning law concerning the expiration of variances. He recommended waiting to make any decisions, until the town

board receives the county's return letter and stated he made the revision of the expiration of a variance to 36 months.

Highway Superintendent Kyle Bean reviewed his monthly report with the town board and the completed tasks by the highway garage for the month of April and May. This month, the highway garage employees disassembled plow trucks, widened driveways, and completed installing culvert pipe on various roads.

The highway superintendent has been actively assessing road conditions and working on improvements and Supervisor Park encouraged the town board to tour the roads to see the progress and challenges firsthand.

Bids for the highway concrete and interior construction were received, with Zielinski Asphalt Concrete bidding \$57,384 for concrete work and Complete Construction Concepts bidding \$73,000 for interior insulation and liner panels, totaling \$130,834. A 10% contingency of \$13,000 was proposed, making the total authorization request \$143,000. The board discussed the importance of having a contingency for unexpected costs and clarified that written contracts and insurance documentation would be secured before proceeding.

Deputy Supervisor Warren made a motion, seconded by Councilmember Leach, to approve and accept Zielinski's Asphalt bid of \$57,384 for the highway concrete bid, and Complete Construction Concepts bid of \$73,5000 for the highway interior work and to add a 10% contingency of \$13,000 to cover unexpected costs if needed, and to authorize the supervisor to sign the contracts. All voting aye, the motion carried. **RESOLVED: to approve and accept Zielinski's Asphalt bid of \$57,384 for the highway concrete bid, and Complete Construction Concepts bid of \$73,5000 for the highway interior work and to add a 10% contingency of \$13,000 to cover unexpected costs if needed, and to authorize the supervisor to sign the contracts.**

Supervisor Park introduced Brandon Brown, a candidate for a town board councilmember.

The board discussed the annexation of three properties located in the village on Wolf Road, noting that the properties currently receive no village services. A letter was received from the property owners, and the board agreed in principle to move forward with the process, but formal acceptance cannot occur at this meeting. The process requires scheduling a public hearing, planned for July, and ensuring all municipal procedures are followed to avoid future legal issues. There was also discussion about road maintenance responsibilities for the annexed properties.

Historian Martin Sweeney presented the restoration of historical portraits, including details about recent conservation work for display. He also presented a reproduction of Adin Webb, which was one of the earliest schoolteachers and town clerks David Quinlan had made for his collection. Historian Sweeney posed possibly having one made for the town and displayed in a prominent place in the town hall.

Councilmember Leach made a motion, seconded by Deputy Supervisor Warren, to approve purchasing a reproduction of Adin Webb for up to \$200, which includes the reproduction costs, and postage, with the intention to display the reproduction. All voting aye, the motion carried. **RESOLVED: to approve purchasing a reproduction of Adin Webb for up to \$200, which includes the reproduction costs, and postage, with the intention to display the reproduction.**

Historian Sweeney presented a detailed semi-annual report on his activities thus far including administrative tasks, genealogical research, office visits, and historical inquiries. He reviewed the various genealogical inquiries submitted to his office, the numerous municipal meetings he attended, and the out of office meetings he attended.

Councilmember Head made the motion, seconded by Councilmember Williams, to receive and file the Town Historian's semiannual report. All voting aye, the motion carried. **RESOLVED: to receive and file the Town Historians' 2025 semi-annual report.**

Councilmember Williams made the motion, seconded by Deputy Supervisor Warren, to receive the Electa Hobart and Gideon Gobart paintings back from West Lake Conservation Center. All voting aye, the motion carried. **RESOLVED: to receive the Electa Hobart and Gideon Hobart paintings back from West Lake Conservation Center.**

Town Clerk Hill stated the clerk's office remains busy, particularly with processing certified marriage applications for residents who have misplaced their original certificates. The office also manages frequent notary requests, and the supervisor expressed appreciation for the clerk's efficiency and dedication.

Councilmember Williams stated completed the 2024 Town of Homer court audit and read below to the town board.

RESOLUTION #2 TO ACCEPT AND FILE THE AUDIT WITH THE TOWN CLERK AND FORWARD COPIES OF THE 2024 FISCAL YEAR AUDIT TO NYS UNIFIED COURT SYSTEM ALONG WITH A COPY OF THE ADOPTED MOTION ACCEPTING THE AUDIT.

Motion by Councilmember Williams

Seconded by Councilmember Leach

VOTES: AYE- Park, Warren, Williams, Leach, Head; NAY- 0

WHEREAS, Section 2019-a of the uniform Justice Court Act requires that town boards provide an annual audit of the town justice court's records and dockets; and

WHEREAS, Town Board member Williams performed such an audit of the 2024 Town of Homer court records on May 5th, 2025, using a checklist and documentation provided by the New York State Comptroller's Office; and

WHEREAS, Board member Williams found all records to be clear, concise, and accurate; that all reports and disbursements were made on a timely basis, that the checkbooks were reconciled on a timely basis, and that cooperation by the Court Clerks was found to be excellent; During the audit the following was noted:

- 1) **Audit sampling included four random months chosen during the 2024 calendar year.**
- 2) **Sampling including verification of deposits, in the Justice account and bail account, cash receipts tie into deposits Justice account and bail account. Verification of timely banking procedures and timely monthly of reporting documents.**
- 3) **Open caseloads are within a normal range.**
- 4) **Closed Caseloads are significantly higher and out of normal range. During the Management interview with the Court Clerk, it was noted that after a case has been adjudicated and a fine assessed, the local courts do not have the authority to enforce collection prior to disposition, thereby leaving outstanding fine balances on cases that have been completed. The NYS Unified Court Computer system shows these cases as open until the fine is paid.**
- 5) **Bank reconciliations frequently reconciled online prior to receiving monthly mailed statements.**
- 6) **Bail account has limited entries and disbursements and were reviewed and reconciled by individual case documents to follow the collection and reimbursements of bail monies.**
- 7) **During the Court Clerk interview, changes were noted on how the records were prepared and presented, making the random audit procedures much easier. The entire year was easily reconciled by current audit procedures. It was discussed and agreed to begin a pre audit of the 2025 justice courts records during the month of November and a final audit shortly after December 31st.**
- 8) **The Audit makes note that there will be a new Town Justice in 2026.**
- 9) **The way the records are being filed and presented has shortened up the audit procedure and can be used to present a completed audit in the month of January of the new year.**

Multiple bids were considered to update the Town of Homer's website. After discussion, the supervisor proposed CNY Webs for \$4,150, which would assist meeting the new government requirements.

Councilmember Head made a motion, seconded by Deputy Supervisor Warren, to approve and accept CNY Webs' proposal in the amount of \$4,150 to reconstruct the Town of Homer's website. All voting aye, the motion carried. **RESOLVED: to approve and accept CNY Webs' proposal in the amount of \$4,150 to reconstruct the Town of Homer's website.**

The board discussed obtaining a credit card for the town supervisor with a \$2,000 limit (with the option to increase to \$4,000 if needed) to improve financial tracking, as the town moves away from bill pay and cancel the current debit card. The credit card will be securely managed, and the change is intended to simplify financial operations.

Councilmember Williams made a motion, seconded by Councilmember Leach, to authorize the supervisor to obtain a credit card through the First National Bank of Dryden with a \$2,000 limit, with a maximum limit of \$4,000, and to cancel the current debit card through the First National Bank of Dryden. All voting aye, the motion carried. **RESOLVED: to authorize the supervisor to obtain a credit card through the First National Bank of Dryden with a \$2,000 limit, with a maximum limit of \$4,000, and to cancel the current debit card through the First National Bank of Dryden.**

Discussion occurred regarding the yearly PERMA agreement, which is a routine workers' compensation insurance renewal, requires formal board permission to be signed.

Councilmember Leach made a motion, seconded by Councilmember Williams, to authorize the supervisor to sign the Public Employer Risk Management Association, Inc. (PERMA) Program Agreement for Third Party Administration services. **RESOLVED: to authorize the supervisor to sign the Public Employer Risk Management Association, Inc. (PERMA) Program Agreement for Third Party Administration services.**

Details about the Memorial Day Parade were discussed, including meeting arrangements at the usual location, participation by town board members, and preparations such as bringing candy to distribute. Supervisor Park said all are welcome to join, and a brief ceremony would be held at the cemetery.

Supervisor Park stated any interested contractors for the lower-level renovations of the town hall are now able to submit sealed bids. Crawford and Stearns scheduled a walkthrough for any interested bidders on May 15th, 2025. Decisions on bids are expected by the end of the month, and the town is collaborating with the engineer to ensure the process runs smoothly.

The Annual Financial Report (AFR) has been completed, filed, and accepted by the state as required. The SLFRF (State and Local Fiscal Recovery) rescue funds totaling \$333,000 were filed and accepted by the state and met the deadline.

There was discussion on the Homer Solar project that is under new ownership. A meeting was scheduled for May 15th in the town boardroom to discuss progress and coordination with Cortlandville, Solon, and IDA board, and Supervisor Park said any town board members are welcome to attend.

Supervisor Park stated he would be attending a solar meeting being held May 15th with all the municipalities sponsored by Cortland County at Beaudry Park.

Supervisor Park attended a meeting a few weeks ago where the towns raised their concerns about the IDA (Industrial Development Agency) board's actions and lack of communication with the towns regarding projects that affect tax rolls and local interests. The town is working to improve communication and ensure its concerns are addressed.

Councilmember Leach and Councilmember Head gave updates on the meeting they attended with Thoma Development Consultants regarding revisions of the comprehensive plan, focusing on gathering information for grant applications and future development. The plan aims to strengthen the town's position for funding and guide long-term growth.

Supervisor Park stated he would like the planning board to be tasked with reviewing the town's solar laws, particularly regarding site maintenance, emergency access, and battery

storage. The board emphasized the importance of addressing these issues to ensure safe and effective solar development.

Councilmember Head made a motion, seconded by Councilmember Leach, to have the Town of Homer Planning board review the solar law and make their recommendations. All voting aye, the motion carried. **RESOLVED: to have the Town of Homer Planning board review the solar law and make their recommendations.**

A special informational meeting was planned for May 21st at 6:30 PM to discuss information Councilmember Williams had collected concerning off-premises advertising. The town board will make the necessary efforts to inform the public through the website and legal postings. The board discussed the importance of following proper procedures and ensuring transparency.

Attorney Ellis had no updates for the town board.

As there was no further business, the meeting adjourned at 8:03 p.m.

Respectfully Submitted,

Brooke L. Poli
Deputy Town Clerk