

Town of Lincklaen Monthly Board Meeting

Tuesday, January 21, 2020

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

Supervisor Outwater called to order the 2020 Organizational meeting at 7 pm. All appointments and changes for 2020 were voted on and approved. All appointments and changes are reflected separately in the minutes of the 2020 organizational meeting.

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Outwater at 7:05 pm.

Letters Received:

- 1.) From State of NY Unified Court System, notifying the town that the Town Justice must provide their annual court records to the town board to be audited and then submitted to the Unified Court System. Town Justice Rice has been given a copy of the letter.
- 2.) From NYSERDA informing the town that they qualify for a free home energy assessment with the value of \$250.
- 3.) From PERMA – 2 doctor’s reports on Superintendent Hull’s injury.

Appointments

None

Minutes from December 17, 2019 meeting

The motion was made by Patrick Holl, seconded by Ronald Luchsinger to approve the 12/17/2019 meeting minutes. All in favor. Motion carried.

Budget Report December 2019

- The Motion was made by Harold Baritell, seconded by Barry Monro to approve the December budget reports. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Patrick Holl to move all 2019 excess amounts in the General and Highway Funds to the Old Money Accounts.

Hwy Supt. Report

- Supervisor Outwater had received a letter from NYMIR about checking to see if all trucks had a disconnect switch. Superintendent Hull has checked. All trucks except the town pick-up truck has the disconnect switch. The pick-up is not stored in the garage, so will not be a fire hazard.
- Travis is back at work
- The town has hired a new employee – Mark Hyde.
- CHIP check has been received.
- A concern was reported that too little sand was being laid down on some of the roads. Superintendent Hull said he would rectify this.
- Supervisor Outwater and Councilman Patrick Holl reported that they have heard positive reports on the improved conditions of the roads since Superintendent Hull has been back at work.
- The Highway employees will be cleaning the garage henceforth.

Clerk Report

- Dog licenses are up to date.
- Country Acres Pet Services has contacted the owner of the property on County Rd 12 and has sent a letter out today to the renters concerning their 3 unlicensed dogs.
- Taxes collected as of today's deposit, \$200,527.21. General Budget has been completed and Highway Budget has begun.
- National Grid switched the Town Hall and the Town Garage checks and applied them to the wrong accounts. The town clerk has contacted National Grid and they switched the amounts to the correct accounts and removed the late fee.
- The clerk has submitted to the board her 6-month report for the term July 2019 through December 2019. Motion to accept the 6-month report by Patrick Holl, seconded by Harold Baritell. All in Favor. Motion carried.
- The clerk has submitted to the board her 2020 Annual report. Motion to accept the 2020 Annual report by Harold Baritell, seconded by Barry Monro. All in Favor. Motion carried.

HUD Report

No updates

Junk Problem

The owner of the property on County Rd 12 is making progress in clean-up. This spring Code Enforcement will be notified of any property in the Town of Lincklaen that is in violation of code.

Cemeteries

No updates.

New Business

- Energy audit was completed. Some of the insulation in the walls has dropped. There is insulation in the ceiling. The suggestion was made to put insulation in the floor. There were other minor energy leaks. Board has not heard back from the auditors on other suggestions and cost.
- Motion was made by Barry Monro, seconded by Harold Baritell to make both old Gradalls surplus. All in favor. Motion carried.
- An ad will be placed in the paper and the website to sell the two Gradalls. Sealed bids by March 16th to be opened on March 17th at the Board meeting.

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 - #10 in the amount of \$3,309.08 and Highway #1 - #12 in the amount of \$197,938.25

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

Town of Lincklaen Monthly Board Meeting

Tuesday, February 18, 2020

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

Letters Received:

- 4.) From NYS Worker's Comp regarding Highway Superintendent's foot injury and compensation.
- 5.) From Chenango County Department of Public Works informing the town that they have a credit of \$250
- 6.) A certificate of enrollment in the Drug & Alcohol Testing Program for the year 2020 from Emerson Testing,
- 7.) From Department of Taxation & Finance concerning taxes.

Appointments

None

Minutes from January 21, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 1/21/2020 meeting minutes. All in favor. Motion carried.
- The Motion was made by Barry Monro, seconded by Patrick Holl to approve the 1/21/2020 organizational meeting minutes. All in favor. Motion carried.

