

**Town of Lincklaen Board Meeting
Tuesday, January 15, 2019
Town Hall – 7:00 PM**

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Town Clerk, Sharon Monro

Also Present

Absent

Highway Superintendent, Travis Hull

Supervisor Outwater called to order the 2019 Organizational meeting at 7 pm. All changes have been made and voted on as appropriate. Any changes are reflected separately in the minutes of the 2019 organizational meeting.

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:06.

Letters Received

A letter from the Board of Elections reminding all municipalities to report any elected official's resignation and any new candidates.

A letter from Emmett Testing stating that all new employees must be tested before operating any town equipment. The Highway Superintendent has been notified.

A letter regarding the 2019 mileage reimbursement.

The annual letter from the NYS Court System reminding the board that the Town Justice must hand in his yearly report.

Letter from Country Acres Pet Services regarding the setting of trap for the dog that was loose and unclaimed. The owner picked up the dog before the trap was used.

Minutes from December 18, 2018 meeting

Motion was made by Harold Baritell, seconded by Barry Monro to approve the 12/18/18 meeting minutes. All in favor. Carried.

Budget Report December 2018

- A correction needs to be made to the budget regarding August money transfer that did not get recorded in the Profit & Loss before the financials can be approved.
- Motion to move funds into "Old Money" made by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried.

Appointments

The motion to accept Harold Baritell as Planning Board Chairman was made by Barry Monro, seconded by Ronald Luchsinger. All in favor. Motion carried

Hwy Supt. Report

- Highway Superintendent was absent, no report.
- Supervisor Outwater did update the board about the purchase of the tractor and broom. They have been purchased and the invoice is included in this month's bills.

Clerk Report

The clerk brought the following this month for consideration:

- The clerk has submitted to the board her 6-month report for the term July 2018 through December 2018. Motion to accept the 6-month report by Patrick Holl, seconded by Barry Monro. All in Favor. Carried.
- Taxes collected as of today's deposit, \$125,919.42. General Budget has been completed and Highway Budget has begun.
- December dog licenses are up to date. A list of all outstanding dog licenses for 2018 has been sent to Country Acres Pet Service.
- A key log was created for all those in possession of keys to the Town Hall and Town Garage. All those concerned have dated and signed that they are on possession of keys.
- Some of the town laws, policies and permit applications have been uploaded to the town's website for the convenience of anyone needing to download and print them.
- All Town Clerk's passwords have been given to the Town Supervisor for security purposes.
- NYMIR requested that the town perform at least an annual check of all employees CDL licenses and when a new employee is hired. NYMIR recommended a free service, LENS, offered by DMV. The Town Clerk has applied and is waiting for a response.
- Town Hall has been booked by the Lincklaen Community Church every Sunday until the end of March.
- The Town Clerk submitted three days of vacation time needed for the year of 2019.

HUD Report

All payments have been made through December.

Old Business

- OV Fire Department submitted their 2018 bill and it has been paid.
- Motion to accept the New "Application for use of Community Facilities" with 2 amendments was made by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried
- Councilman Luchsinger reported that he received a phone call from Loretta Hyer complimenting the town on the improvement of the roads being plowed.

New business

- Work on the policy and law binder is in progress. Councilman Harold Baritell gave the clerk a few old policies to review for the binder or to be passed on to the Town Historian.
- A motion to accept the new updated Sewage permit application was made by Harold Baritell, seconded by Patrick Holl. All in favor. Motion carried.
- Work on the new Cyber Policy is in progress.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #1 - 7 in the amount of \$3,126.10 and Highway #1 - 8 in the amount of \$72,832.22. All in favor. Carried.

Meeting adjourned at 8:20 pm.

Sharon Monro, Lincklaen Town Clerk

**Town of Lincklaen Board Meeting
Tuesday, February 19, 2019
Town Hall – 7:00 PM**

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Also Present

Absent

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

- 1) From the NY State Department of Labor for employee unemployment benefits.
- 2) From Chenango County concerning the Sales tax, final tally at 7.7%
- 3) From Chenango County DPW stating that the town has the standard annual \$250 credit for Landfill use.
- 4) From the Chenango County Sheriff regarding a change of 911 address for Barbland Dairy
- 5) Report on Town Justice's Fees collected in 2018 was in the amount of \$332.00

Appointments

The motion to accept Janice Custer onto the Planning Board was made by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried.

Minutes from January 15, 2019 meeting and the Minutes from the Organizational Meeting

Motion was made by Barry Monro, seconded by Patrick Holl to approve the 1/15/2019 meeting minutes and the 2019 Organizational Meeting Minutes. All in favor. Carried.

Budget Report December 2018 and January 2019

- The error in the December report was corrected by hand. Motion to accept the December budget as amended was made by Patrick Holl, seconded by Harold Baritell. All in Favor. Carried.
- January 2019 budget report is incorrect. Decision was made to wait until the board meeting in March to approve both the January and February budget reports.

Hwy Supt. Report

- The Tractor should be arriving next month
- Highway Superintendent gave a list of roads which the town highway department plans to work on this summer: Joe Rd, Bowen Hill, Cross Rd, part of Hyer Rd, and Paradise Rd.
- The Highway Superintendent reported a problem with people parking on the roads this winter preventing access to the entire road for plowing. The sheriff has been notified. The residents concerned have been notified. The next step will be towing of vehicles.

