

Town of Lincklaen Monthly Board Meeting

Tuesday January 17, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Highway Superintendent Tom Kilfeather
Town Clerk Diana Kilfeather

Others Present

Absent

The 2023 organization meeting of the Lincklaen Town Board was called to order by the Town Supervisor Sharon Monro at 7:00pm

Town of Lincklaen Organization Meeting January 17, 2023

Depositories - Supervisor -	NBT and Citizens Bank
Justice -	NBT
Town Clerk/Tax Collector -	NBT
Official Newspaper -	Hi Neighbor
Town Clerk/Tax Collector/Registrar -	Diana Kilfeather
Deputy Registrar -	Maxine Monro
Health Officer -	Chenango County Public Health
Code Enforcement -	Chenango County
Town Attorney -	Mark Levy
Dog Control Officer -	Country Acres Pet Services
Town Bookkeeper -	Sharon Monro
Assessor -	Steven Graham
Historian -	Melissa Losaw
Constable -	Vacant
Deputy Supervisor -	Wayne Outwater
Board of Review -	Norman Monro (9/30/2026)
	Mike Gast (12/31/2025)
	Barbara Graves (12/31/2025)
Planning Board -	Janice Custer (Chairperson) (12/31/2026)
	Mark Monro (12/31/26)
	Mahaley Holl (12/31/26)
	Ronald Graham (12/31/25)
	Beth Malson (12/31/26)
RFL Committee -	Town Board Members
Deputy Hwy Superintendent -	Vacant
Cemetery Caretaker -	Wayne Outwater

The Town Board will meet every third Tuesday at 7:00 pm in the Town Hall.

The Planning Board will meet every first Thursday as needed) at 7:00 pm in the Town Hall.

The Town Justice will hold court every 1st and 3rd Tuesday at 1:00 pm at the Town Hall

Mileage reimbursement for 2023 is \$0.655 per mile.

Appointment of Diana Kilfeather to position of Tax Collector/Registrar for January 1, 2023 – December 31, 2023

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Sharon Monro.

Letters Received:

1. Kolbie Pearson – Concerns on Husted Road, beaver dam washing out Hyer Road, and street light out on corner of Mariposa and Lincklaen Center Road. Letter was sent from Supervisor Wayne Outwater on December 24th to inform him Husted and Hyer Roads would be addressed and that National Grid was already called regarding the street light. They have fixed the light.
2. Chenango County Treasurer’s Office – Sales Tax Growth has slowed, and Weekly Medicaid payment to NYS did, in September, reduce about \$15,000 per week through March 31, 2023.
3. County of Chenango Board of Supervisors – IRS mileage rate will be 65.5 cents per mile, effective January 1, 2023.

Appointments – None

Minutes from December 20, 2022, meeting

- The motion was made by Barry Monro, seconded by Patrick Holl, to approve the 12/20/22 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Report December 2022

- Profit and Loss has a \$58.22 difference, CFO Supervisor Monro will find the glitch in computer system to see what is causing it.
- Councilman Outwater wants to make motion to move money from General Reserve to Highway Reserve. Highway should not be over \$300,000.
- Motion made by Wayne Outwater to move \$18,000.00 to Highway Reserve, seconded by Harold Baritell. All in Favor. Motion Carried.
- Motion made by Harold Baritell to move \$40,000 from Highway and \$70,000 from General to Reserves, seconded by Patrick Holl. All in Favor. Motion carried.

Highway Superintendent Thomas Kilfeather Report

- 2 out of 3 Trucks failed Inspection
- Barry Monro came down to go over truck and prioritize what needed to be done now and what could wait.
- DOT Mechanic is willing to do the labor for us, we have option to bring him on as a part time employee at \$30 per hour vs paying \$110 per hour for labor to have trucks fixed outside.
- Bids from 3 Companies were presented to Board Members to review and discuss.
- Truck #3 was brought down to Tracey Road, it is the most expensive to fix, it has the most problems, most importantly, brakes need to be fixed. Total of \$14,910.95
- CFO Supervisor Sharon Monro as per town procurement policy made motion to fix truck #3 for \$14,910.95, seconded by Wayne Outwater. All in favor. Motion carried.
- Truck #4 will cost \$2,873.88 and Truck #6 will cost for \$5,067.08 to fix.
- CFO Supervisor Sharon Monro as per town procurement policy made motion to fix truck #4 for \$2,873.88 and Truck #6 for \$5,067.08, seconded by Harold Baritell. All in favor. Motion carried.
- Motion was made by Wayne Outwater to create special position for a part-time temporary mechanic at \$30.00 per hour to fix trucks, seconded by Patrick Holl. All in favor. Motion carried.
- Superintendent Kilfeather will only use \$5000 in equipment this year so that the rest of that budget can go towards fixing the trucks.
- We found out an employee had a suspended license today and he was sent home. He was told he has one week to get this cleared up or he will be terminated. Board is in support of termination of this employee.
- Jerry Prince from Suit-Kote went over all roads Superintendent Kilfeather wants to fix, and or oil and stone. Millers Corners Road being the worst, Joe Road and Neal Road. Jerry Prince will be bringing in an engineer to look at all these roads and getting us prices to fix them.
- Signs for Lincklaen Center Road need to be purchased and put under CHIPS to complete that road.

- \$3000.00 in Signs
- ATV/UTV signs need to be priced out for all roads selected for use.
- Sand and Salt storage building – gathering information to write grant for this.
- Wants to speak to DeRuyter Highway department on their Brine system.
- Maintenance and Fuel logs were purchased for all truck and will be recorded as they are maintenance and fueled going forward.

Clerk Report

- Dumping ordinance needs to be read through, discussed, and adopted at the meeting in February
- Town of Lincklaen Anti-Harassment Policy needs to be read through by next meeting for its review. Postponed till February meeting.
- Binding the minutes from 2010 to 2021, we are gathering files to send to BOCES, ongoing.
- Dog licenses are up to date.
- Property taxes received to date is \$185,521.26.
- October 2022 Board Meeting minutes were amended and emailed to all Board members. Motion made by Wayne Outwater to accept amended minutes, seconded by Barry Monro. All in favor. Motion carried.
- Clerk 6-month report was handed out to all board members. Motion made by Wayne Outwater to accept Clerk 6 month report, seconded by Harold Baritell. All in Favor. Motion carried.
- Chenango County updating their directory. I will be emailing everyone to make sure I have the most up to date information.

Solvent Saver - None

Cemetery - None

RLF Report

- 1 Current
- 1 Inconsistent payment

Old Business

- COVID money – have 2 bids so far waiting on a 3rd, will discuss next month.
- New Hi, Neighbor newspaper stand at the Town Garage.
- Unemployment dispute for Tom Hastings – Supervisor Monro will contest it.

New Business

- Motion made by Patrick Holl to accept South Otselic Fire Contract for \$12,062.00, seconded by Barry Monro. All in favor. Motion carried.
- Mice in Town Hall kitchen. Town clerk will purchase traps to get rid of them.
- Wayne Outwater made a motion to put proposition on Voting Ballot to make the Highway Superintendent position an appointed position, seconded by Harold Baritell. All in favor. Motion carried.
- Judge Position has 4 people interested in it. We will need to inform them of the caucus. Town clerk will get all their information.
- Do we want to do a joint yard sale with South Otselic and Pitcher, we will look into.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approved was made by Barry Monro, seconded by Pat Holl to pay: General #1 - #10 in the amount of \$16,465.77 and Highway #1 - #6 in the amount of \$13,257.25. All in favor. Motion carried.

Meeting adjourned at 9:20pm.
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday February 21, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Highway Superintendent Tom Kilfeather

Others Present

Absent

Councilman Wayne Outwater
Town Clerk Diana Kilfeather

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

Letters Received:

4. Chenango County Treasurer's Office – a property on Neal Rd is at risk for foreclosure.
5. Chenango County Treasurer's Office – we received the 4th quarter sales distribution check. Sales tax collection for 2022 was 2.36% over 2021. This was higher than expected.
6. Agriculture and Markets sent a Municipal Shelter Report and a Dog Control Officer Inspection Report. Both were completed on 1/27/2023 and were found to be satisfactory.

Appointments – None

Minutes from January 17, 2023, meeting

- The motion was made by Harold Baritell, seconded by Patrick Holl, to approve the 1/17/2023 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Harold Baritell, seconded by Patrick Holl to approve the corrected December 2022 Financials. All in favor. Motion carried.
- Motion was made by Harold Baritell, seconded by Patrick Holl to approve the January 2023 Financials. All in favor. Motion carried.

