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# TOWN OF BARTON

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**DONALD FOSTER, SUPERVISOR**  
**MINUTES – February 12, 2024 @ 6:30 PM**  
**Via In-Person**

**Board Members Present:** Supervisor Donald Foster, Councilperson Kevin Everly, Councilperson Michael Rice, Councilperson Jeffrey Coleman, Councilperson David Shipman

**Board Members Absent:** None.

**Staff Present:** Fred Schweiger, Highway Superintendent; Arrah Richards-McCarty, Town Clerk;

**Guests:**

Nicole Lamberti – Morning Times

Halsey Valley Fire Department - Thomas Cole, John Gennarino, Ron Frisbie, Shawn Bellis

**The meeting was called to order at 6:30 pm by Supervisor Donald Foster.**

**Pledge of Allegiance**

**Privilege of the Floor**

John Gennarino began by asking the board if they had considered passing the firefighter's exemption. Supervisor Foster stated the town board has until December 2025 to vote on this exemption. Councilperson Everly added that there are some questions still lingering before they are able to vote. For instance, how many are eligible? How would it affect the tax base? Mr. Bellis believed there are three members that are currently active in the fire department that would affect the Town of Barton tax roll and thought this information had already been submitted to the town. The board mentioned the Town of Barton Assessor has been actively working on how this exemption would affect the tax roll.

**Approval of Minutes:** A **motion** to approve last month's regular board meeting minutes (01/08/2024) and special board meeting minutes (01/16/2024) as submitted by the Town Clerk made by Councilperson Kevin Everly, seconded by Councilperson Dave Shipman. 5-Ayes, 0-Noes

**Vouchers:** A **motion** to approve the vouchers made by Councilperson Mike Rice, seconded by Councilperson Jeff Coleman.

- General Fund .....\$515,036.03
- Highway .....\$178,713.74
- Water/Sewer .....\$42,460.72

5-Ayes, 0-Noes

**Personnel:**  
**Town Clerk Arrah Richards-McCarty**

I have left messages and an email with Penelec to discuss the LED street lighting option but have not heard back from them until late this afternoon. I have a phone meeting with them tomorrow morning.

I'd like to request permission to look into and potentially apply for a Local Government Records Management Improvement Fund grant. The application deadline is March 11, 2024. I am looking to go digital with my records to free-up limited space and it will make it much easier to locate a file by using an intuitive search tool. The board unanimously agreed to allow me to apply for this grant and would like to reserve the right to vote to accept this grant at a later time.

**Highway Superintendent Fred Schweiger**

Preparing for potential storm.

Running hot box out and cutting trees. Also working on ditch work.

**New Business**

1. Resolution 03-2024 – Standard Work Day and Reporting Resolution

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED 02/12/2024

RESOLUTION NO 03-2024

STANDARD WORK DAY AND REPORTING  
RESOLUTION

**WHEREAS**, The New York State Retirement System created new reporting regulations in 2009 that require establishment of terms and work hours for elected and appointed officials and a resolution stating such at the onset of each term;

**NOW THEREFORE** upon a motion by Councilperson Mike Rice, seconded by Councilperson Kevin Everly and carried; therefore, be it

**RESOLVED**, that the Town of Barton hereby establishes the following as standard work days for elected and appointed officials, and will report the following days worked to the New York State and Local Employees' Retirement System based on the record of activities maintained and submitted by the following officials to the Clerk of this body;

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
<b>Elected Officials:</b>									
Arrah Richards-McCarty			Town Clerk	01/01/24-12/31/27	7.00	26.05	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Frederick Schweiger			Highway Superintendent	01/01/24-12/31/27	8.00	30.08	<input type="checkbox"/>	B-Weekly	<input type="checkbox"/>
David Shipman			Councilperson	01/01/24-12/31/27	6.00	0.34	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
<b>Appointed Officials:</b>									
Melanie Sinsabaugh			Bookkeeper	01/01/24-12/31/24	6.00	3.57	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Catherine Kozemko			Assessor	01/01/24-09/30/25	7.00	8.99	<input type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>
Nancy Perry			Court Clerk	01/01/24-12/31/24	6.00	2.53	<input checked="" type="checkbox"/>	Bi-Weekly	<input type="checkbox"/>

