

PLYMOUTH TOWN BOARD MEETING AND ORGANIZATIONAL MEETING JANUARY 13, 2025 6:30PM

PRESENT: Deputy Supervisor Kathryn Clemens
Councilperson Ray Elsworth
Councilperson Rhonda Fairbanks
Councilperson Tim Manwarren
Councilperson Brett Wightman
Highway Superintendent Louis Redenback

ABSENT: Supervisor Patricia Murray

Deputy Supervisor Clemens led in the Pledge to the Flag.

Councilperson Manwarren made a motion to go into the Organizational Meeting. Councilperson Elsworth seconded the motion. The Board was polled and the motion was passed with four yeses and no nos.

Supervisor Murray was absent.

They opened the Organizational Meeting. Mrs. Clemens read a letter from Mr. Rifanburg outlining his qualifications and expressing the fact that he would like to continue as Town Assessor.

Then she read the following salaries for Town officials:

Town Supervisor	\$9,000.00
Deputy Town Supervisor	\$0.00
Tax Collector	\$7,150.00

Town Clerk	\$12,300.00
Registrar of Vital Statistics	\$300.00
Town Board Members	\$9,000.00 (\$2,250.00 each – 4 members)
Highway Superintendent	\$59,000.00
Justice	\$9,000.00
Court Clerk	\$3,000.00
Assessor	\$10,000.00
Bookkeeper	\$7,000.00
Code Enforcement Officer	\$4,400.00
Dog Control Officer	\$3,720.00
Deputy Town Clerk	\$15.00 per hour
Historian	No Salary
Youth Director	No Salary
Mileage	\$.70 per mile

She declared NBT as the Town's official bank. Also, The Evening Sun as the Town's official newspaper.

Mr. Wightman asked why the Board had not seen the list of salaries and the letter from Mr. Rifanburg before the meeting. Mrs. Clemens said she created the list of salaries herself and that the letter from Mr. Rifanburg had just been given to her. Mr. Manwarren made the motion to accept the assigned salaries. Mr. Wightman seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Mrs. Murray was absent.

Mr. Manwarren read Resolution #1 to Ensure Consistency and Accountability in All Future Town Resolutions, outlining standards for future proposed resolutions. Ms. Fairbanks seconded the resolution. Mrs. Brown polled the Board and the resolution was passed with four yeses and no nos. Ms. Murray was absent.

Ms. Fairbanks read Resolution #2 Establishing Monthly Board Meeting Dates for 2025 which listed the dates for all the Board Meetings for the year. Mr. Wightman seconded the resolution. The Board was polled and the resolution was passed with four yeses and no nos. Mrs. Murray was absent.

Mr. Wightman read Resolution #3 Establish Standard Work Day Reporting. Mr. Elsworth seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Elsworth read Resolution #4 to Appoint Mr. Dale Pennington as Town Historian. Mr. Manwarren seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Ms. Fairbanks read Resolution #5 to Appoint Mrs. Rachelle Ciborowski, Mrs. Gladys Branagan and Mr. Robert Baker to the Plymouth Youth Program's Committee. Mr. Wightman seconded the motion. The Board was polled and the Resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Manwarren read Resolution #6 to Appoint Mr. Brian Franklin as Dog Control Officer. Mr. Elsworth seconded the resolution. The Board was

polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Manwarren read Resolution #7 for Obtaining Legal Counsel for the Town of Plymouth. This resolution accepts Costello, Cooney & Fearon PLLC as legal counsel. It also authorizes the Town Supervisor to sign a letter of Engagement and any related documents necessary to formalize this agreement. Ms. Fairbanks seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Wightman explained to everyone that the Code Enforcement Officer would not be reappointed. The duties that the former Officer has performed will be realigned. He said that when that had been done, they might be looking for someone to fill the new position. He also said that anyone that was interested could contact a Board member or speak up now. Mr. Steve Fox said some properties had been cleaned up. He said there was no charge to the Towns to have the County do Code Enforcement, however, the County is understaffed. More discussion followed. Mr. Kreiner asked if a signed complaint would be required. Mr. Wightman said he would look into it and have an answer for Mr. Kreiner.

There was question about the cost of the new Attorneys. Mr. Wightman said that a bid was not required when acquiring professional services according to the Town's Procurement Policy.

Mr. Wightman made a motion to come out of the Organizational Meeting. Mr. Elsworth seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Ms. Fairbanks made a motion to reopen the regular meeting. Mr. Manwarren seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Mrs. Clemens asked if everyone had received the minutes. The Board members said yes. Mr. Wightman made a motion to approve the minutes. Ms. Fairbanks seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Mrs. Clemens reported that Mrs. Ray had sent the financial reports. She asked if there were any questions. Mr. Manwarren said that he and Mr. Wightman noticed some negative balances on the reports, but the bookkeeper had addressed that with a resolution that would be passed later in the meeting.