Highway Superintendent Thomas Kilfeather Report

- The signs for the UTV & ATV access roads have been ordered.
- Highway Superintendent Kilfeather is waiting to finalize the order on the regular road signs.
- Highway Superintendent Kilfeather is very pleased with the current highway crew. All are hard working and try their best.
- The loader has been down all week. It will need to be fixed.
- Fluid is still coming out of the excavator. Motion made by Patrick Holl, seconded by Barry Monro to approve fixing the excavator for the amount of \$7,037.79. All in favor. Motion carried.

Clerk Report previously given to town supervisor to read at the board meeting.

- Dog Licenses are up to date.
- Country Acres Pet Services had to euthanize and cremate a stray found on Route 12. It was not adoptable.
- Property taxes collected to date is \$395,451.33. General and Highway Funds are complete.
- January taxes are closed, and first payment has been sent to county.
- Supervisor Monro will fill in at the clerk's office on February 23rd, while the clerk is away. The Clerk's Office will be closed, February 25th & 27th. The closure was posted on the website, FB page and the notice board for 2 weeks.

Solvent Saver - None

Cemetery - None

RLF Report

- 1 Current
- 1 in arrears

Old Business

- The town received the bill from Point Broadband for the work they did last year. This money will come out of the COVID Relief fund money.
- Unemployment dispute is ongoing. We now have 3.
- Motion made by Barry Monro, seconded by Patrick Holl to approve the Town's Harassment Policy with the deleted #2. All in favor. Motion carried.
- There was a question about the Town law on page 3 for the Dumping Ground Policy. Research needs to be done on this before approval.

New Business

- Discussion on some updates to the Highway employee policy. Supervisor Monro will make the suggested updates for review and discussion at the next board meeting.
- Motion made by Harold Baritell, seconded by Patrick Holl to open 2 CD 10-month accounts at 4 ¼ % and move \$400,000 from General Reserve into the first account and \$250,000 from Highway Reserve into the second account. All in favor. Motion carried.
- Motion made by Harold Baritell, seconded by Patrick Holl to make the starting pay rate for a Laborer at \$15.00 per hour. All in favor. Motion carried. A Highway employee will be considered a laborer until he receives his/her class B CDL license.
- Motion was made by Barry Monro, seconded by Patrick Holl to approve the building permit for replacement porch for Michele Rogers & Calvin Marshall. All in favor. Motion carried.
- Motion made by Harold Baritell, seconded by Patrick Holl to pay the RLF secretary the full early amount once a year rather than monthly. All in favor. Motion carried.
- Motion made by Patrick Holl, seconded by Barry Monro to approve, and sign the annual Ambulance Agreement with Smith Ambulance in the amount of \$5,500. All in favor. Motion carried.
- On May 9th, 2023, there will be a question-and-answer time for those who are interested in the justice position. This will be open to the public and notices will be placed on the Town website, FB, notice boards and in the Hi, Neighbor.
- Supervisor Monro will be meeting with the representative from Point Broadband to discuss the internet usage in the town.
- The clerk needs to enquire as to the large increase in Highway's propane bill from the previous bill.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approved was made by Barry Monro, seconded by Patrick Holl to pay: General #11 - #20 in the amount of \$3,132.54 and Highway #7 - #22 in the amount of \$28,748.44. All in favor. Motion carried.

Meeting adjourned at 8:10 pm
Sharon Monro, Town Supervisor

Town of Lincklaen Monthly Board Meeting

Tuesday March 21, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Highway Superintendent Tom Kilfeather
Town Clerk Diana Kilfeather

Others Present

Sandra Monro

Absent

Councilman Wayne Outwater

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Sharon Monro at 7:03 pm.

Letters Received:

1. Letter received from Justice Department for the town justice to give his 2022 records to the town board to be audited and to send a copy of the audit to them.
2. NYS Department of Labor – an employee’s claim was denied and he is contesting the decision.

Appointments – None

Minutes from February 21, 2023, meeting

- The motion was made by Barry Monro, seconded by Harold Baritell, to approve the 2/21/2023 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Harold Baritell, seconded by Barry Monro to approve the February 2023 Financials. All in favor. Motion carried. February 2023 – 2 new CD Accounts
- February 2023 – 2 new CD Accounts

Highway Superintendent Thomas Kilfeather Report

- During, winter storm they had equipment breakdown. Loader, One Ton and Truck #4 went down.
- Truck #4 drive PTO drive shaft snapped taking out the radiator and water pump.
- One Ton mechanical failure fixed in house.
- CAT Loader has been having problems since it was bought, it is under warranty and being worked on by CAT.
- The Town Board would like a list of what has been worked on, for Trucks #3, #4, & #6 separately. Discussion on progression of work on the trucks.
- Highway Superintendent Kilfeather said that the highway employees have been working hard to get the trucks up and running.
- Truck #6 cannot be worked on until #3 is back from Tracey Road.
- Tracey Road said that there are parts that are on backorder for Truck #3. We are # 100 of 200 that are on back order.
- Quotes were reviewed from Suit Kote to work on Joe Road, Neal Road, and Millers Corners Road.
- Quotes for signs for all roads was reviewed from JC Smith, total of \$5548.00
- We need to start looking into getting rid of Truck #3 and #6 and replacing them with two 550s and one Dump Truck.
- Quotes for Salt Domes reviewed, there are grants available we are looking into.
- Suburban gave us a quote for \$1.88 propane, we called Ferrellgas and they came down to a rate of \$1.93.
- April we will order Salt for the winter.

Clerk Report

- Clerk's hours changed this week, we are Open on Tuesday mornings from 8am - 12 pm, Saturdays we are closed.
- Dog Licenses are up to date.
- Property taxes collected to date are \$413,891.29.
- February taxes were closed out and paid to Chenango County.
- Ferrellgas spreadsheet handed out for 2022 and this year's prices and payments.

Solvent Saver - None

Cemetery - None

RLF Report

- 1 Current
- 1 in arrears

Old Business

- COVID Fund: Quotes for heating and a/c unit to make Town Hall an emergency shelter were submitted by Wayne Outwater to be discussed next month.
- The unemployment dispute is ongoing.
- Dumping Ground Ordinance: Went over the section of the Town Law Book referenced and will add it to the Ordinance. Motion made by Harold Baritell and Seconded by Patrick Holl to adopt the Town Dumping Ordinance. All in favor, motion carried.
- Employee Policy- go over highlighted changes and updates, and review at next meeting.

New Business

- NYMIR – Re-evaluating buildings for insurance.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approved was made by Patrick Holl, seconded by Barry Monro to pay: General #21 - #30 in the amount of \$8,117.86 and Highway #23 - #37 in the amount of \$9,746.87. All in favor. Motion carried.

Meeting adjourned at 8:50 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday April 18, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Highway Superintendent Tom Kilfeather
Town Clerk Diana Kilfeather

Others Present

Sandra Monro
David McCall
Molly Gates
Hon. Robert Brenzel

Absent

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Sharon Monro at 7:03 pm.

Honorable Robert Brenzel

Section 2019-a of the Uniform Justice Court Act requires that town justices annually provide their court records and docket to the auditing board of the town, and that such records then be examined, and the fact be entered into the minutes of the board proceedings. Honorable Robert Brenzel was present at the meeting to let the Town Board audit his records and docket for year ending 2022. Councilman Wayne Outwater asked for copies of the bank statements to look over. They were presented for review. Motion was made to accept the court records and docket for the year ending 2022 from Honorable Robert Brenzel by Councilman Wayne Outwater and Seconded by Councilman Patrick Holl. All in Favor. Motion Carried.

Hon. Robert Brenzel informed the board of what he walked into when taking over the position. Everything was previously done by hand. It took the town 3 months to get the justice laptop back from the prior Justice. There were no current records on the laptop and the justice program had not been downloaded. The State Justice Program is now computerized, and he explained the procedures he goes through on the computer for court cases. He discussed how he dismissed some cases that were too old to process and how he moved 2020 & 2021 cases into the computer for 2022 to process. The town board thanked Honorable Robert Brenzel stepping in to fill this position, for setting up the justice program on the computer and for working on clearing up the files.

Letters Received:

1. Department of Transportation, letter from James P. Rusak introducing himself as the newly appointed New York State Department of Transportation Region Director for Region 9. His predecessor, Tom Wisner has retired.

