

ATHENS TOWNS BOARD – REGULAR MEETING – June 7, 2021

A regular meeting of the Athens Town Board was called to order on June 7, 2021 at 7:00 pm, in the Village Volunteer Fire House on Third Street, by Supervisor Robert F. Butler, Jr. with the Pledge of Allegiance to the Flag.

The following people were present: Supervisor Butler; Councilmember Mary H. Brandow; Councilmember Michael Ragaini; Councilmember Anthony Paluch; Councilmember Shannon Spinner Highway Superintendent John J. Farrell and Town Clerk Linda M. Stacey.

These people were also there: Bookkeeper/ Budget Officer Don Pietro; Tom Satterlee; Barbara Trembacz; Theresa Cardinale; Robert Brunner; Michael Pirrone; E. Timothy Mercer; Constance Pazin and Ruth Wittlinger.

The following bills were audited by the Board and ordered paid.

General Abstract# 11, vouchers #224 through #255 inclusive for \$13,384.05.

Highway Abstract #11, vouchers #80 through #98 inclusive for \$72,052.11.

Highway Superintendent John J. Farrell reported that the surplus Diamond Boom Mower, Model #RBM-C-W was advertised on Auctions International and the Highest Bid was for \$5,200.00.

He asked the Board how they felt about the bid price. They advised him if he was happy, to accept the bid;

On the motion of Councilmember Shannon Spinner seconded by Councilmember Mary H. Brandow the following RESOLUTION #2021-33 that Highway Superintendent John J. Farrell be authorized to accept the bid price of \$5,200.00 for the sale of the surplus boom mower from Auctions international was adopted. Ayes-5(Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstention-0

Mr. Farrell explained that engineering got off to a slow start and he doesn't feel that they will have the culvert structure to us in time to get it installed properly. (Schoharie Turnpike culvert project.) He thinks it should be stored and installed next year (2022).

He would also like to add to guiderail update projects on Leeds Athens Road, totaling \$55,733.36, installation and purchasing of rail would be off the Greene Highway bid.

On the motion of Councilmember Shannon Spinner seconded by Councilmember Michael Ragaini the following RESOLUTION #2021-34, that the 2021 Expenditure of Highway Monies between the Highway Superintendent and the Town Board (Resolution #2021-23, Road Agreement) be changed as follows: 1) To remove NYS CHIPS: keep the engineering, and the purchase of the culvert, (but don't do the job until next year.)
2) Add 2 guiderail update projects on Leeds Athens Road totaling \$55,733.36. (Installation and purchasing of guiderail would be off Greene County Highway Bid.) The current CHIPS balance is \$109,577.20. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Town Justices Constance Pazin and E. Timothy Mercer were next on the agenda. Judge Mercer informed the Town Board that Judge Pazin and he had reviewed the two resumes that they had received for the position of Court Clerk and had chosen the one they felt was the most qualified. Judge Mercer then introduced Ruth Wittlinger, from Ancram. Ms. Wittlinger gave the Town Board her resume, and said she belongs to the Unified Court System already. The Board welcomed her, and she will start working June 14, 2021.

Councilmember Marv H. Brandow made a motion seconded by Councilmember Shannon Spinner to hire Ruth Wittinger as Court Clerk and her start date will be Monday June 14, 2021 until December 31, 2021. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Mr. Tom Satterlee a member of the Town/Village Joint Comprehensive Plan Committee reported that they have started to prioritize and have decided to involve the community. There will have to be a joint meeting to discuss common goals that may overlap. Both parties can work together. He stated that there needs to be positive interaction between the Village and the Town. He said the meeting will be the First Tuesday, and he will e-mail Mike. Mr. Satterlee said there are about 9 people on this board now and Tom Bernard is the Chair.

Bookkeeper/Budget Officer Don Pierra asked Board Members how they felt about the CPA firm information he had presented to them at the last meeting.

