**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:** January 8, 2025

**Kind of Meeting:** Organizational & Regular Meeting

**Place:** Sandy CreekTown Hall

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

Ruth E. Scheppard

John W. Wood, Jr.

Nola J. Gove

A. Dave Warner

**Others Present:** Meg Sprague, Michael Kastler, Bill Joyce, John Howland (left the meeting at 6:17pm), Todd Bristol, Jessica Godfrey, and Brittany Washburn.

**CALL TO ORDER:**

Town Supervisor Timothy D. Ridgeway called the organizational meeting to order at 6:00 pm with the Pledge of Allegiance. Councilman Scheppard began by reading the Official Undertaking resolution, as well as the following appointments with terms to expire on December 31, 2025, unless otherwise stated.

**RESOLUTION 01-25**

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

**ADOPTED** – 4 Ayes Ridgeway, Scheppard, Gove, and Warner

0 No

1 Abstain Wood

**RESOLVED** that the Town Board of the Town of Sandy Creek adopts the following Official Undertaking resolution, as well as the following appointments with terms to expire on December 31, 2025, unless otherwise stated:

**WHEREAS**, Jonn T. Stoker, of the Town of Sandy Creek, County of Oswego, New York, has been elected to the office of Town Justice of the Town of Sandy Creek; and

**NOW, THEREFORE**, we as respective officers above, do hereby undertake with the Town of Sandy Creek that we will faithfully discharge the duties of our office, and will promptly account for all moneys or property received as a Town Officer, in accordance with the law; and

The Town does and shall maintain insurance coverage, presently with National Grange Mutual, in the sum of $100,000 plus an additional $50,000 for the Supervisor and $100,000 for the Town Clerk/Tax Collector to indemnify against losses through the failure of the officers, clerks and employees covered hereunder faithfully to perform their duties or to account properly for all monies or property received by virtue of their positions or employment, and through fraudulent or dishonest acts committed by the officers, clerks and employees covered hereunder.

**Constables:** Michael S Morrison, Constable-in-Charge

Michael D. Wood

**Town Historian:** Peggy A Rice

**Records Management Clerk:** Peggy A Rice

**Code Enforcement Officer**: Todd Bristol

**Dog Control Officer**: Anne E Derr

**SC Regional Planning Board:** William Joyce – Term expires 12/31/2027

Richard Machemer – Term expires 12/31/2026

Sybil Cummins – Term expires 12/31/2025

**Official Newspaper:** *Watertown Daily Times*

**Attorney for the Town:** Courtney M Hills

**RESOLUTION 02-25**

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

**ADOPTED** – 4 Ayes Ridgeway, Gove, Wood, and Warner

0 No

1 Abstain Scheppard

**RESOLVED** that the Town Board of the Town of Sandy Creek appoints PathFinder Bank as the Official Bank for 2025.

**RESOLUTION 03-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek accepts the state or county or school district bid for gas, oil, and fuel; accepts the state or county bid for road building materials; establishes the salaries of the elected and appointed officials of the Town of Sandy Creek as put forth in the adopted budget for the year 2025; sets the mileage rate for 2025 at 70¢ per mile; approves town officials attending the Association of Towns meeting in February and other respective schools; and that regular town board meetings will be held at 6:00 PM on the second Wednesday of each month at the Town Hall, 1992 Harwood Drive.

The organizational meeting was closed and the regular monthly meeting was opened.

**APPROVAL OF MINUTES:**

**RESOLUTION 04-25**

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

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

0 No

**Resolved** that the Town Board of the Town of Sandy Creek minutes of the December 11th and December 30th meetings are approved as written.

**REPORTS:**

**Code Enforcement Officer** – The year end report for 2024 as well as the report for December, is on file with the Town Clerk’s office. Ralph Kent had until December 31st to clean up his property. He has failed to do so. Mr. Howland suggests that Attorney Hills send another letter regarding this matter.

**RESOLUTION 05-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek authorizes John Howland and Todd Bristol to contact Attorney Courtney Hills to request that she send another letter to Ralph Kent regarding clean up of his property.

Councilman Wood had a few questions regarding Code Enforcement Officer Todd Bristol’s personal business performing work within the Town limits. Mr. Howland answered all of Councilman Wood’s questions.