DOG CONTROL OFFICER'S REPORT: Mr. Brian Franklin reported on the following:

- 1/4/25 – 2 Calls Rt. 21 Dogs on neighbor's property – warning given
- 1/11/25 – Rt. 23 Dogs on neighbor's property – warning given

Supplied the Town Clerk with a poster announcing a Drive-Thru Rabies Clinic on March 29, 2025 in the Town of Guilford. The poster will be displayed outside the Town Hall.

Mr. Manwarren donated a camera for Mr. Franklin for use in his work with the dog complaints.

CODE ENFORCEMENT OFFICER'S REPORT: Mr. Steve Fox reported on the following:

- No new complaints
- A few phone calls with code questions
- Spoke with a gentleman who is interested in buying the apartment building on Plymouth/N.Norwich Rd., the Kisner property. And the building on the corner of Pike Hill Rd. and Rt 16.
- Two site visits to Quinton Kemp's property on Plymouth/N.Norwich Rd. Unable to make contact with him.

HIGHWAY SUPERINTENDENT'S REPORT: Mr. Redenback reported on the following:

- Plowed and sanded 22 times
- Doing a lot of maintenance and repairs to trucks and plows
- Purchased a new hot water pressure washer.
- Hauled sand from Tri City in Brisben (they were selling it extremely cheap).
- Looked at different truck options. Will be working with the Board on that to come up with the best options.

Mr. Brian Franklin complimented the Highway Department on the good job they are doing this year. Mr. Manwarren also relayed Mr. Wilson's (of the Elmer Harris Rd.) appreciation for the good work done on keeping the roads in good condition this year.

Mrs. Clemens reported on the status of grants. She said that for the Planning and Demonstration Grants the reports from the Fire Chief Cory Sanford are needed. Those grants were not applied for last year

because the needed data was not available. There was a major accident at the business of Mr. Alan Shack. He contacted Ms. Murray and Mrs. Clemens and asked for a speed limit sign for the area. The Sherriff's office will erect a speed limit sign as soon as the weather permits. Mrs. Clemens said it was grants like this that the Town could have access to if the right reports were available.

She spoke about the NYSERDA grant. Their representatives came out and did a clean energy study at the Highway Garage. The findings were reported at the last Board meeting. Mr. Redenback questioned why were they willing to put in new windows when they did not recommend refurbishing the whole garage. Mrs. Clemens said they were concerned about the quality of the air in the building. She said take what you can get. She recommended sitting down with a group and coming up with a plan to submit to the NYSERTA people. She said the Town could purchase the windows up to \$2,500.00 and they would reimburse us. For the \$7,500.00, the Town would have to wait until contractors are solicited. Staying in good standing with these grant organizations will help the Town to get more grants in the future.

PLANNING COMMITTEE REPORT: Mr. Doug O'Hara reported on the following:

- Accepted the resignation of Mr. Tim Manwarren as Chairman and member. Thanked him for his service.
- The Planning Board voted to have Mr. O'Hara assume the position of Chairman.

- Have the first draft containing 35 questions of the survey. They will be reaching out to the Chenango County Planning Department for their input.
- Have received correspondence from a party interested in buying the house on the corner of Pike Hill and Rt. 16.
- The next meeting will be on February 3, 2025.

Mr. Manwarren made a motion to appoint Mr. Doug O'Hara to the position of Planning Board Chairman. Mr. Wightman seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

The Town Clerk read Mr. Manwarren's letter of resignation from the Planning Board. Ms. Fairbanks made a motion to accept the resignation. Mr. Elsworth seconded the motion. The Board was polled and the motion was carried with three yeses and no nos. Ms. Murray was absent. Mr. Manwarren abstained.

YOUTH COMMITTEE REPORT: Mrs. Shelly Ciborowski reported on the following:

- Set up meeting dates for the fourth Monday of every quarter. They are January 27th, April 28th, July 28th, and October 27 all at 5:30pm.
- Set up calendar dates. Easter Event April 12, 2025 10:00am to Noon at the Firehouse, date in May to do a Mother's Day craft, Clean up Foster Park and Volleyball 5:30pm to 7:30pm. July 5, 2025 Hiking or biking with Rob and the Growlers Team, Amusement Park August 9, 2025, Halloween Dance October 24, 2025. Breakfast with Santa December 6, 2025.

The meeting dates will be posted on the website.

BOARD CONCERNS: Mrs. Clemens reported that she and Mr. Oehme had audited the Justice's records on December 31, 2024. She handed the Town Clerk their report which will be on file in the Town Clerk's Office.