**Roll Call Vote:**

Mike Rice                   Aye  
Kevin Everly                Aye  
Donald Foster               Aye  
Jeffrey Coleman            Aye  
David Shipman              Abstain

2. Resolution 04-2024 – Budget Modifications

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED 02/12/2024

RESOLUTION NO 04-2024

BUDGET MODIFICATIONS

**WHEREAS**, the Town of Barton was presented with the budget modifications for the 2023 year; and

**WHEREAS**, budget modifications requires Town Board approval; and

**NOW THEREFORE** upon a motion by Councilperson Jeff Coleman, seconded by Councilperson Dave Shipman and carried; therefore, be it

**RESOLVED**, the Town of Barton Town Board approves the following budget modifications:

**GENERAL TOWNWIDE:**

FROM	A1990.4	CONTINGENT	\$19,490.00	
TO	A1220.1	SUPERVISOR-PERSONAL SERVICES		\$230.00
	A1220.4	SUPERVISOR – CONTRACTUAL		\$200.00
	A1620.4	BUILDINGS – CONTRACTUAL		\$3710.00
	A1910.4	UNALLOCATED INSURANCE		\$3,140.00
	A3510.41	CONTROL OF DOGS-STRAY HAVEN		\$70.00
	A8160.1	REFUSE & GARBAGE – PERSONAL SERVICES		\$20.00
	A9010.8	NYS RETIREMENT		\$4,500.00
	A9030.8	SOCIAL SECURITY		\$2,070.00
	A9060.8	HOSPITAL & MEDICAL INSURANCE		\$5,550.00
			\$19,490.00	\$19,490.00

**GENERAL PART TOWN:**

FROM	B8810.4	CEMETERY - CONTRACTUAL	\$610.00	
TO	B3620.4	SAFETY INSPECTION - CONTRACTUAL		\$140.00
	B5182.4	STREET LIGHTING		\$10.00
	B8020.4	PLANNING - CONTRACTUAL		\$210.00
	B9030.8	SOCIAL SECURITY		\$250.00
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			\$610.00	\$610.00
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**HIGHWAY TOWNWIDE:**

FROM	DA5142.1	SNOW REMOVAL-PERSONAL SERVICES	\$16,460.00	
	DA9030.8	SOCIAL SECURITY	\$1,910.00	
	DA9040.8	WORKERS' COMPENSATION	\$1,000	
	DA9060.8	HEALTH & MEDICAL INSURANCE	\$5,250.00	
TO	DA5130.4	MACHINERY CONTRACTUAL		\$8,280.00
	DA5140.1	BRUSH & WEEDS-PERSONAL SERVICES		\$1,560.00
	DA5140.4	BRUSH & WEEDS-CONTRACTUAL		\$1,070.00
	DA5142.4	SNOW REMOVAL - CONTRACTUAL		\$7,660.00
	DA9010.8	STATE RETIREMENT		\$6,050.00
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			\$24,620.00	\$24,620.00
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**HIGHWAY PART TOWN:**

INCREASE	DB3501	CONSOLIDATED HIGHWAY AID (CHIPS)	\$50,000.00	
INCREASE	DB5112.2	CAPITAL OUTLAY (CHIPS)		\$50,000.00
INCREASE	DB1120	SALES TAX DISTRIBUTION BY COUNTY	\$108,650.00	
	DB5110.1	GENERAL REPAIRS-PERSONAL SERVICES		\$11,700.00
	DB5110.4	GENERAL REPAIRS-CONTRACTUAL		\$76,000.00
	DB5140.1	BRUSH & WEEDS – PERSONAL SERVICES		\$3,000
	DB9010.8	STATE RETIREMENT		\$4,900.00
	DB9030.8	SOCIAL SECURITY		\$4,050.00
	DB9060.8	HEALTH & MEDICAL INSURANCE		\$9,000.00
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			\$158,650.00	\$158,650.00
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**WATER FUND:**