Appointments – None

Minutes from March 21, 2023, meeting

- The motion was made by Councilman Harold Baritell, seconded by Councilman Barry Monro, to approve the 3/21/2023 meeting minutes. All in favor. Motion carried. Councilman Wayne Outwater asked about the CHIPS and the figures for each road to be done, we will table to discuss at the next meeting.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Barry Monro to approve the March 2023 Financials. Councilman Holl and councilman Baritell questioned the amount that has been spent so far for highway utilities. Supervisor Monro said that there were a number of causes for this. 1.) The Highway department has had full staff this year, so the building was heated more, 2.) One bill was paid twice. The town clerk is in contact with Ferrellgas to either get the check returned or for the account to be credited. All in favor. Motion carried.

Highway Superintendent Thomas Kilfeather Report

- Highway Superintendent Thomas Kilfeather handed in resignation letters for David McCall, Kent Stark and Kurt Stark

- Highway Superintendent Thomas Kilfeather read aloud his resignation letter and the reasons for his resignation after last month's meeting and all that transpired.
- Final report was given on all the Highway trucks and what still needs to be done on them.
Truck #3 to be done: Front brakes, kingpins, rear differential service, tie rod assembly, dump box replacement, and lifting piston leaking.
Truck #4 is all done.
Truck #6 to be done: All brakes, differential service, dump box replacement, air compressor, and air dryer
- Cat Loader hopefully is now fixed.
- The Cat Excavator was used to fix coverts on Millers Corners Road, Springer Road, and Lincklaen Center Road. Fluids were leaking after its use. CAT was called about this problem and will be following up.

Supervisor Sharon Monro read the resignation letters from David McCall, Kent Stark and Kurt Stark aloud to the board members and accepted the written letter of Highway Superintendent Thomas Kilfeather that he read aloud to the board. Motion to accept all resignations was made with regret by Councilman Wayne Outwater and seconded by Councilman Patrick Holl. All in favor. Motion carried.

Clerk Report

- Dog Licenses are up to date.
- Property taxes collected to date are \$439,784.16.
- March taxes were closed out and paid to Chenango County.
- COVID Funds – State and Local Fiscal Recovery Funds (SLFRF) – all reports filed for the drop installation of fiber with Point Broadband on Paradise Hill Road and County Road 12. Next portion will be for making the Town Hall into an Emergency Shelter

Solvent Saver - None

Cemetery - None

RLF Report

1 Current
1 in arrears

Old Business

- COVID Funds (SLFRF): The Town Board examined quotes from 5 different companies on the heating and A/C units to make the Town Hall into an emergency shelter. J. Map Services had the best quote for the heating and A/C units that would best suit the needs of the town hall. J. Map Services quote includes \$1,800.00 to pour a new concrete pad for A/C unit. Councilman Barry Monro proposed we do the concrete pad ourselves to cut costs. The proposal for a new Bryant propane furnace, a new Bryant 13 SEER air conditioning system and a Generac 22kWh standby generator installed would be \$20,308.00. Motion made to accept the proposal from J Map Services without the \$1,800.00 for the concrete pad and we will use \$19,608.30 of the COVID funds and \$699.70 from the General contingency account, by Councilman Wayne Outwater, seconded by Councilman Barry Monro. All in favor. Motion carried.
- Regarding the unemployment dispute we have not heard anything further.
- Employee Policy- the board reviewed the suggested changes and updates. Motion was made to accept updated employee policy by Councilman Barry Monro, seconded by Councilman Patrick Holl. All in favor. Motion carried.

New Business

- July 26, 2023 5:30 pm – 6:30 pm: Rabies Clinic at the Town Garage. This was posted on the Town website and Facebook; an ad will go in the Hi, Neighbor newspaper the month of clinic.
- Chenango County mowing contract was put on hold due to resignation of highway employees.

- NYSLRS ROA for Supervisor Monro and Highway Superintendent Kilfeather for standard workday for 3-month period was presented to Town board. Motion made to accept and submit to NYSLR by Councilman Barry Monro and seconded by Councilman Wayne Outwater. All in favor. Motion carried.
- Salt storage – quotes from 3 different companies, Motion made to put in 2024 budget by Councilman Wayne Outwater and seconded by Councilman Barry Monro. All in favor. Motion carried.

Motion made to go into Executive Session by Councilman Frank Baritell seconded by Councilman Wayne Outwater. All in favor motion carried.

Motion made to come out of executive session by Councilman Wayne Outwater seconded by Councilman Patrick Holl. All in favor. Motion carried.

- Republican Caucus will be held June 13th at 7pm in the Lincklaen Town Hall. The following positions are up for election with the following people interested in each position.

Supervisor	Sharon Monro
Town Clerk	Diana Kilfeather
Town Justice	Amanda Frink, Christofer Davis, Don Freyburger, Joy Bennett
Town Council	Patrick Holl, Wayne Outwater
Superintendent of Highway	None

- May 9th at 7:00 pm - Question and Answer session for all candidates interested in the Justice position will be held at the Lincklaen Town Hall. This meeting is open to the public. The Town clerk will inform the candidates via email of the date and that they are expected to attend.
- The Honorable Robert Brenzel would like the Justice sign hung up outside of the Lincklaen Town Hall.
- Councilman Wayne Outwater asked the board if anyone knew anything about an Egg Factory in town. None of the board members have heard anything about one.
- Town Clerk Diana Kilfeather made an emotional statement about what happened at last month’s meeting, she talked about how we should all be working as a team together for the Town of Lincklaen. She hopes that going forward we all do better, handle things differently and treat each other with respect.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approved was made by Patrick Holl, seconded by Barry Monro to pay: General #31 - #39 in the amount of \$2,830.90 and Highway #38 - #47 in the amount of \$13,262.63. All in favor. Motion carried.

Meeting adjourned at 9:10 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting
Tuesday May 16, 2023
Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather

Others Present

Roy Marshall

Absent

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

Letters Received:

2. NY Dept Labor- Previous employee was denied unemployment.
3. 4H Chenango County - looking for sponsors for their youth development program to support 4H at the County Fair. Motion made by Councilman Harold Baritell to donate \$100.00 to Chenango County 4H, seconded by Councilman Wayne Outwater. All in favor. Motion carried.
4. Association of Towns, for the State of New York sent us our membership certificate.

Appointments – None

Minutes from April 18, 2023, meeting

- The motion was made by Councilman Wayne Outwater, seconded by Councilman Patrick Holl to approve the 4/18/2023 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Patrick Holl to approve the April 2023 Financials. All in favor. Motion carried. (There was a typo in the budget report that was corrected on Wednesday.)

Highway Superintendent Report By Barry Monro

- Dave McCall has done the sweeping of our roads and is hauling sand this week,
- Suit-Kote submitted prices for Millers Corners Road and Hyer Road and he is waiting on quotes from 2 other contractors.
- Springer Road and Hyer Road culverts were cleaned out Friday, but the beavers had it blocked within a day. We will need to get a DOT permit to take care of beavers.
- Highway crew will be working on culvert pipe that is near Factory Gulf and Lincklaen Center near the home on the lower side.
- Truck #4 all repairs are done.
- Truck #3 has a leak in the overflow tank and a couple of other things that need to be repaired.
- Truck #6 has been repaired by Barry Monro and will be brought back to Highway garage Wednesday.
- Motion made by Councilman Wayne Outwater to move the old sander into surplus, seconded by Councilman Harold Baritell. All in favor. Motion carried.
- The tree was removed from Lincklaen Center Road.

- Mowing County roads will be decided at the June board meeting.
- Ditching and trimming need to be done.

Clerk Report

- Dog Licenses – we have an outstanding license from 2022 that will be sent to Country Acres.
- Property taxes collected to date are \$444,863.80.
- April taxes were closed out and paid to Chenango County.
- March 7, 2023, clerks account was charged for deposit slips total of \$16.50.
- April 10, 2023, Tax account was charged for deposit slips total of \$79.38.
- Concerned resident brought in street sign that was on the ground from Husted and Millers Corners Rd, concerns for the culvert on Springer Road and a tree on Springer Road that the beavers are about to knock down into the road.
- Canario building permit was approved by the planning board and presented to the town board today, Thursday May 18 for approval. Motion was made by Councilman Frank Baritell to accept the Planning Board submittal of building permit application by Carlos J. Canario, at 448 Factory Gulf Road to build a garage, seconded by Councilman Wayne Outwater. All in favor. Motion carried.

Solvent Saver - None

Cemetery - Mowing has begun. We have a large tree down in the Lincklaen Center cemetery and a small tree down in the Rhode Island cemetery. Councilman Wayne Outwater will see if he can take care of the small tree in Rhode Island.