Mrs. Brown advised that if anyone had not received their tax bill to call or come into the Town Clerk's Office and ask about it. Even if one has not received their tax bill in the mail, they will still be charged the appropriate penalty if their taxes are paid after January 31, 2025.

Mr. Wightman read Resolution #8 to Remove the Position of Deputy Supervisor. Mrs. Sandy Pierce asked who would be facilitating the Town Board meetings if there is no Deputy Supervisor. Mr. Wightman said the Board would appoint a Board member. Mr. Kreiner said the Deputy Supervisor serves at the pleasure of the Supervisor. Mr. Wightman said the position was being eliminated so that would be irrelevant. Mr. Kreiner asked where it was in the Town Law Manual that the Board could eliminate a position. Mr. Wightman said that anything that was created by a resolution could be eliminated by resolution. Mr. Molloy asked why the Board did not want to keep Mrs. Clemens in the Deputy Supervisor's position. Mr. Wightman said the people elect who they want. Mrs. Pierce asked if there was anyone who could sign checks if the need arose. Mr. Wightman said the Town Clerk could be the second signature according to law. Mr. Manwarren seconded the resolution. The Board was polled and the resolution was carried with four yeases

and no nos. Ms. Murray was absent.

Mr. Manwarren made a motion to appoint Brett Wightman to facilitate the rest of the meeting. Ms. Fairbanks seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Wightman thanked Mrs. Clemens for her time on the Board.

Mr. Manwarren read Resolution #9 Requiring Two Town Board Members' Presence in Legal Correspondence and Maintenance of Written Record. Mr. Elsworth seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Wightman read Resolution #10 To Adopt A Policy for the Issuance of Keys. Ms. Fairbanks seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Manwarren read Resolution #11 to Maintain Transparency and Accountability in the Town's Financial Matters By Requiring a Second Signature on All Checks Requiring Endorsement. Mr. Elsworth seconded the resolution. The Board was polled and the resolution was carried with four yeses and nos. Ms. Murray was absent.

Ms. Fairbanks read Resolution #12 to Accept the Proposed Budget Amendments. Mr. Manwarren seconded the resolution. The Board was polled and the resolution was carried with four yeses and no nos. Ms. Murray was absent.

All Resolutions can be viewed in full at the Town Clerk's office.

PUBLIC CONCERNS: Mrs. Pierce asked Mr. Redenback for his email. He gave it to her. She also stated that she is a member of the Planning Committee. She brought up the subject of a News Letter. She said her non-profit organization would continue paying for the email services, but she would like to assist whoever would become the editor. She asked permission from the Board to set up a Town authorized Newsletter letter. Mr. Manwarren made a motion to create a Town Newsletter at no cost to the Town. Mr. Elsworth seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Mr. Kreiner reminded the new Board about the Open Meetings Law. Mr. Rifanburg asked a question about the keys which the Town Clerk was unable to hear. Mr. Wightman said that Mr. Rifanburg would have any keys he needed to access his office. Mr. Kreiner questioned if anyone was issued a key before the new resolution was passed. Mr. Wightman said yes, by the order of the State Police. He read a letter concerning an incident that may have compromised the security of the Town Hall. This incident is under investigation by the New York State Police. Because of the nature of the investigation, it needs to be kept as

confidential as possible. It was a time sensitive incident and the public could not be included.

Mrs. Pierce asked for a copy of the minutes of the last Planning Board Meeting. She emphasized the importance of the work being done by the Planning Board.

Mrs. Clemens presented the Board with an opportunity to have some college students help with the Comprehensive Plan.

Mr. Manwarren reminded everyone that one position was cut from the Town Highway Department, saving \$58,000.00. So far this year, the Town has paid \$12,530.00 in overtime, and \$2,673.00 in parttime pay. This would be a grand total of \$15,203.00 and we are not a third of the way through the winter. He said he was not sure that cutting the position was in the best interest of the Town. He said he thought that a few people should sit down with Mr. Redenback and see if they could come up with some money to reinstate the eliminated the position. Mr. Redenback asked Mr. Pete Marshall how many people were employed when he was the Highway Superintendent. Mr. Marshall said five. He agreed that employing only four men made it very difficult to keep the roads open in the winter time.

Bills were reviewed and signed. Mr. Manwarren made a motion to pay the bills. Ms. Fairbanks seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent.

Budget issues were briefly discussed in hopes that money could be found to fill the fulltime position at the Highway Department.

Mr. Wightman made a motion to adjourn the meeting. Ms. Fairbanks seconded the motion. The Board was polled and the motion was carried with four yeses and no nos. Ms. Murray was absent. The meeting was adjourned at 10:00pm.

Respectfully submitted by,

Virginia E. Brown
Plymouth Town Clerk
January 28, 2025