FROM	F599	FUND BALANCE	\$10,560.00	
TO	F1710.4	CLERK - CONTRACTUAL		\$250.00
	F1989.4	OTHER GOVT SUPPORT		\$3,160.00
	F8320.4	WATER DISTRIBUTION		\$1,870.00
	F8330.4	WATER PURIFICATION		\$50.00
	F8340.4	WATER DISTRIBUTION		\$5,230.00
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			\$10,560.00	\$10,560.00
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**SEWER FUND:**

FROM	G1989.4	OTHER GOV'T SUPPORT	\$2,610.00	
TO	G1710.4	CLERK - CONTRACTUAL		\$200.00
	G8130.2	EQUIPMENT		\$2,300.00
	G8320.4	POWER & PUMPING		\$110.00
			<u>\$2,610.00</u>	<u>\$2,610.00</u>

**Roll Call Vote:**

Mike Rice                   Aye  
Kevin Everly               Aye  
Donald Foster              Aye  
Jeffrey Coleman          Aye  
Dave Shipman              Aye

3. Resolution 05-2024 – Authorization for Melanie Sinsabaugh to Conduct an Audit of the 2023 Town of Barton Court Records

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CERTIFIED COPY OF RESOLUTION ADOPTED BY THE BARTON TOWN BOARD

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ADOPTED 02/12/2024

RESOLUTION NO. 05-2024

AUTHORIZATION FOR MELANIE SINSABAUGH TO CONDUCT AN AUDIT OF THE 2023 TOWN OF BARTON COURT RECORDS

**WHEREAS**, Section 2019-A of the Uniform Justice Court Act requires that town justices annually provide their court records and dockets to the auditing board of the town, and that such records then be examined and that fact be entered into the minutes of the Town Board's proceedings; and

**WHEREAS**, the Unified Court System's Internal Audit Office is responsible for monitoring Town Board compliance with Section 2019-A; and

**WHEREAS**, the NYS Unified Court System requests that we provide a copy of the audit of the Town of Barton court records for fiscal year ending in 2023 and a copy of the board resolution acknowledging that the required examination was conducted; and

**WHEREAS**, Town of Barton Bookkeeper, Melanie Sinsabaugh, has agreed to conduct an audit and review of the Town of Barton court records for a fee of \$250.00; and

**NOW THEREFORE** upon a motion by Councilperson Dave Shipman, seconded by Councilperson Mike Rice and carried; therefore, be it

**RESOLVED**, that the Town Board of the Town of Barton authorizes Melanie Sinsabaugh to conduct an audit and review of the 2023 Town of Barton court records for a fee of \$250.00.

**Roll Call Vote:**

Mike Rice                   Aye  
Kevin Everly               Aye  
Donald Foster              Aye  
Jeffrey Coleman          Aye  
Dave Shipman              Aye

#### 4. Annual Review of the Town of Barton Procurement Policy

In 2019, the Town of Barton updated the procurement policy and in this policy, it states this policy must be reviewed annually. Supervisor Foster stated he does not feel this policy needs any changes. The board unanimously agreed to accept the procurement policy as is.

#### 5. Tioga County REAP

Supervisor Foster read aloud a letter sent from Tioga County REAP. This letter is looking to municipalities for their support in community development within Tioga County with Town of Barton's rate costing \$1,776. The Town of Barton Town Board unanimously decided not to proceed with this request.

#### 6. Town of Barton - 200 Years Old

The Town of Barton is coming up on its 200<sup>th</sup> birthday. The Town of Barton's inception is March 23, 1824. The draft proclamation was read aloud which is expected to pass at the March 11, 2024 meeting. Supervisor Foster purchased two banners; one to be hung at the Town of Barton Town Hall and one to be hung at the Highway Barn out of his own pocket. Town Clerk Richards-McCarty added there will be a party at the Waverly Historical Society Museum on March 23, 2024 from 1-4pm. Light refreshments will be available. The public is invited.

#### **Old Business**

None.

Motion to adjourn meeting at 6:55 p.m. made by Councilperson Kevin Everly, seconded by Councilperson Dave Shipman. All in favor.

Respectfully submitted,

*Arrah Richards-McCarty*

Town of Barton Town Clerk