

Town of Diana Regular Board Meeting - June 14, 2022 - 7:00pm

Date: 6/14/2022

Supervisor Smith called meeting to order at: 7:00pm

Roll Call:

Councilwoman Ritz: here

Supervisor Smith: here

Councilman Taylor: excused

Councilman Bango: here

Councilman Malbeuf: here

Truck Bid Opening: Dated May 28th, 2022 \$1200 by Nick Scott

Motion to accept bid: Councilman Malbeuf

Seconded by: Councilwoman Ritz

Councilwoman Ritz: yes

Supervisor Smith: yes

Councilman Taylor: excused

Councilman Bango: yes

Councilman Malbeuf: yes

Presentation by Town of Diana Assessor's Office

- Total assess value of Diana is down 201 million, should be 255 million
- Requesting a town reassessment, many towns in the County are reassessing due to how the Housing Market has been for the last two years.
- Everyone should be receiving a STAR rebate check this year

Motion for a Resolution of the Town Board authorizing reassessment of the Town of Diana real properties

Motion by: Supervisor Smith

Seconded by: Councilman Malbeuf

Councilwoman Ritz: yes

Supervisor Smith: yes

Councilman Taylor: excused

Councilman Bango: yes

Councilman Malbeuf: yes

Motion to accept resignation of Erin Gratch from Administrative Assessment effective June 14, 2022.

Motion by: Councilman Malbeuf

Seconded by: Councilman Bango

All in favor.

- Nobody left in Lewis County to calculate tables so Erin is going to contract with 3 towns to create their tables and schedules
- \$600 fee from Sept 1-Dec 31, January-June: \$600 fee to consult with Erin to create our tables/schedules.
- Equalization rate affects many things, it's important to get the Town of Diana's equalization rate back up.
- Erin also discussed a program to accept property taxes by installments. The previous Town Board had no interest in accepting installment payments, but it would be helpful for taxpayers. She provided information from Lewis County on the process for starting an installment option if the Board should choose to entertain that idea. If the Board chooses to move forward with installment payments (that are not escrowed) a Resolution needs to be passed by October 2022.

Motion to appoint Missy Bango as administrative assistant effective June 13, 2022.

Motion by: Councilman Malbeuf

Seconded by: Councilwoman Ritz

Councilwoman Ritz: yes

Supervisor Smith: yes

Councilman Taylor: excused

Councilman Bango: yes

Councilman Malbeuf: yes

Town of Diana Regular Board Meeting - June 16, 2022 - 7:00pm

- Supervisor Smith: yes
- Councilman Taylor: excused
- Councilman Bango: yes
- Councilman Malbeuf: yes

- Water meeting 6/22/22 @3:30 (Board members are encouraged to attend)
 - Remote meeting
 - Supervisor Smith will send out the link closer to the date.
- EDR still needs a basement/Crawl space list reviewed - (Clerk/Highway)
 - Clerk to complete list and send out
- EDR/DANC working on RFP for water meter vendors - No release date yet
- Larry working on water easements

Medical Center Updates:

- Hyde-Stone HVAC work complete. Testing and Balancing?
 - Chuck states that their work may not be complete, possible insulation to finish.
- Septic Installed, highway guys installed it and tested it.
- Interior Doors are due the week of 6/24/22
- Windows & Exterior door work scheduled to start on 6/13/22
- T&M work on interior patch & match- Open discussion

Motion to approve Netto Construction to do patch and match for time and materials

Motion by: Councilman Malbeuf Seconded by: Councilman Bango

- **All in favor**
- RFP is due 6/28/22. Tentative Committee meeting 6/29/22 at 6 PM.
- Tentative Special Board Meeting 6/30/22 6 PM (put in Watertown Daily Times and Bargain Hunter when confirmed)
 - Discussion ensued. Celia Bango, Councilman Malbeuf and Councilwoman Ritz would like to invite Kelly Avallone (as the Harrisville Central School nurse) to be invited to be on the RFP committee

Motion to invite Harrisville Central School Nurse Kelly Avallone on the RFP committee for occupancy of the Harrisville Medical Center.

Motion by: Councilwoman Ritz Seconded by Councilman Malbeuf

All in favor.

