

**Town of Lincklaen Monthly Board Meeting**

**Tuesday, January 16, 2024**

**Town Hall – 7:00 PM**

**Members Present**

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

**Others Present**

Wayne Outwater  
Christofer Davis  
James Pforter  
Andrew Holl  
Travis Hull

**Absent**

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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 16, 2024**

Unless otherwise stated, each position for one year ending 12/31/2024.

Depositories - Supervisor -	NBT
Justice -	NBT
Town Tax Collector & Registrar -	NBT
Official Newspaper -	Hi Neighbor
Town Tax Collector/Registrar -	Diana Kilfeather (12/31/2027)
Deputy Registrar -	Lorelle Brennan
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 (12/31/2025)
Historian -	Vacant
Constable -	Vacant
Deputy Supervisor -	Patrick Holl
Board of Review -	Norman Monro (9/30/2026)
	Mike Gast (12/31/2025)
	Barbara Graves (12/31/2027)
Planning Board -	Janice Custer (Chair) (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 -	Roy Marshall (12/31/2027)
Cemetery Caretaker -	Vacant

- 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 1<sup>st</sup> and 3<sup>rd</sup> Tuesday at 5:00 pm at the Town Hall
- Mileage reimbursement for 2024 is \$0.67 per mile.

Motion was made by Councilman Frank Baritell to approve the Organizational Meeting, seconded by Councilman Patrick Holl. All In Favor. Motion Carried.

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

**Minutes from December 19, 2023, meeting**

- The motion was made by Councilman Harold Baritell seconded by Councilman Patrick Holl to approve the 12/19/23 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 December 2023 financials. All in Favor. Motion carried.
- The motion was made by Councilman Baritell, seconded by Councilman Holl to move the 2023 surplus from General Fund of \$16,667.14 into General Reserve and \$24,297.35 into General CD; from Highway Fund \$30,000 into General Reserve, \$34,266.55 into Highway Reserve and \$18,146.04 into Highway CD. For the 2024 budget to move \$80,000 from General Reserve into General Checking and \$73,200 from Highway Reserve into Highway Checking. To close 2 savings accounts. All in favor. Motion carried.
- Motion made by Councilman Harold Baritell to move Deputy Highway Salary of \$57,408.00 from A1990.4 to A5010.11.

**Letters:**

- Facebook message from Wayne Outwater- After the first result of elections, Thanking everyone and wishing James Pforter well.
- Resignation letter received from Barry Monro effective 12/31/23 resigning as Town Councilman. Motion made by Councilman Patrick Holl, seconded by Councilman Harold Baritell to accept the resignation of Barry Monro. All in favor, Motion carried.
- From the Chenango County Treasures Office – General Fund Cash Flow report and Delinquent Tax Collection data.

**Visitors:**

**Wayne Outwater** thanked the Board for being able to discuss the election results, He is no longer interested in holding any position with the Town of Lincklaen and suggested that the Board appoint James Pforter as Councilman to the Board. He thanked the board and wished them the best of luck in the future.

**James Pforter** – Would like to see young people involved with the town board. He also does not want to disappoint those that elected him. He is leaving it up to the board.

**Andy Holl** – Mr. Holl would like to be considered for the Councilman position.

**Travis Hull** – Mr. Hull questioned highway hours posted on the website. The highway department winter hours are from 6 am - 2 pm Monday through Friday for the winter. As stated on our website the amount and severity of snowfall will dictate any variance in our schedule.

Mr. Hull also addressed the board about concerns he had about the Town’s code of ethics. Supervisor Monro told Mr. Hull to follow his concerns through the proper channels.

### **Christofer Davis – Justice Update**

- He spoke with the Justice Court Fund, and we still have an opportunity to apply for the grants that are available this year, We just need to submit proposals from licensed contractors with the application.
- Grants are based on volume that goes through the court, but we have not put in for anything in the past that he knows of, so we should get approved.
- Suggested getting the water problem fixed, refinishing the floors, and refurbishing the upstairs room. We can submit this year and if not approved then we can apply again next year.

