

**TOWN OF BALDWIN  
TOWN BOARD MEETING  
OCTOBER 11, 2023**

**THIS REGULAR MEETING** of the Town of Baldwin was held at the Town of Baldwin Town Hall and called to order at approximately 6:00 p.m. by Supervisor Purvis. Those present were Councilwoman Purvis, Councilman Smith and Councilman Collins. Councilman Conklin was absent.

Also present were Paul Tillotson, Anna Pirro, Faith Marmor, Robin Rosekrans, Barb Harding and Joe Donovan.

**PUBLIC COMMENTS**

*Robin Rosekrans asked the following:*

1. How are the yearly reports coming? Barb Harding said that she is sending 2019 out next week, she has a little imbalance issue and she has to get that resolved before she can send it.
2. How does the Budget for 2023 look, is the Town in the black or close to the red? Barb Harding stated that overall as of the end of September, she believes we are at about a negative \$8,000.00. The budget itself is kind of deceiving because we do not use all the money that is in the budget, so as far as the budget is concerned the Town is still fine, as far as what was proposed for 2023. However, she is looking at pnl's and saying we are short, which is understandable because last year we had extra income that we do not have this year for 2023. We may be just fine because the sales tax still seems to be pretty consistent. If she had to say, she would say we might be a little on the negative side by the end of the year but not anything drastic. Ms. Rosekrans asked if we should maybe look at having an increase in taxes? Barb Harding stated that her tax increase was like \$4,500.00 that is allowed without special consideration to ask. The only thing she finds probably with that issue is that we still are maintaining almost a half a million dollars in cash assets, liquidity, and even though we may be running the year at a small negative, we still have the money in the bank accounts. She thinks there would be an issue trying to raise taxes with the idea that we are probably one of the most liquid entities in the area, she is assuming. She thinks with the budget she has tried to add more revenues in this year for 2024 because there has been years when she has not put revenues in certain spots because she hated to think okay we are going to get this money and then maybe we do not. Really our General budget has not changed that much, this year Code Enforcement was the only one that asked for somewhat of a raise as he has not had one since starting at the Town, he asked for \$1,000.00 and this is split between Zoning and Fire, but this is up to the Board too whether or not this is something they can do. There was a pick up a little for what is going to be charged to do the taxes and the Election went up a lot (there are 3 Elections next year though). It is really helping having the HRA. This is the only thing that really makes it hard with the medical because if we had to fund it all over again, then this next year would be \$40,000.00 vs. \$35,000.00 as it has gone up. However, there is more than enough appropriated for health insurance. The budget is just an estimate. The only things that are really concrete are wages.

3. The health insurance premium percentage that County employees pay for is going from 10% to 12% and she is asking that the Town consider this increase or an increase as well for the Town of Baldwin employees. Barb Harding did state that rather than increasing this, maybe the Town wants to talk about full funding because the single is going from \$7,000.00 to \$8,000.00 and family is going to \$16,000.00, now it is \$7,000.00 and \$14,000.00. Before the Highway employees would get hit with anything, they would have to pay out \$14,000.00, the town picks up the first \$14,000.00 with the HRA. To fully fund this is \$40,000.00. Does the town leave this at \$35,000.00, fully fund at \$40,000.00 and leave the percentage at 10%?

4. Can the moneys from the County be applied to the cemetery upkeep? Supervisor Purvis stated that Brandon Stanton (the District Representative) from the Department of State, Division of Cemeteries, is who we should speak with regarding the cemetery. The cemeteries must be registered with the State Department. Joe Donovan stated that the only thing that he gets involved with is leaning of the headstones as they are a safety hazard, if they fall they are not covered and the responsibility then falls on the Town. Cemeteries go broke and when this happens a Town has to legally take over a cemetery. The only thing the State does is hazards in a cemetery, everything else reverts back to the Town.

#### **LEGISLATURE**

Mr. Donovan stated that money from the County is going to be distributed to each township and this money will have to be used for things Chips money is currently used for, ie mainly roads, this amount will depend on the mileage of the roads and shape/condition of the roads, there will be variables with this money. If the Town needs to make out an application, it will get one, he will keep us informed.

#### **MINUTES**

A Motion was made to accept the September 13, 2023 Town Board Meeting Minutes by Councilwoman Purvis, seconded by Councilman Smith, All Ayes.

#### **SUPERVISOR**

The Dog Control Officer Inspection and Municipal Shelter Reports were satisfactory.

We received an email from the OSC Audit with online training resources that are available if anyone is interested.

We received an email from Wandering NY Waterways that they will be having a meeting at the end of the month if anyone is interested in attending.

#### **TOWN CLERK**

Normal business hours will begin on Monday, October 16, 2023. The normal business hours for the Town Clerk will be Mondays and Thursdays from 5:00 p.m. to 6:00 p.m. This information has been

placed on the Town Hall front door and the town's website.

The Public Hearing Notice for the 2024 Budget will be placed in the Elmira Star Gazette and on the town's website.

