

Town of Dix Board Meeting  
Jan. 8, 2024

Present: Supervisor Dominick Smith  
Councilman Jeffrey Meehan  
Councilman Brian Ervay  
Councilman Alec Moore  
Councilman Alan Gregory  
Town Clerk Naomi C. Kingsley  
Highway Superintendent Scott Yaw

Supervisor Smith called the public hearing to order at 6:00 pm followed by the Pledge of Allegiance. Hearing was for Local Law #1 of 2024 amending section II-5 of the Town of Dix Zoning Ordinance with respect to application fees and the payment of professional fees. No public to discuss. Public hearing closed at 6:14 pm.

Supervisor Smith called the Organizational meeting to order at 6:15 pm.

Resolution #1 – offered by Ervay, seconded by Moore

Resolve to appoint Alan Gregory to the open trustee seat of Joe Hammond. Ayes 4, Nays 0.

Resolution #2 – offered by Meehan, seconded by Ervay

Resolve to appoint Rebekah Brown as Deputy Clerk/Registrar/Tax Collector. Ayes 4, Nays 0

Resolution #3 – offered by Ervay, seconded by Meehan

Resolve to appoint Kristi Pierce as Court Clerk for a 4 year term. Ayes 4, Nays 0

Resolution #4 – offered by Moore, seconded by Meehan

Resolve to appoint Councilmember Brian Ervay as Deputy Supervisor. Ayes 4, Nays 0

Resolution #5 – offered by Ervay, seconded by Moore

Resolve to appoint Councilmember Meehan to the Sanitary Landfill Commission and to appoint Ben Saks as Health Officer. Ayes 4, Nays 0

Resolution #6 – offered by Ervay, seconded by Moore

Resolve to appoint Mike DeNardo as Planning Board Chairperson, Sue Cook as Secretary and Tim Hudson as Vice-Chair. Ayes 4, Nays 0

Resolution #7 – offered by Moore, seconded by Meehan

Resolve to appoint Councilmembers Gregory and Ervay to the Water and Sewer Committee. Ayes 4, Nays 0

Resolution #8 – offered by Meehan, seconded by Ervay

Resolve to appoint Councilmembers Moore and Meehan to the Highway Committee. Ayes 4, Nays 0

Resolution #9 – offered by Moore, seconded by Meehan  
Resolve to appoint Supervisor Smith to the Council of Governments. Ayes 4, Nays 0

Resolution #10 – offered by Meehan, seconded by Ervay  
Resolve to appoint Supervisor Smith and Councilmember Gregory to the Annual Audit Committee. Ayes 4, Nays 0

Resolution #11 – offered by Meehan, seconded by Moore  
Resolve to appoint Councilmembers Moore and Ervay to the Solar Committee. Ayes 4, Nays 0

Resolution #12 – offered by Ervay, seconded by Moore  
Resolve to appoint Councilmembers Gregory and Meehan to the Fire Department Committee. Ayes 4, Nays 0

Resolution #13 – offered by Moore, seconded by Meehan  
Resolve to appoint Councilmember Ervay and Planning Board Chair DeNardo to the Short Term Rental Review Committee. Ayes 4, Nays 0

Resolution #14 – offered by Ervay, seconded by Moore  
Resolve to appoint Town Clerk Kingsley as Record Management Officer. Ayes 4, Nays 0

Resolution #15 – offered by Meehan, seconded by Ervay  
Resolve to make the Watkins Glen Review and Express, Schuyler Hi-Lites and the Odess File as official Newspapers. The Town Facebook page and website will also be used for advertising. Ayes 4, Nays 0

Resolutions #16 – offered by Moore, seconded by Ervay  
Resolve to make Chemung Canal Trust Company the Official Depository. Ayes 4, Nays 0

Resolution #17 – offered by Ervay, seconded by Meehn  
Resolve that the Town’s Investment Policy will be enforced and followed. Mileage rate for the year is \$0.67/per mile and to accept the following Salary Schedule for 2024. Ayes 4, Nays 0.

