

**HOWARD TOWN BOARD MEETING  
WEDNESDAY  
JANUARY 10, 2018**

The regular meeting of the Howard Town Board was called to order by Supervisor Donald Evia at 7:00 p.m. Councilmen present were Robert Palmer, Andrew Dgien, Richard Stewart and Lowell Smith. Also present were Highway Superintendent Anthony Clark, Building Inspector Robert Riekofski, Planning Board Chairman Gary Rice, Fire Department President Jay Cleeves, Attorney Elizabeth Oklevitch, Wilma Stewart, Andrew Burdin, William Holevinski, Earl MacNaughton and Robin Phenes.

The pledge to the flag was led by Supervisor Don Evia.

The minutes of the last meeting were reviewed by the Board. Councilman Richard Stewart advised that the minutes need to be corrected to reflect Andrew Burdin in attendance at the December meeting. A motion was made by Councilman Robert Palmer and seconded by Councilman Andrew Dgien to approve the minutes of the last board meeting with this correction made. Carried: Councilman Palmer, aye; Councilman Dgien, aye; Councilman Stewart, aye; Councilman Smith, aye; Supervisor Evia, aye.

Planning Board Chairman Gary Rice advised that the Planning Board will be reviewing the Land Use law.

The New York State Office of Real Property Tax Services has notified the Town that Board of Assessment Review member Edward Frey's term has ended on 9/30/2017. A **RESOLUTION** (#1-2018) was made upon motion of Councilman Andrew Dgien and seconded by Councilman Lowell Smith to reappoint Edward Frey to the Board of Assessment Review for a term commencing 10/1/2017 and ending 9/30/2022. Adopted: Councilman Dgien, aye; Councilman Smith, aye; Councilman Palmer, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Fire Department President Jay Cleeves gave a verbal fire department report advising of the new officers. The 2018 Fire Contract in the amount of \$97,500 was reviewed by the Board. Councilman Richard Stewart advised that there are new regulations on reporting for fire departments and also asked if grants were being applied for. Discussion followed. A **RESOLUTION** (#2-2018) was made upon motion of Councilman Andrew Dgien and seconded by Councilman Lowell Smith authorizing Supervisor Donald Evia to sign this contract. Adopted: Councilman Dgien, aye; Councilman Smith, aye; Councilman Palmer, aye; Councilman Stewart. The Fire Department's new officers are President Jay Cleeves and Vice-President Sam Webb.

Wilma Stewart of the Howard Historical Society reported that the Steuben County Historical Society is planning a week of history with exhibits and/or demonstrations from each of the towns sometime in the Fall. She will keep the Town Board updated as to the progress of this project and definite dates.

Robin Phenes commented that she was glad to have Councilman Richard Stewart on the Town Board for more transparent government and Earl MacNaughton agreed.

Supervisor Donald Evia reported that the Town Clerk's monthly report for December was received in the amount of \$225 (Town's share \$199.83). CHIPS reimbursement checks were also received in the total amount of \$318,242.

Building Inspector Robert Riekofski reported that he has approved 1 building permit and has issued 3 logging permits for December. The yearly classes for his training are scheduled for the week of March 12<sup>th</sup> thru the 14<sup>th</sup> and a motion was made by Councilman Andrew Dgien and seconded by Councilman Robert Palmer authorizing Building Inspector Riekofski to attend these classes. Carried: Councilman Dgien, aye; Councilman Palmer, aye; Councilman Smith, aye; Councilman Stewart, aye; Supervisor Evia, aye. Councilman Palmer asked about the procedure for violation under a logging permit. Discussion followed.

The Town Justice's monthly report for December was reviewed by the Board and a check has been received from the Town Justice in the amount of \$535 (Town's share for November \$300).

The Town Clerk's annual report was reviewed by the Board and the Clerk's 2017 books were reviewed, audited and signed by all Board members, except for Councilman Stewart.

A letter was received from Attorney Karl V. Anderson, Jr. resigning from his office as Town Attorney effective 1/1/2018.

Councilman Stewart advised the Board that he has three suggestions for Attorney for the Town and estimates from each. The Town Board agreed that they will interview these attorneys before a decision is made with regard to availability and flat rate coverages.

The Board reviewed the 2018 Town appointments.

Councilman Stewart advised that all appointments also need to have the salaries or pay rates approved at this time.

## 2018 TOWN APPOINTMENTS

Highway Superintendent.....Anthony Clark.... \$66,468  
Approved upon motion of Councilman Andrew Dgien and seconded by Councilman Lowell Smith. Carried: Councilman Dgien, aye; Councilman Smith, aye; Councilman Palmer, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Deputy Highway Superintendent.....Kevin Learn.....\$50,922  
Appointed by Highway Superintendent Anthony Clark and approved upon motion of Councilman Robert Palmer and seconded by Councilman Richard Stewart. Carried: Councilman Palmer, aye; Councilman Stewart, aye; Councilman Smith, aye; Councilman Dgien, aye; Supervisor Evia, aye.

Deputy Town Supervisor.....Lowell Smith  
Appointed by Town Supervisor Donald Evia and approved by the Town Board. Carried: Councilman Palmer, aye; Councilman Stewart, aye; Councilman Dgien, aye.

Dog Control Officer.....Betty Walden.....\$2,850  
Approved upon motion of Councilman Lowell Smith and seconded by Councilman Andrew Dgien. Carried: Councilman Smith, aye; Councilman Dgien, aye; Councilman Palmer, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Health Officer..... Dr. Richard Parker.....\$418  
Approved upon motion of Councilman Andrew Dgien and seconded by Councilman Robert Palmer. Carried: Councilman Dgien, aye; Councilman Palmer, aye; Councilman Smith, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Historians.....Robert and Marsha Patrick.....\$300  
Approved upon motion of Councilman Robert Palmer and seconded by Andrew Dgien. Carried: Councilman Palmer, aye; Councilman Dgien, aye; Councilman Stewart, aye; Councilman Smith, aye; Supervisor Evia, aye.