Old Business

- Clerk Summer Hours will Tuesday/Thursday 9am-3pm in July and August
- New website scheduled to launch on 7/1/22
- Online payment options are in place. Schedule to launch with the new website
- General / Highway credit card applications are complete with Community Bank
- Hometown hero flag updates
 - Madeline and Andi gave an update, 35-40 flags
 - Andi said she received a few calls with people inquiring what would happen if the flags were vandalized? Discussion followed.
 - Hometown Heroes Committee meeting 6/15/22 at 5:30pm
 - June 17th is due date for this round of Veterans
 - Got permission from Fire Dept to have a booth at the Community Fest
 - Would like to order flags quarterly
- Playground bumpers and Refrigerator update
 - Need someone to pick up a refrigerator for the summer rec program
 - Would like to get playground bumpers and chips around the small playground before rec starts this year

New Business:

- IT quote / Northern Computers
 - Town firewall is out of compliance, Northern Computers would come in and set up SonicWall. Do not need to act on it tonight, but would like to get Firewall eventually.
 - Would like to get a few more quotes before acting on it, tabled until July meeting
- Security camera quotes Town Hall, Playground, scenic view, grand view park–Chimera
 - Playground, grand view park are main priority for this year

Town of Diana Regular Board Meeting - June 16, 2022 - 7:00pm

- WiFi for the County Hotspots are free for the first year, the County didn't have a clear answer how much it would be after that.
- What are the fees after the security systems are installed?
 - There is a service contract fee, post installation if we wanted Chimera to monitor the cameras
 - **Decision to vote on contracts with Chimeras on hold until next meeting**
 - Look into replacing spindles on Grand View Gazebo with steel spindles instead of wood spindles.
- Correspondence to county legislator asking for help with the trestle area, concerns about the erosion around the tracks.
 - Supervisor Smith sent picture of rocks around the trestle, but no one responded
 - Genessee Valley Transportation would be responsible for the railroad, according to Chuck
 - Supervisor Smith has received numerous calls about kids standing in the road around the trestle and not moving out of the way for cars that are coming through.
- Letter from Larry update on walkability
 - Portage is now the company for Walkability.
- State Audit - from comptroller's training
 - Cheryl and Zach went to State Audit training and it was very informative.
 - Spoke about the village books. The Town is not liable for Village Books. Supervisor Smith and Bookkeeper Cheryl Schroy are only liable from when they started in their positions.
- Policy need for the Town of Diana
 - No policies are in place except the Covid-19 policy
 - Timeline for adopting policies: policies will be written through the fall with adoption in the winter, going into 2023.
- Review procurement documents—review and sign at July 2022 meeting
 - Anything over \$5,000 needs to have 3 quotes
- 5-year capital plan - board and public input
 - Discussion followed
 - Inventory for each department
 - Future surveys on website asking the public where they would like to see improvements
- A 5-year financial plan to back up the capital plan
- Village Fence Grant - 5K
 - Funds are sitting there, the Village funds will move to the Town.
 - Looking at fencing in Water tanks with these funds
- NYPA Letter for Kimballs Mills
 - The roads have taken a hit from the NYPA being up there
 - Entertaining the idea that the NYPA should repair the roads
 - Supervisor sent an email to Jeff about his concerns with the state of the roads due to the NYPA going on them consistently.
- Speed Zone update Route 3 / from DOT
 - Hamlet roads will stay at 30
 - Corner past the Mystic to past Steve Roberts' will be 40 and then to the 55
 - Discussion followed
- Abandoned Roads - Where is the list?
 - Carl Pierce said the County Highway Superintendent should have a list of abandoned roads. Qualified abandonment means it's still accessible to the public, total means everything reverts back to the landowner
 - Town Clerk did find a file of abandoned roads and passed it along to Supervisor Smith.
- Lewis county offered money for our summer rec program
 - County Manager called Supervisor Smith and said that there was a miscommunication with Lewis County for the summer rec program. Lewis County is in fact **not** offering money for the summer rec program.

Town of Diana Regular Board Meeting - June 16, 2022 - 7:00pm

- Tree city grant application due 7/15/22 - Arborcare will act as Town of Diana official arborist
 - Looking at putting a few different colored maple trees up on scenic to possibly attract some tourists

Communication:

Highway update: Got the 2015 truck down to Stadium for repairs for after-treatment. Summer help is starting around the week of 6/27/22.

Reports of Committees:

Councilman /Town Clerk / Bookkeeper time:

- Councilman Malbeuf will check out the med center to see how far along the windows and doors
- Councilman Bango asked if the Town Clerk was “unwilling or unable” to work more than 2 days a week. The Town Clerk stated that an answer will be provided at the July meeting after considering the idea. Councilman Bango stated that he would make a motion to make the Town Clerk position an appointed position and set Clerk hours.

Motion to adjourn at 10:05pm

Motion by: Councilman Malbeuf

Seconded by: Councilwoman Ritz

All in favor.

Submitted by:

**Karley Wake
Diana Town Clerk**