Budget Report January 2020

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

Hwy Supt. Report

- The Highway Department is getting lower on salt due to County road plowing. Superintendent Hull will be checking with county for extra salt.
- A logging company is planning to begin work soon on Murry & Husted roads. Highway superintendent Hull is to be notified first and he in turn will notify Supervisor Outwater when work begins.
- Highway Superintendent Hull excused himself from the meeting as he needed to get up early for work.

Clerk Report

- There is one unpaid January dog license. The rest are up to date.
- Taxes collected as of today's deposit, \$378,511.21. Both General and Highway Budgets are now complete. Payments to the County have begun with any interest being paid to the town.
- The notice and information on bidding for the Gradall has been placed in the Hi, Neighbor and on the website. Posters have also been placed around the local towns.
- The Town's website is being updated with new information, pictures and a slight change in layout.

HUD Report

- One HUD loan has been paid off.
- There is still one HUD loan that is three payments behind.

Junk Problem

No updates

Cemeteries

No updates.

Old Business

- Wayne will be calling the Sherriff's office regarding any updates on sex offenders living in our area.
- Still no word on the energy audit.

New Business

- Councilman Barry Monro informed the Town Board that he has heard that there is a DEC program to financially assist towns in erecting a salt & sand building. Supervisor Outwater will investigate this and the town will budget to erect a building in 2021.

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 Ronald Luchsinger to pay: General #11 - #19 in the amount of \$7,265.01 and Highway #13 - #20 in the amount of \$3,714.88. All in favor. Motion carried.

Meeting adjourned at 8:02 pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, March 17, 2020

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

Letters Received:

- 8.) From Chenango County Department of Planning & Development informing the town that Chenango County is updating the Chenango Multi-Jurisdictional, All-Hazards Mitigation Plan on behalf of all Towns, Villages and City in Chenango County. Notice will be given for planning group meetings and workshops. Supervisor Outwater and Highway Superintendent Hull will be the contact people in an emergency.
- 9.) From Chenango County Department of Public Works informing the town that they have a credit of \$250
- 10.) From U.S. Census Bureau informing everyone that it is a requirement by law to fill out their 2020 Census questionnaire. This will help determine local funding programs. A motion was made by Barry Monro, seconded by Patrick Holl to put a notice in the Hi, Neighbor and on the Town Website to remind people about the importance of completing the questionnaire. All in favor. Motion carried.

Appointments

None

Minutes from February 18, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 2/18/2020 meeting minutes. All in favor. Motion carried.

Budget Report February 2020

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

Hwy Supt. Report

- The doctor has approved for Highway Superintendent Hull to return to work full-time with no restrictions.
- With the warmer weather, plowing has come to a halt. There was no need to purchase more salt and sand.
- The highway employees have begun prep work for the summer months.
- Highway Superintendent Hull said that some of the trucks are showing signs of rust and is thinking of sandblasting them and then painting to upkeep their condition.
- Highway Superintendent Hull said that the highway department does not need any of the equipment listed in the Highway Equipment Shared Agreement received from the Chenango Department of Public Works. As there is no need for it, the Town Board will not be signing the agreement.
- Received an email from Mark & Sandi Card concerning the ditch on Randal Hill Rd that needs to be cleaned out before the next heavy rain or snowstorm.

Clerk Report

- There are two unpaid February dog licenses. The rest for this year is up to date.
- Taxes collected as of today's deposit is \$397,093.48. Tax collection has slowed down.
- The Town Clerk has been loaned some old town photographs and if possible, plans to scan them into the computer and put them on the town website.

HUD Report

- A new HUD loan application from Harold Baritell to replace his roof was brought before the town board. A motion was made by Barry Monroe, seconded by Ronald Luchsinger to make the Resolution #3-2020 to approve the HUD loan. All in favor. Motion carried. Councilman Harold Baritell abstained from vote.

Junk Problem

No updates

Cemeteries

No updates.

Old Business

- Still no word on the energy audit.

New Business

- Supervisor Outwater spoke to the Town of Pitcher's Supervisor Blanchard about their Sand & Salt Storage building. The Town of Pitcher paid for it with Grant and CHIP money. The highway department did the prep work for the building. Highway Superintendent Hull said our highway department could do the prep work for our proposed building. He will determine the size needed and the location of the building and bring this before the board. This project will be in the 2021 budget planning.
- No bids were received for the Gradall. The Town Clerk will send the flyer via email to Town supervisors and Highway departments in Chenango county to see if anyone is interested. New bid deadline is Monday, May 18th.
- The motion was made by Harold Baritell, seconded by Barry Monroe for the Resolution #4-2020 for Supervisor Outwater to be given temporary power of attorney in time of emergency and the board cannot meet. All in favor. Motion carried.