**REPORTS - CONTINUED:**

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

**Highway/Water Superintendent** – Michael Kastler read his highway and water department reports. Mr. Kastler had Water Clerk Washburn send out an email blast warning residents about the upcoming freezing temperatures. We recommended running a pencil lead stream of water overnight during this time.

**Dog Control Officer** – Anne Derr’s monthly report is filed in the Town Clerk’s office.

**Town Justice**- The monthly reports of the Town Justices have been received by the Town Supervisor. Annual audits are due January 20th.

**Legislator** – County Legislator Michael G. Yerdon was absent tonight.

**Library** – Library Director Jessica Godfrey was present tonight. Miss. Godfrey inquired about maximum occupancy signs for the Library. Mr. Howland explained that the current occupancy sign in the library is for that whole level. Jessica gave highlights about upcoming events for the Library from the January newsletter. She is also working on the Annual Library reports.

**NOCA** – Northern Oswego County Ambulance representative Nancy Dingman emailed a report.

**Planning Board** – Secretary/Treasurer Bill Joyce reported that he did not have much to report on the Town side of things but in the Village of Sandy Creek they were expecting to hear from S&R Automotive. They have a meeting tonight at 7pm.

**Town Clerk** – Before the Town Clerk report was read Town Supervisor Timothy Ridgeway had an announcement to make. After 21 years of service, Town Clerk Tammy L. Miller resigned from all her positions with the Town of Sandy Creek effective today.

Brittany Washburn read the Town Clerk report. The receipts and total disbursements for the month of December totaled $1,771.50 of which $1,663.54 was town income. The Town Clerk’s 2024 Annual Report is on file in the Clerk’s office. The Town Board needs to decide whether they would like to go forward with Frontier or Spectrum for phones, phone service, and internet.

**RESOLUTION 06-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek would like to move forward with Spectrum for internet and phone service.

Miss. Washburn let the Town Board know that we have received one interest letter from Shelley Skellington regarding the Board of Assessment Review. The Town Board will table this until next month. Miss Washburn reminded the Town Board about the NYS Tug Hill Commission Annual Government Conference on April 1st. If any of the board members or other Town Officials are interested in attending, then they will need to submit their class preferences before the February meeting.

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

**RESOLUTION 07-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek appoints Brittany M. Washburn to complete the terms of Town Clerk, Tax Collector, Records Management Officer, and Registrar of Vital Statistics. Miss. Washburn will also collect the remaining budgeted salary for these positions for 2025.

Health insurance coverage for previous Town Clerk Miller was discussed.

Highway Superintendent Kastler explained that the Town needs a policy for insurance coverage for retirees.

Councilwoman Gove inquired what the retirement age is currently.

Bookkeeper Meg Sprague suggested that an amendment be made to the Employee Handbook regarding health insurance for retirees.

**APPROVAL OF BILLS**

**RESOLUTION 08-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the bills be paid on Abstract #1 in the following amounts:

General Fund $ 7,028.33

Highway Fund $ 58,561.25

Water District #1 $ 5,994.23

Water District #2 $ 466.18

Water District #3 $ 4,564.01

Trust & Agency $ 12,401.25

The next Town Board meeting will be February 12th at 6pm.

Councilman Wood expressed his concerns with future new hires within the Town. He believes that we must do more research before proceeding with new employees. Councilman Wood also encouraged Code Enforcement Officer Bristol to get a copy of the Employee Handbook. He also recommends that if Mr. Bristol hires any Town Officials or Town Employees he should let the Town Board know out of courtesy.

Mr. Bristol let everyone know that this was his last week of training for Codes.

Historian Peggy Rice left an item from the History Center that needs to be deaccessioned.

**RESOLUTION 09-25**

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

**ADOPTED** – 5 Ayes Ridgeway, Scheppard, Gove, Wood, and Warner

0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the deaccessioning of a Watertown flower shop feed bag and determines that it has no value to the Town.

Audits for the Town Justices, Town Clerk, Tax Collector, Water Clerk, and the Town Supervisor need to be completed.

**On motion** by Nola J. Gove, seconded by Ruth E. Scheppard, and carried unanimously, the meeting was adjourned at 6:40 pm.

Respectfully submitted,

Brittany M. Washburn

Town Clerk