

**TOWN OF NORTH HARMONY
ORGANIZATIONAL TOWN BOARD MEETING
TUESDAY, JANUARY 2, 2025, 3:00 PM**

ROBERT YATES, SUPERVISOR	PRESENT
RICHARD SENA, COUNCIL	PRESENT
LOUISE ORTMAN, COUNCIL	PRESENT
NIKIEL ADAMS, COUNCIL	PRESENT
MIKE PFEIL, COUNCIL	PRESENT

OTHERS PRESENT: Robin Miller, Bookkeeper; Julie Conklin, Clerk; Benny Karlson, Highway Superintendent; Brad Lawson, Zoning CEO; Howard Peacock, Town Justice; Katie Zimmer, Court Clerk; Leah Stow, ZBA

- **PLEDGE**

Mr. Yates opened the Organizational Town Board Meeting at 3:10 PM

2025 ORGANIZATIONAL MEETING

OATHS OF OFFICE

The following elected and appointed personnel took their Oath of Office:
Ms. Stow, ZBA and Howard Peacock, Town Justice.

ADOPT THE 2025 SALARIES AND APPOINTMENTS

- **MOTION # 1-2025**

MR. PHEIL MOTIONED TO ADOPT AND ENTER INTO THE TOWN RECORD DOCUMENT 2025 ORGANIZATIONAL CHART SALARIES AND APPOINTMENTS AS STATED. MRS. ORTMAN SECONDED. YES (5) ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED.**

ADOPT THE 2025 BOARD MEETING DATES.

- **MOTION # 2-2025**

MR. SENA MOTIONED TO ADOPT THE 2025 MONTHLY TOWN BOARD MEETING DATES AS FOLLOWS: 1/13/25;1/27/25; 2/10/25; 2/24/25; 3/10/25; 3/24/25; 4/14/25; 4/28/25; 5/12/25; TUES. 5/27/25; 6/6/25; 6/23/25; 7/14/25; 7/28/25; 8/11/25; 8/25/25; 9/8/25; 9/22/25; TUES. 10/14/25; 10/27/25; 11/10/25; 11/24/25; 12/8/25; 12/22/25. MR. PHEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED.**

AUTHORIZE THE HIGHWAY SUPERINTENDENT TO:

Post Roads
Bid for Materials – County and State
Attend Highway School
Attend Advocacy Day
Attend Fall Conference

- **MOTION # 3-2025**

MRS. ADAMS MOTIONED TO AUTHORIZE THE HIGHWAY SUPERINTENDENT TO POST ROADS, BID FOR MATERIALS – COUNTY AND STATE, ATTEND HIGHWAY SCHOOL, ADVOCACY DAY AND FALL CONFERENCE. MR. SENA SECONDED. YES (5) YATES, SENA, ORTMAN, ADAMS, PFEIL. NO (0). **THE MOTION WAS CARRIED.**

AUTHORIZE THE TOWN SUPERVISOR/BOARD TO:

Sign Agreement to spend highway funds.
Renew the Shared Contract with Chautauqua County
Sign Contract for Assessor Services.
Authorize all other Officials to attend meetings and school as budgeted.

- **MOTION # 4-2025**

MR. SENA MOTIONED TO AUTHORIZE THE TOWN SUPERVISOR/BOARD TO SIGN AGREEMENT TO SPEND HIGHWAY FUNDS, RENEW THE SHARED CONTRACT WITH CHAUTAUQUA COUNTY, SIGN CONTRACT FOR ASSESSOR SERVICES AND AUTHORIZE ALL OTHER OFFICIALS TO ATTEND MEETINGS AND SCHOOL AS BUDGETED. MR. PFEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

EARLY VOUCHER APPROVAL – authorized for Verizon, National Grid, Chautauqua Utilities, and Government Agencies.

