

The Organizational meeting of the Prattsburgh Town Board was called to order on January 3<sup>rd</sup>, 2022 at 6:30 P.M. at the Prattsburgh Town Hall, Prattsburgh, NY. Supervisor Wordingham led the Pledge of Allegiance.

**PRESENT:**

Albert Wordingham Supervisor  
Angela Einwachter Councilwoman  
Elizabeth Peck Councilwoman  
Janette Payne Councilwoman  
Pete Scheid Councilman  
Kim Sobolewski Town Clerk

**Planning Board:**

Town of Prattsburgh

Resolution No. 1 -2023

Establishing Terms of Office for Members of the Town of Prattsburgh Zoning Board of Appeals

Motion by Councilperson Einwachter, seconded by

Councilperson Peck to adopt the following resolution:

WHEREAS, the Town of Prattsburgh maintains a Zoning Board of Appeals (ZBA) as part of its municipal land use administration; and

WHEREAS, there appears to be no record of the terms of office of the members of the ZBA; and

WHEREAS, the Prattsburgh ZBA has previously been established as a five (5) member board; and

WHEREAS, the provisions of Article 16 of the Town Law prescribe that the terms of office of members of the ZBA be for five (5) years for a five (5) member ZBA and that those terms be staggered so that one (1) member's term expire each year; and

WHEREAS, the Town Board deems it prudent to establish the terms of office of the ZBA for the future efficient functioning of that Board.

NOW THEREFORE BE IT RESOLVED, THAT

1. The Town Board of the Town of Prattsburgh designates itself as "Lead Agency" with respect to SEQR issues related to this action and determined that such action will not result in any detrimental environmental impacts. Therefore, the Town Board declares this to be a "Type II" action and accordingly no SEQR review of this action will be necessitated.

2. That the terms of office of the ZBA members shall be as follows:

A. Thomas Sullivan expiring December 31, 2023;

B. John Servo expiring December 31, 2024;

C. Elizabeth Deery expiring December 31, 2025;

D. Elizabeth Peacock expiring December 31, 2026;

E. \_\_\_\_\_ expiring December 31, 2027.

3. Pursuant to said Article 16 of the Town Law of the State of New York, upon creation of any future vacancy of a ZBA position for any reason other than the expiration of a term of office, the appointment to fill that vacancy shall only be for the period remaining in the term of office for that position which is being filled.

CERTIFICATION OF CLERK

STATE OF NEW YORK)

COUNTY OF STEUBEN)

TOWN OF PRATTSBURGH)

I, Kim Sobolewski, Clerk for the Town of Prattsburgh, County of Steuben and State of New York, do hereby certify that the before mentioned RESOLUTION 1- 2023 was adopted at the regular meeting the Town of Prattsburgh Town Board held on January 3, 2023, and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Dated: January 4, 2023

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Kim Sobolewski – Town Clerk  
Town of Prattsburgh

Be it **RESOLVED** that Dave Covert be reappointed for the Planning Board

Motion made by Councilwoman Peck

Seconded by Councilman Scheid

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**ZBA:**

Be it **RESOLVED** Tom Sullivan be appointed to the ZBA, term expiring 12/31/2023

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Payne

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

Be it **RESOLVED** John Servo be appointed to the ZBA, term expiring 12/31/2024

Motion made by Councilwoman Einwachter

Seconded by Councilman Scheid

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

Be it **RESOLVED** Elizabeth Deery be appointed to the ZBA, term expiring 12/31/2025

Motion made by Councilwoman Peck

Seconded by Councilwoman Einwachter

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

Be it **RESOLVED** Elizabeth Peacock be appointed to the ZBA, term expiring 12/31/2026

Motion made by Councilman Scheid

Seconded by Councilwoman Payne

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Meeting Dates/Times:**

Be it **RESOLVED**, to establish the regular date for the Town Board of the Town of Prattsburgh to be the 3rd Monday of each month beginning at 6:30 P.M., with the following exception(s):

Excluding Martin Luther King Day, if a holiday falls on the 3<sup>rd</sup> Monday the meeting will take place on the following Thursday.

Meetings will be held at the Town Hall in Prattsburgh with the exception of the May and September meetings, which will be held at the Ingleside Christian Church in Ingleside.

Motion made by Councilwoman Einwachter

Seconded by Councilman Scheid

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Legal Newspaper and Official Bank:**

Be it **RESOLVED** that the Corning Leader is designated as the official newspaper, and further **RESOLVED** that the official banks are Community Bank and Five Star Bank.

Motion made by Councilman Scheid

Seconded by Councilwoman Peck

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Appoint Security Officer:**

Be it **RESOLVED** that the town appoints

John Kunak as Security Officer, and Bill Reeser as

Deputy Security Officer.