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 #20 - #26 in the amount of \$2,670.54 and Highway #21 - #29 in the amount of \$6,103.18. All in favor. Motion carried.

Meeting adjourned at 7:50 pm.

Sharon Monroe, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, April 21, 2020

Due to the Coronavirus shutdown, Supervisor Outwater advised the board to conduct this month's meeting via email and phone call. The Town Board was notified of the Meeting Agenda and sent all pertinent information before the day of the meeting.

Appointments

None

Minutes from March 17, 2020 meeting

- The motion was made by Harold Baritell, seconded by Patrick Holl to approve the 3/17/2020 meeting minutes. All in favor. Motion carried.

Budget Report March 2020

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

Hwy Supt. Report

- Due to the Coronavirus, the Highway department has been shut down for 3 weeks and resumed back to work today, Tuesday, April 21

Clerk Report

- Clerk's office has been operational but closed to the public except by appointment.
- There are two unpaid dog licenses. The rest for this year is up to date.
- Tax collection is ongoing.

HUD Report

- HUD vouchers have been put on hold during the coronavirus shutdown.

Junk Problem

No updates

Cemeteries

No updates.

Old Business

- Still no word on the energy audit.

Motion to Pay Bills

- The monthly bills were sent via email and audited by the members of the Town Board. Motion to approve was made by Harold Baritell, seconded by Patrick Holl to pay: General #27 - #31 in the amount of \$1,317.49 and Highway #30 - #39 in the amount of \$8,930.01. All in favor. Motion carried.

Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, May 19, 2020

Due to the Coronavirus shutdown, Supervisor Outwater advised the board to conduct this month's meeting via email and phone call. The Town Board was notified of the Meeting Agenda and sent all pertinent information before the day of the meeting.

Minutes from April 21, 2020 meeting

- The motion was made by Patrick Holl, seconded by Harold Baritell to approve the 4/21/2020 meeting minutes. All in favor. Motion carried.

Budget Report April 2020

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

Hwy Supt. Report

- The Highway Department has been back at work since Tuesday, April 21.

Clerk Report

- Clerk's office is now open to the public.
- There are two unpaid dog licenses (collection on hold until end of June). The rest for this year is up to date.
- Tax collection is ongoing.
- The Town turned in a list of 23 people to Clarity Connect who are interested in the better internet.

HUD Report

- HUD vouchers have been put on hold during the coronavirus shutdown.

Junk Problem

No updates

Cemeteries

Mowing for the summer has commenced.

Old Business

- Still no word on the energy audit.

New Business

- The Town received one closed bid on the 1995 Gradall GW3 plus another 1995 Gradall for parts, sold as is. Supervisor Outwater opened the closed bid and the information was sent to the Board members. Motion was made by Barry Monro, seconded by Patrick Holl to accept the bid of \$2,250 from Donald Wright of M&D Logistics. All in favor. Motion carried.
- Due to NYS money shortfall, the town may need to wait until 2022 instead of 2021 to build the Sand & soil storage.

Motion to Pay Bills

- The monthly bills were sent via email and audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #32 - #38 in the amount of \$2,459.45 and Highway #40 - #48 in the amount of \$6,875.65. All in favor. Motion carried.

Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting
Tuesday, June 16, 2020

Due to the Coronavirus shutdown, Supervisor Outwater advised the board to conduct this month's meeting via email and phone call. The Town Board was notified of the Meeting Agenda and sent all pertinent information before the day of the meeting.

Letters Received

- Hazard mitigation meeting for June 15 at 10:30. Travis planned on attending, but it was cancelled.

Minutes from May 19, 2020 meeting

- The motion was made by Patrick Holl, seconded by Harold Baritell to approve the 5/19/2020 meeting minutes. All in favor. Motion carried.

Budget Report May 2020

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

Hwy Supt. Report

- Paved Randall Hill last week.
- Sold the surplus highway equipment for \$2,250
- Received a check from county for snow plowing for \$34,888.11
- Highway department plans to chip seal roads beginning June 23
- There was an accident with the Kubota Tractor while mowing. Thankfully only a slight scratch our employee. The tractor unfortunately did not fare so well. Engine, top of the cab & steering wheel are damaged and the windshield is no longer there. Insurance has been contacted & we are waiting for a response.

