**MINUTES OF THE MEETING OF THE TOWN BOARD**

TOWN OF SANDY CREEK  
1992 HARWOOD DRIVE, PO BOX 52

SANDY CREEK, NEW YORK 13145-0052

**Date:** December 14, 2022

**Kind of Meeting:** Regular Meeting

**Place:** Town Hall

**Board Members Present:** Timothy D. Ridgeway  **Others Present:**

Ruth E. Scheppard Michael C. Kastler

Nola J. Gove Tammy L. Miller

Dave Warner Brett McVoy

John W. Wood, Jr. Meg Sprague

Eric Pappa

Ron Fisher

Pat McDougal

John Howland @ 7:17 pm

Jessica Godfrey

Bill Joyce

Piper Lapham

Ryan Muldovan

**CALL TO ORDER:**

Town Supervisor Timothy D. Ridgeway called the meeting to order at 7:00 pm with the Pledge of Allegiance.

He opened the public hearing on the partial tax exemption of certain property owned by persons 65 years of age or over at 7:01 pm. No one spoke for or against the exemption. The hearing was closed at 7:02 pm.

**APPROVAL OF MINUTES:**

**RESOLUTION 114-22**

On motion by Ruth E. Scheppard, seconded by Dave Warner, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the minutes of the October 21st, 26th, November 2nd, and 9th meetings are approved as written.

**REPORTS:**

Highway/Water Superintendent – Michael C. Kastler read his highway and water department reports. There is not a full-time night shift yet in the highway department due to lack of winter weather. Water bill second notices have been mailed. WD Malone is on winter break. They will be back in the spring. The punch list is approximately 95% complete. The rate increase for Richland water will take effect on the May water billing. The Town Board will review the current intermunicipal agreement. Welcome signs have been installed on all county routes except Co Rt 62.

**RESOLUTION 115-22**

On motion by Timothy D. Ridgeway, seconded by Dave Warner, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes S.T.A.T. Communications, Inc. to install security cameras at the Sandy Creek Town Barn for a total cost of $2,487.00.

Sole Assessor- Rebecca Trudell’s monthly Town Board report has been filed in the Town Clerk’s office.

Dog Control Officer – Anne Derr prepared a report for the Town Board. It is filed in the Town Clerk’s office.

Historian – Peggy Rice’s monthly report was filed in the Town Clerk’s office. She thanked those that donated for a chance on the centerpieces she made to benefit the history center.

Town Justice- The monthly reports of the Town Justices have been received by the Town Supervisor.

Legislator – County Legislator Michael G. Yerdon was excused tonight due to another meeting he had to attend.

Library – Library Director Jessica Godfrey distributed the library’s newsletter to the Town Board. The library will hold a needle felting class in January. They are holding the annual Build-A-Buddy stuffed animal kit workshop. Children may make their animal at the library or pick up a kit to assemble at home. Each animal comes with a birth certificate. Fifty kits were purchased and two are reserved for demonstration. All kits were reserved within 30 minutes. Miss Godfrey is getting quotes for painting. She anticipates four days of painting is needed before the new furnishings arrive. She would like the town to schedule Stanley Steamer for March 3rd or 4th.

NOCA – There was no report this evening

Planning Board – Minutes from the meeting that was held on December 7th have been filed in the Town Clerk’s office. There was a site plan review for a garage in the Village of Sandy Creek. One condition is that there will be no junk visible from Main Street. A café is opening in the same building as Eir Wellness. The village solar law is being updated. The Town Board needs to review and share their thoughts on the draft marijuana law. It is a work in progress.

Code Enforcement Officer – John Howland’s report of permits and violation notices for November is filed in the Town Clerk’s office. The property near Norton Road is cleaned up. The property on Co Rt 22 has new owners, a demo permit and will be cleaned up. The local law for the NYS fire code will need to be updated in January. A complaint was received about a small engine repair shop operating on Chipman Lane. Mr. Howland sent letters to the owner of record and the tenant. The owner is deceased and there is an eviction case currently in court.

Town Clerk – Tammy Miller reported that receipts and total disbursements for the month of November totaled $2,144.75 of which 1,627.37 was town revenue. The report is on file in her office and available for public inspection. Business has slowed a bit and preparation for tax collection is underway.

Upstate Freshwater Institute - Ron Fisher was present to share an update on the water quality monitoring agreement the town has with Upstate Freshwater Institute to address the HAB issue on North Sandy Pond. He presented the first set of data on the Sandy Pond tributaries sampling done in October. This is baseline data with low water. Sampling will also be done in the winter and in the spring when there will be higher water flow and run-off. There will be a stakeholder meeting on January 17th from 3 pm to 4:30 pm at the Sandy Creek Town Hall regarding the development of a 9-Element Watershed Plan for Sandy Creek’s watershed. There is a remote option for this meeting as well.

**RESOLUTION 116-22**

On motion by Nola J. Gove, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes Town Supervisor Timothy D. Ridgeway to sign the agreement with Upstate Freshwater Institute to conduct a 2023 water quality monitoring program for North Pond for $13,198.00.

Engineers – Brett McVoy of Barton & Loguidice was present to update the Town Board on the water projects.

The Sunset Lane project is complete and the final payment application is in tonight’s bills. The project was $66 under budget.

**RESOLUTION 117-22**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes Town Supervisor Timothy D. Ridgeway to sign Change Order #1 for the Sunset Lane project.

**RESOLUTION 118-22**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes Town Supervisor Timothy D. Ridgeway to sign the final payment application #2 for the Sunset Lane project.

