



**Town of Diana February 11, 2025 - Town Board Meeting - 6:00 pm - Town Courtroom**

**Date:**02/11/2025

**Supervisor Smith called the regular board meeting to order at 6:00 PM**

**ROLL CALL:**

Supervisor Smith Here

Councilman Bango Here

Councilman Pierce Here

Councilwoman Ritz Here

Councilman Phipps Here

**Present: 5 Excused: 0 Absent: 0**

Supervisor Smith let all know he would start off the meeting with the bids to buy the Town Highway's backhoe and asked Superintendent Langs if he had received any other bids. Superintendent Langs stated no, they only received two bids. Supervisor Smith opened both bids. He stated the first bid was from David Sullivan for \$8,595.00. The second bid was from Stephen Jackson for \$16,528.85.

Supervisor Smith asked the board and Superintendent Langs which bid they wanted to go with. All agreed on the second bid.

Supervisor Smith called for a motion to accept bid # 2 for \$16,528.85 from Stephen Jackson.

**Motion to accept by:** Councilman Pierce

**Seconded by:** Councilman Phipps

**ROLL CALL:**

Supervisor Smith Aye

Councilman Bango Excused

Councilman Pierce Aye

Councilwoman Ritz Aye

Councilman Phipps Aye

**Present: 4 Excused: 1 Absent: 0**

**All in favor: Aye. None opposed. Motion carried.**

Supervisor Smith let all present know that he would go over the Zoning Application submitted by Rob Bernhard for the new Redemption Center located at 14225 Main Street, Harrisville, NY. Supervisor Smith went through the application stating that in 2001 the zoning for that building was changed to double residency as two apartments. Because of this Mr. Bernhard will need to do a type 2 seeker with DEC, zoning map, traffic flow, parking/traffic plans and signage review. He stated to Mr. Bernhard's representative that the zoning for the Redemption Center would need to be redone for commercial use and would probably require privacy screens etc due to residents living next door. It could be made commercial for downstairs and residential for upstairs if that is what Mr. Bernhard is wanting to do, but he would have to be sure all was within code requirements. Supervisor Smith let Mr. Bernhard's representative know that he would be available to assist with the seeker if Mr. Bernhard wanted help. Supervisor Smith stated that Mr. Bernhard would need to have all the paperwork back to him by March 6, 2025, so Supervisor Smith could get the paperwork to the county by March 7, 2025. The county will review the paperwork and once they get it back to Supervisor Smith the town would do a public hearing. Mr. Bernhard will have to have the building up to code. Mr. Bernhard's representative asked Supervisor Smith how he thought the county would respond. Supervisor Smith stated that he and all the board members want Mr. Bernhard succeed with this, and that he doesn't believe anyone is against the project at all, it just has to be zoned correctly and up to code. The first step is to get the applications done and in and we will go from there. Supervisor Smith stated he doesn't want Mr. Bernhard or his staff to get discouraged.



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**Reports of guests:**

Lewis County Representative Herb Frost updated all present that the IDA put in a purchase offer for the Old Community Bank building next to the Post office in the Town of Diana, and it was accepted. He stated it should close in the next 30 days. Representative Frost stated the IDA has a potential tenant to rent the building as well. He assured us all he would keep us posted. Representative Frost stated that there would be a Hydro Store in Croghan near Belfort and another in Watson. He stated this is a huge opportunity for the whole county with 700 jobs over the course of construction, then 40 jobs after construction is completed. General conversation about the Hydro Stores.

Rick Taylor asked when the next zoning board meeting would be. Supervisor Smith let him know it would be on March 25th. General conversation about zoning for the Town of Diana and the Hamlet. Mr. Taylor wished everyone well and headed home for dinner.

**Motion to Accept or Amend minutes from the previous meeting:**

January 10, 2025 Meeting Minutes

**Motion to accept by:** Councilman Pierce

**Seconded by:** Councilwoman Ritz

**All in favor: Aye. None opposed. Motion carried.**

**Supervisor's report & motion to accept:**

**Motion to accept by:** Councilwoman Ritz

**Seconded by:** Councilman Pierce

**All in favor: Aye. None opposed. Motion carried.**

**Town Clerk's report & motion to accept:**

**Motion to accept by:** Councilman Pierce

**Seconded by:** Councilman Phipps

**All in favor: Aye. None opposed. Motion carried.**

**Town Water Clerk's Report**

**Motion to accept by:** Councilwoman Ritz

**Seconded by:** Councilman Phipps

**All in favor: Aye. None opposed. Motion carried.**

**Abstract 02 - 2025**

**Audit Bills & motion to pay:**

**General A Fund:**

**Motion to accept made by:** Councilwoman Ritz

**Seconded by:** Councilman Pierce

**All in favor: Aye. None opposed. Motion carried.**

**Special Water SW Fund & motion to pay:**

**Motion to pay by:** Councilman Phipps

**Second by:** Councilwoman Ritz

**All in favor: Aye. None opposed. Motion carried.**

**SI1 and SI2 Funds:**

**Motion to pay by:** Councilman Phipps

**Seconded by:** Councilman Pierce

**All in favor: Aye. None opposed. Motion carried.**

**Highway DA Fund:**

**Motion to accept by:** Councilman Pierce

**Seconded by:** Councilwoman Ritz

**All in favor: Aye. None opposed. Motion carried..**

Supervisor Smith asked the board for approval to pay the North Country CPA Bill that came at the last minute, and that it would be added to the abstract after the meeting. The bill is for Biweekly payroll, tax returns and annual reports. The total bill is for \$4,505.00. All board members agreed that the bill could be added to the abstract and paid.





**Town of Diana February 11, 2025 - Town Board Meeting - 6:00 pm - Town Courtroom**

**The privilege of the floor to the public: (A motion to limit debate could be in order):**

None present.