Clerk Report

- Tax books are closed for the town & all outstanding taxes have been returned to the County.
- The total taxes collected was \$451,145.36 & \$1,877.84 in interest
- No dog licenses were dues for the month of May
- The 2020 Census has been extended until the end of October. We were given some large posters to hang up at the town garage & the town hall. There are also new video clips on the town web page related to the 2020 Census.
- Clerk's office will be closed from Tuesday, June 23 - Tuesday, June 30 due to surgery.
- Enchanted Forest Water Safari plans to reopen June 27th. Discussion on whether or not to have a Town Youth Trip.
- No progress on the new internet connection with Clarity Connect.

HUD Report

- HUD vouchers have been put on hold during the coronavirus shutdown.

Junk Problem

No updates

Cemeteries

Mowing for the summer is ongoing.

Old Business

- Still no word on the energy audit.
- Discussion on Sand & Salt Storage on hold until next meeting

New Business

- None

Motion to Pay Bills

- The monthly bills were sent via email and audited by the members of the Town Board. Motion to approve was made by Barry Monro, seconded by Patrick Holl to pay: General #39 - #50 in the amount of \$15,144.91 and Highway #49 - #57 in the amount of \$17,907.65. All in favor. Motion carried.

Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, July 21, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

Absent

Councilman Harold Frank Baritell

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

Letters Received:

- 11.) From New York State Department of Taxation & Finance on the 2020 Equalization Rate Status. Town of Lincklaen is 54.00. No change from last year.
- 12.) From Chenango County Department of Public Works informing the Town that we have a credit of \$250
- 13.) From Department of Labor informing the Town that a former employee is collecting unemployment.
- 14.) A questionnaire from Department of Transportation. Superintendent Hull has already completed and returned the questionnaire.

Appointments

None

Minutes from June 16, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 6/16/2020 meeting minutes. All in favor. Motion carried.

Budget Report June 2020

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

Hwy Supt. Report

- Tomorrow the Kubota tractor is going to Whites, Canastota for repairs.
- The Highway Department rented a tractor to finish the mowing.
- The Highway Department mowed the county roads & a voucher was sent in to be reimbursed.
- Motion to sign the mowing contract between Chenango County and Town of Lincklaen was made by Patrick Hull, seconded by Barry Monro. All in favor. Motion carried.
- It was determined that the Highway department will wait until an estimate is given on the time frame for the completion of tractor repairs before deciding what do about late summer mowing.
- Paving projects are complete
- There is still some money in CHIPS. The money will be used to do a few more minor road repairs.

Clerk Report

- There are five unpaid dog licenses. People are finding it hard to get rabies shots this year – not charging late fees for those who need new rabies shots - at this time.
- Due to COVID-19, The health department determined that Chenango county would only have one (1) Rabies Clinic – by appointment only – July 18, 2020 in Norwich. The Rabies clinic will not be held at the Lincklaen Town Garage this year.
- Due to COVID-19, there will be no Town Youth Trip to Enchanted Forest in 2020.
- The Town Clerk’s Hours will be changing. Effective September 1, 2020. Mondays & Thursdays: 4 pm- 6 pm and Saturdays: 8 am – Noon. New hours will be posted online and in the Hi Neighbor in mid-August.
- New law states that ALL town employees, full-time & part-time, must complete an annual interactive Harassment & Discrimination Training. This training must be documented, and a list of participants must be kept on file. Due to COVID-19, NYMIR has provided ZOOM training on certain days. The Town will be participating in two (2) ZOOM training session to accommodate schedules. One available during the day and one during a Town Board Meeting.
- The Town Clerk has sent two (2) letters to the Town Hall Custodian requesting to discuss the annual cleaning contract and requiring her to sign the contract. There has been no response. The Town board decided to have the clerk construct a final letter stating that the contract must be signed by August 3, 2020 or the town board will assume that the current custodian no longer wants the job and her town hall key must be returned.

HUD Report

- Town will resume sending HUD vouchers for payment.

Junk Problem

No updates

Cemeteries

Mowing is ongoing.

Old Business

- Still no word on the energy audit.

