State of New York
County of Lewis
Town of West Turin Board Meeting Minutes – February 10, 2025

Members Present: Supervisor Edward Hayes; Town Board Members – Susan Smith and Katrina Sullivan, Highway Superintendent Doug Salmon, Tug Hill Commission Representative Christine Healt
Absent: Councilman Scott Markham and Councilman William McGovern

Town Supervisor Edward Hayes, called the meeting to order at 7:00 p.m. with the Pledge of Allegiance.

Supervisor Hayes informed the board that Matt Johnson from the Tug Hill Commission was unable to attend tonight's meeting. The board agreed to table the changes to the Town of West Turin Zoning Law at this time.

The Town Board meeting minutes from January 22, 2025 were read by Clerk Schindler and adopted on motion by Councilwoman Smith, seconded by Councilwoman Sullivan; all ayes. Councilman Markham and Councilman McGovern were absent.

Christine Healt then gave an update from the Tug Hill Commission and the opportunities available. This information may be found on their website or in their newsletter.

Superintendent Salmon presented Abstract No. 2-2025 (Vouchers 17-23) in the amount of $13,188.89. A motion to pay the abstract was made by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

Supervisor Hayes reviewed the Town of West Turin Procurement Policy.

Supervisor Hayes reported he received a check from Town Justice Earl for January 2025 fines and penalties in the amount of $2,464.00. A bill has not been received from the County for fines and penalties for January 2025.

Supervisor Hayes informed the town board members the annual audit of the Town Clerk and Town Supervisor will be held on Wednesday, February 26, 2025 at 7:00 p.m. at the town barn.

Supervisor Hayes said the Town Board found Town Justice Deborah Earl's audit to be in good standing. A motion to accept the audit was made by Councilwoman Sullivan, seconded by Councilwoman Smith, and adopted.

RESOLUTION #8-2025
AUDITING THE TOWN OF WEST TURIN TOWN JUSTICE
COURT RECORDS AND DOCKETS FOR THE
FISCAL YEAR ENDING 2024

WHEREAS, Section 2019-a of the Uniform Justice Court Act requires that town and village justices annually provide their court records and dockets to the auditing board of the town, and that such records then be examined, and the fact be entered into the minutes of the town board's proceedings; and

WHEREAS, the Town of West Turin Town Board is the auditing body for the Town of West Turin; and

WHEREAS, the Town of West Turin Town Board met on February 3, 2025 for the purpose of auditing the Town Justice Deborah Earl's court records and dockets for the fiscal year ending 2024; and

WHEREAS, after review of such court records and dockets for the fiscal year ending 2024 using the "Annual Checklist for Review of Justice Court Records" it was found the Town of West Turin Town Justice Deborah Earl's records to be in good standing.

NOW, THEREFORE, BE IT RESOLVED, as follows:

Section 1. The Town of West Turin Town Board does hereby acknowledge the required examination was conducted per Section 2019-a of the Uniform Justice Court Act and authorizes to accept the Town of West Turin Town Justice Audit for fiscal year ending 2024.

Section 2. The Town of West Turin Town Board authorizes Clerk Schindler to file the necessary audit paperwork with the Unified Court System's Internal Audit Office.

Moved by Councilwoman Sullivan, seconded by Councilwoman Smith, and adopted on February 10, 2025.

Warrant No. 2-2025 (Claim Nos. 20-31) in the amount of $6,115.32 was presented for payment. A motion to pay the warrant was made by Councilwoman Smith, seconded by Councilwoman Sullivan; all ayes. Councilman Markham and Councilman McGovern were absent.

Budget adjustments and transfers were made to the 2024 fiscal year as follows:

RESOLUTION #9-2025
RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENT – GENERAL FUND

Account	*Code*	*Increase*	*Decrease*
Justice Court-Contractual	1110.4	516.00	
ARPA Funding	4089		516.00

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #10-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFERS – GENERAL FUND

Account	*Code*	*Increase*	*Decrease*
Supervisor-Contractual	1220.4	175.38	
Assessor-Contractual	1355.4		175.38

Account	*Code*	*Increase*	*Decrease*
Independent Accounting	1320.4	1,935.00	
Legal Services-Contractual	1420.4		1,935.00

Account	*Code*	*Increase*	*Decrease*
Town Clerk-Contractual	1320.4	273.26	
Legal Services-Contractual	1420.4		273.26