On the motion of Councilmember Anthony Paluch seconded by Councilmember Michael Ragaini the following RESOLUTION #2021-35 to accept the services of Sickler, Torchia, Allen, & Churchill, CPA's, PC that they prepare the financial statements of the Town of Athens which comprise the Annual Financial Report Update Document (AUD) in the format prescribed by the New York State Office of the State Comptroller for the year ended December 31, 2021 (for \$6,500) and December 31, 2022 (for \$ 6,700) and the related notes to the financial statements. Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember of Anthony Paluch seconded by Councilmember Michael Ragaini the following RESOLUTION #2021-36 to accept the services of Sickler, Torchia, Allen, & Churchill, CPA's, PC as they apply the agreed upon procedures which the Town of Athens has specified as outlined in the New York State Comptroller's General Recordkeeping Requirements for Town Tax Collecting Officers for the Town of Athens for the period January 1, 2021 through December 31, 2021 (will not exceed \$990) and the period January 1, 2022 through December 31, 2022 (will not exceed \$1,020) . This engagement is solely to assist the Town of Athens with respect to the accounting records of the Tax Collector's Accounts at year end.

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

On the motion of Councilmember Anthony Paluch seconded by Councilmember Michael Ragaini the following RESOLUTION #2021-37 to accept the services of Sickler, Torchia, Allen Churchill, CPA's, PC as they follow procedures included and outlined in Appendix D, General Recordkeeping Requirements for Town Clerks of the Comptroller's Requirements. These procedures include review and procedure for the following: Cash receipt book; Cash Disbursement book; Reports to NYS Dept. of Health; Reports to Town Supervisor; Bank Reconciliation; Cash Book Reconciliation; Reports to NYS Dept. of Agriculture & Markets; Additional supporting Records and Reports to NYS Dept. of Environmental Conservation. This would be for the period of January 1, 2021 through December 31, 2021 (for \$990) and the period of January 1, 2022 through December 31, 2022 (for \$1,020).

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstentions-0

Bookkeeper/Budget Officer Don Pierra advised the Board that Mr. Hilbert, who assisted the Assessor, has passed away, and needs to be replaced. He was given the suggestion of Larry Farbstein from Assessor Dawn DeRose.

Mr. Pierro informed the Board that he has been reviewing the Town Hand Book and it looks like there are 9 articles that need to be edited. None of these affect the Highway Department. Mr. Pierro stated that he will be working with Attorney George D. McHugh on these edits.

Mr. Pierro handed out copies of the new lists of proposed fees for Code fees.

Councilmember Michael Ragaini made a motion seconded by Supervisor Robert F. Butler, Jr. to accept and use the new list of Code Fees for 2021 beginning right away.

Certificate of Occupancy – (residential)	\$100	Certificate of Occupancy- (commercial)	\$150
Temporary Certificate of Occupancy	\$100	Certificate of Compliance	\$75
Operating Permit	\$75	Septic Permit (Res.)	\$100
Septic Permit-Commercial-	\$200		
Demolition Permit (Residential)	\$150	Plus cost of special permits	
Demolition Permit (Commercial)	\$250	Plus cost of special permits	
Letters for Cert. of Occ., Pre. Date & Build Violation-(Residential)	\$100		
Letters for Cert. of Occ., Pre Date & Building Violation (Commercial)	\$150		
Residential Building Permit Fees –Based on Est. Assed. Val.			
\$20,000 to \$ 50,000	\$250.00		
\$50,001 to \$100,000	\$500.00		
\$100,001 to \$150,000	\$750.00		
\$150,001 to \$200,000	\$1,000.00		
\$200,001 to \$250,000	\$1,200.00		
Anything over \$250,201: the fee will be ½ of 1%			

Permit Extension (ONE TIME ONLY) for 1 year 25% of original permit
 Additional extension Discretion of Code Enforcement Officer
 Late filing Fees will double if work begins without proper building permit

Commercial Building permit fees- construction amount based on square footage

New Commercial Construction	\$1.00 Per Sq./ft.
Addition	.50 Per Sq./ft.
<u>Solar</u>	
Residential Solar	Minimum \$150.00 or \$.50 per Sq. Ft.
Large Scale Solar	\$1,000/MW

<u>Decks</u>	\$.40 per Sq. Ft.
Prebuilt Shed/ Garage	\$100.00
Above Ground Pool	\$100.00
In-Ground Pool	\$200.00

FILL PERMITS

Residential – First 999 CY, anything over 1,000 CY	\$50.00-999 CY or less, \$25.00 for ea. additional 1,000 yds.
Commercial-First 999 CY, anything over 1,000 CY	\$250-999 CY or less, \$25.00 for ea. additional 1,000 yds.

FIREWORKS PERMIT

Fire Inspections (All Occupancies except R-1)	\$100.00
R-1 Occupancy	\$100.00 per building for first 2.5 rooms and \$1.00 for each additional room over 2.5.

