

TOWN BOARD

MONDAY

October 5, 2020

Zoom Meeting

<https://madisoncounty-ny.zoom.us/j/92165637582>

Meeting ID: 921 6563 7582

Dial by your location

1 646 558 8656 US (New York)

Supervisor Zupan opened the meeting at 7:30 p.m. with all Councilors present.

The Town of Cazenovia is committed to practicing the social distancing guidelines that are currently in place. In accordance with the Governor's Executive Order 202.1, our October meeting was held via videoconferencing. This meeting notification was posted on the Town's website and on the sign board at the outside entrance of the Town Hall and published in the newspaper.

This meeting was video-recorded.

The Town Supervisor asked the Town Clerk to take a roll call attendance of all Board members.

Roll call:

Councilor Andersen	Present
Councilor Race	Present
Councilor Golub	Present
Councilor Reger	Present
Supervisor Zupan	Present

Supervisor Zupan announced the November Town Board meeting will be the first Monday of the month, November 2, 2020 due to budgetary reasons.

Correspondence: *There was no unshared correspondence.*

Motion by Councilor Andersen, seconded by Councilor Golub to accept the minutes from the September 14, 2020 regular meeting. The motion was unanimously approved.

Supervisor Zupan asked if anyone cared to speak to the Town Board regarding any subject on this meeting's agenda.

Public comment #1: *There were no comments.*

X **NOTE FOR THE RECORD** - The timely receipt (9/30/2020) of the 2021 Tentative Budget and the timely distribution of same to the Town Board (electronically 09/30/2020 and paper copies 10/5/2020 at the Regular Meeting.)

Resolution No. 105 presented by Councilor Race, seconded by Councilor Andersen

2021 TENTATIVE/PRELIMINARY BUDGET

WHEREAS, the Town Supervisor of the Town of Cazenovia duly filed with the Town Clerk the Tentative Budget of said Town for the fiscal year beginning January 1, 2021; and

WHEREAS, the Town Clerk of the Town of Cazenovia, duly presented said Tentative Budget to the Town Board as prescribed by law, at their Regular Meeting on October 5, 2020, at which time such Tentative Budget was considered, discussed and reviewed.

NOW, THEREFORE, BE IT RESOLVED, that said Tentative Budget is hereby set forth, and be it

FURTHER RESOLVED, the said Tentative Budget is hereby approved and shall become the Preliminary Budget of the Town of Cazenovia, for the fiscal year beginning January 1, 2021; and be it

FURTHER RESOLVED, that said Preliminary Budget shall be kept in the Office of the Town Clerk of the Town of Cazenovia, and the Town Clerk is hereby authorized to reproduce copies of same for public distribution upon request; and be it

FURTHER RESOLVED, that due to the continued emergency circumstances caused by the COVID-19 pandemic and consistent with the NYS Governor’s executive orders, including but not limited to, Executive Order 202.1, the Town Board shall conduct a public hearing as to the adoption of the proposed 2021 Town Budget via remote attendance utilizing the telephone/video conferencing medium known as Zoom on November 2, 2020 at 7:30 p.m. The Town Office at 7 Albany Street, Cazenovia, Madison County, New York will not be open to visitors. All persons wishing to be heard can do so by using a free version of the software at Zoom.us. Video participants can access Zoom at the following link: <http://madisoncounty-ny.zoom.us/j/95605762662>. For audio participants, call (646) 558-8656 and enter ID: 956 0576 2662.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 105 adopted.

Resolution No. 106 presented by Councilor Reger, seconded by Councilor Race

At a Regular Meeting of the Town of Cazenovia Town Board, Madison County, New York, held at the Town Hall, located at 7 Albany Street, Cazenovia, New York on October 5, 2020 at 7:30 p.m. utilizing the telephone/video conferencing medium known as ZOOM.