Clerk Report

The clerk brought the following this month for consideration:

- Tax collection to date is \$350,681.63: Both the General and the Highway Budget are now complete and payments to the County Treasurer have begun.
- The Town Dog Law and the Application for Use of Town Facilities are now up on the town website.
- A list of outstanding dog licenses was sent to County Acres Pet Services. Late notices were sent out. 11 people have responded so far to either renew or update the status of their dog.
- The Clerk handed out the new 3-ring-binders containing laws, policies, resolution and other key information needed by the town board.
- There are still a few policies, resolutions and laws that the clerk is working on for the board to examine and make approvals. These will be completed in the coming months.
- The clerk is currently working on the *Cyber Policy* and will be emailing it to the town board to examine for changes/additions/deletions to be discussed at the next board meeting.

HUD Report

Town Supervisor reported that there is one delinquent HUD account by one month. The rest are up to date on their payments.

Old Business

- A motion to approve the *Driveway Permit* with amendments was made by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried.
- A motion to approve the *Town Building Permit* was made by Barry Monro, seconded by Harold Baritell. All in favor. Motion carried.
- A motion to approve the *Procurement Policy* with the deletion of point #7 was made by Patrick Holl, seconded by Barry Monro. All in favor. Motion carried.
- Motion to approve the list of *duties for the Deputy Highway Superintendent* with the amendment was made by Barry Monro, seconded by Patrick Holl. All in favor. Motion carried.

New business

- A question was raised as to the possibility of the town building their own Salt and Sand Storage Building. Prices and building structure will be researched.
- Too much heat is escaping in the town hall. The town is looking into bringing in an Energy Auditor to determine where the loss of heat is occurring.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #8 - 17 in the amount of \$9,152.15 and Highway #11 - 22 in the amount of \$7,963.61. All in favor. Carried.

Meeting adjourned at 8:36 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Board Meeting
Tuesday, March 19, 2019
Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Town Clerk, Sharon Monro

Also Present

Absent

Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

- 6) Note from the Board of Elections stating that the Town Clerk's term expires 12/31/2021.
- 7) From Department of Labor regarding unemployment benefits for a past employee.
- 8) Email from state regarding annual report. Supervisor Outwater will be responding to the inquiry.
- 9) Email from the Director of Chenango County Planning & Development regarding appointed Planning Board membership requirements.
- 10) From State of NY Unified Court System requesting a copy of the audit of the town's court 2018 records. The Town Justice's report was audited by the Town Board. The motion to approve the Justice's report was made by Barry Monro, seconded by Patrick Holl. All in favor. Motion carried.

Minutes from February 19, 2019 meeting

Motion was made by Patrick Holl, seconded by Frank Baritell to approve the 2/19/2019 meeting minutes. All in favor. Motion carried.

Budget Report January 2019 and February 2019

All errors from previous months have been corrected. The Motion was made by Frank Baritell, seconded by Barry Monro to approve both the January and February budget reports. All in favor. Motion carried.

Hwy Supt. Report

No report given

Clerk Report

The clerk brought the following this month for consideration:

- Tax collection is still ongoing, but at a slower pace.
- Dog Licenses are up to date for this year so far. Country Acres has sent tickets out to dog owners who have not responded to the late dog notices from 2018.
- The new *Cyber Policy* was handed out to be examined before next board meeting
- The clerk brought the Town's Board attention to the National Grid costs through the American Power & Gas Supplier. Their rates have gone up. The motion was made by Frank Baritell, seconded by Patrick Holl to change back to National Grid as the supplier for the Town Hall & Street lighting.

HUD Report

Town Supervisor reported that there is one delinquent HUD account by one month. The rest are up to date on their payments.

Old Business

- Supervisor Outwater brought the Town Board's attention to the fact that an inventory of the Town's assets in all departments is needed per the request of the state audit. The motion was made by Frank Baritell, seconded by Barry Monro that an inventory is to be made of all Town Assets (Supervisor's office & Town Hall, Highway Department, Clerk's Office and Book Keeper's Office) over \$100 and all future purchases will be dated and recorded. All records will be kept in the clerk's office for future reference when needed.
- Republican Caucus to be held Tuesday, April 23, 2019 in the Town Hall at 7:00 pm. A notice will be posted in the Hi, Neighbor, in the Clerk's Office and in the Town Hall 2 weeks prior to the meeting.
- Town Board will address the *DOT Policy* in May.

The motion was made by Barry Monro, seconded by Patrick Holl to move the Town Board Meeting into Executive Session. All in favor. Motion carried.

The motion was made by Barry Monro, seconded by Patrick Holl to come out of the Executive Session. All in favor. Motion carried.

New business

- Frank Baritell has requested to resign from the Planning Board. The motion was made by Patrick Holl, seconded by Barry Monro to accept his resignation. All in favor. Motion carried.
- The motion was made by Frank Baritell, seconded by Patrick Holl to appoint Janice Custer as the new Planning Board Chairperson. All in favor. Motion carried.
- No smoking and no drinking signs to be purchased for the Town Hall.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #18 - 26 in the amount of \$3,392.24 and Highway #23 - 29 in the amount of \$5,436.74. All in favor. Carried.

