

Town of Dix
Regular Board Meeting
Jan. 13, 2025

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

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

Additions to the Agenda – Supervisor Smith had one item to add – “pay stubs”

Public be heard – None

Reports:

- a. Supervisors – busy with yearend reconciliations, code issues, getting accounts straightened out, and water/sewer bills for WGI. Thank you to Councilmen Meehan and Gregory for interviewing the applicant for Code Enforcement.
- b. Deputy Supervisor – none
- c. Councilpersons – could the highway crew shovel or broom in front of the Town Hall doors? There was a question regarding Statements and Accountings duties. A question regarding the Fire Extinguisher Annual Inspection bill, yes the Town pays for an annual inspection. The Highway department will do the monthly inspections for their building and the CEO will do the monthly inspections at the Town Hall.
- d. Bookkeeper - none
- e. Superintendent of Highway – plow, sand, salt roads throughout the month, started to check all town signposts and replace what needs to be replaced for state regulations, worked on #6 Volvo-replaced a few rotted or weather checked hydraulic lines before they blow, trimmed a few branches throughout town that were leaning into road when ice or snow was on them, changed cutting edges and shoes on plows and wings that needed changing.
- f. Code Officer – will discuss later
- g. Planning Board – none
- h. ZBA – need 1 member still
- i. Town Court – none
- j. Dog Shelter – no dogs taken in in December, 15 dogs for the year
- k. Committee Reps:
 - i. EMC - none
 - ii. FD – Watkins Glen wants the district back.
 - iii. Landfill – none
 - iv. Solar – none

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v. Short Term Rental - none

Resolution #12 - offered by Gregory, seconded by Ervay

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

AUDIT 01/13/2025

General Fund-Town Wide	1-22	\$ 54,651.59
General Fund-Outside Village	23-25	\$ 529.84
Highway Fund-Town Wide	26-42	\$ 8,037.77
Highway Fund Outside Village		\$ 0.00
Beaver Dams Fire Department	43	\$ 14,019.00
Special Water Fund	1-3	\$ 10,718.54
Special Sewer Fund	1-9	\$ 8,597.28
Trust & Agency	1-3	\$ 6,071.83

Correspondence: - None

Old Business:

- Fagan PUD/Meads Hill updates, nothing, as we have no application
- Water and Sewer Rates and Operations-rate suspended till further notice, pending litigation.
- 3100 Wedgewood Rd sewer issue-waiting on Smoke Test
- Zoning Law review

New Business:

- Seneca 7 Race

Resolution #13 – offered by Ervay, seconded by Moore

Resolve to support the Seneca 7 Race to be held Sunday April 27, 2025. Ayes 4, nays 0

- Approve Resolution for Health Insurance

Resolution #14 – offered by Gregory, seconded by Ervay

Approval of the 2025 Amendment to the Municipal Cooperative Agreement for the Greater Tompkins County Municipal Health Insurance

WHEREAS, the Town of Dix is a Participant in the Greater Tompkins County Municipal Health Insurance Consortium (the “Consortium”), a municipal cooperative organizes under Article 47 of the New York Insurance Law, and

WHEREAS, the municipal participants in the Consortium, including this body, have approved and executed a certain Municipal Cooperation Agreement (the “Agreement”; effective date of October 1, 2010), and

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WHEREAS, Article 47 of the New York Insurance Law (the “Insurance Law”) and the rules and regulations of the New York State Department of Financial Services set forth certain requirements for governance of municipal cooperatives that offer self-insured municipal cooperative health insurance plans, and

WHEREAS, the Agreement sets forth in Section Q2 that continuation of the Consortium under the terms and conditions of the Agreement, or any amendments or restatements thereto, shall be subject to Board review and upon acceptance of any new Participant hereafter, and

WHEREAS, the Municipal Cooperative Agreement requires that amendments to the agreement be presented to each participant for review and adopted by a majority vote by its municipal board, and

WHEREAS, the Town of Dix is in receipt of the proposed amended Agreement and has determined that it is in the best interest of its constituents who are served by the Consortium to amend the Agreement as set forth in the Amended Municipal Cooperative Agreement, now therefore be it,

RESOLVED, that upon receipt and review of the amended Agreement, the Town of Dix approves at a meeting of the governing body held on January 13, 2025 and authorizes the Chief Elected Official to sign the 2025 Amendment to the Municipal Cooperative Agreement (Effective 1.1.25) of the Greater Tompkins County Municipal Health Insurance Consortium as recommended by the Board of Directors. Ayes 4, nays 0

- Assessment Review Board Opening, current members are Alan Specchio and Diane Cooper, Cathy Morris has resigned.
- Ascend Development Grant Writers – Amanda Rodriguez - \$80.00/hr at an average of 5 hours per grant written. Supervisor is requesting permission to sign a contract with her.

Resolution #15 – offered by Ervay, seconded by Moore

Resolve to authorize Superintendent Smith to engage the services of Ascend Development Grant Writers. Ayes 4, nays 0

- Cell Tower and engineering needs – the Town has received 3 applications for new Cell Towers which will require engineered drawings. Given the uniqueness and the fact that the Town has a new CEO Supervisor Smith received proposals from Fagan Engineers and Hunt Engineers. Supervisor Smith recommends Hunt Engineers. Their fees will be recovered by each applicant.

Resolution #16 – offered by Gregory, seconded by Ervay

Resolve to hire Hunt Engineers to oversee review of the Cell Tower building permits applications. Ayes 4, nays 0.