RLF Report

1 Current
1 in arrears

Old Business

- COVID Funds (SLFRF): No update, June is probably when they will be doing the work.
- Regarding the unemployment dispute it has been put on hold for now because the employee was not prepared.

New Business

- New Flags need to be put up, it will be taken care of by town board members.
- Republican Caucus will be held June 13th at 7pm in the Lincklaen Town Hall. The following positions are up for election with the following people interested in each position.

Supervisor	Sharon Monro
Town Clerk	Diana Kilfeather
Town Justice	Amanda Frink, Christofer Davis, Don Freyburger, Joy Bennett
Town Council	Patrick Holl, Wayne Outwater
Superintendent of Highway	None

- Diana Kilfeather will try to get an early start on a kids’ trip to see what the interest is. We will also reach out to see if surrounding towns run the same trip and we can join with them.

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 Wayne Outwater to pay: General #-40 - #48 in the amount of \$2,810.88 and Highway #48 - #56 in the amount of \$13,614.21. All in favor. Motion carried.

Motion made to go into Executive Session by Councilman Frank Baritell seconded by Councilman Patrick Holl. All in favor motion carried.

Motion made to come out of executive session by Councilman Patrick Holl seconded by Councilman Harold Baritell. All in favor. Motion carried.

Motion made by Councilman Wayne Outwater to appoint the position of Highway Superintendent for 2023 to Roy Marshall, seconded by Councilman Harold Baritell. All in favor. Motion carried.

Meeting adjourned at 9:00 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday June 20, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather

Others Present

Jim Merchant

Absent

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Sharon Monro at 7:02 pm.

Guest: Jim Merchant Was asked by the board to see if the ATV /UTV Club would be willing to pay for all or part of the signs we ordered for our roads with AVT-UTV road usage. He will present it at their next meeting and let us know. He also asked for a copy of our Resolution regarding ATV/ UTV usage on our roads and he was told that it is located on the Town of Lincklaen website.

Letters Received:

5. Chenango County Treasurer's Office - Re: General Fund Cash Flow at 5/31/23.
6. Cornell Cooperative Extension of Chenango County – Letter thanking us for our \$100.00 donation to go towards the 4H County Fair.
7. Diana Kilfeather – Letter asking for update on Millers Corners Road and what work will be done this year.

Appointments – None

Minutes from May 16, 2023, meeting

- The motion was made by Councilman Wayne Outwater, seconded by Councilman Barry Monro to approve the 5/16/23 meeting minutes with one change (in Highway report regarding permit to remove beavers. It said DOT permit but should have read DEC permit.) All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Patrick Holl to approve the May 2023 Financials. All in favor. Motion carried. Councilman Wayne Outwater had question regarding the equipment budget and what we were using it for this year. Highway Superintendent Roy Marshall said that a skid steer and a new pickup truck to fit all the crew in, would be things we need next.

Highway Superintendent Report Roy Marshall

- Regarding Diana Kilfeather letter – we are currently adding limestone crusher run to Millers Corners Road, we will get ditches cleaned and cut back brush and trees to get more sun on the road.
- Roy had discussion with Barry Monro regarding Lincklaen town roads - His thoughts that it is hard enough to maintain the paved roads we have. That we should keep the dirt roads, dirt.
- Chips money only allows us to re oil and stone every 10 years.
- 170 Tons of crusher run has been ordered.
- Grader has been serviced.

- Truck #6 replace transmission cover, rearend cover
- Helped Pharsalia pave.
- Truck 4 tires rotated and fixed.
- Breaking down all the tires on Truck 4, clean them up and rotate.
- The mower is on the Tractor.
- Started grading on Millers Corners Road.
- One employee has quit, since he took over, so they are looking for another employee.
- Discussion about raising the pay rate so that we can keep employees. Discussion about not offering health insurance and taking that money and putting it into the budget to increase the pay. The current employees do not take our health insurance. Roy Marshall is doing comparisons with local towns to see what everyone is paying and whether they offer health insurance or not. Councilman Wayne Outwater asked the Financial Office Sharon Monro to work up the budget for next month's meeting before deciding on raising pay and/or to offer health insurance or not. All workers need to know how to drive all equipment, before reaching top pay.
- Councilman Wayne Outwater suggested we set pay rates for part time workers and laborers also.
- Councilman Wayne Outwater made a motion to sign Mowing Contract with the County once we hire another worker, seconded by Councilman Harold Baritell. All in favor. Motion carried.

Clerk Report

- Finished binders for the break room for Highway Department, with all Highway policies, rules and help information for alcohol and drug abuse. This way the employees have a reference readily available to them should they have any questions.
- I contacted Travis Hull to cancel the AT&T phone account we had for the Highway department, since it was set up under his name and social security number, AT&T would not let me cancel it. I sent over copies of the bill, account number, phone number and all the information he needed to cancel. Highway department phone is now with Red Pocket.
- Property taxes collected to date are \$474,772.36.
- May taxes were closed out and paid to Chenango County. All tax files were turned back into Chenango County.
- I may have to resign my position with the town due to family obligations going forward. I should know more in a couple of weeks.

Solvent Saver - None

Cemetery - We have a large tree down in the Lincklaen Center cemetery and a small tree down in the Rhode Island cemetery. Councilman Wayne Outwater will see if he can take care of the small tree in Rhode Island. A loader will be needed to remove the larger tree. We have received the bill from Shane Foster for mowing the cemeteries to date.

RLF Report

1 Current
1 in arrears

Old Business

- COVID Funds (SLFRF): Barry Monro will prepare a pad for the generator at the Town Hall.
- No news regarding unemployment dispute.

New Business

- Diana Kilfeather will reach out to see if surrounding towns run the same trip and if we can join them.

- Point broadband will be coming to change our 5 landlines over from Frontier, this should be a \$200 savings Office calls for the Town Supervisor and the Highway Superintendent will now be forwarded to their cell phones so no calls will be missed.
- Postponing the townwide yard sale until next year but we will still be holding the White goods & Tire Day, Saturday August 27th.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approve was made by Councilman Patrick Holl, seconded by Councilman Barry Monro to pay: General #-49 - #62 in the amount of \$5,449.60 and Highway #49 - #74 in the amount of \$14,433.80. All in favor. Motion carried.

Meeting adjourned at 8:27 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting
Tuesday July 18, 2023
Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater Town
Clerk Diana Kilfeather

Others Present

Loretta and Roland Hyer
Mike Roth and Wife

Absent

Highway Superintendent Roy
Marshall

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

Letters Received:

1. Chenango County Treasurer’s Office - Re: General Fund Cash Flow at 6/30/23.
2. New local law authorizing 12- and 13-year-old licensed hunters to hunt deer with a firearm or crossbow during hunting season with the supervision of a licensed adult hunter.
3. Mike Roth –Emailed a letter regarding conditions of Hyer Road and asking for it to be addressed. Supervisor Monro emailed him back that it was on the highway department schedule.

Guests: **Loretta Hyer** addressed the Lincklaen Town Board about the conditions of Hyer Road, with potholes that have caused damage to her car. She spoke about how the road has not been maintained properly. She is concerned about Hyer Road being fixed before the next school year, because it is dangerous for the buses that travel on that road. She discussed the town hiring a mechanic to help Superintendent Roy Marshall so that he doesn’t have to stop the work he is doing to fix the trucks. She also asked how many town council positions were up for this year’s election, which are two positions.

Mike Roth addressed the Town Board about the dangerous conditions of Hyer Road also, he presented a picture presentation of the 4 miles of Hyer Road and all the pothole damage on that road. He also wanted updates about when road work would start.

Supervisor Sharon Monro assured them that Hyer Road is on the schedule to have repairs started on Monday, July 24, 2023. They asked for patience because at this time of year our highway department is very busy, and they are also helping other towns with their roads so in turn they will help us with our roads.

The Town Board and Town Supervisor also informed the Hyers and the Roths about the proposition that will be on this year’s ballot to change the Highway Superintendent position from an elected position to an appointed position. How this will help is that then any complaints about the roads will have to be addressed by the Highway Superintendent in a timely manner and if things are not corrected, fixed, or addressed they can take action against them. As it is now and has been in the past, if the elected person does not do their job, there is nothing the Town Board can do. Only through an election can you change that person. We encourage Lincklaen Residents to come down to meetings, to ask questions, and be informed before this next election.