Motion made by Councilwoman Einwachter

Seconded by Councilman Scheid

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Appointments:**

Be it **RESOLVED** that the following appointments are made for 2023:

Town Historian Lenora Applebee

Code Enforcement

Assistant Code Enforcement Officer Chris Underhill

Right of Way Agent Chris Underhill

Water District Maintenance Chris Underhill

Registrar Kim Sobolewski

Cemetery Sexton Tim Hoose

Park Maintenance Tim Hoose

Dog Control Officer Deb Matthews

Legal Counsel Edward Brockman

Budget Officer Albert Wordingham

Health Officer Trisha Brown

Crossing Guard Richard Peer

Asst. Water District Maintenance

Recycling Monitor Michael Gettings

Bookkeeper Jeanette Underhill

Motion made by Councilman Scheid

Seconded by Councilwoman Einwachter

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye  
Councilman Scheid Aye  
Councilwoman Einwachter Aye  
Councilwoman Peck Aye  
Councilwoman Payne Aye

**Supervisor Albert Wordingham appoints**

Angela Einwachter as Deputy Supervisor  
Jeanette Underhill as Bookkeeper

**Highway Superintendent John Perry Appoints**

John Christiansen as Deputy Highway Superintendent

**Town Clerk Kim Sobolewski appoints**

Michelle Schuck as Deputy Town Clerk.

**Water District Contract for Bookkeeping Services and Truck Rental:**

Be it **RESOLVED** that the Water District enter into a contract with the Town of Prattsburgh for bookkeeping services at \$3,000/year and truck rental services at \$2,500/year.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Peck

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye  
Councilman Scheid Aye  
Councilwoman Einwachter Aye  
Councilwoman Peck Aye  
Councilwoman Payne Aye

**Signatures on Checks:**

Be it **RESOLVED** that Supervisor Wordingham and Angela Einwachter as Deputy Supervisor be empowered to sign checks. Be it further resolved that Kim Sobolewski will be the second signature on ALL checks.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Peck

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye  
Councilman Scheid Aye  
Councilwoman Einwachter Aye  
Councilwoman Peck Aye  
Councilwoman Payne Aye

**Mileage Reimbursement Rate/General Reimbursement Policy:**

Be it **RESOLVED** that mileage paid for traveling on Town business be 65.5 cents per mile. Further be it **RESOLVED** that ANY reimbursement request submitted by a town employee/official must be done so by the end of the month in which the expense were incurred accompanied by receipts for such expense.

Motion made by Councilwoman Einwachter

Seconded by Councilwoman Payne

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye  
Councilman Scheid Aye  
Councilwoman Einwachter Aye  
Councilwoman Peck Aye  
Councilwoman Payne Aye

**Rules of Conduct:**

Be it **RESOLVED** that the following rules of conduct be adopted:

A town board meeting is a serious matter and can no more be disrupted or invaded than can a session of Congress or the State Legislature. By state law, the open meetings law gives the public the right to attend board meetings and listen to

board deliberations. However, the public may not participate in the meeting except upon the invitation of the board. A town board has the right to promulgate rules of procedure for the orderly conduct of its meetings and for the proper management of the business and affairs of the town.

As, under normal conditions, the public attendance at Prattsburgh Town Board meetings is minimal, it has been the practice of the Board to allow pertinent questions or comments from the public concerning areas under discussion during the meeting. Such questions or comments can only be directed to the Supervisor with no interplay between members of the public. This custom will continue as long as it is not disruptive to the regular proceedings, in which case the audience will be asked to refrain from comment. The public will also be expected to be attentive and not hold whispered conversations with others. Town Board meetings are not an occasion for public discussion.

At the end of the Department reports, there will be a 15 minute privilege of the floor period during which time the public will have an opportunity to address the board. They must seek permission from the supervisor and their remarks are to be directed to the board only. Each speaker will have 3 minutes for his presentation. No demand can be made for an answer to a question from a board member.

Motion made by Councilwoman Einwachter

Seconded by Councilman Scheid

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Voting to be done by Roll Call:**

Be it **RESOLVED** that voting will be done by Roll Call by the Town Clerk or person acting on behalf of the Clerk in their absence.

Motion made by Councilman Scheid

Seconded by Councilwoman Payne

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

**Adjournment:**

Councilwoman Peck made a motion to adjourn the meeting at 6:53 P.M. seconded by Councilman Scheid.

**ADOPTED** by ROLL CALL VOTE

Supervisor Wordingham Aye

Councilman Scheid Aye

Councilwoman Einwachter Aye

Councilwoman Peck Aye

Councilwoman Payne Aye

Respectfully submitted,  
Kim Sobolewski Town Clerk