The meeting was called to order by the Supervisor, and upon roll being called, there were:

PRESENT:	William Zupan	Supervisor
	Patrick Race	Councilor
	Kristi Andersen	Councilor
	Kyle Reger	Councilor
	Jimmy Golub	Councilor

**PUBLIC HEARING RESOLUTION AND ORDER OF THE TOWN BOARD
 IN THE MATTER OF THE JOINT INCREASE AND IMPROVEMENT OF
 FACILITIES PURSUANT TO TOWN LAW SECTION 202-b OF
 THE TOWN OF CAZENOVIA/TOWN OF NELSON ROUTE 20
 WATER DISTRICTS IN THE TOWN OF CAZENOVIA AND
 TOWN OF NELSON, MADISON COUNTY, NEW YORK**

WHEREAS, the Town of Cazenovia Town Board and the Town of Nelson Town Board had under consideration the increase and improvement of the facilities of the Town of Cazenovia/Town of Nelson Route 20 Water Districts in said Town, consisting of the construction and installation of: (1) upgraded power service to the system’s new pump station; (2) installation of a riser pipe to the existing Village of Cazenovia tank, servicing the water system; (3) installation of a floor level vent in the system’s pump house; (4) directional drilling for additional pipe installations; (5) surveying of tank property; (6) installation of solar powered level sensors at the system’s water tank, with associated cellular transmitters; (7) reprogramming of PLC for tank pressure inputs and communication system; and (8) installation of a chain link fence to be located around the system’s tank; together with original furnishings, equipment, machinery, apparatus, appurtenances and incidental improvements and expenses in connection therewith, as further described in a Map, Plan and Report, dated October 2020, prepared by Dunn & Sgromo, competent engineers duly licensed in the State of New York, including an estimate of the cost and on file in the office of the Town Clerk where they may be inspected during regular office hours or by request to the Town Clerk; and

WHEREAS, the maximum estimated cost to said District of such joint increase and improvement of facilities is determined to be One Hundred Eight Thousand Five Hundred and 00/100 Dollars (\$108,500.00); and

WHEREAS, such cost shall be annually apportioned among such District owners by said Town Board, and the amounts so apportioned shall be annually apportioned and assessed upon the several lots and parcels of land within each said District in the manner provided by law and as set forth in the District formation notices and documents, and upon an *ad valorem* basis, in an amount sufficient to pay the principal and interest on said bonds as the same become due; and

WHEREAS, it is anticipated and expected that the apportionment of such cost between the Town of Cazenovia and Town of Nelson will be in accordance with the Intermunicipal Agreement (“IMA”) entered into by the Town of Cazenovia and the Town of Nelson dated February 11, 2019 (as amended) and on file with the Town Clerks and available for inspection during normal office hours; and

WHEREAS, said capital project is part of a larger joint water improvement project in conjunction with the Town of Nelson and the joint project had previously been determined to be an Unlisted Action pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act (“SEQRA”), the implementation of which as proposed, and was determined by the Lead Agency for the entire joint project to not result in any significant adverse environmental effects, and the documentation relating to SEQRA is available in the office of the Town Clerk for inspection during normal office hours; and

WHEREAS, the Town Board of the Town of Cazenovia hereby recognizes and reaffirms the SEQRA determination and negative declaration previously rendered by the Lead Agency; and

WHEREAS, it is now desired to call a public hearing on the question of the increase and improvement of the facilities of said District, in the matter described above, and to hear all persons interested in the subject thereof, concerning the same, in accordance with the provisions of Section 202-b of the Town Law.

NOW, THEREFORE, IT IS HEREBY

ORDERED by the Town of Cazenovia Town Board, Madison County, New York, as follows:

Section 1. A public hearing will be held at the Town Hall, located at 7 Albany Street, Cazenovia, New York 13035, in said Town, on the 19th day of October, 2020, at 7:00 P.M., utilizing the telephone/video conferencing medium known as ZOOM on the question of the proposed joint increase and improvement of the facilities of said District, in said Town, and the estimate of cost referred to in the preamble hereof, at which time and place said Town Board will hear all persons interested in the subject thereof concerning the same and to take such action thereon as is required or authorized by law.

Section 2. The public may mail, e-mail or fax comments to the Town Clerk by noon on October 19, 2020. If the present Orders of the New York State Governor concerning the COVID-19 pandemic are not lifted prior to that time, the Board shall convene using the telephone/video conferencing medium known as ZOOM and as otherwise noticed on the Town’s official website (www.townofcazenovia.org). The public wishing to observe the proceedings may do so by using a free version of the software at Zoom.us. Video participants can access Zoom at the following link: <https://madisoncounty-ny.zoom.us/j/91436716395>. For audio participants, call (646) 558-8656 and enter ID: 914 3671 6395.

Section 3. The Town Clerk is hereby authorized and directed to cause a notice of said public hearing to be published in the official newspaper of said Town, and also to cause a copy thereof to be posted on the signboard of the Town, such publication and posting to be made not less than ten, nor more than twenty days, before the date designated for the hearing and to further be placed upon the Town’s website at.