Appointments – None

Minutes from June, 20, 2023, meeting

- The motion was made by Councilman Barry Monro, seconded by Councilman Wayne Outwater to approve the 6/20/23 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Supervisor Sharon Monro informed The Town Board that a stop payment was put on a check that was listed under utilities for highway department in the budget and that is why you will see the decrease.
- Councilman Wayne Outwater questioned Bank balance report and the column Reserve should be listed as old money. Supervisor Sharon Monro will make that change.
- Motion was made by Councilman Harold Baritell, seconded by Councilman Patrick Holl to approve the June 2023 Financials. All in favor. Motion carried. Councilman Wayne Outwater had question regarding the Account DA9050.8 Unemployment Insurance and who is drawing off it. Supervisor Sharon Monro informed him that Tom Hastings and Justin Pittsley are currently collecting unemployment.

Highway Superintendent Report from Roy Marshall read by Supervisor Sharon Monro

- 2 New Hires, Brandon Meacham full-time & Chris Roodenburg will be doing mowing. Both are working out very well.
- Dave McCall quit today 7/18/23.
- We are currently working on Millers Corners Road. • Oil and Stone done on Bamberry Road
- Helped Town of Pitcher 2 days.
- Helped Town of Taylor 1 day.
- Helped Town of Otselic 1 day.
- Beaver dam still a problem on Hyer Road, Dave and I went up one day with the excavator and cleaned out the one on Hyer Road. I did shoot a beaver that day. Springer Road beavers seemed to have moved on.
- Replaced tire, rim and wheel seal on Truck #6.
- Changed blades on mower.
- Changed canister on truck #3 for tailgate latch.
- Rented a roller from Tracey Road Equipment, they were the only ones who had one available on such short notice.
- Mowing started on 7/10/23, hoping to be done by 8/11/23. We are mowing the County Roads.
- Looking for the Town Board input on what they feel we should be looking for as far as a pickup truck goes.
- At this time, I am having Brian from the Town of Pitcher come fill up our grader and roller because the portable tank we have is full of rust and I don't want to buy one until we have an idea what type of pickup we will get. (The model truck determines the style tank we purchase.)
- Looking for board approval to sell items listed on Auction International. If the board does not agree to sell at the price the items brought during the auction, we need to make a counteroffer.
- Looking for board approval to list the roller we have for auction. It is too small for what we need it for, and it also needs work done to it.

Councilman Barry Monro made motion to let everything go for what it brought at auction. Councilman Wayne Outwater seconded motion. All in favor. Motion carried.

Councilman Barry Monro made motion to move the roller to surplus. Councilman Wayne Outwater seconded. All in Favor. Motion Carried.

The Town Board reviewed quotes from Tracey Road for a new Roller. The machine we are renting we can purchase and the money we pay for the rental can come off the purchase price. The Highway Superintendent will need to speak with Tracey Road to find out more about purchasing it and purchasing in 2024.

The Town Board discussed purchasing a new Pickup Truck for the highway department. Having a truck that can fit the whole crew is important, 4 door, ½ Ton. We can get by with the current truck we have to plow for now.

Councilman Barry Monro made a motion to accept the Highway Superintendent Report. Seconded by Councilman Wayne Outwater. All in favor. Motion carried.

Clerk Report

- Kids trip will be cancelled this year. I have had no response from the surrounding towns. We did not have enough participation last year. I will also be in Florida to take care of my mom in August. We will try again next year.
- We cancelled the last phone line we had with Frontier. I will not pay this month's bill since we should have credit with them. I will wait for the August bill to see if we own anything and pay then. Frontier said that they will reimburse us if we have credit with them in August.
- Cemeteries – Discussed with the board how we would like to get an update on all the cemeteries. I emailed Melissa Losaw our Town Historian and asked her to gather all information she had on the cemeteries so that we can discuss at the August 15th meeting with her. I am still waiting for her response.
- Received another bill from AT&T so I am not sure if Travis Hull cancelled the account with them yet. I will send him the bill registered mail.
- Dog licenses are up to date.

Solvent Saver – None

Cemetery - Trees still need to be removed from Lincklaen Center cemetery and Rhode Island cemetery.

RLF Report

1 Current
1 in arrears

Old Business

- COVID Funds (SLFRF): Barry Monro has completed the concrete pad for the generator at the Town Hall. Wayne Outwater will call the generator company to let them know it can be installed.
- All phone lines switched to Point Broadband.

New Business

- John Menotti building permit was approved by the planning board and presented to the town board today, Tuesday, July 18, 2023 for approval. Motion was made by Councilman Wayne Outwater to accept the Planning Board submittal of building permit application by John Menotti on the corner of Murray Road and Neal Road to build a 12 x 24 cabin and a 8 x 12 storage shed, seconded by Councilman Patrick Holl. All in favor. Motion carried.
- Supervisor Monro got new maps from Chenango County for the Town of Lincklaen. One will be put up in the Town Hall and one will go up in the Town Clerk's office.
- Planning board training is being offered through Chenango County. We encourage our planning board to participate. Tuesday, August 29th they will be discussing Solar Energy.

At 8:11 pm a Motion made by Councilman Harold Baritell to go into Executive session. Seconded by Councilman Pat Holl. All in Favor. Motion carried.

At 8:36 pm Councilman Patrick Holl made a motion to come out of Executive Session. Seconded by Councilman Wayne Outwater. All in Favor. Motion carried.

Motion was made by Councilman Wayne Outwater to approve new wages for the Lincklaen Highway Department. Seconded by Councilman Barry Monro. All in favor Motion carried.

Lincklaen Highway Department New Wages per hour:

Part Time \$18.00

CDL Part Time \$19.00 Full

Time CDL \$22.00

A \$.50 raise every 6 months at the discretion of the Highway Superintendent and the Lincklaen Town Board. Wage Cap at \$25.00 for Full time.

No Health Insurance will be offered.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approve was made by Councilman Patrick Holl, seconded by Councilman Barry Monro to pay: General #-63 - #71 in the amount of \$3,606.65 and Highway #75 - #95 in the amount of \$76,581.73. All in favor. Motion carried.
- Motion made by Councilman Harold Baritell to adjourn meeting. Seconded by Councilman Wayne Outwater. All in favor. Motion carried.

Meeting adjourned at 9:08 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday August 15, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather
Highway Superintendent Roy Marshall

Others Present

David Craine
Robert Mowers

Absent

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

Letters Received:

8. NYSLRS – Estimated amount due to be paid in January, \$14,188
9. Association of Towns notifying the town of the \$500 membership dues to be paid for 2024.
10. Chenango County Personnel Department – announcing that they are changing the due date for the pink employee sheets from January to March.
11. NY State Department of Taxation and Finance – Equalization rate is 40.57 for the town.
12. Chenango County Health Department announcing the completion of their new building at the County Fair grounds. It will give the department a formal presence at the fair and serve as a location for other events and activities, such as drive-through shot clinics, rabies clinics, and community educational events.
13. Chenango County Vision 2050 Plan – encouraging residents to go online to take the survey of what their vision for Chenango County will be. The town clerk has posted this to the town FB page and website.
14. Chenango County office of Emergency services requesting the support of the town for a permanent CON.
15. Email from Ryan Hauck to inform the town that the “seasonal road” sign is down on the corner of Springer Road. Highway Superintendent Marshall also received the email and says he will take care of it.

Appointments – None

Minutes from July 18, 2023, meeting

- The motion was made by Councilman Barry Monro, seconded by Councilman Wayne Outwater to approve the 7/18/23 meeting minutes with one correction on page 4 “No health insurance and no HSA will be offered.”. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Patrick Holl, seconded by Councilman Harold Baritell to approve the July 2023 Financials. All in favor. Motion carried.

Highway Superintendent Report from Roy Marshall read by Supervisor Sharon Monro

- Mowing was completed on 8/1/2023. Chenango County mowed their own roads.
- Brandon needed to take a leave of absence due to problems with his transportation. He has only worked 4 weeks and wants to take his optional holiday pay. The employee policy says that those holidays must be preapproved by the highway superintendent. He never got preapproval.
- Beavers seemed to have moved on.
- Still waiting to hear back from CHIPS for roller approval.
- Report on Truck #6 & #4

- Excavator swing motion is leaking again. Working on getting it fixed.
- Quotes on trucks and the loader. Will need to get more than one bid - to be decided next month with more bids.
- Hyer Rd is a work in progress.
- Waiting for Suit Kote to come finish Millers and Hyer.
- Councilman Monro asked about the potholes on Crossroads. Highway Superintendent said he will take care of them.
- Questions and discussion on CDL training through BOCES. It is a 30-hour course. Part is done online on your own time and 14 hours of the course is driving with a certified driver from BOCES. County is using BOCES. The town signed a letter of agreement with Robert (Bobby) Mowers agreeing to pay for his training in exchange that he remains employed by the town for 2 years after he receives his CDL license.