Account	*Code*	*Increase*	*Decrease*
Personnel-Contractual	1320.4	490.00	
Legal Services-Contractual	1420.4		490.00

FUND: General Fund			
Account	*Code*	*Increase*	*Decrease*
Board of Review-Contractual	1320.4	196.02	
Legal Services-Contractual	1420.4		196.02

FUND: General Fund			
Account	*Code*	*Increase*	*Decrease*
Insurance	1910.4	65.23	
Legal Services-Contractual	1420.4		65.23

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Municipal Dues	1920.4	799.00	
Legal Services-Contractual	1420.4		799.00

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Taxes, Assessments	1950.4	566.30	
Legal Services-Contractual	1420.4		566.30

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Dog Control-Contractual	1320.4	150.00	
Legal Services-Contractual	1420.4		150.00

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Highway Sup't-Payroll	1320.4	200.00	
Legal Services-Contractual	1420.4		200.00

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Highway Sup't -Contractual	1320.4	1,674.23	
Town Garage-Contractual	5132.4		1,674.23

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Employee Benefits-State Retirement	1320.4	2,121.00	
Town Garage-Contractual	5132.4		2,121.00

FUND: General Fund			
Account	***Code***	***Increase***	***Decrease***
Employee Benefits-Social Security	1320.4	106.59	
Town Garage-Contractual	5132.4		106.59

Approved on motion by Councilwoman Smith, seconded by Councilwoman Sullivan; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #11-2025
RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENT
HIGHWAY FUND – TOWN WIDE

Account	*Code*	*Expenditures*	*Revenues*
Bridges-Contractual	5120.4	72,546.95	
State Aid Bridge Project Funding	3505		72,546.95

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #12-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
HIGHWAY FUND

FUND: Highway Fund – **Town Wide**

Account	*Code*	*Increase*	*Decrease*
Employee Benefits -State Retirement	9010.8	5,100.00	
Medical Insurance	9060.8		5,100.00

FUND: Highway Fund – **Part Town**

Account	*Code*	*Increase*	*Decrease*
Road Improvements-Payroll	5112.1	7,732.00	
Road Improvements- Contractual	5112.4		11,145.00
Fringe Benefits-State Retirement	9010.8	3,185.00	
Fringe Benefits-Workers Comp	9045.8	228.00	

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #13-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
GENERAL FUND PART TOWN

Account	*Code*	*Increase*	*Decrease*
Zoning-Contractual	8010.4	882.00	
Unassigned Fund Balance	917		882.00

Account	*Code*	*Increase*	*Decrease*
Planning Board Contractual	8020.4	22.77	
Unassigned Fund Balance	917		22.77

Approved on motion by Councilwoman Smith, seconded by Councilwoman Sullivan; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #14-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
HIGHWAY FUND TOWN WIDE

Account	*Code*	*Increase*	*Decrease*
Bridges -Contractual	5120.4	25,181.31	
Unassigned Fund Balance	917		25,181.31

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

RESOLUTION #15-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFER AND ADJUSTMENT
HIGHWAY FUND TOWN WIDE

Account	*Code*	*Increase*	*Decrease*
Installment Debt-Principal	9785.6	93,359.87	
Capital Reserve Transfer	9902.9		93,359.87

Account	*Code*	*Increase*	*Decrease*
Machinery Expense-Equipment	5130.2	66,416.27	
Unassigned Fund Balance	917		66,416.27

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

Supervisor Hayes presented and reviewed the financial statements for fiscal year 2024.

RESOLUTION #16-2025
RESOLUTION TO AUTHORIZE BUDGET TRANSFER
HIGHWAY FUND PART TOWN

Account	*Code*	*Increase*	*Decrease*
Workers Comp	9045.8	170.00	
Medical Insurance	9060.8		170.00

Approved on motion by Councilwoman Sullivan, seconded by Councilwoman Smith; all ayes. Councilman Markham and Councilman McGovern were absent.

Supervisor Hayes presented the January 2025 Supervisor's Report.

There being no further business to come before the board, the meeting adjourned at 8:20 p.m. on motion by Councilwoman Smith, seconded by Councilwoman Sullivan.

Respectfully submitted,

Bethany L. Schindler, Clerk
Town of West Turin