Section 4. The notice of public hearing shall be in substantially the form attached hereto as Exhibit A and hereby made a part hereof.

Section 5. This Order shall take effect immediately.

EXHIBIT “A”

**TOWN OF CAZENOVIA
NOTICE OF PUBLIC HEARING**

**IN THE MATTER OF THE JOINT INCREASE AND IMPROVEMENT
OF FACILITIES PURSUANT TO TOWN LAW SECTION 202-b
OF THE TOWN OF CAZENOVIA/TOWN OF NELSON
ROUTE 20 WATER DISTRICTS IN THE TOWN OF CAZENOVIA
AND TOWN OF NELSON, MADISON COUNTY, NEW YORK**

PLEASE TAKE NOTICE that the Town Board of the Town of Cazenovia, Madison County, New York, will meet at the Town Hall, located at 7 Albany Street, Cazenovia, New York 13035, in said Town, on the 19th day of October, 2020, at 7:00 P.M., for the purpose of conducting a public hearing upon a certain Map, Plan and Report, including an estimate of cost in relation to the proposed joint increase and improvement of the facilities of the Town of Cazenovia/Town of Nelson Route 20 Water Districts, in said Town, being generally described as the (1) upgraded power service to the system’s new pump station; (2) installation of a riser pipe to the existing Village of Cazenovia tank, servicing the water system; (3) installation of a floor level vent in the system’s pump house; (4) directional drilling for additional pipe installations; (5) surveying of tank property; (6) installation of solar powered level sensors at the system’s water tank, with associated cellular transmitters; (7) reprogramming of PLC for tank pressure inputs and communication system; and (8) installation of a chain link fence to be located around the system’s tank; together with original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith, at a maximum estimated cost of One Hundred Eight Thousand Five Hundred and 00/100 Dollars (\$108,500.00), at which time and place said Town Board will hear all persons interested in the subject thereof concerning the same.

The public may mail, e-mail or fax comments to the Town Clerk by noon on October 19, 2020. If the present Orders of the New York State Governor concerning the COVID-19 pandemic are not lifted prior to that time, the Board shall convene using the telephone/video conferencing medium known as ZOOM and as otherwise noticed on the Town’s official website

(www.townofcazenovia.org). The public wishing to observe the proceedings may do so by using a free version of the software at Zoom.us. Video participants can access Zoom at the following link: <https://madisoncounty-ny.zoom.us/j/91436716395>. For audio participants, call (646) 558-8656 and enter ID: 914 3671 6395.

Such cost shall be annually apportioned among such Districts owners by said Town Boards, and the amounts so apportioned shall be levied and collected in each District in the manner provided by law (and as set forth in the District formation documents on an *ad valorem* basis). It is expected that the apportionment of cost between the Town of Cazenovia and the Town of Nelson District residents shall be in accordance with the provisions of the Intermunicipal Agreement executed by the parties on February 11, 2019 and as amended.

The improvements as described above had previously been determined to be an Unlisted Action pursuant to the regulations promulgated under the State Environmental Quality Review Act (“SEQRA”) and had determined that same would not result in any significant adverse environmental effects. The Map, Plan and Report for said improvements prepared by a competent engineer licensed by the State of New York and SEQRA compliance materials are available for inspection at the Office of the Town Clerk where they may be inspected during normal business hours.

At said public hearing, said Town Board will hear all persons instituted on the subject matter thereof.

Dated: October 6, 2020.

BY ORDER OF THE TOWN BOARD OF THE
TOWN OF CAZENOVIA, MADISON COUNTY,
NEW YORK

Town Clerk

Roll call:	
Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 106 adopted.

Resolution No. 107 presented by Councilor Race, seconded by Councilor Andersen

AUTHORIZE THE SUPERVISOR OF THE TOWN OF CAZENOVIA TO EXECUTE AND PROCESS AN APPLICATION FOR A STATE AND MUNICIPAL FACILITIES PROGRAM (SAM) GRANT FOR CAPITAL COSTS ASSOCIATED WITH THE GOTHIC COTTAGE REHABILITATION PROJECT

WHEREAS, the Town of Cazenovia has learned it will be considered for funding in the amount of \$ 200,000.00 through the State and Municipal Facilities Program, (SAM); and

WHEREAS, if the funds are awarded to the Town of Cazenovia, they will be utilized for the capital costs to rehabilitate the Gothic Cottage (Town Office); and

NOW, THEREFORE BE IT RESOLVED that the Town of Cazenovia Town Board hereby authorizes the Town Supervisor to execute the application form and additional documentation related to the State and Municipalities Program Grant and to take such steps as are necessary to obtain said funds.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 107 adopted.