Clerk Report

- Motion was made by councilman Wayne Outwater, seconded by councilman Patrick Holl to accept the Clerk's 6-month report. All in favor. Motion carried.
- Resident, Gary Marsh, came to the office August 1st concerned about the amount of money spent fixing Millers Corners Road. He said that once the plowing starts, all those loose stones will end up in the ditch and will be a waste. Highway Superintendent Marshall said that the road was not complete yet.
- Country Acres picked up a stray on 7/1/2023.
- Two letters sent regarding delinquent dog licenses. They have until 8/31/23 to pay or present vaccinations.
- Late dog notices have been sent to 3 people.
- New I-9 forms.

Solvent Saver – None

Cemetery - Ongoing

RLF Report

1 Current

1 in arrears – will be sending a reminder letter that the full loan payment is due by the end of 2023. If it is not paid in full, interest will accrue on the outstanding balance.

Old Business

- COVID Funds (SLFRF): Waiting for them to come put in the generator.

New Business

- NBT Insurance, David Craine handed the board the new appraisals for the town building and properties. He also reviewed the town insurance policy with the town board. Due to the rising costs of building materials, there was an increase of 9% in the insurance policy. The town board reviewed the policy, asked questions with the aim of reducing the cost where they could. Mr. Craine will email new quotes to the town board for approval.
- The employee policy was reviewed and updated. Some of the main updates are as follows: Health Insurance will no longer be offered by the town; the town now offers a higher wage. Proof of personal health insurance must be shown to the clerk upon hiring. No floating holidays until an employee has worked 6 months. An employee must read the employee policy at the highway garage before the hiring process is completed. All paperwork must be completed and turned in before employment can begin. Only safety clothing can be reimbursed. Information on seasonal/part time employees and NYSLRS. There were other changes made to clarify certain points. Motion made by Councilman Wayne Outwater, seconded by Councilman Harold Baritell to approve the employee policy with the updates. All in favor. Motion carried.
- Supervisor Monro has received the County Snow & Ice Contract. It is \$22.50 per lane mile. If the town decided to plow for the county, the contract must be signed and returned by November 1, 2023.
- White Goods & Tire Day has been advertised for August 26, 9am – 2pm

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approve was made by Councilman Barry Monro, seconded by Councilman Patrick Holl to pay: General #72 - #81 in the amount of \$1,308.20 and Highway #96 - #115 in the amount of \$39,423.38. All in favor. Motion carried.

Meeting adjourned at 9:50 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, September 19, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather
Highway Superintendent Roy Marshall

Others Present

Absent

The regular monthly meeting of the Lincklaen Town Board was called to order by Supervisor Sharon Monro at 7:02 pm.

Letters Received:

- Letter received from Danuta Rybak complaining about the condition of their road. They said the post office will not deliver their mail. Supervisor Monro contacted the Post office and they told her, there was only one time when the full route around the block was not plowed that a package wasn't delivered. There mail is being delivered on a normal basis.

Appointments – None

Minutes from August 15, 2023, meeting

- The motion was made by Councilman Barry Monro, seconded by Councilman Wayne Outwater to approve the 8/15/23 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Patrick Holl to approve the August 2023 Financials. All in favor. Motion carried.

Highway Superintendent Report from Roy Marshall read by Supervisor Sharon Monro

- Beavers are back on Hyer Road.
- Cleaned ditches on Hyer Road.
- Plan of fixing holes on Neal Road coming week.
- Worked on Johnson and Wothe Freeman to fix holes with crusher run.
- Changed the pipe on Springer Road.
- Changed filters on the loader, rpm's are where they need to be. 70% bio fuel can be the issue with the loader.
- Fixed hoses on the grader.
- Trucks 4 & 6 fixed lights that were out, waiting on wiring harness for truck 3, passenger side head light and two marker lights.
- All three trucks need to be inspected.
- Received a complaint call for Springer Road, Lorette Hyer left message to fix Hyer road, Bill Wentworth called about the potholes on Neal Road that need to be fixed, only got part of that road done, need to go back and finish Neal Road. Amber on Wothe Freeman called about potholes, which they fixed today, and she called back to thank them for fixing it.
- Motion made by Councilman Pat Holl and Seconded by Councilman Barry Monro to purchase lift cylinder from Steel Sales for approximately \$4800.00 to fix Truck #6. All in favor. Motion carried.
- Discussion on Equipment to purchase next year. Skid Steer and Roller will go under the CHIPS next year 2024, Loader will come out of equipment budget for 2024, signing for purchase orders to lock in prices. Motion was

made by Councilman Pat Holl and Seconded by Councilman Barry Monro to sign purchase orders to lock in prices that we will purchase in 2024. All in favor. Motion carried.

- Motion was made by Councilman Harold Baritell and Seconded by Councilman Wayne Outwater to purchase 2023 Ford F-150 with this year's budget. Discussion: Councilman Wayne Outwater suggested buying a bedliner for the new truck to keep the bed protected from damage. Superintendent Roy Marshall got prices of approximately \$600.00 for a new bedliner for F-150. Councilman Outwater also suggested buying signs with "Town of Lincklaen" to put on the new vehicles. Roy will price out signage. All in favor, Motion carried.
- Still need one employee, ads have been placed in Cortland Standard, 4 Norwich newspapers and the Hi Neighbor. Discussion of placing ad on Indeed, which town clerk will do.
- Bob Mowers is meeting on Mondays for training for CDL.
- Town Clerk Diana Kilfeather also presented a picture of Cindy and Mike Roth filling in the potholes on Hyer Road since the Town has not gotten to it yet. This is not something our residents should have to do but they were taking their trailer off the property and wanted to make sure it didn't have to go through all these potholes.

Clerk Report

- Discussion and presented options on drop boxes that we could use for the taxes when the office is closed. We think it should be something that goes through the wall and directly into the Town Clerks office. The Town Clerk is the only one who will have access to it. We need to get prices on installing it and will discuss on the next meeting.
- Tom Kilfeather credit card closed out and check received for credit on file.
- Received final bill from Frontier with zero balance
- Point Broadband credit was used up for the Highway Internet bill and we will be getting our first bill this month on the Town Clerk's credit card.
- We have 2 outstanding dog licenses that have been sent to Country Acres, they sent out notices and gave them till 8/31/23. She will send out final notices.
- I left message on home phone and emailed Melissa Losaw regarding setting up a meeting with Supervisor Sharon Monro and myself to go over all the files she has for the Town cemeteries. Asked her to get back to us with a couple of dates on a Tuesday morning to meet.

Solvent Saver – None

Cemetery – Shane Foster came into Clerks office and wanted to let us know that he can only mow Woodlawn and Rhode Island Cemeteries going forward. He will not leave us without coverage until we get coverage but said he does not have enough help to get them all done. We will look for another person to help us out. I will post on Facebook.

RLF Report

1 Current

1 in arrears – will be sending a reminder letter that the full loan payment is due by the end of 2023. If it is not paid in full, interest will accrue on the outstanding balance.

Old Business

- COVID Funds (SLFRF): Waiting for them to come put in the generator & furnace, Councilman Wayne Outwater will touch base with them and let them know it needs to be done before the year is out.
- Equalization rate is 40.7 and was 45.8 in 2022, Supervisor Monro spoke with Assessor and home market values go up and that is what affects that. The only way to adjust it is to have reassessments done, which taxes will go up.

New Business

- County Snow and Ice Contract has come in. We will wait another month to decide, we need full staff in the highway department in order to take on contract.
- Contract from Cuyler Fire District is up in 2023, new 5-year contract from 2024-2028. Motion made by Councilman Wayne Outwater to accept 5-year contract, at \$12000.00 per year, seconded by Councilman Harold Baritell. All in favor. Motion carried.
- 2024 Budget viewing and discussion.
- Letter to Residents regarding Highway Superintendent Position for 2024. Motion made by Councilman Wayne Outwater to approve letter to go out to residents before the election, seconded by Councilman Pat Holl. All in favor, Motion carried.
- BOCES bill for CDL Training for Robert Mower will go under contingency code.
- Subdivision for Patrick Holl was approved and submitted by the Town Planning Board for Town Board approval. Motion made to approve subdivision by Councilman Barry Monro and Seconded by Councilman Wayne Outwater. Three votes yes, 1 vote abstain. Motion Carried.
- Building Permit and generator for Edmund Ludwig was approved and submitted by the Town Planning Board for Town Board approval. Motion made to approve generator by Councilman Pat Holl and Seconded by Councilman Wayne Outwater. 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 Councilman Barry Monro, seconded by Councilman Patrick Holl to pay: General #82 - #95 in the amount of \$55,396.08 and Highway #116 - #132 in the amount of \$61,722.16. All in favor. Motion carried.