Meeting adjourned at 8:00 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, April 16, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

- 11) From National Grid asking if the town wanted the option to put LED bulbs into the street lights. Supervisor Outwater checking to see if there would be a cost to the town.
- 12) From Chenango Public Works – if the town was interested in mowing the county roads. A discussion was held over the cost to the town both financially and time wise. The quoted prices were too low.
- 13) OV Fire Contract – Motion was made by Harold Baritell, seconded by Barry Monro to accept the contract. All in favor. Motion carried.

Appointments

The motion was made by Barry Monro, seconded by Patrick Holl to appoint Steven Graham for a six (6) year term as the town assessor. All in favor. Motion carried.

Minutes from March 19, 2019 meeting

The motion was made by Barry Monro, seconded by Patrick Holl to approve the 3/19/2019 meeting minutes. All in favor. Motion carried.

Budget Report March 2019

The Motion was made by Frank Baritell, seconded by Barry Monro to approve the March budget reports. All in favor. Motion carried.

Hwy Supt. Report

- New tractor has arrived
- Summer road work using the CHIP funds: Paradise Hill (chip seal), Bowen Hill (chip seal), Joe Rd (chip seal), Cross Rd (chip seal) and Hyer Rd (Dust pad)
- Need new flag for Town Garage – Highway Superintendent Hull will purchase a new one and Supervisor Outwater will purchase a spare when the order for the town flags is placed.
- Highway Superintendent Hull will present 3 bids to the board for the purchasing of sand
- Highway Superintendent Hull plans to send in the snow plowing bill to the county
- Has completed the garage inventory as requested, will be working on the town barn inventory and then will file the inventory with the town clerk.
- One employee on vacation and the other is on personal leave.

Clerk Report

- Tax collection is slowing down, but still ongoing.
- Dog Licenses are up to date for this year so far.
- The electric was switched back to National Grid. The town should see the changes on next month's bill.
- A request was made by the Town Supervisor to investigate possible internet savings and upgrades through Frontier. The internet has been upgraded and the town should see a lower cost on the next bill.
- The DMV LENS application is complete, and the town will be automatically notified of any future changes to the town employees DMV records as they occur.

HUD Report

Town Supervisor reported that there is one delinquent HUD account by three (3) months. The rest are up to date on their payments.

Junk Problem

Supervisor Outwater and Harold Baritell will schedule a date to make note of junk problems within the town limits.

Cemeteries

Jacob Holl will no longer be mowing. Shane Foster has requested to mow all three (3) cemeteries at his normal rate. The town board has accepted the request.

Old Business

- The motion was made by Barry Monroe, seconded by Ronald Luchsinger to adopt the Town's *Drug and Alcohol Policy*. All in favor. Motion carried. All the employees will receive a copy of the policy along with the information packets mentioned in the policy.
- A form will be given to each employee to sign that they have received the different policies (Employee Policy, Sexual Harrassement Policy, Drug & Alcohol Policy and information packets)
- A hold is placed on the *Cyber Policy* until an IT Tech can advise the town board on the policy and the needs of the town in this area.
- The town clerk will send an email to the town board members of the next policy that the board will be reviewing
- Reminder: Republican Caucus next Tuesday, April 23 at 7:00 pm in the Town Hall. A notice has been placed in the Hi, Neighbor and on the town website.

New business

- The planning board brought before the town board a building project by James Staley, requesting the removal of his existing porch at 442 Lincklaen Center Rd. He will enlarge the porch to 12' x 24', add a fire place and enclose said porch area. The motion was made by Barry Monroe, seconded by Patrick Holl to approve the building project. All in favor. Motion carried.
- The motion was made by Harold Baritell, seconded by Barry Monroe to adopt the Standard Work Day Resolution to be sent to NYSLRS. This resolution needs to be made each year a new town official is elected, or assessor is appointed.
- The Hi, Neighbor is now available for pick-up at local drop-off areas and available online. All town notices will still be posted in the Hi, Neighbor and will be posted on the town website.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monroe, seconded by Patrick Holl to pay: General #27 - 35 in the amount of \$13,459.60 and Highway #30- 37 in the amount of \$3,728.03. All in favor. Carried.

Meeting adjourned at 8:34 pm.

Sharon Monroe, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, May 21, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Keith Sandell

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

From John Deierlein, Vice President of the Governing Banking Department for NBT Bank. The letter was to inform the town of his retirement beginning the 1st of May.

Appointments

No appointments.

Minutes from April 16, 2019 meeting

The motion was made by Barry Monro, seconded by Patrick Holl to approve the 4/16/2019 meeting minutes. All in favor. Motion carried.

Budget Report April 2019

The Motion was made by Harold Baritell, seconded by Barry Monro to approve the April budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Discussion on the condition of Factory Gulf.
- Having trouble with the Gradall. Looking around to see if there are any rent-to-hire Gradalls for 2020.
- Garage inventory is ongoing.

Clerk Report

- Taxes collected to date are \$425,822.38. Appointment to go over the Tax Rolls with the county is set for Wednesday, June 12.
- Dog Licenses are up to date for this year so far.
- For this month's bills, the town will see the savings on both the electric and phone bill.
- Waiting to hear back from NYMIR on a Tech. personnel to look at the CYBER Policy.
- Grievance Day is Wednesday, June 5th from 4:30 pm – 8:30 pm.
- Rabies Clinic is Wednesday, July 24th from 6:00 pm – 6:30 pm.

