

April 8, 2025

Supervisor Horr called the Regular meeting to order at 7:00pm. Roll call was taken, and found Councilperson Infantino, Colella, Bacon, and Luce were present. Also present was Town Supervisor Gregory Horr, and Highway Superintendent Scott Mitchell

Pledge to the Flag followed, led by Councilperson Colella

Guests Include: Rachel Enderle, Frank Robson, Rick Lafford, and Kim Coleman.

Privilege of the floor: Rachel Enderle spoke to the board regarding the Rural Revival concert she attended in Spruce Pine North Carolina. She has been working on trying to bring the artist her to Dansville this summer. She wants to have vendors and food trucks, or food tents from local organizations. There is still a lot to be done to make it happen this summer. Getting volunteers is crucial in organizing and helping with planning. The artist wants to have the Town do as much of the work as possible, as the money raised will go back to the community with the exception of travel expenses for the crew. Rachel has been reaching out to community members to obtain a stage and sound system. Supervisor Horr suggested they talk with members of the NYS Festival of Balloons committee to help with planning and how they organized their festival. Councilperson Colella asked what the major monetary income from the balloon festival? It was believed to be parking and admission. Rachel will meet with the Town Supervisor as needed over the coming weeks to continue to plan this event.

A motion by Councilperson Bacon and a second by Colella to approve the regular meeting minutes from the March 11, 2025, meeting. All in favor. MOTION CARRIED.

The Town Clerk's report for the month of March 2025 was presented, copy on file. The report shows monies taken in for the month were \$3051.00 of which \$2086.13 was turned over to the Supervisor for placement in the appropriate account. A motion by Councilperson Bacon and a second by Infantino to accept the report as presented. All in favor. MOTION CARRIED.

Zoning/Code Officer's report – Motion to approve the Zoning/Code Officer's report from December 2024, January-March 2025 was made by Councilperson Bacon with an exception to the last remark on her report. This motion with the exception was seconded by Councilperson Colella All were in favor. MOTION CARRIED.

The Town and Village Clerk met with the code enforcement officer to devise a new policy on the handling of building permits and inspections. Currently, there are no checks and balances, or consistent follow-through with building permits or with the payment of permits and inspections. There are no current documented policies on how the process should work. The clerks met with the CEO to gather her input, and to devise a new policy going forward. The policy was forwarded to her for input after the meeting, to which there was no response from the CEO. The policy was devised with input from other Town and Village clerks on how the money for permits is managed. All of the clerks that were asked stated that all money is collected through the Town or Village Clerks office before the permit is given to the applicant. Because there is no policy, the CEO has been giving permits before payment is received, making it much harder to collect and track what has been and what has not been collected.

RESOLUTION 04-1-2025: A RESOLUTION ESTABLISHING A BUILDING PERMIT POLICY FOR CODE ENFORCEMENT OFFICERS

Motion by: Councilperson Bacon
Second by: Councilperson Colella

WHEREAS, the Town of North Dansville recognizes the lack of a consistent process of obtaining and paying for building permits and inspections has resulted in insufficient tracking of payments for such permits; and

WHEREAS, the current building permit process lacks comprehensive procedural guidelines for consistent enforcement by the Town Clerk; and

WHEREAS, it is in the best interest of the municipality to adopt a clear and enforceable policy to guide the actions of Code Enforcement Officers in the proper administration of and timely collection of fees associated with such permits.

NOW, THEREFORE, BE IT RESOLVED by the Town of North Dansville Town Board that the following Building Permit Policy is hereby adopted and shall be followed by all Code Enforcement Officers;

IT IS FURTHER RESOLVED, by the Town of North Dansville Board that a signature acknowledgement by the Code Enforcement Officer will be required, and the policy shall be followed immediately upon signature.

Office Policy for Handling Building Permits

1. Purpose

To establish a clear and consistent process for handling building permits and rental inspections within the office, ensuring compliance with legal requirements and annual reporting and organizational procedures.

2. Scope

This policy applies to any employees involved in the review, processing, issuance, and record keeping of building permits or inspections.

3. Responsibilities

- **Code Enforcement Officer:** Reviews applications, verifies compliance, and generates permit.
- **Code Enforcement Administrative Staff:** May assist in documentation, data entry, and communication with applicants.

4. Permit Processing Procedures

4.1 Application Submission

- Applicants must submit a completed application along with required documentation.
- Incomplete applications will not be processed and will be returned with a list of missing requirements from the Code Enforcement Officer.