<b>Employee Name</b>	<b>Title</b>	<b>Hourly</b>	<b>Annual</b>
Brian Ervay	Council Member		\$3,000.00
Alec Moore	Council Member		\$3,000.00
Jeffrey Meehan	Council Member		\$3,000.00
Alan Gregory	Council Member		\$3,000.00
Kristina Vondracek	Town Justice		\$10,000.00
Kristi Pierce	Court Clerk		\$5,000.00
Dominick Smith	Town Supervisor		\$12,000.00
Brian Ervay	Deputy Town Supervisor		\$2,000.00
Naomi Kingsley	Tax Collector		\$7,000.00

Rebeka Brown	Deputy Tax Collector	\$4,000.00
Dominick Smith	Budget Officer	\$6,000.00
Naomi Kingsley	Town Clerk	\$13,000.00
Rebeka Brown	Deputy Clerk	\$5,000.00
Penny Hammond	Cleaner	\$2,500.00
Scott Yaw	Highway Supervisor	\$54,000.00
Ben Saks	Health Officer	\$500.00
Dennis Trembley	Code Enforcement Officer	\$28,000.00
Zoning Board Chair	Zoning Board Chair	\$400.00
Zoning Board Secretary	Zoning Board Secretary	\$800.00
Planning Bd Chair	Planning Bd Chair	\$1,300.00
Planning Bd Vice Chair	Planning Bd Vice Chair	\$700.00
Planning Bd Sec	Planning Bd Sec	\$700.00
Planning Bd Member 1	Planning Bd Member 1	\$600.00
Planning Bd Member 2	Planning Bd Member 2	\$600.00
Michael Cole	Motor Equipment Operator	\$21.85
Todd Kennedy	Motor Equipment Operator	\$21.00
Mark Wood	Motor Equipment Operator	\$21.00
Tyler Kennedy	Motor Equipment Operator	\$20.50

Resolution #18 – offered by Ervay, seconded by Moore

Resolve that Regular Monthly meetings will be held the second Monday of each month at 6:30 pm. Ayes 4, Nays 0

Resolution #19 – offered by Ervay, seconded by Moore

Resolve that the spending limit for water and sewer by Supervisor is up to \$2,500.00. Ayes 0, Nays 0

Resolution #20 – offered by Ervay, seconded by Moore.

Resolve that all expenses for attending Conferences, Seminars and Workshops will be paid for by the Town if it is in the budget and approved for by the Board PRIOR to attending. Ayes 4, Nays 0

Resolution #21 – offered by Meehan, seconded by Ervay

Resolve to authorize the Supervisor to pre-pay all regular Utilities, Insurances and Contracts approved by the Board, and any others to keep the Town Operational. Ayes 4, Nays 0

Resolution #22 – offered by Ervay, seconded by Meehan

Resolve to approve the Procurement and Blood Bourne Exposure Control Plan Policies on file in the Town Office. Ayes 4, Nays 0

Resolution #23 – offered by Ervay, seconded by Meehan

Resolve to accept the following Holiday Schedule. Ayes 4, Nays 0

Monday January 2 <sup>nd</sup>	New Year's Day Observed
Monday February 19 <sup>th</sup>	Presidents Day
Friday March 29 <sup>th</sup>	Good Friday
Monday May 27 <sup>th</sup>	Memorial Day
Thursday July 4 <sup>th</sup>	July 4 <sup>th</sup>
Monday September 2 <sup>nd</sup>	Labor Day
Monday October 14 <sup>th</sup>	Columbus Day
Monday November 11 <sup>th</sup>	Veterans Day
Thursday November 28 <sup>th</sup>	Thanksgiving Day
Friday November 29 <sup>th</sup>	Day After Thanksgiving
Wednesday December 25 <sup>th</sup>	Christmas Day
Wednesday January 1 <sup>st</sup> , 2025	New Year's Day

Supervisor Smith closed the meeting at 6:29 pm

Supervisor Smith called the regular meeting to order at 6:30 pm followed by the Pledge of Allegiance.

