



**Town of Diana Board Meeting - March 12, 2024 - 6pm**

**Date:** March 12, 2024

Supervisor Smith called meeting to order at: 6:00 pm

**Roll Call:**

Supervisor Smith: Here

Councilman Bango: Here

Councilman Pierce: Here

Councilwoman Ritz: Here

Councilmen Phipps: Here

Supervisor Smith welcomed all present and started the meeting with those who requested Privilege of the Board.

**The Privilege of the Floor to the Public:** *(A motion to limit debate could be in order.):*

- Harrisville Christian Church Pastor: Mike Gauh
- Town of Diana/Town of Pitcairn Food Pantry Representative: Linda Burns

**Harrisville Christian Church: Pastor Mike Gauh:** Supervisor Smith introduced Pastor Mike Gauh from the Harrisville Christian Church. Pastor Gauh stated that he and the other local churches would like to do a Tent meeting for 1 week each year. He stated it would be in the Evenings from 6-8 pm, expecting up to 100 people to attend. Pastor Gauh stated they are looking for a place to hold the event that is visible from route 3. He stated he is asking for ideas from the board to think about a location that would work and asked if they could think about this and get back to him. They would like to do this in the summer months. Councilman Pierce asked if they would need electricity. Pastor Gauh stated no, they have a generator. He asked if the board would consider letting them use Scenic View. Supervisor Smith asked if they would be willing to use the grassy area just off route three that the town owns. He said they would. He just asked that the board talk and consider a good area that the Tent Meeting could be held for 1 week, in the summer. The Pastor stated they would like a place they can leave the tent set up. The first day would be 5 - 8 with set up and the last day would be 6-9 with tear down. Zach and the board members said they would discuss and try to come up with a good safe area for this to be done. Pastor Gauh thanked Supervisor Smith and the board members for their time.

**Food Pantry - Linda Burns:** Supervisor Smith introduced Linda Burns from the Town of Diana/Pitcairn Food Pantry. Linda handed the Supervisor, Board Members, and the Town Clerk a sheet with her talking points. She asked the board if they would be willing to split the cost of the installation of internet at the new food pantry with the Town of Pitcairn. She stated the food pantry would pay the monthly cost of the internet, which is around \$60.00 to \$100.00 a month. Linda stated having internet in the food pantry would benefit the town as well, because the Highway workers could use the office on their side of the building and use the internet. Linda asked Supervisor Smith if there was an old computer they could use, now that the computers have been updated. Supervisor Smith let Linda know that our IT at Advanced Business Systems let him know that the drives from the old computers would need to be destroyed, and that the Comptroller frowns on giving out old computers due to the nature of private information that was stored on them. Linda asked if there was a time for the Cupola to be built and installed at the pantry. General discussion about this with Linda, Superintendent Langs, and Supervisor Smith. Linda asked if Town Highway employees could park as close to the rear of the building on the 1st Tuesday of each month in the evening and the 3rd Tuesday of each month in the morning, due to the fact that they have many customers coming in that are in wheelchairs or using strollers and it is difficult for them to navigate through the parking lot when it is packed with vehicles. Superintendent Langs said he would let the highway workers know. Linda then asked about a Generator/Junction box, and if the town still had the old one that they could use. Superintendent Langs stated there are two that could be used. Supervisor Smith let



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Linda know that he was looking into getting a quote on a switch gear and was going to ask if the Town of Pitcairn would split the cost. He would let her know.

Linda let all know that they looked into renter's insurance for the contents of the Food Pantry. She stated the cost will be about \$98.00 a month, which the food pantry will pay for. The coverage will be \$100,000.00 for the contents and \$100,000.00 liability in case someone gets injured while on the site at the food pantry. She let Supervisor Smith know that the insurance company requires a letter from the Town Supervisor indicating that the Food Pantry paid \$1.00 per year to rent the space at 14206 South Creek Road, Harrisville, NY 13648. She asked that the letter be addressed to the Harrisville Food Pantry, ATTN: Jane Rose. Supervisor Smith asked if they went through Fuller's Insurance, because they will give them a discount, as that is who the Town of Diana is insured through, and Linda stated yes, and they will get the discount. Supervisor Smith let Linda know he will talk to the attorney and would have to have an official lease contract drawn up that stated the food pantry rents that space for 1 dollar and have the lease agreement be for 10 or 20 years, that way they can revisit at the end of each lease period and make any changes etc that may need to be made. Supervisor Smith stated he will also have the attorney draw up a form of inter-municipal agreement between the Town of Diana and Town of Pitcairn stating the towns will split the costs of items for the food pantry. He stated he would let them know when it was ready. Linda thanked the board members and Supervisor Smith for their time.

**Reports of Invited Guests: None**

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

**Motion to accept by:** Councilman Pierce                      **Seconded by:** Councilman Bango  
All in favor: Aye. None opposed. Motion carried.

**Motion to accept or amend minutes from the previous special board meeting:**

**Motion to accept by:** Councilman Bango                      **Seconded by:** Councilwoman Ritz  
All in favor: Aye. None opposed. Motion carried.

**Supervisor's Report & Motion to Accept:**

**Motion to accept by:** Councilman Pierce                      **Seconded by:** Councilwoman Ritz  
All in favor: Aye. None opposed. Motion carried.

**Town Clerk's Report & Motion to Accept**

**Motion to accept by:** Councilman Bango                      **Seconded by:** Councilman Pierce  
All in favor: Aye. None opposed. Motion carried.

**Water Report & Motion to Accept**

**Motion to accept by:** Councilman Bango                      **Seconded by:** Councilman Phipps  
All in favor: Aye. None opposed. Motion carried.

