

Town of Canaan, New York

Town Board Regular Meeting Minutes:

February 13, 2023: 7:00 pm to 7:47 pm

Hybrid Meeting: In Person at Town Hall and via ZOOM

Annual Audit of Town Accounts @6:15

Supervisor/Tax Collector/Justice Clerk audits were completed

Town Clerk audit was not completed

Meeting opened at 7 PM

Present

Supervisor Brenda Adams

Councilperson Alan Miller

Councilperson Ginny Nightingale

Councilperson David Patzwahl

Councilperson William Powers

Also in Attendance:

Deputy Town Clerk Heather O'Grady

Town Highway Department Superintendent Stephen Van Tassel (Zoom)

Excused:

Josh Weisbuch, Town Clerk

Audience: 0

Zoom: 4

MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

APPROVALS

MOTION: November 7, December 12, & January 9 meeting minutes

Councilperson Alan Miller made a motion, seconded by Councilperson Ginny Nightingale to approve the above three sets of minutes. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;

Councilperson Alan Miller – yes;

Councilperson Ginny Nightingale – yes;

Councilperson David Patzwahl – yes;

Councilperson William Powers – yes.

Note: December 27 minutes are still outstanding

There were no questions about the bills or the financials. Councilperson David Patzwahl made a motion to approve the bills and accept the financials, seconded by Councilperson Alan Miller 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

SUPERVISOR MONTHLY REPORT:

TOWN CLERK REVENUES	\$ 227.03
HIGHWAY FUND	\$ 385,771.74
HIGHWAY FUND CAPITAL	\$ 102,953.48
LIGHTING DISTRICTS	\$ (785.31)
FIRE DISTRICTS	\$ 300.00
BUILDING INSPECTOR	\$
PLANNING BOARD	300
RECREATION	\$ 3,498.34
COURT REVENUES	\$ 2,655.00
ZONING BOARD OF	\$
APPEALS	
TAX COLLECTOR	\$ 0.00

RESOLUTIONS & MOTIONS

There are three revisions to the 2023 Organizational Resolutions as follows:

- **RESOLUTION 01:** revise the Stoddard Field maintenance person hourly rate
- **RESOLUTION 04 :** revise the date of the Bi-Weekly Pay Periods
- **RESOLUTION 29:** add language to invoice the Village of Philmont and Town of Hillsdale for 2022 budget shortfalls due to increased fuel costs and additional miles driven

MOTION: Councilperson Alan Miller made a motion to approve the above changes seconded by Councilperson David Patzwahl.

5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

RESOLUTION 19: to appoint Margaret Norway as Assessor Assistant

MOTION: Councilperson Ginny Nightingale made a motion, seconded by Councilperson David Patzwahl to appoint Margaret Norway. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

RESOLUTION 50: to approve annual 284 Agreement

The board reviewed the annual 284 agreement in the amount of \$176,100 for General Repairs and \$160,000 for permanent repairs (CHIPS funded) proposed by the Canaan Highway Superintendent.

MOTION:

Councilperson Ginny Nightingale made a motion to approve the 2023 284 agreement, seconded by Councilperson Will Powers. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

RESOLUTION 52: to appoint Patricia Fallon as Planning Board Clerk at \$17.49 per hour, payable quarterly, to a term ending December 31, 2023.

MOTION:

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller to appoint Patricia Fallon at the proposed rate. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

RESOLUTION 53: for Supervisor to attend training & be designated as Town Delegate at AOT annual meeting

The Canaan Town Supervisor requested permission to attend the Association of Towns (AOT) training for local officials; further the town's AOT membership entitles the town one vote at the AOT business meeting for purposes of electing officers, determining the 2023 legislative agenda, and other related business matters. The cost \$185.00 and has been budgeted.

MOTION: That such training be approved for the Supervisor and the Town Supervisor be designated the Town delegate to the AOT annual meeting. Councilperson Alan Miller made the motion, seconded by Councilperson Will Powers. 5 AYES - Motion carried.