Registrar of Vital Statistics.....Loreen Karr.....\$100  
Approved upon motion of Councilman Lowell Smith and seconded by Councilman Andrew Dgien. Carried: Councilman Smith, aye; Councilman Dgien, aye; Councilman Stewart, aye; Councilman Palmer, aye; Supervisor Evia, aye.

Deputy Town Clerk and Registrar.....Tami Stilson  
Appointed by Town Clerk and Registrar Loreen Karr and approved by the Town Board. Carried: Councilman Palmer, aye; Councilman Dgien, aye; Councilman Stewart, aye; Councilman Smith, aye; Supervisor Evia, aye.

Building Inspector/Code Enforcement Officer.....Robert Riekofski.....\$8000  
Approved upon motion of Councilman Andrew Dgien and seconded by Councilman Robert Palmer. Carried: Councilman Dgien, aye; Councilman Palmer, aye; Councilman Smith, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Bookkeeper.....Debra Castle.....\$4000  
Appointed by Supervisor Donald Evia and approved upon motion of Councilman Andrew Dgien and seconded by Councilman Robert Palmer. Carried: Councilman Dgien, aye; Councilman Palmer, aye; Councilman Smith, aye; Councilman Stewart, aye.

Payroll Clerk.....Loreen Karr.....\$13/hour

Approved upon motion of Councilman Lowell Smith and seconded by Councilman Richard Stewart. Carried: Councilman Smith, aye; Councilman Stewart, aye; Councilman Palmer, aye; Councilman Dgien, aye; Supervisor Evia, aye.

Also approved by the Town Board:

Constable.....Betty Walden  
Flood Plain Regulations Officer.....Donald F. Evia  
Banks.....Citizens & Northern Corporation  
Five Star Bank  
Mileage Rate.....45 cents a mile  
Official Newspaper.....Hornell Evening Tribune

Councilman Richard Stewart proposed that the Town Clerk’s position be cut to a part-time position, wages reduced and insurance benefits cut in the interest of saving tax payer money. Discussion followed. Councilman Robert Palmer and Councilman Lowell Smith were both in agreement with this proposal. Supervisor Evia advised that the legality of this would have to be looked into as the wages of the Town Clerk were set at the time of budget and published before elections took place.

A **RESOLUTION** (#3-2018) was made upon motion of Councilman Andrew Dgien and seconded by Councilman Robert Palmer to set the regular town board meetings for the Town of Howard for 2018 on the second Wednesday of each month at 7:00 p.m. at the Howard Town Hall. Adopted: Councilman Dgien, aye; Councilman Palmer, aye; Councilman Smith, aye; Councilman Stewart, aye; Supervisor Evia, aye.

A **RESOLUTION** (#4-2018) was made upon motion of Councilman Robert Palmer and seconded by Councilman Andrew Dgien to authorize the signatures of Supervisor Donald Evia and Deputy Supervisor Lowell Smith at Citizens & Northern Corporation and Five Star Bank. Adopted: Councilman Palmer, aye; Councilman Dgien, aye; Councilman Stewart, aye.

The Town Board reviewed the Lease Agreement for Dog Shelter Services for 2018 with Betty Walden in the amount of \$1,700. A **RESOLUTION** (#5-2018) was made upon motion of Councilman Lowell Smith and seconded by Councilman Richard Stewart authorizing Supervisor Evia to sign this agreement and authorizing full payment of the \$1,700 to be made to Betty Walden in January. Adopted: Councilman Smith, aye; Councilman Stewart, aye; Councilman Palmer, aye; Councilman Dgien, aye.

The Procurement Policy, Sexual Harassment Policy, Americans with Disabilities, Investment Policy and Equal Employment Opportunity Policy were reviewed by the Board. A **RESOLUTION** (#7-2018) was made upon motion of Councilman Robert Palmer and seconded by Councilman Andrew Dgien to approve the Procurement Policy, Sexual Harassment Policy, Investment Policy, Americans with Disabilities Policy and Equal Employment Opportunity Policy for 2018 as printed. Adopted: Councilman

Palmer, aye; Councilman Dgien, aye; Councilman Smith, aye; Councilman Stewart, aye; Supervisor Evia, aye.

The following bills were presented for audit:

Highway (Abstract #179 - #194, #1)	\$ 64,997.88
Town (Abstract #276 -#286, #9)	39,163.95
Street Lighting (Abstract #285)	277.90
Dog (Abstract #7)	1,700.00

A motion was made by Councilman Lowell Smith and seconded by Councilman Andrew Dgien to pay these bills. Carried: Councilman Smith, aye; Councilman Dgien, aye; Councilman Palmer, aye; Councilman Stewart, aye; Supervisor Evia, aye.

Highway Superintendent Anthony Clark reported that the Town will not be purchasing sand from Dolomite due to their price increase and that they will be purchasing the ice control sand from Knight Settlement. The highway department has been busy thawing out sluice pipes.

Robin Phenes asked whether there has been any further discussion by the County with regard to combining Court districts.

A motion was made by Councilman Lowell Smith and seconded by Councilman Andrew Dgien to adjourn the meeting. Carried: Councilman Smith, aye; Councilman Dgien, aye; Councilman Palmer, aye; Councilman Stewart, aye; Supervisor Evia, aye. The meeting was adjourned at 9:15 p.m.

Loreen A. Karr  
Howard Town Clerk