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- Code Officer Updates and possibly hire – after interviewing several applicants the team recommends Steven Conroy be hired as the Code Enforcement Officer.

Resolution #17 – offered by Meehan, seconded by Gregory

Resolve to hire Steven Conroy as the Town Code Enforcement Officer effective Tuesday, January 14, 2025. Ayes 4, nays 0

- Tax Rate Issue from County Real Property – the Town received word from the County that they have identified a problem that affected Veterans exemptions in Catherine, Dix, Montour and Reading and Ag exemptions in Cayuta, Hector, Orange and Tyrone. The County will be responsible for any corrections/refunds that need to be made.
- Travel Requests
 - Town Highway Superintendent Highway Days in Albany

Resolution #18 – Meehan, seconded by Ervay

Resolve to approve Highway Superintended Yaw to attend Advocacy Day for Highway Funding at the State Capital Building March 4-5, 2025. Ayes 4, nays 0

- Consolidated Board of Health – Town has not been in compliance since 2019 when it was believed that the Board had been dissolved.

Budget Transfers

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TOWN OF DIX

2024 BUDGET AMENDMENTS TO APPROVE

		MOVE BUDGET FROM:			MOVE BUDGET TO:		
FUND	ACCOUNT FROM	ACCOUNT DESCRIPTION	ACCOUNT TO	ACCOUNT DESCRIPTION	AMOUNT		
A FUND:							
A - General	A1410.4	Town Clerk-Contractual	A1410.12	Town Clerk-Deputy Clerk	\$ 0.16		
A - General	A1620.2	Equipment	A1460.4	Records Management	\$ 250.00		
A - General	A1620.4	Supplies	A1620.43	Routine Repairs	\$ 130.00		
A - General	A1620.4	Supplies	A1620.46	Postage & Meter Rental	\$ 458.03		
A - General	A1680.44	Computer Maintenance	A1680.42	Williamson Law Book	\$ 674.00		
A - General	A1920.4	Municipal Assoc. Dues	A1910.4	Unallocated Insurance	\$ 2,200.00		
A - General	A1920.41	Assoc. of Towns Training	A1910.4	Unallocated Insurance	\$ 57.01	\$ 2,257.01	
A - General	A1920.41	Assoc. of Towns Training	A1990.5	Bank Fees	\$ 75.75		
A - General	A1050.8	Unemployment Insurance	A9030.8	Social Security	\$ 954.89		
A - General	A1440.4	Engineer-Contractual	A9901.0	Transfer to Other Funds	\$ 9,337.63		
				Total A Fund Budget Amendment:	\$ 14,137.47		
B FUND:							
B	B3650.41	Property Clean-up	B5182.4	Electricity	\$ 643.57		
DA FUND							
DA	DA5130.4	Equipment Repair	DA5130.41	Machinery-Uniforms	\$ 168.32		
DA	DA9060.8	Hospital/Medical Insurance	DA9055.8	Disability Insurance	\$ 285.40		
DB FUND							
DB	DB9040.8	Worker's Compensation	DB9030.8	Social Security	\$ 2,719.86		
DB	DB9060.8	Hospital/Medical Insurance	DB9055.8	Disability Insurance	\$ 35.40		
SS FUND:							
SS	SS8110.45	Sewer Admin-Engineering	SS8110.4	Contractual-Sewer	\$ 1,730.00		
SS	SS8110.45	Sewer Admin-Engineering	SS8120.42	Equipmt Repair/Purchase	\$ 8,371.00		
SS	SS8120.41	Electricity	SS8120.42	Equipmt Repair/Purchase	\$ 4,000.00		
SS	SS8120.1	Maintenance Labor	SS8120.42	Equipmt Repair/Purchase	\$ 1,673.38		
SS	???	???	SS8130.4	Village of Watkins Glen	\$ 57,185.80		
SW FUND:							
SW	SW8310.45	Water Admin-Engineering	SW8310.4	Contractual	\$ 1,150.00		
SW	SW599	Water Fund Balance	SW8310.4	Contractual	\$ 6,718.29	\$ 7,868.29	
SW	SW8320.1	Maintenance Labor	SW8320.43	Village of Watkins Glen-Water	\$ 10,000.00		
SW	SW8320.2	Source Supply, Power/Pump	SW8320.43	Village of Watkins Glen-Water	\$ 5,000.00		
SW	SW8320.4	Village of Watkins Glen-Electric	SW8320.43	Village of Watkins Glen-Water	\$ 69,028.69		
SW	SW8320.41	Electricity-NYSEG	SW8320.43	Village of Watkins Glen-Water	\$ 9,398.51		
SW	SW8320.42	Chemicals, Materials & Tests	SW8320.43	Village of Watkins Glen-Water	\$ 1,247.15	\$ 94,674.35	
SW	SW8320.42	Chemicals, Materials & Tests	SW8320.44	Internet-407 S. Franklin-Pump Hse	\$ 1,231.21		

Resolution #19 – offered by Gregory, seconded by Ervay

Resolve to approve the following budget transfers. Ayes 4, nays 0

In order to cut down on paper, Supervisor Smith would like to give employees the option to receive there pay stubs via email.

Resolution #20 – offered by Moore, seconded by Gregory

Resolve to give the employees an option, by completing a form, to receive their pay stubs via email. Ayes 4, nays 0

There being no further business motion to adjourn by Gregory, seconded by Moore, all in favor.

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Supervisor Smith adjourned the meeting at 8:16 PM.

Respectfully submitted,

Naomi C. Kingsley
Town Clerk