- Supervisor Brenda Adams – yes;
- Councilperson Alan Miller – yes;
- Councilperson Ginny Nightingale – yes;
- Councilperson David Patzwahl – yes;
- Councilperson William Powers – yes.

RESOLUTION 55 for Highway Department to go out to bid for materials & services

The Highway Department has a policy of seeking annual proposals for the purchase of goods and services. The Highway Superintendent has requested to go out to bid for 2023 goods and services.

MOTION:

Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller. 5 AYES - Motion carried.

- Supervisor Brenda Adams – yes;
- Councilperson Alan Miller – yes;
- Councilperson Ginny Nightingale – yes;
- Councilperson David Patzwahl – yes;
- Councilperson William Powers – yes.

Resolution 54 for Final 2022 budget adjustments

The town would like to make final adjustments within its 2022 budget to reflect higher costs for services, fuel and supplies as noted below. There are unexpended funds in other budget lines rendering these changes budget neutral. Be It Resolved, that the Town Board authorize the Supervisor to make the attached budget adjustments to the 2022 budget.

**TOWN OF
CANAAN**

Budget amendment

2022

Date: 2/8/2023

		Increase to Appropriations	Decrease to Appropriations
General Fund			
1110.4	TOWN JUSTICE	500.00	
1320.4	ACCOUNTANT	2,130.00	
1410.1	TOWN CLERK	80.00	
1410.11	TOWN CLERK-DEP	1.00	
1420.4	ATTORNEY	1,914.00	
1620.4	BUILDING	1,100.00	
	BUILDING - ENERGY		
1620.41	AUDIT		1,100.00

1680.2	CENTRAL DATA			1,117.00
1680.4	CENTRAL DATA	175.00		
1990.4	CONTINGENT			3,993.00
3010.4	TRAFFIC CONTROL			50.00
3510.4	DOG CONTROL		\$	860.00
3620.4	BUILDING INSPECTOR	1,220.00		
5010.1	HIGHWAY SUPER	110.00		
5010.11	HIGHWAY - CLERK	1,900.00		
5010.4	HIGHWAY SUPER	385.00		
5132.4	GARAGE		\$	2,395.00
9010.8	RETIREMENT	670.00		
9030.8	SOCIAL SECURITY	55.00		
9060.8	HOSPITALIZATION		\$	725.00
HIGHWAY FUND				
9010.8	RETIREMENT	620.00		
9060.8	HOSPITALIZATION		\$	620.00
TOTALS			\$	10,860.00
			\$	10,860.00

MOTION:

Councilperson Ginny Nightingale made a motion, seconded by Councilperson David Patzwahl to make the proposed 2022 budget amendments. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
 Councilperson Alan Miller – yes;
 Councilperson Ginny Nightingale – yes;
 Councilperson David Patzwahl – yes;
 Councilperson William Powers – yes.

RESOLUTION 56: to accept auction bid for 2005 Ford 550

The Town Highway Department has a non-working truck to be removed from inventory. The Highway Superintendent requests permission to accept the \$3,200 bid and proceed with the sale of the above item.

MOTION:

Councilperson Ginny Nightingale made a motion, seconded by Councilperson Alan Miller to accept the auction bid. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
 Councilperson Alan Miller – yes;
 Councilperson Ginny Nightingale – yes;
 Councilperson David Patzwahl – yes;
 Councilperson William Powers – yes.

RESOLUTION 57: Transfer of funds to HRA accounts

The Canaan Town Board replenishes the Health Reimbursement Account annually in March or on an “as needed” basis. HRA expenses were unusually high in December resulting in a low account balance. The Supervisor requested a transfer of \$25,000 to the HRA account, allocating \$12,500 to the General Fund and \$12,500 to the Highway Fund.

MOTION:

Councilperson David Patzwahl made a motion, seconded by Councilperson Alan Miller to approve the transfer. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

REPORT FROM COUNTY BOARD OF SUPERVISORS

Covid / respiratory infections update

Supervisor Adams reported that the infection rate this month is flat, hospitalizations are low, county vaccination clinics are still operating. Covid is still active in the community even though it is less visible.