HUD Report

Town Supervisor reported that there is one delinquent HUD account. The rest are up to date on their payments. There was no record on the Financials of the previous months HUD deposits. (After the meeting, the Town Supervisor contacted the Town bookkeeper. The deposits were made 5/1/2019 so will show up on the next financial report. This information was emailed to the town board.)

Junk Problem

Harold Baritell noted that there seems to be some clean up on the one property the board has been concerned about.

Cemeteries

All mowing contracts have been signed and filed in the clerk's office. Mowing and maintenance of the cemeteries has begun. The first mowing bill has been received.

New business

- The floor was opened to Keith Sandell. Mr. Sandell was concerned over the condition of the road by his driveway. He presented pictures to the Town Supervisor and the Highway Superintendent. The Highway Superintendent said that the Highway Department would see what they could do about it.
- The planning board brought before the town board a building project by Michael and Marcia Burns, requesting for a prebuilt 14' x 16' woodshed (metal roof) to be placed on their property on Factory Gulf Rd. The motion was made by Patrick Holl, seconded by Ronald Luchsinger to approve the building project. All in favor. Motion carried.
- The motion was made by Harold Baritell, seconded by Patrick Holl to approve the replacement of the streetlights' regular bulbs with LED bulbs if the rebate is still in effect. All in favor. Motion carried.
- Updated *Town Hall and Town Garage cleaning contracts* were examined by the Town Board and a review of the *Non-Collusion Certificate* was made. Motion was made by Barry Monro, seconded by Patrick Holl to approve the two cleaning contracts and the Certificate of Non-Collusion. All in favor. Motion carried.
- The motion was made by Patrick Holl, seconded by Barry Monro to approve the *Notice of Open Meetings*. All in favor. Motion carried.
- The motion was made by Harold Baritell, seconded by Patrick Holl to approve the *Code of Ethics Law*. All in favor. Motion carried.
- The motion was made by Harold Baritell, seconded by Patrick Holl to approve the *Freedom of Information (FOIL) Policy* as amended with the new additions and corrections. All in favor. Motion carried. A FOIL form will be created for the town's use.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Patrick Holl, seconded by Barry Monro to pay: General #36 - 48 in the amount of \$4,876.80 and Highway #38 - 51 in the amount of \$37,229.12. All in favor. Motion Carried.

Meeting adjourned at 8:11 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, June 18, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

1. From National Grid: Towns can purchase trees for \$50 if they want. Lincklaen Town Board declined the offer.
2. From Lincklaen Planning Board: Rejected a request to construct a building on Johnson Road because the plans that were submitted were for a residential structure and not primitive as stated. Different plans need to be submitted before approval.
3. From Fire and Building Code Enforcement regarding inspection: The town needs to provide vehicle impact protection for LPGAS pipe outside near the park/driveway area. Motion was made by Harold Baritell, seconded by Patrick Holl for Barry Monro to look for 2 approximately 4-foot concrete blocks. All in favor. Motion carried. Superintendent Travis Hull will look for possible rocks the town could use.
4. From Chenango County Real Property informing the town of the equalization rate of 54.00; down from last year's 54.40.

Appointments

No appointments.

Minutes from May 21, 2019 meeting

The motion was made by Patrick Holl, seconded by Barry Monro to approve the 5/21/2019 meeting minutes. All in favor. Motion carried.

Budget Report May 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the May budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Paradise Hill is all paved. Will put oil and stone on this road in July.
- Highway Superintendent Hull wanted the Town Board to be aware that in the last 4 years there have been 7 sink holes in the Town of Lincklaen. He is coming across more and more of them and believes they are caused by the heavy truck traffic. A suggestion was made to put up a sign for tonnage limit.
- Mowing and grading has been done in between the heavy rain.
- Town Supervisor Outwater mentioned the county's purchase of a Gradall and will have more information next month as a possibility for the town's solution to our Gradall needs.
- Garage inventory is ongoing.

Clerk Report

- Internet has been down for 2 & 1/2 weeks.
- Total tax warrant collected for the 2019 tax year is \$456,554.42. The total interest collected is \$2,811.63. The clerk met with the County Treasurer for Tax Reconciliation June 12.
- Country Acres has sent out late notices for Dog License Renewals.
- In the process of working on the Town Youth Trip. The planned date is Thursday, August 8th, 2019
- One employee has opted for the Insurance Buy-Out Program for the 2019 year.
- Cyber Policy: Clerk spoke to NYMIR representative, Dave Bloodgood. He was impressed with the policy the town has created so far. Did suggest the town look at what other towns have for a cyber policy before accepting the policy. Associations of Towns might be a starting point for this information.

HUD Report

Town Supervisor reported that there is one delinquent HUD account (not the same person as the previous months). The rest are up to date on their payments.

Junk Problem

No updates.

Cemeteries

Mowing continues as weather permits.