B&L engineers Brett McVoy and Anthony Young toured Water District #3. The contractor may need to do some re-seeding in the spring. The town will retain $30,000 for any necessary work to finish the project.

**RESOLUTION 119-22**

On motion by Ruth E. Scheppard, seconded by Nola J. Gove, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Gove, Warner, Wood

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes Town Supervisor Timothy D. Ridgeway to sign Change Order #5 for the Richland-Sandy Creek Joint Water Project.

The final completion date of the project is projected to be the end of May 2023. Superintendent Kastler proposes that the water district residents pay the actual cost of a curb stop installation. The current fee doesn’t cover the cost of some installation requests. The board needs to update the fee schedule.

**PUBLIC COMMENT:** There were none at this time.

**OLD BUSINESS:** Four of the welcome signs have been installed.

**NEW BUSINESS:**

Council member Ruth E. Scheppard reported that dredging is now scheduled and will be paid for with ARPA funding. The town is using up the WQIP funding. The REDI funding has been spent. There will be another shared services meeting on Monday, December 19th.

**RESOLUTION 120-22**

On motion by Ruth E. Scheppard, seconded by Dave Warner, the following resolution was

**ADOPTED** - 5 Ayes Scheppard, Ridgeway, Wood, Warner, Gove

0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the Williamson Law Book Payroll and Water Software Support Contracts for December 1, 2022 – November 31, 2023 for $870.00 and $1,603.00 respectively.

The town needs to find a new Town Attorney for 2023. The Town Board agreed to set the year-end meeting on January 29th at 5 pm.

**TRANSFER OF FUNDS**

**RESOLUTION 121-22**

**On motion** by Ruth E. Scheppard, seconded by John W. Wood, Jr., the following resolution was

**ADOPTED** - 5 Ayes Warner, Scheppard, Ridgeway, Wood, Gove

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes the following transfers of funds:

**From Description To Description Amount**

A1430.1 Clerk to Supervisor A1430.11 Asst Clerk to Supervisor $ 490.00

A1430.1 Clerk to Supervisor A1340.1 Budget Officer 675.00

A3510.2 Control of dogs equipment A3310.2 Traffic Control equipment $ 229.04

DA5140.4 Bush & Weeds contractual DA5142.4 Snow removal contractual $ 2,522.05

DB5112.22 Permanent Improvements DB5140.4 Brush & Weeds $ 3,357.39

DB5112.22 Permanent Improvements DB9060.8 Hospital & Medical Insurance $ 4,657.94

DB5140.1 Brush & Weeds personal ser DB5112.2 Permanent improvements $ 3,000.00

DB5130.2 Machinery equipment DB5112.2 Permanent improvements $ 5,000.00

DB5130.4 Machinery contractual DB5112.2 Permanent improvements $ 6,000.00

SW1-8310.1 Water Clerk personal serv SW3-831.1 Water Clerk personal services $ 600.54

SW2-8320.43 Lab & Testing Fees SW2-8320.42 Storage Building Utilities $ 50.00

SW2-8397.22 New Reader & equipment SW2-8320.4 Source Supply $ 814.03

SW2-8310.1 Water Clerk personal SW3-8310.1 Water Clerk personal $ 347.16

SW2-8340.12 Water Superintendent SW1-8340.12 Water Superintendent $ 1,103.80

SW2-8340.12 Water Superintendent SW3-8340.12 Water Superintendent $ 493.40

SW3-8397.22 New reader & equipment SW3-8340.1 Water Operator $ 6,384.58

SW3-8397.22 New reader & equipment SW3-8340.4 Water Operator $ 1,523.67

DA Unappropriated fund balance to DA5130.2 to pay the cost of the new Mack plow truck

**APPROVAL OF BILLS**

**RESOLUTION 122-22**

On motion by Timothy D. Ridgeway, seconded by Ruth E. Scheppard, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Wood, Scheppard, Gove, Warner

0 No

**Resolved** that the bills be paid on Abstract #22 in the following amounts:

General Fund $ 692.07

Trust & Agency $ 18,803.65

**And** on Abstract #23 in the following amounts:

General Fund $ 48,736.49

Highway Fund $ 277,359.86

Water District #3- H3 $ 43,848.31

Water District #1-SW $ 15,637.51

Water District #2-SW $ 1,531.23

Water District #3-SW $ 14,454.60

Trust & Agency $ 7,486.86

**RESOLUTION 123-22**

On motion by John W. Wood, Jr., seconded by Ruth E. Scheppard, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Wood, Gove, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek will enter executive session at 7:52 pm for the purposes of collective negotiations pursuant to Article 14 of the Civil Service Law. Everyone left the meeting, except Town Clerk Miller waited in her office for the open meeting to resume.

**RESOLUTION 124-22**

On motion by John W. Wood, Jr., seconded by Ruth E. Scheppard, the following resolution was

ADOPTED - 5 Ayes Ridgeway, Scheppard, Wood, Gove, Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek will exit executive session at 8:30 pm.

The board asked Town Clerk Miller for some information concerning the town’s health insurance premium invoices. The different types of individuals on the town payroll were also discussed. The town has elected officials, appointed officials, and union and non-union employees. Full-time employment in a municipality can be as little as 30 hours per week in NYS. The normal workday hours are determined on the retirement resolution.

**On motion** by Dave Warner, and seconded by Ruth E. Scheppard, and carried unanimously, the meeting was adjourned at 8:53 pm.

Respectfully submitted, Tammy L. Miller, Town Clerk