**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:** October 18, 2023

**Kind of Meeting:** Special Meeting

**Place:** Town Hall

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

John W. Wood, Jr. Tammy L. Miller

Nola J. Gove Brittany M. Washburn

Ruth E. Scheppard Michael C. Kastler

John W. Wood, Jr. Meg Sprague

Ron Fisher

**CALL TO ORDER:**

Supervisor Timothy D. Ridgeway called the meeting to order at 6:00 pm. This special meeting was called to continue discussion of the 2024 town budget. Supervisor Ridgeway turned the meeting over to Budget Officer Meg Sprague.

**TRANSFER OF FUNDS**

**RESOLUTION 102-23**

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

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

0 No

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| FROM Line # | Description | TO Line # | Description | $ Amount |
| From: DB5110.4 | GEN REPAIRS | To: DB5110.2 | EQUIP REPAIRS | $12,000 |
| From: DB5110.44 | GEN REPAIRS CONT | To: DB5110.2 | EQUIP REPAIRS | $10,000 |
| From: DB5130.4 | MACHINERY CONT | To: DB5130.2 | MACHINERY EQUIP | $4,000 |

Mrs. Sprague began by reviewing changes in the general fund budget. The library’s request for new security cameras was discussed. The town board will likely agree to split the cost with the library. An additional clerk to the assessor position was discussed. A new person should start training as Mrs. Cronk will be retiring by the end of 2024 at the latest. A re-valuation of the town’s real property parcels was discussed. There is approximately $119,00 of ARPA funds remaining. Progress at the Kent property was discussed.

Superintendent Kastler explained the increases in the highway budget. He discussed the need for a retirement section in the employee handbook for non-union employees. The IMA with the Village of Sandy Creek needs reviewing.

**RESOLUTION 103-23**

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

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

0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the following EDU assignments:

Tax ID            EDU                Property Location    Property Owner

027.00-04-23              1.00                 344 Ouderkirk Rd       Spath

027.12-01-04              1.50                 10 Kiblin Shores Cir   Cady

027.12-01-05              1.50                 6 Kiblin Shores Cir     Hess

Supervisor Yerdon was not able to meet with Supervisor Ridgeway today. He rescheduled the meeting for October 24th at 10 am. The Town Board discussed the water rate from the Town of Richland.

Water Department bills sometimes must be split two or three ways depending on the districts they pertain to. The split percentages need reviewing from time to time as the EDUs in the districts vary each year. Town Clerk Miller recommends that the splits be updated to WD#1-62% and WD#3-38% for bills that are split between the two districts. The three-way split should now be WD#1-58%; WD#2-7%; and WD#3-35%.

An employee reserve for water employees should be established in the near future. The unallocated fund balances from 2023 should be reviewed and used to fund reserves each spring.

**BRIDGE NY RESOLUTION BY THE TOWN OF SANDY CREEK**

**(Culvert Project – Municipality Administered)**

**RESOLUTION NUMBER: 104-23**

**Authorizing the implementation and funding of 100% of the costs of a transportation project, of which qualified costs may be reimbursed from Bridge NY funds**

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

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

0 No

**Resolved** that the Town Board of the Town of Sandy Creek approves the BridgeNY Culvert Local Project Agreement Contract No. D041074 as follows:

**WHEREAS**, a project for the Skinner Rd over Blind Creek Culvert Replacement, Town of Sandy Creek, Bridge NY 2022, P.I.N. 375738 (the "Project") is eligible for reimbursement of qualified costs from Bridge NY funding that calls for the post-reimbursement apportionment of the qualified costs to be borne at the ratio of 100 % Bridge NY funds and 0 % non-Bridge NY funds; and

**WHEREAS**, the Town of Sandy Creek will design, let, and administer all phases of the Project.

**WHEREAS**, the Town of Sandy Creek desires to advance the Project by making a commitment of 100% of the costs of Engineering, ROW and Construction work for the Project or portions thereof.

**NOW, THEREFORE**, the Town of Sandy Creek Board, duly convened does hereby

**RESOLVE**, that the Town of Sandy Creek Board hereby approves the Project; and it is hereby further

**RESOLVED**, that the Town of Sandy Creek Board hereby authorizes the Town of Sandy Creek to pay 100% of the cost of Engineering, ROW and Construction work for the Project or portions thereof, with the understanding that qualified costs will be reimbursed from Bridge NY funding; and it is further

**RESOLVED**, that the sum of $1,078,270 is hereby appropriated from the Highway Fund- Outside Village and made available to cover the cost of participation in the above phase of the Project; and it is further

**RESOLVED**, that the Town of Sandy Creek Town Board hereby agrees that the Town of Sandy Creek shall be responsible for all costs of the Project, including costs which exceed the amount of reimbursement available from the NY Bridge Funding awarded to the Town of Sandy Creek; and it is further

**RESOLVED**, that in the event the costs of the Project exceed the amount appropriated above, the Town of Sandy Creek Town Board shall convene as soon as possible to appropriate said excess amount immediately upon the notification by the NYSDOT thereof, and it is further

**RESOLVED**, that the Town of Sandy Creek Town Board hereby agrees that the Town of Sandy Creek hereby commits that construction of the Project shall begin no later than twenty-four (24) months after award and the construction phase of the Project shall be completed within thirty (30) months; and it is further

**RESOLVED**, that the Town Supervisor of the Town of Sandy Creek be and is hereby authorized to execute all necessary agreements, certifications or reimbursement requests with NYSDOT for State Aid and/or Bridge NY funding on behalf of the Town of Sandy Creek in connection with the advancement or approval of the Project and providing for the administration of the Project and the municipality's funding of the Project costs, and it is further

**RESOLVED**, that the Town of Sandy Creek will be responsible for all maintenance of the Project; and it is further

**RESOLVED**, that a certified copy of this resolution be filed with the New York State Commissioner of Transportation by attaching it to any necessary Agreement in connection with the Project; and it is further

**RESOLVED**, this Resolution shall take effect immediately.

Mrs. Sprague will check on the 2024 NYS retirement rates. The possible replacement of one boiler in the Town Hall was discussed.

**RESOLUTION 105-23**

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

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

0 No

**Resolved** that the Town Board of the Town of Sandy Creek agrees to proceed with energy benchmarking to earn the town a $5,000 grant for an additional clean energy project.

The town board plans to pay for the outside security cameras at the library, if the library board will pay for the inside equipment.

**On motion** by Ruth E. Scheppard, and seconded by Nola J. Gove, and carried unanimously, the meeting was adjourned at 7:27 pm.

Respectfully submitted,

Tammy L. Miller, RMC

Town Clerk