New business

- White Goods and Tire Day is Saturday, July 20, 2019 from 9:00 am – 2:00 pm.
- Need a sign for the Red School House Cemetery. Supervisor Outwater showed pictures of sign options. Motion was made by Harold Baritell, seconded by Ronald Luchsinger to purchase a stone sign if cheaper or purchase a sign from Catskill Castings. The money to be taken out of the Cemetery Fund with the amount to be approximately \$1,200.00. All in favor. Motion carried.
- The Planning Board presented to the Town Board plans by Aaron & Aleisha Pforter to build an above ground pool at 106 County Rd 12C. Motion was made by Harold Baritell, seconded by Barry Monro to approve the plans. All in favor. Motion carried.
- Discussion on paving the Town Hall parking lot. Suite Kote is supposed to send a representative to measure the parking lot and determine the amount of material needed and then deliver the material. Bids will be accepted for the labor when needed.
- Motion was made by Barry Monro, seconded by Harold Baritell to approve the Credit Card Policy. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Ronald Luchsinger to add the clerk onto Resolution #3-11/98 (Authorizing the application for a credit card) and to change the limit to \$1,500.00. All in favor. Motion carried.
- Discussion and changes were made to the HUD policy and application forms. The updated policy and forms will be presented to the Town Board at the July meeting for approval, along with the addition of a Lincklaen Town HUD Promissory Note.
- Discussion on the Paradise Hill Project: There is a lack of communication between the Town Highway Department and the farmers. Farmers need to be informed verbally in a timely manner before any road projects commence and clear signs are to be placed before and during the project and until roads are set to drive heavier equipment upon.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Patrick Holl, seconded by Barry Monro to pay: General #49 - 60 in the amount of \$3,064.79 and Highway #52 – 60 in the amount of \$41,347.62. All in favor. Motion Carried.

Meeting adjourned at 9:10 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, July 16, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Ronald Luchsinger
Town Clerk, Sharon Monro

Others Present

Absent

Highway Superintendent, Travis Hull

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

5. From National Grid: The streetlights have been changed to the new LED lights. A reimbursement from National Grid in the amount of \$1,200.00 has been paid to the town. Savings should reflect on the upcoming bills.
6. From NYMIR: A scam alert warning and the information on it.
7. From Suit-Kote: Estimated prices on asphalt.
8. From Clarity Solutions/Black Fiber: They are waiting for the engineering firm and permission from National Grid to use their poles.

Appointments

The motion was made by Barry Monro, seconded by Harold Baritell to appoint Beth Stanton to the planning board. All in favor. Motion carried.

Minutes from June 18, 2019 meeting

The motion was made by Harold Baritell, seconded by Patrick Holl to approve the 6/18/2019 meeting minutes. All in favor. Motion carried.

Budget Report June 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the June budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Highway Superintendent Hull was absent. He asked Supervisor Outwater to report that all paving projects are complete and that he has placed the requested stones to cover the pipes in the Town Hall Parking Lot.
- A discussion was held on the possibility of accepting the mowing contract with the county. The motion was made by Ronald Luchsinger, seconded by Barry Monro to accept the county mowing contract for this year for County Rt 12 & 13. All in favor. Motion carried. The motion was made by Harold Baritell, seconded by Patrick Holl for Supervisor Outwater to sign the county mowing contract. All in favor. Motion carried.

Clerk Report

- All except one dog license is up to date. If that person does not come in for their rabies shots during the free clinic next week, a ticket will be issued.
- The reservations for the Youth Trip to Enchanted Forest has been completed and the tickets have arrived.
- Sent enquiries to a few towns about Cyber Policies.

HUD Report

No updates

Junk Problem

No updates.

Cemeteries

Mowing continues as weather permits.

New business

- The new Resolution for authorizing the application for a credit card was signed by all the Town Board members.
- The motion was made by Patrick Holl, seconded by Harold Baritell to remove #3 on the HUD application form. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Ronald Luchsinger to approve the following updated HUD forms: HUD process form; HUD application (with the correction); Hud Loan Agreement; and the HUD Promissory Note, All in favor. Motion carried.
- The Planning Board brought before the Town Boards Sewage Disposal System Application and Building Application. Motion was made by Barry Monro, seconded by Harold Baritell to approve both the Sewage Disposal System Application and the Building Application with construction plans for a 24'x 36' Seasonal Cabin by Thomas Ulrich on 108 Johnson Rd with the understanding that the location of the property is on a seasonal road. All in favor. Motion carried.
- Supervisor Outwater bought a request from the Planning Board for the Town Board to decide on the set back of the town roads. The motion was made by Barry Monro, seconded by Patrick Holl that all town roads to be 25 feet each way from the center of the road. All in favor. Motion carried
- Supervisor Outwater brought to the attention of the town board the need to rent a dumpster for the clean-up of the Town Hall's upper floor as previously discussed. The Town Board was in approval.
- The motion was made by Patrick Holl, seconded by Harold Baritell to put the 5 old wooden tables, located in the Town Hall up as surplus. All in favor. Motion carried.
- The Town Board agreed that Supervisor Outwater hire someone to take care of the weeds around the Town Hall.
- There was discussion on the Cemetery Sign for the Little School House Cemetery. Supervisor Outwater informed the board that the stone signs cost more than the metal signs. The metal signs include the posts. A metal sign will be purchased as per the motion from 6/18/2019 meeting.
- Discussion on the Town Hall Paving Project: Suit-Kote has sent the cost of the asphalt. Councilmen Ronald Luchsinger and Barry Monro will contact Ruston Paving on possibly contracting for the project.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #61 - 70 in the amount of \$4,040.99 and Highway #61 - 71 in the amount of \$10,930.75. All in favor. Motion Carried.

Meeting adjourned at 8:45 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, August 20, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Barry Monro
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

David Craine
Matthew Ney

Absent

Councilman Patrick Holl

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Equipment and Property Insurance

Supervisor Outwater opened the meeting with Dave Craine from NBT Insurance Agency LLC. Mr. Craine presented the new renewal for the equipment and property insurance coverage. All coverages were reviewed by the board. Mr. Craine stated that this year's renewal reflects a 1.5% increase in the premium. This year's renewal cost is \$27,559.52.