\$150.00

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Roof
Sign

Short Term Rental Agreement Application	\$150.00
Interior Renovations	\$100.00
Woodstoves	\$100.00
Generators	\$100.00

This motion was carried as follows: Ayes-4 (Butler; Brandow; Ragaini; Spinner)
Noes-1 (Paluch) Absent-0 Abstentions-0

Town Justice E. Timothy Mercer approached the Board about one of the Court Clerk’s not receiving 4 and ½ hours of extra pay for hours worked , while bringing the court back up to where it should be due to Covid. Discussion followed.

Councilmember Anthony Paluch made a motion seconded by Councilmember Mary H. Brandow that the Court Clerk should be paid for the 4 ½ hours worked. Ayes-4 (Brandow; Ragaini; Paluch; Spinner) Noes-1 (Butler) Absent-0 Abstentions-0
Supervisor Butler advised the Board that the Contract from Delaware Engineering for the New Town Hall was here. The Board reviewed the same.

On the motion of Councilmember Anthony Paluch seconded by Councilmember Michael Ragaini the following **RESOLUTION #2021-38** was adopted as follows:

WHEREAS, the Town Board of the Town of Athens hereby determines that it is in the public interest and purpose to ratify and approve the Town of Athens Town Hall Engineering Services Contract and,

WHEREAS, the Town of Athens Representatives from the Building Committee, Legal Superintendent of Highway and Finance comprises the Town of Athens team which undertook the review process of the draft contract elements for the provision of Engineering Services and recommended certain changes which were implemented by Delaware Engineering the Firm selected for such services as part of the final revised contract and,

WHEREAS, this Board RESOLUTION provides a listing of areas of concern agreed to by attending parties participating and,

NOW THEREFORE BE IT RESOLVED, the Town Board of the Town of Athens hereby ratifies the revised final contract for the provision of Engineering Services on this date June 7, 2021 and that the foregoing resolution shall become effective upon the execution of the signature of the Town Supervisor or in his absence the Deputy Supervisor the Seventh (7) day of June in the year 2021.
Ayes- 4 (Brandow; Ragaini; Paluch; Spinner) Noes-1 (Butler) Absent-0 Abstention-0

The Catskill Ambulance Contract was reported on. The information that the Bookkeeper and the Supervisor received was statistics, not the figures that they requested. Another meeting will be requested.

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Bookkeeper/Budget Officer Don Pierro reviewed budget transfers with the Board that needed to be made.

On the motion of Councilmember Mary H. Brandow seconded by Councilmember Shannon Spinner RESOLUTION #2021-39 to make the following Budget Transfers was adopted as follows:

WHEREAS, the Town Board of the Town of Athens hereby determines that it is in the public interest and purpose to transfer certain excess funds within General Fund A and to replenish certain expenditures (A) Fund (see below) totaling \$28,000, and

WHEREAS, in order to achieve such appropriate Transfer of Funds between General Fund Budget lines the Town Board shall authorize said Budget Transfer at a public meeting of the Town Board, and

WHEREAS, the current funds are duly held at the National Bank of Coxsackie, Athens, New York, and said funds are currently un-restricted funds and available to be transferred no later than June 8, 2021 and,

WHEREAS, the amount of un-restricted funds for this Transfer total \$28,000.00 and

NOW, THEREFORE BE IT

RESOLVED that the Town Board hereby authorizes the Transfer of General Funds and it is further

RESOLVED that the foregoing Budget Transfer shall become effective this 7th day of June in the year 2021.

Fund	Increase	Decrease	modified bud. bal.
Office supplies	750		3250
Dues & Subscriptions	1000		2000
Postage	500		2250
office supplies	500		900
Postage	500		950
other legal	9000		67500
Building Exp.		28000	5000
Copy paper (all dept.)	1500		3000
Building & Grounds Cap.	10000		25000
Judgements & Claims	1000		2500
Contingency Exp.	2250		5750
Social Security	1000		33000
Totals	28000	28000	

This resolution was adopted as follows: Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstention-0

As there was no further business to come before the meeting a motion to adjourn was made by Councilmember Michael Ragaini seconded by Councilmember Shannon Spinner

Ayes-5 (Butler; Brandow; Ragaini; Paluch; Spinner) Noes-0 Absent-0 Abstention-0

Meeting adjourned at 8:03 p. m.