4.2 Issuance of Permit

- Approved permits are issued with a unique identification number. Permits are to be numbered in consecutive order starting with an issuance of year followed by a four-digit number with T or V at the end to signify Town or Village. (EX. 25-0001-T) CEO then brings the permit to the clerk for payment processing and permit issuing to applicant. The fee for the permit must be on or attached to the permit. If there is no charge for the permit, it must be stated and given to the clerk for tracking purposes. The CEO will communicate with the applicant when the permit is ready for payment. The CEO officer will bring the permit to the appropriate clerk for payment by the applicant.

- The clerk will collect payment from the applicant and enter into the computer system. The building permit/rental inspection and receipt of payment will be given to the applicant.
- The clerk will make a copy of the building permit and give back to the CEO with a paid receipt for their records.
- The CEO must keep a total of all money for permits and inspections to reconcile monthly with the clerk.
- Any regulations established in chapter 138 Building and Code Administration and Enforcement are still in effect.

5. Amendments and Review

This policy will be reviewed periodically and updated as necessary to comply with regulatory changes or organizational needs.

Issued 4/08/2025.

Justice report from Justice Werth and Justice Weidman, for the month of March 2025 were presented, copy on file. The report shows monies taken in for the month were \$11,979.00, and \$1688.00, respectively. A motion by Councilperson Infantino and a second by Luce to accept the report as presented. All in favor. MOTION CARRIED.

Town /Village Planning Board: Meeting minutes for the date March 25, 2025. None submitted.

Town/Village Zoning Board of Appeals: Minutes submitted for March 20, 2025. A motion by Councilperson Bacon and a second by Luce to accept the report as presented. All in favor. MOTION CARRIED.

Supervisor Horr requested permission to advertise for a Zoning Board of Appeals member to represent the Town. A motion by Councilperson Bacon, and a second by Colella to place an ad in the Evening Tribune for a Zoning Board of Appeals Member. All in favor. MOTION CARRIED.

Comprehensive Plan Work Group: The March 17, 2025, meeting was cancelled.

Livingston County Planning Board Agenda for April 10, 2025, was reviewed.

Dansville Area Chamber of Commerce: Meeting minutes from March 3, 2025, were reviewed.

Executive Summary report for the month of March 2025 was presented, copy on file. A motion by Councilperson Bacon and a second by Colella to accept the summary as presented. All in favor. MOTION CARRIED.

Supervisor Horr went over some things on the executive summary. Line AA.1770, Airport fees and rentals the amount of 1,342.71 was airport fuel sales. That amount was twice as much as sales in January and February. Airport Manager salary is on the wrong budget line, so supervisor Horr will call the accountant and have this fixed.

COMMITTEE REPORTS:

CEMETERY: SEXTONS REPORT: Report for March 2025 was submitted. A motion was made by Councilperson Bacon, seconded by Luce. All were in favor, MOTION CARRIED.

Supervisor Horr let the board know that he has not yet received a quote from Jamie Spratt on the work at the cemetery house. He will reach out to see where he is at with the quote.

Highway Superintendent Mitchell stated that the seasonal workers started back on March 24th cleaning up leaves and brush at the cemetery.

Highway Superintendent Mitchell let the board know that he received a packet from Livingston County for summer youth employment. He will fill this out and get it back to the county.

Superintendent Mitchell obtained a quote from Ben Green to cut down four trees, and one tree that needs to be trimmed of dead leaves. These are all trees that the crew cannot safely cut down or trim with the lift they have. The quote was \$2,500 to cut down the four marked trees and trim the dead leaves off one tree, or \$3,500.00 to cut down all five trees. A second quote was attempted from Farrells Tree Service, but they do not have a bucket truck anymore.

A motion by Councilperson Infantino and a second by Bacon to have Ben Green Tree Service take down the five marked trees at the cemetery for \$3,500.00. All in favor. MOTION CARRIED.

HIGHWAY: Highway crew has been working on Frontage Road. They added two picnic tables at the park and prepared the baseball field for the year.

The crew also helped Ossian, Sparta and West Sparta haul their gravel for the year. They also had one of their trucks in Leicester for three days working for the County.

Superintendent Mitchell also let the board know that there are several other trees in the Town that need to come down. Two on Zerfass Road (\$1250.00 quote) five on Pleasant Valley Road (\$1250.00) four on Eades Road (\$1250.00). These are all trees that are rotted, and it is only a matter of time before they fall and impede the roadway. These are trees that the Highway crew cannot safely remove on their own. A motion by Councilperson Bacon and a second by Colella to go forward with the removal of these trees at a cost of \$3750.00. All in favor. MOTION CARRIED.