New Business

- Discussion on Sand & Salt Storage Building. The Town Clerk will request copies from the Town of Pitcher of all their paperwork involving their building. This will assist in planning our building.
- Supervisor Outwater, Highway Superintendent Hull and Town Clerk Monro met with Kate Long on July 9, 2020 for a Meeting on the Chenango County Hazard Mitigation Plan. Towns must update the plan every five (5) years to qualify for FEMA funds when there is a disaster.
- Discussion on the 2020 Work Project for the Town Hall. The plan is to replace the main entrance doors and paint the front area of the building. Motion to paint the front area was made by Barry Monro, seconded by Patrick Holl. All in favor. Motion carried. Councilman Luchsinger will research information on replacing the doors before final decision will be made. Town clerk to look for professional painter & prices.
- White Goods Day will be Saturday, August 22, 9:00 am – 2:00 pm. Notice will be placed online and in the paper.
- Two specific complaints were brought up about the Highway Department.
 1. Highway Employees were paid on a day they did not work
 - Highway Superintendent Hull explained that the temperature that day was excessive, and he felt it was too hot for the highway employees to be working outside, so he gave them the day off.
 2. Stone belonging to the town has been given away.
 - Motion was made by Patrick Holl, seconded by Barry Monro to move into Executive Session. All in favor. Motion carried
 - Motion was made by Patrick Holl, seconded by Ronald Luchsinger to move out of Executive Session. All in favor. Motion carried.
- Motion to have the county sheriff investigate the stone complaint was made by Ronald Luchsinger, seconded by Barry Monro. One opposed. Motion carried.
- Next meeting the Town Board will add to the employee policy that no town goods can be given away without permission from the Town Board.

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 #51 - #60 in the amount of \$2,639.98 and Highway #58 - #67 in the amount of \$80,827.56. All in favor. Motion carried.

Meeting adjourned at 8:45pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, August 18, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

David Craine
Tom Hastings

Absent

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

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. This year's renewal cost is \$29,920.89. Mr. Craine will be getting the answer to the question of how much, if any, the town would save if the flood insurance was removed completely. The question was asked about contractors with the town and what type of insurance they needed. Mr. Craine said that it is advisable for the town to only hire contractors who have their own liability insurance.

Letters Received:

- 15.) From Department of Labor informing the Town that a former employee is collecting unemployment.
- 16.) From County Treasurer giving the town an update on sales tax distribution.

Appointments

None

Minutes from July 21, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 7/21/2020 meeting minutes. All in favor. Motion carried.

Budget Report July 2020

- 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

- The repair estimate for the Kubota tractor is higher from the shop than the insurance. The quote will be sent to the insurance.
- Supervisor Outwater requested for Highway Superintendent Hull to generate a policy for the board to review at next month's meeting. The policy needs to cover the following:
 - How the loads of dirt will be distributed to residents in the town.
 - Residents need to indicate what type of dirt they want
 - Residents need to indicate how many loads of dirt they want.
- A list of people wanting dirt needs to be given to the clerk to keep on file and kept updated.
- Motion was made by Harold Baritell, seconded by Barry Monro to accept the *Permission to Enter Property* Policy with the added bullet point. All in favor. Motion carried.
- A new custodian will be hired to clean the Town Garage twice a month. Cleaning supplies will be provided for both employees and visitors to clean door handles and railings as needed.

- The Town received the payment from the county for mowing county roads.
- Depending on the repair estimate timeline on the Kubota tractor, will depend whether the town rents another tractor to mow the roads.
- No individual contractor will be hired to mow the town unless they have liability insurance.
- A question was asked as to why the highway has 4 trucks and only 3 possible drivers. The answer given was that the trucks break down and the fourth is needed to keep up with the winter plowing when this occurs. There have been times when two of the trucks have broken down at the same time.
- There was a discussion over other contractors with the town having their own liability insurance.

Clerk Report

- Dogs licenses are up to date.
- The two Highway employees and the town clerk attended the Harassment & Discrimination training. It was approximately 45 mins long. Three other employees have already completed the training elsewhere. Copies of their training will be filed in the clerk's office. Before the next board meeting, a training video will be available for the other employees.
- A motion was made by Barry Monro, seconded by Patrick Holl to accept the Town Clerk's 6-month report. All in favor Motion carried.
- A motion was made by Patrick Holl, seconded by Harold Baritell to waive the marriage license fee for military personnel either active or inactive. All in favor. Motion carried.

HUD Report

- HUD vouchers for payment will be sent out this month

Junk Problem

No updates

Cemeteries

Mowing is ongoing.

Old Business

- Still no word on the energy audit.

New Business

- Discussion on Sand & Salt Storage Building. The Town Clerk received information from the Town of Pitcher on their Sand & Salt Storage building. Highway Superintendent Hull will research grants available for this project.
- Town Hall painting and door project: Information and prices are still being acquired.
- Plan to review and discuss the 2021 Budget at next meeting.
- Motion was made by Barry Monro, seconded by Patrick Holl to approve the new Town Hall Cleaning Contract. All in favor. Motion carried. A new custodian has been found and started this month.