**Capital Water Project:**

- Water project update - Budge, update, WIIA grant:  
Supervisor Smith let all know the town did receive the 2nd WIIA grant, which is an additional \$243,000.00. The first one was 2.2 million, so the town was given the additional WIIA grant.
- Review Project Budget:  
Supervisor Smith stated the original contract for 270 days, and the contractors should be close to completion by May 2, 2025. June 1, 2025 is the substantial completion date and they can go to June 30, 2025 without penalties. He stated that as of this morning a total of 245 water meters have been installed. They are still working on what to do for the meters at the high school and bus garage. The town clerk, Andrea Paterson let Supervisor Smith and the board know that Ginny Gibson called and let her know that no one had contacted her yet to install her meter. Mrs. Paterson stated she would talk to Jim Russell tomorrow, more than likely she hasn't been contacted yet because her home has been assigned to have a meter pit installed in the spring. Supervisor Smith stated once the snow is gone work will start on the tanks. He stated that they have to get permission for DOT because they may have to go cut into the intersection of Mullin and RTE 3. The contractor will have to get a permit from the DOT to do this work. If there is any delay, Supervisor Smith stated he feels that is where it will be.  
Supervisor Smith stated there was some bad news. The mechanicals for the 2 new well houses didn't get bid. The contractor's contract stated the Mechanics would do it, and the Mechanics contract stated the Contractors would do it.  
Supervisor Smith is asking for permission to sign and send it back to them so it can be paid for. General conversation about progress of the water project and what is left to do. The board agreed to give Supervisor Smith permission to sign the contract and send it back.
- Next project meeting update 2/11/25 at 10:00 am
- Meter software training 2/14/25 @ 3:00 pm

**Old Business:**

- Proposed Local Law sent to Larry
- Assessor Admin Assistant - County Admin Assistant
- Update of zoning law committee Mtg on 3/35 @ 6pm: The board is ok with starting talks.
- Update on Harrisville Rescue Squad: Ideas about possibly hiring an EMT & what could be pulled from reserves. Possibly have a position be paid by Lewis County, Town of Diana, Town of Pitcairn, say 40%, 40%, 20%. Representative Frost stated there is a meeting at the county level coming up, if something was put together, he could present it at that board meeting. General conversation. Topic tabled for a later date.
- Tug Hill Conference 4/1/25

**New Business:**

- NYSDEC webinar for freshwater 3/5/25 from 10:00 am to 11:00 am
- Grant Applications for EV charging stations at Scenic View - Lewis County planning:  
Supervisor Smith stated he worked on the grant and put in for it.
- Resolution #3-2025 to add employees to the NYSLR system:

**Resolution #3-2025**

Supervisor Smith called for a motion to accept and sign Resolution #3-2025 to add employees to the NYSLR System.

**Motion by:** Councilman Pierce

**Second by:** Councilwoman Ritz



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**ROLL CALL:**

Supervisor Smith      Aye  
Councilman Bango      Excused  
Councilman Pierce      Aye  
Councilwoman Ritz      Aye  
Councilman Phipps      Aye

**All in favor: Aye. None opposed. Motion carried.**

- Resolution 4-2025 Contract for snow removal with Lewis County Highway Dept.:

**Motion by:** Councilman Phipps

**Second by:** Councilwoman Ritz

**ROLL CALL:**

Supervisor Smith      Aye  
Councilman Bango      Excused  
Councilman Pierce      Aye  
Councilwoman Ritz      Aye  
Councilman Phipps      Aye

**All in favor: Aye. None opposed. Motion carried.**

- Sign the 2025 Volunteer Transportation Contract: Supervisor Smith let all know he is signing and sending back the 2025 Volunteer Transportation contract, and asked Andrea Paterson to stay after the meeting to notarize the contract.
- Schedule public hearing for adoption of local laws/bridge bonding: Supervisor Smith asked what the board's availability was for February 19, 2025 so they could get the local laws and bond resolutions done. Councilman Pierce and Councilman Phipps were unsure if they would be available, due to the Boys Basketball team possibly making it into the playoffs. They would want to be at the games for their grandsons.

**General Conversation.**

Supervisor Smith Let all know that Doctor Shamba has agreed to be Town of Diana's Health Officer for 2025. Councilman Pierce asked Andrea Paterson if he would need to do an oath of office, and she stated yes, he would need to do an oath of office with her. Supervisor Smith stated the position pays \$1600.00 annually.

Supervisor Smith asked for a motion to appoint Doctor Shambo as the Town of Diana Health Officer.

**Motion by:** Councilman Pierce

**Second by:** Councilwoman Ritz

**ROLL CALL:**

Supervisor Smith      Aye  
Councilman Bango      Excused  
Councilman Pierce      Aye  
Councilwoman Ritz      Aye  
Councilman Phipps      Aye

**All in favor: Aye. None opposed. Motion carried.**

**Communication:**

**None**



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**Highway update:**

- DOT-Perm 32 Application
- Cornell Road program

**Reports of Committees:**

- Updated alarm quote for buildings - Pending meeting with Vendors

**Councilman/woman/Town Clerk/ Bookkeeper time:**

Councilwoman Ritz let all know she sent out birthday cards for birthdays for February and 1 of March.

No one else had anything to report.

Supervisor Smith asked if anyone had any questions., No one did.

Supervisor Smith called for a motion to adjourn the board meeting.

**Motion to adjourn:**

**Motioned by:** Councilman Pierce

**Seconded by:** Councilman Phipps

All in favor: **Aye. None opposed. Motion carried.**

**Board Meeting adjourned at 7:29 PM. (ask zach)**

Submitted by

Andrea M. Paterson  
Town of Diana Clerk