- **MOTION # 5-2025**

MR. SENA MOTIONED TO APPROVE EARLY VOUCHER APPROVAL FOR VERIZON, MRS. ORTMAN SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED.**

TOWN CLERK RECEIVED TAX WARRANT – COLLECTIONS START 1/9/2025

AUTHORIZED SUPERVISOR TO RENEW CONTRACT WITH THE CHAUTAUQUA COUNTY HUMANE SOCIETY

- **MOTION # 6-2025**

MRS. ORTMAN MOTIONED TO AUTHORIZE THE TOWN SUPERVISOR TO RENEW CONTRACT WITH THE CHAUTAUQUA COUNTY HUMANE SOCIETY. MR. PFEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

ACCEPT THE RESIGNATION OF RICHARD JOHNSON FROM THE PLANNING BOARD EFFECTIVE 12/31/24

- **MOTION # 7-2025**

MRS. ORTMAN MOTIONED TO ACCEPT THE RESIGNATION WITH REGRETS FROM RICHARD JOHNSON FROM THE PLANNING BOARD EFFECTIVE 12/31/24. MR. PFEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

APPOINT ANNA SENA TO THE PLANNING BOARD TO COMPLETE THE TERM ENDING 12/31/2027

- **MOTION # 8-2025**

MRS. ORTMAN MOTIONED TO APPOINT ANNA SENA TO THE PLANNING BOARD TO COMPLETE THE TERM ENDING 12/31/27. MR. PFEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

APPOINT RICHARD JOHNSON AS AN ALTERNATE TO THE PLANNING BOARD

- **MOTION # 9-2025**

MRS. ORTMAN MOTIONED TO APPOINT RICHARD SENA AS AN ALTERNATE TO THE PLANNING BOARD. MR. PFEIL SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

APPROVE 284 AGREEMENT

Mr. Karlson noted that he will need this updated a few times a year as projects change.

- **MOTION # 10-2025**

MRS. ORTMAN MOTIONED TO APPROVE THE 284 AGREEMENT AS SUBMITTED BY MR. KARLSON. MR. SENA SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

M.E.O. NEW HIRE-JESSIE EVANS \$18/HR SIX-MONTH PROBATIONARY PERIOD BEGINNING 12/30/24.

- **MOTION # 11-2025**

MRS. SENA MOTIONED TO APPROVE JESSIE EVANS AS A NEW HIRE AT \$18/HR ON A SIX-MONTH PROBATIONARY PERIOD BEGINNING 12/31/24. MRS. ADAMS SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

COURT STAFF DISCUSSION

MR. YATES EXPLAINED THAT THE \$8500 THAT WILL BE RECEIVED FOR THE MERGER OF THE COURTS WILL BE AS FOLLOWS:

- \$2500 to the Town of North Harmony for administration costs
- \$3000 will be for the Town Justice
- \$3000 for Court Clerk

Mr. Yates explained that these funds will be placed on the budget as stated. The town board is not responsible for the distribution of the funds. Mr. Peacock will be in charge of deciding how the \$3000 for court clerk will be distributed and vouchered.

Mr. Yates explained that the agreement with the Town of Harmony is a living document and can change up or down from year to year. The year-end paperwork will show the separation of the Town of North Harmony and Town of Harmony Courts, giving the information needed to discuss with the Town of Harmony the funds needed for the following year

Mrs. Miller explained that will need to be collected by a submission of a voucher toward year end and that they are considered a stipend.

THE FOLLOWING WAS DISCUSS IN REGARD TO CLERK II POSITION IN THE COURT:

- There will need be another position created within the court
- The clerk II position in the court is max of 20 hours
- At 24 hours a civil service examine is required

MRS. MILLER REQUESTED AN AMENDMENT TO THE BUDGET AS FOLLOWS:

- Removal of line item 1110.1.22
- Added:
 - 1110.4.1 - \$3000 for Town Justice
 - 1110.42 - \$3000 for Court Clerk

- **MOTION # 12-2025**

MR. ORTMAN MOTIONED TO APPROVE THE AMENDMENT AS STATED ABOVE TO THE 2025 BUDGET. MRS. ADAMS SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

It was decided to have a discussion at the next Town Board meeting on January 13th to have the head of the Zoning Board of Appeals and the Planning Board attend the second Town Board meeting.