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 #61 - #70 in the amount of \$44,342.33 and Highway #68 - #77 in the amount of \$10,438.99. All in favor. Motion carried.

Meeting adjourned.

Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, September 15, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

Absent

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

Letters Received:

- 17.) From Department of Labor informing the Town that a former employee is collecting unemployment.
- 18.) An email from Clarity Connect about the lines being put in around town.
- 19.) From Chenango County Department of Public Works: A contract for winter snow removal & salting of County Rt 12. Motion was made by Harold Baritell, seconded by Barry Monro to accept, and sign the contract. All in favor. Motion carried.
- 20.) A letter from a resident complaining about the deplorable condition of Route 13. Supervisor Outwater has already been in contact with the county. The road is repaired on a rotation schedule and it will be done next year.
- 21.) From the County Treasurer informing the town of their proposed plans.

Appointments

None

Minutes from August 18, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 8/18/2020 meeting minutes. All in favor. Motion carried.

Budget Report August 2020

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

Hwy Supt. Report

- An update was given on the tractor repair. More damage was found. Parts have been ordered. Do not know when the repairs will be completed.
- The board asked Highway Superintendent Hull to contact the Statewide Claims Services to find out where we are at on the insurance claim.
- Superintendent Hull has not been able to find anybody willing to clean the garage. A notice will be put online and in the Hi, Neighbor advertising the position.
- The Town Board has informed Highway Superintendent Hull that he must enforce the *no smoking* state law and the town policy of no smoking in a public building and in the town trucks. If an employee is caught smoking, he/she must be written up for first offense. Second offense, he/she will be sent home for 3 days without pay.
- Highway Superintendent Hull has not been able to gather any information on building a Salt & Storage Building.
- Clerk is to keep a copy of anyone filling out the form requesting ditch dirt.
- The bottom of the garage doors are starting to rot. The suggestion was made to replace just the bottom panels.

- Highway Superintendent requested that the Town board use some of next year's CHIPS money to purchase a new loader. Supervisor Outwater said we would need an estimate on the CHIPS rollover before a decision could be made.
- There was a discussion on the logging that is presently occurring in the town.

Clerk Report

- Dog licenses are up to date.
- Residents seem to like the new office hours as there have been more in-person visits

HUD Report

- HUD vouchers for payment were sent out

Junk Problem

No updates

Cemeteries

Mowing season is coming to an end.

Old Business

Still no word on the energy audit.

New Business

- Copies of the 2021 Tentative budget was given to all board members.
- A notice will be placed in the Hi, Neighbor and online announcing a public hearing for the 2020 Proposed Budget on Tuesday, October 20, 2020 at 8:00 pm.
- Stroh Painting LLC has submitted a proposal to scrape, prime and paint the Town Hall entranceway and steps. The amount of \$1,950.00 includes materials and labor. Stroh Painting has Liability insurance and will have the work completed by the end of the painting season. The board members requested that sand be added to the paint for the steps to provide better grip. The motion was made by Harold Baritell, seconded by Patrick Holl to accept the proposal with the addition of sand and bringing the amount up to \$2,000.00. All in favor. Motion carried.
- The Town Hall will open for the November in-person voting.
- A discussion on new Town Hall doors. Due to the requirements, the cost will be high enough that the town will require more than one bid. A notice will be placed in Hi, neighbor and 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 Monro, seconded by Patrick Holl to pay: General #72 - #79 in the amount of \$3,243.91 and Highway #70 - #86 in the amount of \$7,555.74. All in favor. Motion carried.

Meeting adjourned at 8:45 pm.
Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, October 20, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

Absent

Highway Superintendent, Travis Hull

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

Letters Received:

- 22.) From Department of Labor informing the Town that a former employee is collecting unemployment.
- 23.) From NYS Agriculture and Markets informing the town of the Dog Control Officer Inspection Report completed on 10/02/2020. Country Acres Pet Service is in full compliance and rated satisfactory.
- 24.) From Chenango County Hazard Mitigation Plan to update the town.

Appointments

None

Minutes from September 15, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 9/15/2020 meeting minutes. All in favor. Motion carried.

Budget Report September 2020

- Discussion on the interest earned in the Highway and General Reserves. Question on the HUD withdrawal amount. Supervisor Outwater will investigate both questions. The Motion was made by Harold Baritell, seconded by Patrick Holl to approve the September budget reports. All in favor. Motion carried.