### **Deputy Highway Superintendent**

- Sanded roads since last board meeting 9x's.
- Washed trucks and loader 1x's.
- Sprayed fluid film on frames of Trucks #4 and #6.
- Adjusted breaks on Truck #6
- Replaced vibrators on the pickup sander and on Truck #4.
- Cut brush back with tractor on Factory Gulf, Johnson, Woth Freeman, Springer and parts of Millers Corners roads.
- The fuel shed was broken into on 1/2/24 for the second time.
- Town mailbox was hit between 1/11-1/12/24, replaced it with a new mailbox.
- Employee backed into the barn and damaged the beam, needs to be repaired.
- Superintendent Barry Monro requested we get quotes for the replacing bottom section of all the overhead doors since the seal on the bottoms of all are damaged.
- Dave MacClaury resigned 12/26/23.
- Collin Monro is filling in part time for the highway department. He is CDL certified.
- Complaint on Randall Hill to clear the road better, Roy addressed problem.

### **Clerk Report**

- Dog licenses – up to date.
- Property taxes collected to date our \$135,662.79.
- Emailed South Otselic and DeRuyter about possible doing kids trip together, neither run a kid trip but told me to contact the Village of DeRuyter to see if they do a trip to Enchanted Forest. She will contact them.
- Working on cleaning and mowing contracts
- Sent into Board of elections, any positions to be filled in the 2024 Election, which will only be the two Councilman positions we are appointing for this year.
- Read Letter from the Association of Town – regarding training for all town personnel, and that we should be budgeting for that each year.
- HR Refuse is merging with Syracuse Haulers and will be replacing our dumpster in the near future.

### **Solvent Saver** – None

### **Cemetery** – None

### **RLF Report**

1 Current

1 Letter received, partial payment made and balance to be paid off by end of February 2024.

### **Old Business**

- The new front door at the Town Hall is working well.
- Supervisor Training Report- Supervisor Monro gave a brief report on her training conference in Rochester. Supervisor Monro said the training was worthwhile and recommends that all newly elected officials go to the training conferences in the future. She was pleased to note that for the most part the town was doing everything correctly. She noted that there are a few areas that needed to be updated.

**New Business**

- South Otselic Fire Contract for 2024for \$20,693.00– Motion made by Councilman Harold Baritell to sign Contract, Seconded by Councilman Patrick Holl. All in favor. Motion carried.
- Board Meeting Policy – Rules of Decorum at regular meetings and public hearings. Policy read through by Supervisor Monro. Motion made by Councilman Harold Baritell to accept policy with amendments, seconded by Councilman Patrick Holl. All in Favor, Motion carried.
- Subdivision of Butch
- We need to update all Town information binders for all Councilmen, Supervisor and Clerk.

**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 Harold Baritell to pay: General #1 - 12 in the amount of \$33,832.91 and Highway #1 - 19 in the amount of \$241,160.32. All in favor. Motion carried.

**Upcoming:** Republican Caucus June 11, 2024, White goods & Tire Day August 24<sup>th</sup>

Motion made by Councilman Patrick Holl to go into Executive Session to discuss appointment of Councilmen and discuss Historian duties and responsibilities and position and to discuss Appointments. Seconded by Councilman Harold Baritell. All in favor. Motion carried.

Motion made by Councilman Patrick Holl to come out of Executive Session. Seconded by Councilman Harold Baritell. All in favor. Motion carried.

Motion made by Councilman Harold Baritell to Appoint James Pforter and Andrew Holl to the two councilman positions that are open, beginning 2/1/24 and whose terms end December 31, 2024. Seconded by Councilman Patrick Holl. All in Favor, Motion carried.

Motion made by Councilman Harold Baritell to appoint Councilman Patrick Holl as a second signer to the Town NBT Accounts. Seconded by Supervisor Sharon Monro, All in favor. Motion carried.

Meeting adjourned at 9:26pm  
Diana Kilfeather, Town Clerk