Meeting adjourned at 9:00 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting
Tuesday, October 17, 2023
Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather

Others Present

Absent

Highway Superintendent Roy
Marshall

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

Letters Received: None

Appointments – None

Minutes from September 19, 2023, meeting

- The motion was made by Councilman, Wayne Outwater seconded by Councilman Patrick Holl to approve the 9/19/23 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Barry Monro to approve the September 2023 Financials. All in favor. Motion carried.

Highway Superintendent Report Written from Roy Marshall

- Cleaned ditches on Hyer Road.
- Graded potholes on Hyer and Neil Road.
- Beaver Dams are active again on Springer and Hyer working on them again.
- Fixed road sign on Springer Road.
- Fixed the Grader.
- Fixed lights on Truck #3.
- Got all trucks inspected.
- Replaced box cylinder on Truck #6.
- Roller was vandalized. Filed a report with the Sheriff and submitted with NBT Insurance.
- Hauled sand to yard.
- Helped Pitcher clean ditches and replace compressor on their truck.
- We picked up our New Pickup Truck on September 22, 2023.

Clerk Report

- Dog licenses – two outstanding still.
- Supervisor Sharon Monro and I met with Melissa Losaw, Town Historian regarding paperwork she has as Historian. We are looking to get it all computerized so that we can find it filed by Family name. Melissa has 5 books that will need to be scanned in. The Clerk's office would like to purchase a scanner to help get this large job done. The cost should be no more than \$500.00. A motion was made by Councilman Wayne Outwater to purchase a new scanner, not to exceed \$500.00, motion seconded by Councilman Patrick Holl. All in favor. Motion Carried
- We also discussed the Lincklaen cemeteries and the records we have of them. I have started taking photographs of each headstone at Rhode Island Cemetery, and have found a lot of headstones knocked over, bushes and trees growing all over some headstones, that should be cut back. Melissa Losaw will start to photograph all headstones at Lincklaen Center Cemetery. This way we can update and match any existing records we have of the layouts of each cemetery. Melissa will let me know when she completes this.
- Drop Box for property taxes – I had Bob Mierke come into my office this morning to look at the job of installing a drop box through the wall of the Clerk's office. He said it should not be a problem, Price ranges from \$200 - \$500 for installation depending on how the box needs to be installed in the wall. The price of Drop Box is approximately \$360.00 with shipping. Motion was made by Councilman Patrick Holl to approve purchase and installation of drop box not to exceed \$900.00 for Town Clerk's Office, seconded by Councilman Harold Baritell. All in favor. Motion Carried.

Solvent Saver – None

Cemetery – Town Clerk is waiting for a quote from Ryan Petty on mowing cemeteries.

RLF Report

1 Current

1 in arrears – will be sending a reminder letter that the full loan payment is due by the end of 2023. If it is not paid in full, interest will accrue on the outstanding balance.

Old Business

- COVID Funds (SLFRF): the generator & furnace, should be done by the end of October, Councilman Wayne Outwater reported.

New Business

- County Snow and Ice Contract – The Highway Department will not be plowing county road this year as they are short one employee and the other employee is in experienced.
- Supervisor Sharon Monro moved our QuickBooks account to an online account due to system crashes happening with desk top version. Going to the online version gives us the opportunity to do direct deposit with payroll.

- Payroll is currently Friday to Thursday, and we want to change to a Monday to Sunday schedule before the winter schedule starts.
- Councilman Barry Monro discussed purchasing a new front door for the Town Hall. Price for door is \$2120.25, he is still gathering an installation price. Door will be purchased with this year's budget.

Public Budget Hearing - 8:00 pm

- Motion was made by Councilman Wayne Outwater, seconded by Patrick Holl to open the Public Hearing on the 2024 Budget. All in favor. Motion approved.
- Notice has been read to open the 2024 Budget Public Hearing, Supervisor Monro has opened the floor to public comment, Supervisor Monro gives a second opportunity for any public comment regarding the 2024 budget. No public comment has been made.
- Motion was made to close the 2024 Budget Public Hearing by Councilman Wayne Outwater, seconded by Barry Monro. All in favor. Motion carried.
- The total amount to be raised by taxes for 2024 budget is \$296,577.00. Budget will be available to the public on the Town's Website and in the Town Clerk's office.
- Motion was made by Councilman Harold Baritell, seconded by Councilman Wayne Outwater to adopt the 2024 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 Councilman Barry Monro, seconded by Councilman Patrick Holl to pay: General #96-#115 in the amount of \$8,141.53 and Highway #133- #146 in the amount of \$8,115.84. All in favor. Motion carried.

Meeting adjourned at 8:07 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting

Tuesday, November 21, 2023

Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather
Highway Superintendent Roy Marshall

Others Present

Absent

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

Letters Received:

- Jason Davenport – Solvent Savers – notification of deed restrictions and engineering controls.
- Verisk- Building code – we are in compliance.
- Chenango County Clerk’s Office -property check – free service allowing residents to receive notifications should someone file something under their name without their knowledge. Will be posted on FB page.
- Lead Poisoning Information – will be posted on FB page.
- Chenango County Historical Society Holiday Open House – Flyer will be posted on FB page.

Appointments – None

Minutes from October 17, 2023, meeting

- The motion was made by Councilman, Barry Monro seconded by Councilman Wayne Outwater to approve the 10/17/23 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Uncleared checks from past years were voided and the checking accounts were adjusted accordingly.
- Motion was made by Councilman Harold Baritell, seconded by Councilman Patrick Holl to approve the October 2023 Financials. All in favor. Motion carried.

Highway Superintendent Report

- Greased all trucks and equipment.
- Hauled 1200 tons of sand.
- Replaced gear box Truck #6
- put wings on all trucks
- Fixed center cover for sander change and returns
- Tightened up bed chains on all trucks.
- Replaced bolts and nuts that were rusted out
- Cleared Shoulders on Lincklaen Center and Factory Gulf Road
- Cleaned up shop.
- Moved things around in the cold storage to fit everything in.
- Removed concrete block out of creek on Upham Road.
- Received Skid steer 11/1/23.
- Cleaned out tires behind town hall
- Bob got his CDL licensed November 2,
- Hired Dave MacLaury October 23rd.
- The full crew is working well.

- Hoping to do county roads next year.
- Sanded Roads today 11/21/23.
- Highway is switching to 5 days per week, after Thanksgiving.

Barry Monro found 2 spinners that he repaired, one for truck #6 and one as spare. Saved \$2300 verses getting new ones for \$3000. New tires for trucks will be purchased this year.

Clerk Report

- Dog licenses – two outstanding were dismissed by Justice.
- Discussed Petty Property Services – pricing for cemetery mowing, getting prices for a cleanup and cut back of overgrowth.
- Drop Box – In process of getting ordered.
- Association of Towns Directory – confirmed information for Councilmen.
- Credit cards for Supervisor, Clerk and Highway will be put on autopay.

Solvent Saver – None

Cemetery – Mowing for next year, in clerk notes.

RLF Report

1 Current
1 in arrears

Old Business

- Generator and furnace installation is completed.
- Front door update- Councilman Barry Monro got a price for \$1600 to install new front door on town hall and to build out, sides to fit. Motion was made by Councilman Wayne Outwater to accept installation of the Town Hall door for \$1600.00. Seconded by Councilman Harold Baritell, All in favor. Motion carried.
- Direct deposit – going well.
- Online payments for taxes – there would be fees to accept online payments, so we will table that for now.
- Double pay for Sundays – is not state mandated in NY.