Hwy Supt. Report

- A brief report was given by Supervisor Outwater.
 - The repairs on the tractor are complete and the insurance check in the amount of \$24,987.23 was received this week. Discussion on how to pay White's
 - All information in Salt & Storage Shed was given to Superintendent Hull. Waiting to see what research and prices he comes back with.
 - Town Pick-up will now be stored at the Town Garage.
 - Will need an answer from employees on which insurance package they are choosing for 2021
 - The Town has hired a new custodian for the Town Garage. She is doing an excellent job so far.
 - The employees have been informed of the no smoking penalty and that it will be enforced

Clerk Report

- The Town Website plan will be increasing in cost at the end of 2021
- Employee health Insurance has gone up 3.77% if they remain on same plan
- In contact with NYLRS to work on a discrepancy from 2018
- Been working on CHIPS – will be completed and filed later this month. Total for CHIPS is \$133,535.01
- Need to replace the old Fire-safe Filing cabinet. It no longer functions properly.

HUD Report

- One HUD payment is behind 6 months

Junk Problem

No updates

Cemeteries

At an end

Old Business

- Still no word on the energy audit.
- Stroh Painting came to pressure wash the entrance to prep for painting. Planning to start painting soon.

New Business

- Discussion on 2021 budget
- Motion was made by Barry Monro, seconded by Patrick Holl for a formal letter be written to the Highway Superintendent requesting that all Highway bills be coded, have receipts attached and have quotes for any expenditures or repairs over \$5,000 in order to be in full compliance with New York State Audit.

2021 Public Budget Hearing - 8:00 pm

- Motion was made by Barry Monro, seconded by Patrick Holl to open the Public Hearing on the 2021 Budget. All in favor. Motion approved.
- Notice has been read to open the 2021 Budget Public Hearing, Supervisor Outwater has opened the floor to public comment, Supervisor Outwater gives a second opportunity for any public comment regarding the 2021 budget. No public comment has been made.
- Motion was made to close the 2021 Budget Public Hearing by Harold Baritell, seconded by Ronald Luchsinger. All in favor. Motion carried.
- Total amount to be raised by taxes for 2021 budget is \$286,238.00. Budget will be available to the public on the Town's Website and in the Town Clerk's office
- Motion was made by Barry Monro, seconded by Harold Baritell to adopt the 2021 Lincklaen Town Budget as it is currently presented. All in favor. Motion carried.

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 #80 - #92 in the amount of \$2,309.15 and Highway #87 - #101 in the amount of \$17,734.67. All in favor. Motion carried.

Meeting adjourned at 8:50 pm.

Sharon Monro, Lincklaen Town

Town of Lincklaen Monthly Board Meeting

Tuesday, November 24, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

Kevin Whritenour

Absent

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

Letters Received:

- 25.) From Department of Labor informing the Town that unemployment balance is \$0.00 and that a former employee has begun collecting unemployment again.
- 26.) From Chenango County, NY Pharsalia Landfill, informing the town they had a balance from the White Goods Day tire collection.

Appointments

None

Minutes from October 20, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 10/20/2020 meeting minutes. All in favor. Motion carried.

Budget Report October 2020

- Supervisor Outwater was informed by NBT bank that due to COVID the interest rates had dropped. He will research other options for town investment.
- It was noted that the large amount in the Highway Revenue under Gifts and Donations was the insurance reimbursement for the Kubota repairs. The bill from White's is in with tonight's vouchers.
- The Motion was made Patrick Holl, seconded by Barry Monro to approve the October budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Employee Health insurance will renew on the same plan with the increased rates.
- CHIPS has been mailed
- Lane Hill – the road was damaged from the company installing the internet piping. Highway Superintendent Hull will be contacting the company about doing repairs.
- Discussion on weights for the tractor
- Highway Superintendent Hull will be contacting Pitcher Highway to learn the procedure for requesting a Grant for our Salt & Storage building.
- The Highway Pickup truck is being used and is now stored in the town garage.
- Due to the unreliability of the postal system, Highway Superintendent Hull requested that all Highway employee's checks (including his) be placed in the mailbox as previously done.
- One employee resigned
- A copy of a medical letter was handed out to the Town Board. It said that Highway Superintendent Hull was able to resume duties part time.

Clerk Report

- Dog licenses are for the most part up to date.
- A new fire-proof filing cabinet has been purchased. (current cabinet no longer locks and is broken in places)
- The clerk has been in correspondence with the NYSLRS in response to letter sent regarding retirement ROA's
- The Environmental Department will be investigating a possible unsanitary well situation on a resident's property. The owner requested advice from the town. The town discussed other ways that the board would be able to help this resident if needed.

