

Town of Galen

Town Council Monthly Meeting Minutes

Monday – February 12, 2024 – at 6:00 PM

Clyde Municipal Building Board Room

Present; Supervisor Les Carr Jr.

Council Members; Mike Record, Sarah Salerno, Nicole Malbone, Jeff Montemorano @ 7:00

Town Clerk; Norma Lancaster, HW Supt. Andy Porter

Attending: Brian Howell

Pledge of Allegiance

Town Council meeting was called to order by Supervisor Carr Jr. at 6:00PM.

Correspondence –

DD2 – Quote for Upgrade of Computers Monitors and Software

Toshiba/Xerox Copier Quotes

USDA Dept. Of Agriculture – Galen land access permission

Steve Groat – Thank You Letter

2024 Salary Comparisons

Motion by; Malbone /2nd by; Salerno to enter correspondence to the minutes.

Ayes; Carr Jr., Salerno, Malbone, Record

Scheduled Speaker – No scheduled Speakers

Comment Period – No public comment

Review and Adopt Minutes

January Meeting Minutes – Jan. 8, 2024 (Emailed on 1/18/24)

Motion by; Salerno / 2nd by: Record to accept the minutes as submitted.

Ayes; Carr Jr., Salerno, Malbone, Record

Galen Lyons Landfill Committee Mtg. Minutes – Jan. 22, 2024 (Emailed on 2/5/24)

Motion by; Record / 2nd by: Malbone to accept the minutes as submitted.

Ayes; Carr Jr., Salerno, Malbone, Record

Committee Reports

Insurance and Assessment

Motion by; Malbone / 2nd by; Record to acknowledge the Assessment report submitted by Kayla Sturgill for the month of January.

Ayes; Carr Jr., Salerno, Record, Malbone

Highway and Buildings

HW Superintendent Porter here to present his report as follows;

- 21 Plow and or Sand runs have been completed for the month of January
- Taking care of any downed trees after recent storms
- Gannett Road has been fixed after recent farmer damage / Farmer wants to be billed for the damage
- Cleaning culverts and ditches
- Mowing of some brush
- There has been ditching and shoulder work completed on Shepard Road, ready for the upcoming resurfacing project

Discussion on the possible purchase of a F550 dump truck for the highway department. Superintendent Porter believes a smaller truck would be of use during the winter as not to have to remove plows and sanders for smaller jobs on good weather days. He is estimating \$115,000. The board instructed him to get a couple quotes and or state bid pricing for possible approval for the next budget year.

Resolution No. 3-2024 presented as follows;

TOWN HIGHWAY INFRASTRUCTURE POLICY

In order to protect the public’s investment in Town infrastructure, By order of the Galen Town Board,

Based on NYS Consolidated Highway Law HAY 320

“INJURIES TO HIGHWAYS

Whoever shall injure any highway or bridge maintained at the public expense, by obstructing or diverting any creek, water course or sluice, by dragging logs or timber on its surface, or by drawing or propelling over the same a load of such weight as to injure or destroy culverts or bridges along the same, or of such weight that will destroy, break, or injure the surface of any improved state highway, county road, or town highway, or by any act, or shall injure, deface or destroy any mile stone or guide post erected on any highway, shall for every offenses forfeit treble damages.”

The Town Highway Superintendent, in order to ensure safe conditions, will perform any means necessary to correct such damages. Reimbursement to the Town of Galen to cover all materials, equipment, and labor needed to remedy the situation will be billed directly to the offender.

Failure to pay such reimbursement in a timely manner could lead to a criminal prosecution.

By order of the Town of Galen

Motion by; Nicole Malbone / 2nd by; Mike Record to adopt Resolution No. 3-2024 Town Highway Infrastructure Policy.

Ayes; Les Carr Jr., Nicole Malbone, Mike Record, Sarah Salerno

Motion by; Salerno /2nd by; Malbone for the clerk to invoice Ray Lee Martin for the damage he caused on Gannett Road to include Oil and stone to finish the repair. It was at Mr. Martins request to invoice him forgoing an insurance claim.

