Town of Vienna
Town Board Special Meeting
Minutes
December 30, 2024

ATTENDANCE:
Supervisor Michael Davis
Councilwoman Mary Beth McEwen- Absent
Councilman Darrin Smith
Councilman Jason Spellicy
Councilman Jason Lamb
Town Clerk Carol Huber

CALL TO ORDER:
Supervisor Davis called the meeting to order at 4:00 pm.

AUDITED VOUCHERS:
A motion was made by Councilman Spellicy and seconded by Councilman Lamb to approve Abstract 13 Vouchers to be paid.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Absent
Councilman Darrin Smith	Aye
Councilman Jason Spellicy	Aye
Councilman Jason Lamb	Aye
Supervisor Michael Davis	Aye

NEW BUSINESS:
Gates-Cole Insurance
Gates-Cole representative went over the Town's Insurance Policy and premiums. The premiums increased by 7.256% which is a total of $3,731.12. The Board was given an option of increasing deductible and lowering premiums, but they did not feel that this would benefit. The premium summary is filed in the Town Clerk's office.

Mike Piper asked a question, who covers the cost of coverage for the water tower on Yager Road and the Pump Station. Supervisor Davis replied, they would look into it.

Humane Society Stray Canine Agreement Renewal
Councilman Lamb made a motion to renew the agreement with the Humane Society of Rome and Councilman Spellicy seconded the motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Absent
Councilman Darrin Smith	Aye
Councilman Jason Spellicy	Aye
Councilman Jason Lamb	Aye
Supervisor Michael Davis	Aye

Clayton Conover III had a concern with the holding time in the agreement, Supervisor Davis suggested the next time we have to hold a dog, to remind them of the agreement and go from there.

Town Clerk Business Hours
Town Clerk Carol Huber reminded the Board Members that even though they all agreed to change the hours on Thursday to 8:30 am -4:00 pm from 10:30 am – 6:00 pm, it was stated in the Local Law 8 of 2023 and they would need to have a Public Hearing to change the hours. Clerk Huber reworded the Local Law to be Local Law 1 of 2025 with the option to change hours at anytime by resolution at a regular Town Board Meeting and gave a copy to the

Board Members to look over. Supervisor Davis said to advertise for a Public Hearing at our February Board Meeting at 7:05 pm.

2025 Town of Vienna Sewer Installation License
Clerk Huber asked the Board about renewing the Sewer Installation Licenses for the Town. Supervisor Davis responded that if they have already been renewing their licensing, continue to do so, as long as their paperwork is up to date. If anyone new wants a license, take it to the Board Members. The two currently with license to renew are Mike Piper and Clayton Wilson.

2025 Resolutions
Resolutions are all in the Board Members folders to look over before the January 8th meeting.

Central Security System
Central Security System sent a quote to replace 13 smoke detectors, 1 fire communicator, 1 heat detector and 2 motion detectors for the cost of $4,479.2 because the smoke detectors are 20 plus years old.

Councilman Lamb made a motion to go ahead with the installation of the new equipment for $4,479.20 and Councilman Spellicy seconded the motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Absent
Councilman Darrin Smith	Aye
Councilman Jason Spellicy	Aye
Councilman Jason Lamb	Aye
Supervisor Michael Davis	Aye

Town Garage Heat Pump installation
Highway Superintendent, Clayton Conover, received a quote from Breathe Easy to install a Fujitsu cold climate heat pump delivering 22,220 – 42,000 BTUs depending on temperature for $8,810 which included a $3,890.00 clean heat rebate. Clayton received another quote for around $11,000 and another refused to quote.

Councilman Smith made a motion to hire Breathe Easy to install the Town Garage Heat Pump at $8,810 and Councilman Spellicy seconded the motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Absent
Councilman Darrin Smith	Aye
Councilman Jason Spellicy	Aye
Councilman Jason Lamb	Aye
Supervisor Michael Davis	Aye

Sylvan Beach Housing, LLC Pilot Agreement
Supervisor Davis talked about a pilot program with Sylvan Beach dated back to 2005 through 2022 to help with tax rates. Nobody from Sylvan Beach nor the Town of Vienna kept up with the pilot program and payments. Sylvan Beach payments have surpassed the statute of limitations and technically the Town owes nothing to Sylvan Beach.

Councilman Spellicy made a motion to have the Town Attorney, Evan Rossi look over the agreement and advise the Board what the options are regarding the past payments due. Councilman Lamb seconded the Motion.

Voting Record:	Motion Carried
Councilwoman Mary Beth McEwen	Absent
Councilman Darrin Smith	Aye
Councilman Jason Spellicy	Aye
Councilman Jason Lamb	Aye
Supervisor Michael Davis	Aye

Letter from Supervisor Davis
Supervisor Davis presented this letter to the Board.

At the end of our last meeting, an executive session was held to discuss "potential lawsuit/litigation". Upon discussions, the purpose of the executive session was changed to reflect the nature of the conversations that took place. The record should reflect that the purpose of the session was for personnel matters. Specifically inappropriate procedures relating to Town resolution #10 of 2024.

In May of this year, in an effort to procure hotdogs for our post Memorial Day Parade lunch at the NB firehouse, I did not follow proper procedures relating to Town
Supervisors checks. In a panic on Friday afternoon, I stopped into my office to grab a check for Hoffman Hot Dog company, and realized that, being Friday, I had no way to procure the clerks signature before heading to Syracuse. I made the poor decision to sign both my name and the clerks on the check, and used it to make payment for the hot dog purchase. The check was for the correct amount and paid to the proper recipient, but I should not have signed the clerks name.

Carol noticed the check in June, and asked me about it. I did not defend or excuse what I did at that time, and gave her my full apology and promise that it would not happen again, and this one time was a horrible error in judgement in my attempt to make sure everything went without a hitch. During our recent audit for 2023, the clerk made the auditors and then a board member aware of the situation, which was the true reason for our closed session when we last met,

I want to whole-heartedly apologize again to our clerk, to the members of the board, and most importantly to the residents of our town. Please be assured that NO money has been misappropriated, and no attempt was being made to benefit anyone other than the people that attended the parade, by providing them the much anticipated HOT DOGS.

After Supervisor Davis read the letter, the Board Members discussed the policy of signing checks from the General Account, Resolution 10 of 2024. For 2025 the Board would like the Town Clerk (or Deputy Clerk) and Town Supervisor (or Deputy Supervisor) to sign checks at the same time while the Bookkeeper checks off the abstract and vouchers after every check.

Judge Coady
Supervisor Davis explained the situation with a check written by Judge Coady for a reimbursement that was washed in June. (changed the amount of check)

PUBLIC COMMENTS/CONCERNS: None

EXECUTIVE SESSION: Not entered

ADJOURNMENT:
Councilman Spellicy made a motion to end the Board Meeting at 5:05 pm, seconded by Councilman Lamb. All were in favor.

Respectfully,
Carol L Huber
Carol L Huber
Town Clerk