AIRPORT: Supervisor Horr and Airport Manager Rick Lafford updated the board on the crane operations at LMC. There have been ongoing issues with cranes left up in the air space. Supervisor Horr has been working with our Town Attorney to devise an agreement that LMC must follow that would need to be submitted to the FAA. The FAA has also asked for information from LMC on how many cranes, and where they operated them on their property. The information has been supplied to the FAA, now we are waiting for a response from the FAA to let LMC know what the protocol will be when using cranes in the controlled air space.

Councilperson Collela asked where the Town was at with the second phase of tree removal on Maple Street. Councilperson Bacon said we have an easement, we would just have to meet with the property owners involved to let them know when it will happen.

RECREATIONAL: Supervisor Horr let the board know that the Town would like to apply for a New York State Public Parks Grant that is 90% funded by the State. The Town would be able to use the \$20,000 Parks and Recreation Grant that they receive to help pay our 10% share. Supervisor Horr had to submit a short form environmental assessment SEQR 1 as part of this grant. There were no environmental issues noted. A copy of this will be on file with the Town Clerk, along with a copy of the grant after completion.

Review of monthly payroll summary/registers and bank statements: E-mails were sent to all board members Reconciliation Summary of Banking Accounts and Bank Statements (General, Highway, Airport, Water District and Trust & Agency) for the period ending March 31, 2025, for their review. The Town Clerk presented a hard copy of these materials for board review. Board members had no concerns with the information contained in the financial material.

Kim Coleman was in attendance and let the board know that her license to sell cannabis has finally been approved by New York State. The Dansville Dispensary is the official business name. This is a suite located inside the current smoke shop. She is finishing up on the required documentation and will be scheduling her virtual inspection. She can open her doors after she passes her inspection. Her target date is the middle of May. Kim reached out to the Chambe of Commerce to see if they would want to hold their June meeting at her facility. She would like to give business owners the opportunity to see the

facility and ask any questions they may have and to see what a legal dispensary looks like. The board congratulated her on her hard work and dedication. She is the first and only licensed dispensary in Livingston County.

The Town clerk addressed the board on the Town's vital records room storage and the condition of how the records are stored. They are in non-secure binders that are not strong enough to hold the number of documents. It is imperative that the records be put in binders and are stored on shelving that is more secure. This will save space and will be easier for records retrieval. A quote was presented from Binder Tek for a Moll 4-tier shelving one turn binder & file carousel with 100 One-touch hardbound 3-ring binders. A motion by Councilperson Infantino and a second by Colella to approve the quote of \$2610.00 for the supplies and shelving from BinderTek. All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Luce to purchase 4 new chairs for the town clerk's office not to exceed \$500.00 in total. All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Infantino to approve \$600.00 for the Memorial Day celebration for Daniel Goho Post #87. All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Colella to approve the 3-year preventative maintenance contract with LMC for heating and air conditioning units. All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Colella to approve the 3-year contract with Empire Access for phone and internet services at the town hall, town barn, and airport. All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Luce to approve the shared service agreement with Edgewood Farms and Safe Driver Solutions, with Edgewood Farms contributing to half the cost of testing for a shared employee. All in favor. MOTION CARRIED.

The town clerk addressed the board on the locking of the records room door in the basement. Currently the door has a key to unlock it. This has not changed in years. With too many keys that may allow a access to someone that does not need. It was proposed that the door be tied into our security system. Access will be assigned to only people who need access to enter the records room. A motion by Councilperson Bacon and a second by Luce to approve the quote of \$2,800.00 from Vindex Securities to tie the records room door into the existing security system. All in favor. MOTION CARRIED.

Supervisor Horr let the board know he received 4 applications for the cleaning/maintenance position. He will see if there are any viable candidates. If there are no applicants that fit, he would like permission to send out bid invitations to commercial cleaning companies.

A motion by Councilperson Bacon and a second by Colella to pay all bills as audited, General Account Vouchers #47- #77 incl., totaling \$41,612.20, and Highway Account Vouchers #23- #35incl., totaling \$8,280.91, and Water District Account Voucher #1 incl., totaling \$581.75 All in favor. MOTION CARRIED.

A motion by Councilperson Bacon and a second by Luce to go into executive session at 8:20pm to discuss an employee contract. All in favor. MOTION CARRIED.

A motion by Councilperson Colella and a second by Bacon to come out of executive session at 8:40 pm with no action taken. All in favor. MOTION CARRIED.

A motion by Councilperson Colella and a second by Infantino to adjourn the meeting at 8:41pm. All in favor. MOTION CARRIED.

Respectfully Submitted,

Lori Tyler
Town Clerk