HUD Report

- One HUD payment is behind 7 months. Board requested that Supervisor Outwater mail a letter requesting the intentions of the owner of the HUD loan regarding payment of said loan.

Junk Problem

No updates

Cemeteries

No activity during colder months

Old Business

- Still no word on the energy audit.
- The painting of the town hall entrance is complete.

New Business

- Planning Board Chairperson has requested that the Town Board create a form that must be signed by property owner and notarized giving authority to a third party to represent them before the town board. Town Board has agreed to get a policy form created.
- Planning Board Chairperson has also requested that the planning Board regulations and policies be reviewed by the Town board and updated. This will be an ongoing project for 2021.

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 #91-104 in the amount of \$3,793.30 and Highway #102-112 in the amount of \$37,178.69. All in favor. Motion carried.

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

Town of Lincklaen Monthly Board Meeting

Tuesday, December 15, 2020

Town Hall – 7:00 PM

Members Present

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

Others Present

Kevin Whritenour
James Pforter
Lynn Mowers

Absent

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

Letters Received:

- 27.) From Department of Labor informing the Town that because of CARES ACT, the federal government will be paying 50% of all unemployment benefits from March 13 – December 31.
- 28.) From Chenango County, NY Pharsalia Landfill, informing the town that we have a \$0 balance.
- 29.) From Solvent Savers to provide notification to the town that the DCR & EE will continue to be enforced, and inspection and maintenance of the engineering controls will continue. No action is required of the town.

Appointments

None

Minutes from November 24, 2020 meeting

- The motion was made by Barry Monro, seconded by Patrick Holl to approve the 11/24/2020 meeting minutes. All in favor. Motion carried.

Budget Report November 2020

- Supervisor Outwater spoke to the County Treasurer and he said that due to COVID all interest rates were low and advised the town to wait it out before moving any funds.
- The Motion was made by Patrick Holl, seconded by Harold Baritell to approve the November budget reports. All in favor. Motion carried.

Hwy Supt. Report

- Lane Hill – Highway Superintendent spoke to the company about repairing the road and they said they would take care of the repairs.
- Salt & Storage shed – the next steps in the process need to be completed by the Town Board.
- The heating ducts at the town garage are rotting and dripping. Plans for repairs before the end of this year.
- Waiting on a bill from Cargill

Clerk Report

- Dog licenses are for the most part up to date.
- Office will be closed Thursday, December 17, 2020
- Received notification via email on 12/15/2020 that tax bill and rolls were ready for pick up at the county. Will be picked up on Wednesday, 12/16/2020, processed and then mailed to residents. Residents will receive them around Christmas time.

HUD Report

- One HUD payment is behind 8 months. A letter of intent was sent. Payment on this HUD loan will resume beginning of 2021.
- The motion was made by Harold Baritell, seconded by Barry Monro to use HUD funds to ensure a local resident's well, heating system and electric are in proper working order. All in favor. Motion carried.

Junk Problem

No updates

Cemeteries

No activity during colder months

Old Business

- Still no word on the energy audit.

The floor was opened to Jim Pforter and Lynn Mowers. They each expressed their displeasure over the actions taken by the town board with the charges against Superintendent Hull concerning the misuse of town stone. An investigation was pursued only after town residents had made allegations to the town board on the misuse of town property and funds. The investigation led to the charges against Superintendent Hull when it was determined that there was evidence to support the allegations. Mr. Pforter and Mr. Mowers have asked the board to see if the charges could be dropped and the stone either returned to the town garage or paid for. The town board agreed to discuss options.

New Business

- The organizational meeting for 2021 will take place Tuesday, January 19, 2020.
- Motion was made by Barry Monro, seconded by Harold Baritell to give Supervisor Outwater authority to cancel board meetings and sign monthly bills in the case of another COVID-19 shut down. All in favor. Motion carried.
- Motion was made by Patrick Holl, seconded by Harold Baritell to pay the Cargill bill before the end of the year. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Barry Monro to approve the changes made to the procurement policy. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Ronald Luchsinger to approve the new Planning Board authorization letter when a property owner is not able to meet with the planning board in person. All in favor. Motion carried.

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 #105 - #115 in the amount of \$8,638.40 and Highway #113 - #118 in the amount of \$939.17. All in favor. Motion carried.

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

Meeting adjourned at 8:40 pm.
Sharon Monro, Lincklaen Town