OFFICE CLOSURES

New Years Day – Wednesday, January 1, 2025
Martin Luther King Jr. Day – Monday, January 20, 2025
President’s Day – Monday, February 17, 2025
Good Friday – Friday, April 18, 2025
Memorial Day – Friday, May 23, 2025 – Monday, May 26, 2025
Juneteenth – Thursday, June 19, 2025
Independence Day – Friday, July 4, 2025
Labor Day – Monday, September 1, 2025
Columbus Day – Monday, October 13, 2025
Veterans Day - Tuesday, November 11, 2025
Thanksgiving – Thursday, November 27, 2025 - Friday, November 28, 2025
Christmas – Thursday, December 25, 2025

PLANNING BOARD MEETING DATES

1/14; 2/11; 3/11; 4/8; 5/13; 6/10; 7/8; 8/12; 9/9; Wednesday, 10/15 (due to holiday); Wednesday, 11/12; 12/9 (due to holiday)

ZONING BOARD OF APEALS DATES

1/22; 2/26; 3/26; 4/23; 5/28; 6/25; 7/23; 8/27; 9/24; 10/22; 11/19 (due to holiday); 12/17 (due to holiday)

- **MOTION # 12-2025**

MR. PHEIL MOTIONED TO ACCEPT OFFICE CLOSURES, PLANNING BOARD AND ZONING BOARD OF APPEALS MEETINGS AS LISTED ABOVE. MRS. ADAMS SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

- **MOTION # 13-2025**

A MOTION MADE BY MR. SENA, SECONDED BY MRS. ADAMS, AND NONE BEING OPPOSED, THE MEETING WAS ADJOURNED 3:34 PM.

- **MOTION # 14-2025**

A MOTION MADE BY MR. SENA, SECONDED BY MRS. ORTMAN, AND NONE BEING OPPOSED, TO REOPEN THE MEETING AT 3:40 PM.

Mrs. Miller explained that there is a \$300,000 cd (\$150,000 has been dedicated to highway equipment) that is going to mature on January 7th, Mr. Karlson has a new truck that will be in need of payment sometime in April/May.

- **MOTION # 15-2025**

MR. SENA MOTIONED TO RENEW THE CD FOR A 90-DAY TERM THAT IS COMING DUE ON JANUARY 7TH. MRS. ORTMAN SECONDED. YES (5): ORTMAN, SENA, PFEIL, YATES, ADAMS. NO (0). **THE MOTION WAS CARRIED**

DISCUSSION ON ATTORNEY:

THE FOLLOWING TOPICS WERE DISCUSS:

- The Attorney needs to speak with the Town Supervisor and the Town Board before offering legal services
- The attorney will need to keep a record of her time with details
- The town will be hiring a consultant (will be decided in the next month or so) to review the towns zoning laws

Mrs. Ortman added that the Town Board should be informing the Attorneys' work and that the Town Board and Supervisor will decide on what meeting the Attorneys will attend.

HIGHWAY DEPARTMENT CLOTHING ALLOWANCE

Mr. Yates asked if the highway needs to keep the clothing allowance at \$500.00.

Mr. Karlson recommended keeping the amount at \$500.00 due to the cost of clothing and boots.

DFT SECURITY

Mrs. Miller made the board aware that with the transfer from DFT to Windstream there will be internal electrical work in the upcoming week in the supervisor's office and on January 16th there will be more work by Windstream and shortly after we will receive new phones, and the new service will be working. Mrs. Miller added that we should experience a couple of years of reduced rates.

- **MOTION # 16-2025**

A MOTION MADE BY MR. SENA, SECONDED BY MRS. ADAMS, AND NONE BEING
OPPOSED, THE MEETING WAS ADJOURNED 4:15 PM.

Julie Conklin

Clerk