Letters Received:

9. From Chenango county Landfill. There is \$131 left in the account
10. From Board of Elections reminding municipalities to notify them when there are resignations, appointments or elections of officials

Appointments

The motion was made by Harold Baritell, seconded by Barry Monro to reappoint Steven Graham as the town's assessor for a 6-year-term (10/1/2019 – 9/30/2025). All in favor. Motion carried.

Minutes from July 16, 2019 meeting

The motion was made by Barry Monro, seconded by Harold Baritell to approve the 7/16/2019 meeting minutes with the correction of "Little Red School House Cemetery". All in favor. Motion carried.

Budget Report July 2019

The Motion was made by Harold Baritell, seconded by Barry Monro to approve the July budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Highway Superintendent Hull spoke to loggers who were going to work up on Paradise Hill Rd. They have agreed to wait until next Spring.
- He would like to see progress made on the new Road Law.
- Possible price on Gradall is \$75,000
- Joe Miller is resigning. He will be taking a job that is closer to home and more pay.
- Mowing for the County is complete. Highway Superintendent Hull reported that it took them 50 hours (5 days) to complete the work, costing the town \$920. The board concluded that the town saw a profit of \$200.
- Supervisor Outwater reminded Superintendent Hull that he needed a master key.

Clerk Report

- Dog licenses are up to date. Waiting to hear back from Country Acres as to the next step with the unknown dogs on County Rt 12
- Kids Youth trip to Enchanted Forest was a success. 12 kids, 6 chaperones and 1 bus driver participated.

HUD Report

Supervisor Outwater reports that all accounts except one are current.

Junk Problem

No updates.

Cemeteries

Mowing continues as weather permits.

New business

- Highway Superintendent reported that the Highway Inventory is now complete and will give the list to the Town Clerk.
- A report was given by Councilman Barry Monro and Councilman Ronald Luchsinger on their findings for the Town Hall Paving Project. The motion was made by Harold Baritell, seconded by Ronald Luchsinger, to move forward with Ruston Paving Company, LLC for the amount of \$40,988.00 to pave the Town Hall parking lot. All in favor. Motion carried. Supervisor Outwater signed the contract and the town clerk will fax it to Ruston Paving.
- The Town clerk notified the board, that after reviewing the Registrar handbook, the town needed to update their Genealogical search procedure to be in accordance with the established Public Health Law 4174(3). The motion was made by Harold Baritell, by Barry Monro to add the \$22 fee and create a new Genealogical Research Request form. All in favor. Motion carried.
- Highway Superintendent Hull expressed his concern that the highway employees had seen a \$2 raise in the last year, but there has not been a raise for the Highway Superintendent in some time. The board, along with Mr. Ney discussed some concerns over the Highway Department.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Harold Baritell, seconded by Barry Monro to pay: General #71 - #82 in the amount of \$43,430.10 and Highway #72 - #80 in the amount of \$52,202.91. All in favor. Motion Carried.

Meeting adjourned at 8:55 pm.

Sharon Monro, Lincklaen Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, September 17, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Barry Monro
Councilman Patrick Holl
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00pm.

Letters Received:

11. From Chenango county Landfill. There is \$131 left in the account
12. From Chenango County Works about a seasonal snow removal contract with the town. Highway Superintendent Hull will examine the contract and decide if this is beneficial to the town.

Appointments

None

Minutes from August 20, 2019 meeting

The motion was made by Harold Baritell, seconded by Barry Monro to approve the 8/20/2019 meeting minutes. All in favor. Motion carried.

Budget Report August 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the August budget reports. All in favor. Motion carried. Patrick Holl had a query about where the Gifts and Donation amounts were coming from. Supervisor Outwater will be asking the town bookkeeper for the answer.

Hwy Supt. Report

- Has turned in the mowing contract bill to be mailed by town clerk
- Has not received any more information about the 2005 Gradall.
- An ad for a new employee will be placed in the Hi, Neighbor and on the town website
- The highway department has been working on the town roadside mowing and assisting with roads in Truxton
- Mower broke today, working on fixing it
- Supervisor Outwater had spoken to the DEC about logging contracts. He was informed that notice will be given to the town of a logging contract; that all contracts would have off road landings; and that any damage would not be repaired by the contractor.

Clerk Report

- Dog licenses are up to date.
- DeRuyter school is no longer charging the town for rental of the school bus for the annual youth trip, only for the time of the bus driver. This saves the town approximately \$300

HUD Report

No update

Junk Problem

No updates.

Cemeteries

Mowing continues as weather permits.

New business

- The motion was made by Harold Baritell, seconded by Patrick Holl to prepay the bill for the new cemetery sign if it came before the next meeting. All in favor. Motion carried.
- Highway Superintendent Hull will be purchasing snowmobile signs for the town.
- Discussion commenced on purchasing options for a new Gradall.
- Motion was made by Harold Baritell, seconded by Ronald Luchsinger that once Highway Superintendent Hull has examined the Gradall at Milton Cat, Binghamton and has decided that it is a piece of equipment the town wants, a contract can be signed before the next meeting. All in favor. Motion carried.
- Discussion commenced and adjustments were made on the 2020 preliminary budget.
- Motion was made by Barry Monro, seconded by Patrick Holl for a notice to be placed in the Hi, Neighbor announcing a public hearing for the 2020 Proposed Budget on Tuesday, October 15, 2019 at 8:00 pm.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Harold Baritell, seconded by Patrick Holl to pay: General #83 - #92 in the amount of \$4,582.35 and Highway #81 - #93 in the amount of \$13,873.05. All in favor. Motion Carried.