Public be heard – Lorena Clark – issue with code enforcement. Ken Landry – water bill issue.

Reports:

- a. Supervisors – busy with yearend stuff, getting accounts straightened out, finding money for the street dept. Year end is almost done and should be closed Friday. Working with Fagan on road items for Scott, money for projects. Water and sewer later. PUD Meads Hill later.
- b. Deputy Supervisor - none
- c. Bookkeeper - none
- d. Superintendent of Highway – ditched Russell Hill Road; sand and salted roads for two occasions; installed new footer and gutter drain as it was plugged; cleaned up tree and brush in ditches in town; put parking curbs in parking spots at Town Hall; organizing culvert pipe racks and putting in new locations at the Town Hall for better snow removal; rebuilt screen plant for sand, salt and gravel.
- e. Code Officer – 74 total permits issued since last report; 2=37 building permits of all types now open; 3 demolition permits issued, one for a house; 1 certificate of occupancy issued for a single family home; many building permit inspections completed; 13 tent permits; 5 firework permits; 10 violation notices issued; 1 fire call. Total fees collected \$18,227.29
- f. Planning Board – none
- g. ZBA – need 2 members still. Ian Campbell has expressed interest. Councilmembers Ervay and Moore will interview him.

- h. Town Court – Total fines collected in December \$3,148.00
- i. Dog Shelter – one dog
- j. Committee Reps:
  - i. EMC - none
  - ii. FD - none
  - iii. Landfill – none
  - iv. Solar – none
  - v. Short Term Rental – Councilmember Ervay stated that mailers need to go out to inform residents

Resolution #24 - offered by Ervay, seconded by Moore

Resolve to approve the December Board Meeting minutes, the December Clerks report, the December Supervisors report and the Audit. Ayes 4, nays 0

AUDIT 01/08/2024

General Fund-Town Wide	1-41	\$ 64,200.25
General Fund-Outside Village	4-42	\$ 4,112.87
Highway Fund-Town Wide	1-45	\$ 9,678.13
Highway Fund Outside Village	14	\$ 11,646.00
Beaver Dams Fire Department	14	\$ 14,370.00
Special Water Fund	1-2	\$ 10,200.52
Special Sewer Fund	2-6	\$ 7,025.20
Trust & Agency	1	\$ 548.61

Correspondence: - None

Old Business:

- Water & Sewer – loss was in line for December, a lot of it was for testing, Beaver Dams Fire Department filled 2 trucks because of a fire
- Waiting on MMB for audit to be done in February
- Fagan PUD updates, nothing, as we have no application
- Meads Hill Rd Development – **No News**

New Business:

- Purchase a new Flail Mower for the Highway Dept. – used to mow ditches.

Resolution #25 – offered by Moore, seconded by Meehan

Resolve to authorize the purchase of a new rear-mounted Flail mower from Bradco Supply Co. at a cost of \$24,023.45. The funds will come from Special Reserves. Ayes 4, Nays 0

Resolution #26 – offered by Moore, seconded by Ervay

Resolve to purchase a new 2025 CV 4x4 with Valley Fab Equipment from Regional International Corp. at a cost of \$188,229.00. It won't arrive until 2025. Ayes 4, Nays 0

Resolution #26 – offered by Ervay, seconded by Moore  
Resolve to approve the Professional Fee law change for Zoning and Planning. Ayes 4, Nays 0

Resolution #27 – offered by Ervay, seconded by Meehan  
Resolve to accept the Rezoning of Water and Sewer District per the Planning Board letter of recommendation. Ayes 4, Nays 0

Resolution #28 – offered by Moore, seconded by Ervay  
Resolve to send a letter of support to the Scenic Byway Committee. Ayes 4, Nays 0

- The Town is consolidating the checking accounts beginning the first of the year. The software has been updated to accommodate this.

Resolution #29 – offered by Moore, seconded by Ervay  
Resolve to purchase a new copier/printer for the office from Higher Information Group.

Supervisor Smith adjourned the meeting at 8:00 PM.

Respectfully submitted,

Naomi C. Kingsley  
Town Clerk