Columbia County Heat Pump Campaign underway

Supervisor Adams reminded all that the county campaign is running concurrently with the town campaign. Both campaigns get credit/ potential grant funding if residents sign up.

OLD BUSINESS

Review ongoing virtual or hybrid meeting considerations and mask policy

The board agreed it will continue hybrid meetings and an optional mask policy for another month.

BOARD DISCUSSION

Open Positions: Deputy HW Superintendent

The Highway Superintendent is working on identifying a candidate.

Broadband grant update

Two sets of documents have been submitted to County Engineer, updated documents will go to USDA in March or April, expect approval or sign off by May or June. Discussion. The Supervisor has spent several hours reconciling various town, county and state unserved or underserved lists with Dave Berman and CEDC.

Planning / ZBA report / Ginny

There were no meetings this month.

Climate Smart Task Force / Will

The town Heat Pump Campaign is underway with a good response to public outreach efforts; 45 people attended the Zoom meeting, another 15 people made use of the in-person house tours. Community events are planned for Sunday April 23 (Earth Day) and June 10th and July 8th for Community Gardening Days. There was discussion about status of street light replacement. Supervisor Adams reported we are in a queue, waiting for our turn / an update from NYSEG.

Public Safety / David

David missed the last meeting which was a discussion of various issues at Bells Pond and a recognition of outgoing staff.

Transfer Station / David

January numbers for 2023 were 16% higher than January of 2022, 37 and 31 tons respectively. It's hoped this month is an anomaly.

Status of Article 78

Case dismissed.

Covid

A town employee tested positive for covid. Notice of the positive test was distributed to "contact" employees & most recent CDC guidelines redistributed to all staff.

CLC Mini Grant

The Supervisor plans to write the grant around municipal recycling at the Town Hall and Town Garage should that fall within CLC's program requirements. More to follow.

2022 revenue adjustments

From this date forward, any outstanding 2022 revenues such as the HW tire refund, the CEO shared agreement shortfalls and 2022 DEC funds will now go to 2023 revenue lines. The fiscal year ending December 31, 2022 has closed to meet NYS audit guidelines.

Spring newsletter

Deadline is February 24.

Property Tax collection year to date / Heather O'Grady

As of February 10, collected \$2,655,442 or 86 percent of taxes owed.

Sales Tax

Sales Tax check was received for approximately \$121,000; sales tax revenues are assigned to the Highway account until budget needs are met.

MOTION: to accept the audit results for the Supervisor, Tax Collector and Justice Clerk; and to follow through with the Town Clerk regarding any corrective actions to complete his audit. Councilperson David Patzwahl made the motion, seconded by Councilperson Alan Miller. 5 AYES - Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

ASSESSORS REPORT / Kimberly Smith

Report discussed, including low-income tax exemption. Many people, confused, have contacted the assessor about it, which has been time-consuming for the office. Need improved ways to publicize it and clarify the process for qualifying.

HIGHWAY DEPARTMENT REPORT / Stephen Van Tassel

David Patzwahl presented for Stephen who was present on Zoom and answered some questions. The new truck has arrived. Hazardous trees are being removed. New street signs complying with updated standards (larger size) coming in. Mostly replacing lost, damage or non-conforming signs. Old signs are kept at the shop. Quotes coming in for submersible pump.

PUBLIC DISCUSSION

The “owl” is better but still hard to hear because of the echo in the room.

MOTION to Adjourn at 7:47 pm

David Patzwahl made a motion, seconded by Councilperson Will Powers to adjourn the meeting. 5 AYES- Motion carried.

Supervisor Brenda Adams – yes;
Councilperson Alan Miller – yes;
Councilperson Ginny Nightingale – yes;
Councilperson David Patzwahl – yes;
Councilperson William Powers – yes.

Next Meeting March 13, 2023