New Business

- Hot water heater was replaced in the town hall Cost is \$2000.00. Motion was made by Councilman Harold Baritell approving purchase of the hot water heater. Seconded by Councilman Patrick Holl. All in Favor, Motion carried. All in favor. Motion carried.
- Justice office needs to be painted. Supervisor Sharon Monro said that she is willing to paint the office. She will call the new justice and ask if he has a color preference.
- Supervisor's office and Roy Marshall's, Highway office phones are now being forwarded to their cell phones.
- Credit cards for the Supervisor, Clerk and Highway Department will now be paid online going forward.
- Supervisor Monro discussed paying utilities, electric and propane online going forward, board is fine with this.
- Town Clerk Kilfeather is requesting petty cash for the clerk's office to make change for taxes and for clerk fees. Councilman Wayne Outwater made a motion to approve petty cash for \$50.00 for the clerk's office. Seconded by Councilman Harold Baritell. All in Favor. Motion carried. The Clerk will need to report any petty cash used.
- Supervisor Monro discussed Supervisors meeting and the Fire Inspector warned about lithium-ion batteries, how they can be a fire hazard and we need to make sure we are storing them properly.
- Training for elected officials is being held in Rochester by the Association of Towns, January 10-12. Supervisor Monro would like to attend. The cost will be \$647.00. Motion was made by Councilman Harold Baritell to approve \$647.00 for Supervisor Monro to attend training. Seconded by Councilman Patrick Holl. All in favor. Motion carried.
- Town board read over rough draft of letter to residents that will go out with the taxes. Letter updating residents on highway department and introduction of newly elected Justice will be included too.

- Councilman Wayne Outwater received notification from Chenango County regarding qualifying for Medicare advantage plan for grocery allowance. He would like Supervisor Monro to take over to Health and Human Services to find out more about.
- Town Clerk Kilfeather has ordered informational brochures through NY state to give out to residents, will post on Facebook when I receive them.

Motion was made by Councilman Wayne Outwater to go into Executive Session, Seconded by Councilman Patrick Holl. All in favor. Motion carried.

Motion was made by Councilman Patrick Holl to come out of Executive Session. Seconded by Councilman Barry Monro. 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 Councilman Barry Monro, seconded by Councilman Patrick Holl to pay: General #116-128 in the amount of \$10,652.91 and Highway #147- #163 in the amount of \$18,415.57. All in favor. Motion carried.

Meeting adjourned at 8:35 pm
Diana Kilfeather, Town Clerk

Town of Lincklaen Monthly Board Meeting
Tuesday, December 19, 2023
Town Hall – 7:00 PM

Members Present

Supervisor Sharon Monro
Councilman Harold Baritell
Councilman Patrick Holl
Councilman Barry Monro
Councilman Wayne Outwater
Town Clerk Diana Kilfeather

Others Present

Christofer Davis
James Pforter
Aaron Pforter

Absent

Highway Superintendent Roy
Marshall

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

Letters Received:

- YMCA Notice Winter Break Aquatics Courses in Norwich - will be posted on Facebook.
- RC Woodford, Clerk of the Board County Audit- Effective January 1, 2024, the IRS mileage rate will be 67 cents per mile.
-

Appointments – Motion was made by Councilman Harold Baritell to appoint the following people to the following positions for 2024. Tax Collector – Diana Kilfeather, Deputy Registrar – Lorelle Brennan, Deputy Highway Superintendent – Roy Marshall, Deputy Supervisor – Patrick Holl, seconded by Councilman Patrick Holl. All in favor. Motion Carried. They will wait until January to appoint a Councilman.

Motion made Councilman Barry Monro to reappoint Barbara Graves to the Board of Assessment Review, seconded by Councilman Patrick Holl. All in favor. Motion carried.

Minutes from November 21, 2023, meeting

- The motion was made by Councilman, Barry Monro seconded by Councilman Wayne Outwater to approve the 11/21/23 meeting minutes. All in favor. Motion carried.

Profit & Loss and Budget Reports

- Motion was made by Councilman Harold Baritell, seconded by Councilman Barry Monro to approve the November 2023 financials. All in Favor. Motion carried.
- Uncleared checks for General account from previous years were voided and the checking account was adjusted accordingly.
- Resolution #12/19-1 Authorizing the transfer of funds in General Fund.
- Motion made by Councilman Wayne Outwater, seconded by Councilman Harold Baritell. All in favor Motion carried.
- Resolution #12/19-2 Authorizing the transfer of funds in Highway Fund. Motion made by Councilman Harold Baritell and seconded by Councilman Patrick Holl. All in Favor. Motion carried.
-

Christofer Davis – Justice Update

- Newly elected Christofer Davis updated the board on Bench Training and concerns for the upcoming year.
- Budget line will need to be increased. We, if needed, may have to hire an interpreter if the court has someone who speaks a different language. The price could be \$175 for half a day and \$300 for a full day.
- Good News is that we have a Justice Court Fund that could help with any needs for the Town Hall since Court will be held in the building. With Town Board approval on the spending.

- The Justice office must have its own mailbox or drop box for timely documents being received. The Clerks Office just received one for the Clerk's office but will give it to the Justice office this week to be installed with the new door being installed at Town Hall this Thursday.
- P.O. Box is something else suggested if we need a secure location to receive mail.
- Hours for Justice will be the same as what is currently posted on the website.
- All Town Justices are now required to serve in arraignment court in Norwich.
- The Opening of The Books will happen once a year.
- The Justice is not allowed to give legal advice.

Highway Superintendent Report as read by Supervisor Sharon Monro

- Plowed and sanded 8x's.
- Washed trucks and loader 3x's.
- Garage floors washed.
- Repaired pickup truck sander's gearbox.
- Replaced cross chain and bearings on Truck #3
- Cleared downed trees on Wothe Freeman Road, Paradise Hill Road, and Stoney Brook Road.
- Replaced grease tensioner on Truck #3 for bed chain.
- Cleaned out clogged culvert pipes on Neil Road, Hyer Road, Johnson Road and Factory Gulf Road.
- The weekend of Dec 4, the fuel shed was broken into, and chains & binders were taken from our trailer.
- Moved the camera and got them working near the fuel shed.
- The Insurance company paid Tracey Road Equipment directly for the damage on the Roller when it was vandalized.

Clerk Report

- Dog licenses – up to date.
- Drop Box – Finally got the drop box in today for the clerk's office but will give that to the Justice and order a new one.
- Letter to residents almost finished just need to add Barry Monro's letter, then will be printed, and stuffed into Property tax bill envelopes.
- Property Tax bills were picked up Monday and will go out in mail on Thursday, December 21, 2023.
- Oath of Office have been received from Diana Kilfeather, James Pforter, Patrick Holl, still need Sharon Monro's and Barry Monro.
- James Fuller – donations have come in for the maintenance of the cemetery. I have let the family know who has donated.
- Informational brochures from NY State have come in and all Board members were given a set to look over. These will be available to residents at my office. These include Energy Affordability Program, Consumer Assistance Programs, Energy Supply Outlook, Household electricity use and energy saving tips, Your rights ad protections as electric or natural gas customer, & Utility service interruptions.

Solvent Saver – None

Cemetery – None

RLF Report

1 Current

1 in arrears, Certified letter sent, have not gotten a response yet.

Old Business

- The new front door at the Town Hall will be installed on Thursday December 21. They were asked to provide 6 keys to the door.
- Supervisor Monro was not able to get to the Health & Human Services yet regarding the grocery cart.
- Cuyler ATV/UTV policy... Waiting for a response to see what their policy is since we have connecting roads.

New Business

- Update to the Duties of the Lincklaen Deputy Superintendent of Highways Policy. Motion made by Councilman Wayne Outwater seconded by Councilman Patrick Holl to adopt the **Duties of the Lincklaen Deputy Superintendent of Highways**. All in favor. Motion carried.
- Supervisor Monro checked with County and the Deputy Superintendent of Highways can be paid a salary.
- A direct deposit is usually made on the 1st of the Month for monthly paid employees, because of the program and the year end it wants to pay everyone Dec 31, 2023 because the 1st is a holiday, and this is messing up the books. We need to change the program to pay as of the 2nd of each month going forward to prevent this from happening. Motion was made by Councilman Barry Monro and seconded by Councilman Patrick Holl to pay monthly employees on the 2nd of the month going forward. All in favor. Motion carried.
- Councilman Harold Baritell feels we need a rule of conduct for board meetings regarding guests at meetings, how long they can speak and such. The Town Law manual specifies things like this, and he would like to see this posted. Supervisor Monro will write something up for next month's meeting.

Motion to Pay Bills

- The monthly bills were audited by the members of the Town Board. Motion to approve was made by Councilman Barry Monro, seconded by Councilman Patrick Holl to pay: General #129 - 142 in the amount of \$7803.93 and Highway #164 - 178 in the amount of \$21,977.72. All in favor. Motion carried.

Meeting adjourned at 8:10 pm
Diana Kilfeather, Town Clerk