Resolution No. 108 presented by Councilor Race, seconded by Councilor Reger

AUTHORIZE A CREDIT TO A CERTAIN USER’S ACCOUNT OF THE WATER POLLUTION CONTROL FACILITY

To authorize the Sewer Billing Clerk to issue a credit in the amount shown to the following account of the Water Pollution Control Facility and re-issue a new bill to the prior owner.

- **Daniel Kuper**
 - Service ID: 0120 (5 Park Lane) \$ **162.50**

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 108 adopted.

Resolution No. 109 presented by Councilor Race, seconded by Councilor Andersen

AUTHORIZE THE SEASONAL CLOSING OF A SECTION OF CORKINSVILLE ROAD

To authorize the Town Clerk to give notice of the seasonal closing of Corkinsville Road from the Lordon residence to the Town of Cazenovia Line for the winter of 2020/2021.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 109 adopted.

Resolution No. 110 presented by Councilor Race, seconded by Councilor Andersen

RESOLUTION AUTHORIZING AN AGREEMENT BETWEEN NEW YORK STATE DEPARTMENT OF TRANSPORTATION AND THE TOWN OF CAZENOVIA FOR SHARED SERVICES

WHEREAS, the Town of Cazenovia Highway Superintendent received a Shared Services Agreement from New York State Department of Transportation; and

WHEREAS, after review, the Highway Superintendent is desirous of entering into such agreement to share services and exchange or lend materials and/or equipment to promote and assist the maintenance of state and municipal roads and highways; and

WHEREAS, such Agreement may prove to be extremely beneficial during the COVID-19 pandemic that can potentially require the quarantining of a whole department which would result in a temporary loss of the workforce; and

WHEREAS, said Agreement has a term of four years which shall begin on November 1, 2020 and expire on October 31, 2024 unless terminated by either party by providing sixty (60) days written notice; and

NOW, THEREFORE BE IT RESOLVED, that the Highway Superintendent is hereby authorized to enter into this Agreement on behalf of the Town of Cazenovia, in the form as is on file with the Town of Cazenovia Town Clerk.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 110 adopted.

NOTE FOR THE RECORD

✓ The timely receipt (9/21/2020) of the Highway Department’s Annual Equipment Inventory List.

Resolution No. 111 presented by Councilor Andersen, seconded by Councilor Reger

A RESOLUTION ADOPTING THE LGS-1 RECORDS RETENTION SCHEDULE

WHEREAS, the New York State Archives has established a new retention schedule to cover all levels and division of municipal government; and

WHEREAS, New York State Law prohibits the destruction of government records without adoption of a NYS Archives approved retention schedule; and

WHEREAS, the currently adopted MU-1 retention schedule will expire on December 31, 2020;

NOW THEREFORE BE IT RESOLVED, by the Town Board of the Town of Cazenovia that Retention and Disposition Schedule for New York Local Government Records (LGS-1), issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, effective January 1, 2021.

FURTHER RESOLVED, that in accordance with Article 57-A: (a) only those records will be disposed of that are described in Retention and Disposition Schedule for New York Local Government Records (LGS-1), after they have met the minimum retention periods described therein; (b) only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 111 adopted.

Supervisor Zupan said the revisions were based on PERMA’s recommendations.

Resolution No. 112 presented by Councilor Race, seconded by Councilor Golub

**ADOPT REVISIONS TO THE
TOWN OF CAZENOVIA EMPLOYEE MANUAL**

WHEREAS, in 2019, a consultant from the Public Employer Risk Management Association, Inc. (PERMA) provided professional safety and health assessment services to the Town of Cazenovia; and

WHEREAS, as a result of the review, suggestions were made to the Town for implementation into its workplace; and

WHEREAS, legal counsel reviewed PERMA’s recommendations for their inclusion into the *Town of Cazenovia Employee Manual*; and

WHEREAS, recommendations were made to include an Emergency Action Plan (EAP), Transitional Duty Program and Bloodborne Pathogens-Exposure Control Plan; and

NOW, THEREFORE BE IT RESOLVED, that the Town of Cazenovia Town Board adopts the *Town of Cazenovia Employee Manual* as amended to include such changes.