Ayes; Carr Jr., Salerno, Malbone, Record

Discussion on sending Ray Lee Martin and invoice for the work completed already and a possible second invoice depending on if the repairs made, hold up through the spring/summer. HW Superintendent Porter will prepare damage costs for invoicing for the work that has already been completed only.

HW Superintendent Porter presented his 2024 annual highway agreement for the expenditure of highway moneys. He has allocated \$215,000 for primary general repairs on 75.03 miles of road lanes, to include culverts, sluices and bridges. \$180,000 to complete the remainder of the Shepard Road project and approximately 12 miles of chip seal for \$280,000.

Motion by; Salerno /2nd by; Malbone to except and sign the annual highway agreement.

Ayes; Carr Jr., Salerno, Malbone, Montemorano, Record

Cemetery and Dogs

Motion by; Record / 2nd by; Salerno to acknowledge the animal control report for January as submitted by Brian Williams.

Ayes; Carr Jr., Salerno, Malbone, Record

Landfill – No updates at this time.

Zoning, Judicial and Erie Canal Trail

No Zoning report submitted for the month of January.

Finance and Ambulance

Discussion on a quote received from DD2 Consulting on the purchase of four monitors for the computer stations that were already approved. The funds to come from the ARPA account. The quote is for \$641.89 each for an UltraSharp 34” Curved monitors. The total of the purchase will be \$2,772.97.

This quote is under the procurement policy requirements.

Motion by; Salerno /2nd by; Record to accept the bid for four Dell Monitors.

Ayes; Carr Jr., Salerno, Malbone, Record

Two quotes have been received for the purchase of a new copier. One from Toshiba for \$6,279 and one from Xerox for \$6,281.70. Two written quotes fall within the procurement guidelines. These funds will be paid for through the ARPA funds.

Motion by; Salerno /2nd by; Record to except the lowest responsible bid from Toshiba Solutions for \$6,279.00.

Ayes; Carr Jr., Salerno, Malbone, Record

Industrial Development – Nothing to report at this meeting

Commercial Developments – Nothing to report at this meeting

Alternative Energy Options – Nothing to report at this meeting

Human Services / Personnel – Nothing to report at this meeting

Public Work / Public Safety – Nothing to report at this meeting

Other Business –

Motion by; Malbone / 2nd by; Record for the Supervisor to sign the “Property Access Request” with the United States Department of Agriculture for them to place invasive pest traps on various property owned by the Town of Galen for the 2024 year.

Ayes; Carr Jr., Salerno, Malbone, Record

Department Reports – January 2024

Town Clerk Report – Monthly - motion by; Record / 2nd Salerno to accept as submitted

Tax Collection Report - motion by; Record / 2nd Malbone to accept as submitted

Supervisor’s Report- Monthly - motion by Malbone / 2nd Salerno to accept the board’s audit of the Supervisors financial report for the month of January.

Collateral Security Reports – LNB – December/2023 & January/2024

Ayes; Carr Jr., Salerno, Malbone, Record to the 4 previous motions

Review and Approve Warrants – February 2024

General Warrant: V# 21 - 43 in the amount of \$281,537.21

Highway Warrant: V# 14 - 34 in the amount of \$19,664.80

Landfill Warrant: V# 43 in the amount of \$3,441.25

Motion by; Salerno / 2nd Montemorano to approve payment for the (3) warrants

Ayes; Carr Jr., Salerno, Malbone, Record

Revenues Received –

NYS Comptroller – Sales Tax Refund from Server purchase - \$435.63

Wayne County Snow & Ice – Nov. 2023 - \$5,238.52

Wayne County Snow & Ice – Dec. 2023 - \$10,851.22

Auctions International – Loader & Truck Sale - \$48,040.00

Midtown Square Apt. Lieu Tax Payment for 2024 - \$15,500.00

Motion by; Malbone /2nd by; Record to entered revenues received into the minutes.

Ayes; Carr Jr., Salerno, Malbone, Record

With no further business before the board a Motion made by Record /2nd by Malbone to adjourn the meeting at 6:45pm

Ayes; Carr Jr., Salerno, Malbone, Record

Respectfully submitted,

Norma Lancaster – Galen Town Clerk