Meeting adjourned at 8:34 pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, October 15, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Barry Monro
Councilman Patrick Holl
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00 pm.

Letters Received:

None

Appointments

None

Minutes from September 17, 2019 meeting

The motion was made by Barry Monro, seconded by Harold Baritell to approve the 9/17/2019 meeting minutes. All in favor. Motion carried.

Budget Report September 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the September budget reports. All in favor. Motion carried. In answer to last month's question on the amount for Gifts and Donation, it is believed to be the refund from the upgrade to the streetlights.

Hwy Supt. Report

- CHIPS has been handed in to the town clerk.
- The new excavator is here, after the meeting the board members could examine it.
- Highway Superintendent Hull has ordered town road signs
- Highway Superintendent Hull, though willing to plow county roads this winter, expressed his concern over not having enough manpower. The board discussed possible individuals to help with plowing during the winter months.

Clerk Report

- Dog licenses are up to date.
- Totaled the Town Hall, Town Garage and Clerk Office inventory and filed them in the clerk's office.
- Will be working on CHIPS to be turned in when due at the beginning of November.

HUD Report

All up to date except for one. Supervisor Outwater said that he had contacted the individual and they will be sending the payment in.

Junk Problem

No updates.

Cemeteries

The new cemetery sign will be ready for pick up at the end of next week or at the beginning of the following week.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #93 - #103 in the amount of \$44,525.25 and Highway #94 - #107 in the amount of \$16,098.95. All in favor. Motion carried.

2020 Public Budget Hearing - 8:00 pm

Notice has been read to open the 2020 Budget Public Hearing, Supervisor Outwater has opened the floor to public comment, Supervisor Outwater gives second opportunity for any public comment regarding the 2020 budget. No public comment has been made. Motion made to close the 2020 Budget Public Hearing by Barry Monro, seconded by Patrick Holl. All in favor. Motion carried.

New Business

- Discussion on budget and final adjustments were made.
- Total for 2020 budget to be raised by taxes is \$286,138.00
- Motion made to adopt the 2020 Lincklaen Town Budget as it is currently presented by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried.
- The motion was made by Barry Monro, seconded by Ronald Luchsinger to sign the County Plowing Contract for County Route 12. All in favor. Motion carried.

Meeting adjourned at 8:34 pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, November 19, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Barry Monro
Councilman Patrick Holl
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Matthew Ney
Carmen Farrell

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00 pm.

Letters Received:

- 1.) Town of Lincklaen is 0.98% of the 2020 taxable total for the County.
- 2.) From Department of Public Works. The town has a \$131.00 balance.
- 3.) Email concerning the new internet service coming to this area. They are still waiting on the pole applications before any work can begin. They cannot give a date as to when work will start.
- 4.) From Senator James Stewart notifying the town that there are funds still available in the Home Energy Assistance Program (HEAP) to assist eligible New Yorkers with heating costs for the upcoming winter. Residents can go online at www.mybenefits.ny.gov or call the Chenango Department of Social Services at (607) 337-1525 for more information. This letter will be posted in the clerk's office.
- 5.) From Department of Public Services informing the town that there are brochures on the different steps and programs available to the town to assist the elderly and those with fixed or low income in managing their energy costs.
- 6.) From Workers Compensation Board. They sent an injury report on Travis Hull

Appointments

None

Minutes from October 15, 2019 meeting

The motion was made by Barry Monro, seconded by Harold Baritell to approve the 10/15/2019 meeting minutes with the correction of inserting the words "to be raised by taxes" under pp.2, New Business, second bullet point. All in favor. Motion carried. The correction has been changed in the filed minutes and on the town website.

Budget Report October 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the October budget reports. All in favor. Motion carried.

Hwy Supt. Report

- New Road signs are here, and the voucher is in the bills to be paid tonight.
- Winter salt has been delivered
- Supervisor Outwater enquired about the gas leak in the garage. Highway Superintendent Hull has tried to twice to contact someone local to fix the leak with no response. Supervisor Outwater said that this leak needed to be taken care of promptly, even if the highway department needed to find someone outside of town to fix the leak.
- Supervisor Outwater brought it to the attention of the Highway Superintendent that it had been reported that the back-up generator was not working as it should and this issue needed to be fixed promptly.
- Supervisor Outwater said that all Highway related concerns and complaint must now go directly to the Highway Superintendent and not through the Town Supervisor.

- Highway superintendent Hull can be reached at the Highway Garage (315) 852-9573. For emergencies only, he can be reached at (315) 480-5526
- For safety regulations, Tom Hastings cannot work alone at the Highway garage or on certain outside projects, so Barry Monro, Mark Monro and Jacob Holl have been filling in when needed while Highway Superintendent is injured. The town clerk is in the office on Tuesday and Thursday mornings for Tom when work is needed on projects that he needs a second person in the building.
- There was a complaint from a town resident about the lack of plowing on County Road 12. While Highway Superintendent is injured, Chenango county is plowing County Route 12, 12A, 12B and County Road 13, not the town.