Roll call:

Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 112 adopted.

Resolution No. 113 presented by Councilor Race, seconded by Councilor Andersen

**STANDARD WORK DAY AND REPORTING RESOLUTION
FOR ELECTED AND APPOINTED OFFICIALS**

BE IT RESOLVED, that the Town of Cazenovia hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement System based on their record of activities:

Title	Standard Work Day (Hrs/day) Min. 6 hrs. Max 8 hrs.	Name (First and Last)	Current Term Begin & End Dates	Record of Activities Result	Pay Frequency
Elected Officials					
Town Councilor	6	Kyle M. Reger	1/1/2020-12/31/2023	6.40	Bi-Weekly

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Abstain
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 113 adopted.

Resolution No. 114 presented by Councilor Race, seconded by Councilor Andersen

AUTHORIZE THE SUPERVISOR OF THE TOWN OF CAZENOVIA TO EXECUTE A PHOTOCOPIER SERVICES AGREEMENT EXTENSION

WHEREAS, the Town of Cazenovia Town Supervisor executed a Master Agreement in February 2017 with Usherwood Office Technology for Printer Management Services; and

WHEREAS, such Agreement expires in February of 2021 which requires the return of the Canon iRC3330i photocopier or an extension to the current Agreement; and

WHEREAS, after consideration and review, it has been determined to extend the lease for an additional 24 months for the current copier; and

NOW, THEREFORE BE IT RESOLVED, that the Town Supervisor is hereby authorized to enter into the Agreement Extension “Schedule to Master Agreement” with Usherwood Office Technology on behalf of the Town of Cazenovia, in the form as is on file with the Town of Cazenovia Town Clerk pending review by the Attorney for the Town.

Roll call:

Councilor Andersen	Yes
Councilor Race	Yes
Councilor Golub	Yes
Councilor Reger	Yes
Supervisor Zupan	Yes

Supervisor Zupan declared Resolution No. 114 adopted.

Councilor Reger stated they are portable and there is a larger one for the three meeting rooms and two smaller units for the Town Clerk area and the Code Enforcement Officer’s room. They are superior to a HEPA filter and Upstate Medical has these units, too.

Resolution No. 115 presented by Councilor Andersen, seconded by Councilor Reger

AUTHORIZE PROCUREMENT OF PROFESSIONAL AIR PURIFICATION SYSTEMS FOR THE TOWN OFFICE

In response to the current COVID-19 pandemic, the Town of Cazenovia Town Board hereby authorizes the purchase of two Intellipure Compact Professional DFS Air Purification Systems and one Intellipure Ultrafine 468 Professional DFS Air Purification System from HealthWay Home Products, Inc. for use at the Town of Cazenovia Town Offices. Total expenditures shall not exceed One Thousand Eight Hundred Eighty- Seven and 30/100 Dollars (\$ 1,887.30).

Roll call:
Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 115 adopted.

Resolution No. 116 presented by Councilor Race, seconded by Councilor Golub to approve the following 2020 budget transfer and adjustment:

(Authority NYS Town Law section 12 “The town board, during a fiscal year, by resolution, may make additional appropriations or increase existing appropriations and shall provide for the financing thereof. Moneys therefor may be provided from the unexpended balance of an appropriation, from the appropriation for contingencies, from unappropriated unreserved fund balance or unanticipated revenues within a fund or by borrowing pursuant to the local finance law.”).

General Fund B

To appropriate for FrogBit grant expenditures not anticipated in 2020 Town Budget.
 To: B 8030.4 Research CE \$19,800.00
 From: B 1990.1 Contingency Account (19,800.00)

Mt. Pleasant Water SW2

To transfer budget into Purification CE for additional water testing/SPDES Permit not anticipated in 2020 Town Budget.
 To: SW2 8330.4.000 Purification CE \$1,500.00
 From: SW2 8340.1.000 Transmission/Distribution PS (1,500.00)

Roll call:
Councilor Andersen Yes
Councilor Race Yes
Councilor Golub Yes
Councilor Reger Yes
Supervisor Zupan Yes

Supervisor Zupan declared Resolution No. 116 adopted.