**Audit Bills & Motion to Pay:**

**General A Fund:**

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

**Water F Fund:**

**Motion to accept by:** Councilman Bango                      **Seconded by:** Councilwoman Ritz  
All in favor: Aye. None opposed. Motion carried.

**SI-1 Fund:**

**Motion to access by:** Councilman Phipps                      **Seconded by:** Councilman Bango  
All in favor: Aye. None opposed. Motion carried.

**SL-2 Fund:**

**Motion to accept by:** Councilman Phipps                      **Seconded by:** Councilman Bango  
All in favor: Aye. None opposed. Motion carried.

**Highway DA Fund:**

**Motion to accept by:** Councilman Bango                      **Seconded by:** Councilman Phipps  
All in favor: Aye. None opposed. Motion carried.



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### Capital Water Project:

- Pre-Bid Walk Through completed
- The bid date is scheduled for March 27, 2024 at 11:00 am
  - Supervisor Smith let all know this would be streamed on the Town's youtube channel and that the Town's IT's with Advanced Business Systems would help us get this loaded to the town website.
- Water Financial meeting will be on March 19, 2024 from 4:00 pm to 5:00 pm, with DANC, EDR, Supervisor Smith, Bookkeeper Cheryl Schroy, and Scott Lawrence.
- Request to attend NYS Groundwater training on April 18, 2024
  - Supervisor Smith asked the board members if they were all ok with him attending the NYS groundwater training. He let them know the cost was \$300.00 to attend. Councilman Pierce asked if he needed a motion and vote. Supervisor Smith stated no as the cost is under \$5000.00, he just wanted to let them know and insure they were ok with it. All board members agreed yes, Supervisor Smith should attend the training.

### Old Business:

- Review updated food pantry items: internet, insurance, lease agreement. Supervisor Smith stated once he had the lease back from the Town Attorney, they could meet with the food pantry representative, as soon as possible, to get the lease signed. Councilwoman Ritz agreed with this, so the food pantry can get the insurance in place. Supervisor Smith stated he will call Jane Rose as soon as he has the lease back.
- NYMIR - Response letter sent out
- April Town Board Meeting moved to April 15, 2024 at 6:00 pm
  - All Board members agreed.
- ABS is working on onboarding for IT - Do any board members want a townofdiana.com email?
  - Councilwoman Ritz wants an email, and Highway Superintendent Langs needs one as well.
- Chimera Integrations to attend April Board meeting - Present alarm system in the Highway Garage (insurance agreement)
- Marcel, Organizer of the Road Rally asked if he could change the board's mind about having the Road Rally this year.
  - All board members stated No.

### New Business:

- Supervisor Smith and Town Clerk Andrea Paterson are scheduled to attend Record Retention training in Alexandria Bay from June 9, 2024 to June 12, 2024. Request to move the June board meeting.
- Board members are okay with Supervisor Smith and the town clerk attending the training and agreed to move the board meeting to June 17, 2024. The Town Clerk will need to have her Deputy or a Board Member take minutes, as she will be out of town that day.
- Supervisor Smith and Bookkeeper Cheryl Schroy are scheduled to attend AOT finance school from May 7, 2024 to May 8, 2024. All board members are ok with Supervisor Smith and the bookkeeper attending this training.
- Talk to the board about the request for a memorial bench near the entrance of the island park.
- Supervisor Smith asked the board what they thought. Councilman Pierce stated he thought it was a nice idea, but how many benches can be placed down there. Councilwoman Ritz agreed, if we allow it for one person, we would have to allow it for all. Hometown Heroes representative, Andrea Paterson asked Supervisor Smith if that bench could be included in the memorial park that they have been discussing over by Scenic View. Supervisor Smith and the Board members agreed that it would be a better



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idea to do in a place that all residents could do a memorial for a loved one, rather than the entrance by island park.

- Request the Town board pass a resolution to allow the Town of Diana Court Justice, Aaron Elliman, to have a separate bank account, and separate mailing address than the Town of Diana Municipal Offices has. Supervisor Smith stated it used to be done this way, and Justice Elliman would like to go back to what is required.
- Supervisor Smith called on the board for a motion for a resolution to allow the Town of Diana Court Justice to have an separate bank account, which the Justice will choose, and have a separate PO Box mailing address: Town of Diana Justice, PO Box 271, 5959 Old State Road Ext., Harrisville, NY 13648, from the Town of Diana Municipal Office.

**Motioned for a Resolution to allow Town of Diana Court Justice to have a separate bank account, and separate address from the Town of Diana Municipal Office:**

**Motion for Resolution by:** Councilman Bango      **Seconded by:** Councilman Pierce

**Roll Call:**

Supervisor Smith:      Aye  
Councilman Bango:      Aye  
Councilman Pierce:      Aye  
Councilwoman Ritz:      Aye  
Councilmen Phipps:      Aye

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

**Communication:**

- The Supervisor has been attending FEMA Flood Plan Mapping - updating the board & public on the project
  - General discussion on the class and what was covered. Supervisor Smith stated as soon as it is out, there will be a link on the website, once there is mapping etc.

**Reports of Committees:**

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

No one had anything to add.

Supervisor Smith asked if anyone had any questions or anything to add, no one did.

Supervisor asked the board members if they were ok with him opening a new account with the Community Bank for the Water Project. All board members were ok with this.

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

**Motion to adjourn by: Councilman Pierce      Seconded by: Councilman Phipps**

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

**Meeting Adjourned at 6:55 pm.**

Submitted by

Andrea M. Paterson  
Diana Town Clerk