Clerk Report

- Dog licenses are up to date.
- CHIPS has been filed. The total for CHIPS for 2019 came to \$138,577.05
- The Planning Board asked the clerk to present to the Town Board a request for the consolidation of land by Claude Staley. The motion was made by Ronald Luchsinger, seconded by Patrick Holl to approve the land consolidation. All in favor. Motion carried.

HUD Report

All up to date except for one.

Junk Problem

No updates.

Cemeteries

Supervisor Outwater picked up the new cemetery sign.

New Business

- Floor was opened to Carmen Farrell and Matthew Ney. Ms. Farrell expressed concern in town over the plowing of the roads while Highway Superintendent Hull was injured. She was assured that there were people in town who were willing to step in and fill in when needed during this time.
- Town Board discussed the use of the sand and salt over the winter and requesting more salt for future years now that the town is once again plowing county roads.

Motion to Pay Bills

The monthly bills were audited by the members of the Town Board. Motion to approve was made by Patrick Holl, seconded by Harold Baritell to pay: General #104 - #119 in the amount of \$6,042.91 and Highway #108 - #122 in the amount of \$11,073.37 after double checking on the interpretation of the voucher amount to be paid to Shane Foster for Mowing and Cemetery Caretaker.. All in favor. Motion carried. *(The following day after the meeting, the clerk spoke to Mr. Foster and corrected the voucher to reflect the correct amount.)*

Executive Session

Motion was made by Barry Monro, seconded by Patrick Holl to enter executive session. All in favor. Motion carried. Motion was made by Harold Baritell, seconded by Barry Monro to end executive session. All in favor. Motion carried.

Motion to adjourn tonight's meeting was made by Harold Baritell, seconded by Barry Monro. All in favor. Motion carried.

Meeting adjourned at 8:18 pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, December 17, 2019

Town Hall – 7:00 PM

Members Present

Supervisor Wayne Outwater
Councilman Harold Frank Baritell
Councilman Barry Monro
Councilman Patrick Holl
Councilman Ronald Luchsinger
Highway Superintendent, Travis Hull
Town Clerk, Sharon Monro

Others Present

Absent

The monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:00 pm.

Letters Received:

- 7.) From Department of Public Works informing the Town they have a \$131 credit.
- 8.) From Department of Public Works informing the town of their hours and days of operation for 2020. This will be posted in the Clerk's office.
- 9.) From Chenango County - a new online trip planner has been launched called GETTHERE. This will enable those in need to find transportation to and from work. For further information or to sign up for transportation, go to www.gettherescny.org or call 1-855-373-4040. Options available are Public Transit; Private Transportation; Paratransit; Volunteer Rides. Some information is available in the clerk's office and the link will be posted on the town website.
- 10.) An email was received from Johanna Foge containing a complaint about the lack of plowing of the Lincklaen town roads over the last few years, especially the start of this winter season.

Appointments

None

Minutes from November 19, 2019 meeting

The motion was made by Patrick Holl, seconded by Barry Monro to approve the 11/19/2019 meeting minutes. All in favor. Motion carried.

Budget Report November 2019

The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the November budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Propane leak was fix.
- Back-up generator was fixed by flicking some switches. It will be monitored for further issues.
- Project plans for 2020 are oil & stone for Factory Gulf, Springer Rd, Dublin Rd, Randall Hill Rd, Crossroads and possibly Millers corners.
- Next doctor's appointment for Superintendent Hull is 1/6/20, where it will be determined the exact date he will be returning to full-time work.
- The motion was made by Harold Baritell, seconded by Ronald Luchsinger to increase the highway starting rate to \$17.00 for Class B CDL licensed employees and capped at \$20.00 effective immediately. All in favor. Motion carried. Thomas Hastings' wage will increase to \$18.50.

Clerk Report

- Dog licenses are up to date.
- Country Acres Pet Services will be contacting the owner of a property to discover who is residing on their property to notify them that their 3 dogs are unlicensed.
- An abandoned dog that was found in Lincklaen township during the month of October and picked up by Country Acres Pet Services was adopted by a resident in Oswego.
- 2020 tax bills were available for pick up on 12/16/19, the clerk now has them in her office and is working on them. They will be ready to be mailed out next week to arrive just after Christmas.
- The Town clerk handed out a Phone and Electric usage report for the 2019 year. The report showed the savings that the town board made for the town for both the phone/internet and electric usage.
- Clerk's office will be closing at 10am on Thursday, December 19.

HUD Report

All up to date except for one which is behind 4 months.

Junk Problem

No updates.

Cemeteries

No updates.

New Business

- There will be an energy audit for the Town Hall on Monday, December 23 at 1:00 pm to determine where energy is being wasted/escaping and suggestions made for areas of improvement.

Motion to Pay Bills

- Supervisor Outwater asks for motion to allow Supervisor to pay any bills as necessary that come in between the regular meeting and Jan 1, 2020. Motion was made by Harold Baritell, seconded by Barry Monro. All in favor. Motion Carried.
- The monthly bills were audited by the members of the Town Board. Motion to approve was made by Harold Baritell, seconded by Barry Monro to pay: General #120 - #127 in the amount of \$6,022.95 and Highway #123 - #135 in the amount of \$21,875.88.

Meeting adjourned at 8:20 pm.
Sharon Monro, Lincklaen Town