Attorney's Report: *John Langey, Esq. reported he has been working on the Route 20 Water project for the 202-b financing. Additionally, he has been working on the upcoming resolutions for the 2021 lake treatment. The water consolidation paperwork is on his desk and he is revisiting it. He mentioned he had a meeting this past Friday with the cable franchise company and he is trying to work through some disagreements with Spectrum. He stated nothing that is a “deal killer” the Town will get 5% and a 10-year agreement. Additionally, he reached out to Chris Carrick of CNY Regional Planning & Development to see the status after the lengthy discussion there was between Abundant Solar and the Town. Lastly, he mentioned the Supervisor and he need to reach out to the School regarding the PILOT agreement for the Lucas Solar Farm. The goal is to arrange a more balanced sharing of the PILOT payments between the School, County and Town. He stated he needs guidance from the Supervisor on how to proceed.*

Supervisor's Report: *Supervisor Zupan reported he has been busily working on the budget. It is a 1% decrease for Town outside Village and a 3% increase for Village. He has been working with his assistant on setting up the meeting for the “Future of the Town Office” which is November 17th. He said 50 people are allowed at the meeting. If there are over 50 people, participants will have to make their comment and then leave. Further, the Town will be accepting written questions and comments at the Town Office. He has been working on the Route 20 Water Project. Lastly, he mentioned for Town & County taxes this year there will be no walk-ins to pay taxes. If you want a receipt, then you send a self-addressed stamped envelope. He stated nobody will be allowed in the Town Office. He mentioned there will be a slot placed on the building to accept payments. Lastly, he plans on asking police departments (State Police, County Sheriff’s and Village Police) to monitor the polling sites on Election Day. He felt everyone should feel safe and secure when they vote.*

Councilor Race (Highway Department, South Cemetery, Water Pollution Control Facility & Water Districts): *Reported they are getting ready for winter. They took possession of the new 10-wheeler. He inquired about the 5500 truck?*

Dean Slocum, Highway Superintendent, said he expects to receive shipment later this week.

Councilor Andersen {Planning & Zoning, CACDA, Shared Services, CACC, Future of the Town Office (Gothic Cottage)}: *Reported she did not have anything to report this month and asked Councilor Reger if he attended the Planning and Zoning meetings?*

Councilor Reger said he attended both Zoom meetings and is impressed with both boards.

Councilor Golub {Future of the Town Office (Gothic Cottage), Cazenovia Lake Association & Cazenovia Lake Watershed Council}: *Reported that at the CLA, Dave Miller is working closely with the Canal Corp. to regulate the flow in and out of the lake for the two dams. The Canal Corp. sees this as a significant environmental problem and may put a riser on the lake dam to provide a greater buffer. Construction continues at Lakeland Park for 100 feet of the stone wall which is funded by a grant.*

Councilor Reger (Senior Recreation & Joint Youth Recreation, New York State Police, Parks, New Woodstock Fire Department & Planning and Zoning): *Reported the meeting went great with the Towns of Nelson and Fenner, as well as the Village of Cazenovia and Kristin Romagnoli of the Youth Recreation program this past Friday. A couple hours were spent reviewing the program and looking ahead to future years. Caz Cares fresh food delivery is October 13th. The Dairy Drive was cancelled for September, but they are hoping to do one in October and November. Lastly, he thanked everyone for their help with the speed reduction request on Rippleton Cross Road from 55 to 35 and the police departments will have a presence there going forward.*

Supervisor Zupan asked if any member of the public cared to use the second comment period to speak to the board regarding any area of Town Board oversight.

Public comment #2: *There were no comments.*

The Town Clerk presented the monthly bills list.

The Town Board's method-of-choice for review of the monthly bills:

The Town Board's first review takes place when detailed lists of the monthly bills are emailed to them on the weekend preceding the meeting. As a second review, the Town Clerk reads aloud the monthly bills list as the Town Board followed along with hard copies. The invoices are present at the meeting and the Town Board visually inspects them and discusses them at their discretion.

Motion by Councilor Golub, seconded by Councilor Race to approve payment of the bills. Supervisor Zupan recused himself from payment of the Cunningham Trucking, LLC invoice. The motion was unanimously approved.

Motion by Councilor Andersen, seconded by Councilor Golub to adjourn this meeting. The motion was unanimously approved.

At 8:04 p.m., Supervisor Zupan declared this meeting adjourned.

Signed: *Connie J. Sunderman*
Connie J. Sunderman, Town Clerk