#### **HIGHWAY**

A Motion was made in the form of a **Resolution No. 34-2023 (10R-2023)** to allow Sayles & Evans law office to handle the bond for the tractor purchase by Councilman Collins, seconded by Councilman Smith, All Ayes.

#### **PUBLIC WELFARE AND SAFETY COMMITTEE**

The Baldwin Volunteer Fire Department will be hosting an Open House and Fire Safety for kids on October 14, 2023 from 11:00 a.m. to 1:00 p.m. There will be a chicken barbeque which will start at 12:00 p.m.

#### **HELP YOUR NEIGHBOR COMMITTEE**

Nothing to report at this time.

#### **ASSESSOR**

No report was given.

## OLD BUSINESS

There was no Old Business to discuss.

## NEW BUSINESS

**2024 PRELIMINARY BUDGET** - Barb Harding went through the Preliminary Budget with the Board. A Motion was made in the form of a **Resolution No. 35-2023 (10R2-2023)** to approve the Preliminary Budget for 2024 with the modification of a \$500.00 increase to the Code Enforcement Officer's salary and not the \$1,000.00 salary increase requested of the Code Enforcement Officer by Councilman Collins, seconded by Councilwoman Purvis, All Ayes.

**2024 NYS DEFERRED COMPENSATION (ROTH AVAILABLE ON BOOKS)** - A Motion was made in the form of a **Resolution No. 36-2023 (10R3-2023)** to approve Roth being available on the town's books by Councilman Smith, seconded by Councilman Collins, All Ayes.

**2024 MEDICAL INSURANCE RENEWAL (HRA CONTRIBUTION INCREASE)** - A Motion was made in the form of a **Resolution No. 37-2023 (10R4-2023)** to not increase the HRA contributions for 2024 by Councilman Smith, seconded by Councilman Collins, All Ayes.

**2024 GUARDIAN BROKER OF RECORD LETTER** - A Motion was made in the form of a **Resolution No. 38-2023 (10R5-2023)** to approve Timothy Laskowski of InsureOne as Broker of Record and Emerson Rogers LLC as the Master Broker of Record for the Town of Baldwin Dental and Vision Plan by Councilman Collins, seconded by Councilman Smith, All Ayes.

**2024 CYBER COVERAGE** - A Motion was made in the form of a **Resolution No. 39-2023 (10R6-2023)** to not obtain cyber coverage for 2024 by Councilwoman Purvis, seconded by Councilman Smith, All Ayes.

**PAYMENT OF BILLS** - A Motion was made to pay the Highway Bills No.'s 137-146 in the amount of \$12,800.09 by Councilwoman Purvis, seconded by Councilman Smith, All Ayes. A Motion was made to pay the General Bills No.'s 121-133 in the amount of \$2,170.34 by Councilwoman Purvis, seconded by Councilman Collins, All Ayes.

## EXECUTIVE SESSION

A Motion was made to go into Executive Session by Councilman Collins, seconded by Councilman Smith, all Ayes.

A Motion was made to go out of Executive Session by Councilman Collins, seconded by Councilman Smith, All Ayes.

**ADJOURNMENT**

A Motion was made to adjourn the meeting by Councilman Collins, seconded by Councilman Smith, All Ayes.

**THE NEXT MONTHLY BOARD MEETING WILL BE HELD AT THE TOWN OF BALDWIN TOWN HALL ON NOVEMBER 1, 2023 IMMEDIATELY FOLLOWING THE PUBLIC HEARING FOR THE 2024 BUDGET WHICH BEGINS AT 6:00 P.M.**

Respectfully Submitted,

A handwritten signature in cursive script that reads "Faith B. Marmor". The signature is written in black ink and is positioned above a horizontal line.

Faith B. Marmor, Town Clerk

**TOWN OF BALDWIN**  
**INCOME AND EXPENITURES**  
**SEPTEMBER 2023**

**INCOME:**

<b>GENERAL FUND</b>	<b>\$ 9,824.43</b>
<b>HIGHWAY FUND</b>	<b><u>\$178,899.65</u></b>
<b>TOTAL</b>	<b><u>\$188,724.08</u></b>

**EXPENDITURES:**

<b>GENERAL FUND</b>	<b>\$ 9,821.20</b>
<b>HIGHWAY FUND</b>	<b>\$23,691.62</b>
<b>TRUST AND AGENCY</b>	<b><u>\$ 1,121.89</u></b>
<b>TOTAL</b>	<b><u>\$34,634.71</u></b>

# TOWN CLERK'S MONTHLY REPORT

TOWN OF BALDWIN, NEW YORK

SEPTEMBER, 2023

TO THE SUPERVISOR:

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Pursuant to Section 27, Subd 1 of the Town Law, I hereby make the following statement of all fees and moneys received by me in connection with my office during the month stated above, excepting only such fees and moneys the application and payment of which are otherwise provided for by Law:

A1255	<u>1</u>	CERTIFIED COPIES	<u>10.00</u>	
<b>TOTAL TOWN CLERK FEES</b>				<b>10.00</b>
A2544	<u>8</u>	DOG LICENSES	<u>128.00</u>	
<b>TOTAL A2544</b>				<b>128.00</b>
A2555	<u>1</u>	BUILDING PERMITS	<u>50.00</u>	
<b>TOTAL A2555</b>				<b>50.00</b>

\$188.00

## October Meeting 2023

1. We finish up ditching on Lockwood Run with B15 EX.
2. We help town on Van Etten with stone and oil.
3. We help Town of Chemung haul gravel to Lockwood Run for shoulders.
4. We went around with grader and roller rake fix some bad spots in roads.
5. Met with Connor Flood from New York Municipal Insurance Reciprocal (NYMIR) on Highway Building and Town Hall.
6. Work with Code on Fence on Hammond Hill that is too close to Road. Should be move in a couple weeks.
7. Coaker DEF Computer went which I called Pat, Pervis, and Zack on price.
8. Lawyer on new tractor.



**TOWN OF BALDWIN**  
**CODE ENFORCEMENT OFFICE**  
**622 BRESSPORT, N CHEMUNG RD.**  
**LOWMAN, N.Y. 14861**  
**MONTHLY REPORT FOR JULY, AUGUST, SEPTEMBER,**  
**2023**

**PERMITS ISSUED: 4**

**PERMITS DENIED: 0**

**FEE RECEIVED: \$ 230**

**COMPLAINTS: 2**

**FOLLOW UP ON COMPLAINTS : 2**

**WARNING VIOLATIONS ISSUED: 1 Chemung County for 740 Breesport N Chemung Rd**  
**TICKETS ISSUED: 0**

**CERTIFICATION OF OCCUPANCY / COMPLETION : 1**

**INSPECTIONS : 3**

**911 ADDRESSES ISSUED : 1**

**CODE ENFORCEMENT OFFICER**  
**Martin Jerzak**

**NOTE: Working with Sherry Collins, Soil & Water for new home in Flood Plain**

**Work with Highway Supervisor Paul Tilotson, and Michael & Taylor  
about fence on Hammond Hill Rd letter wrote issue should be resolved  
in the next week or so**



## Agriculture and Markets

September 14, 2023

Russell Purvis  
Town Supervisor - Town of Baldwin  
622 Breesport N Chemung Rd  
Lowman, NY 14861

Enclosed is the **Municipal Shelter Inspection Report** completed on **09/07/2023**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, dog shelter services were rated "Satisfactory". Please make note of any comments listed on the report.

Municipal dog shelters are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in municipal shelter services.

If you have any questions regarding this inspection, please call me.

Hannah Hoelscher  
Animal Health Inspector

**MUNICIPAL SHELTER INSPECTION REPORT - DL-90**

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **9/7/23 10:30 am**

**ELMIRA ANIMAL CONTROL AND SHELTER  
C/O DEPT OF PUBLIC WORKS BLDG  
840 LINDEN PLACE  
ELMIRA NY 14901**

Inspector: **Hannah Hoelscher**

Inspector #: **075**

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These are the findings of an inspection of your facility on the date(s) indicated above:

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- |   |     |
|---|-----|
| <b>1. Shelter is structurally sound</b>   | Yes |
| <b>2. Housing area and equipment is sanitized regularly</b>                           | Yes |
| <b>3. Repairs are done when necessary</b>   | Yes |
| <b>4. Dogs are handled safely</b>   | Yes |
| <b>5. Adequate space is available for all dogs</b>                                    | Yes |
| <b>6. Light is sufficient for observation</b>   | Yes |
| <b>7. Ventilation is adequate</b>   | Yes |
| <b>8. Drainage is adequate</b>  | Yes |
| <b>9. Temperature extremes are avoided</b>  | Yes |
| <b>10. Clean food and water is available and in ample amount</b>                      | Yes |
| <b>11. Veterinary care is provided when necessary</b>                                 | Yes |
| <b>12. Dogs are euthanized humanely, by authorized personnel</b>                      | Yes |
| <b>13. Complete intake and disposition records are maintained for all seized dogs</b> | Yes |
| <b>14. Dogs transferred for purposes of adoption in compliance with Article 7</b>     | Yes |
| <b>15. Redemption period is observed before adoption, euthanasia or transfer</b>      | Yes |
| <b>16. Owners of identified dogs are properly notified</b>                            | Yes |
| <b>17. Redeemed dogs are licensed before release</b>                                  | Yes |
| <b>18. Proper impoundment fees paid before dogs are released</b>                      | Yes |
| <b>19. Written contract or lease with municipality</b>                                | Yes |

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Town - City - Village Information for Inspection:

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<b>TCV CODE</b>	<b>TCV NAME</b>
0701	Town of Ashland
0702	Town of Baldwin
0704	Town of Catlin
0705	Town of Chemung
0706	Town of Elmira
0707	Town of Erin
0708	Town of Horseheads
0709	Town of Southport
0711	Town of Veteran
0712	City of Elmira

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Craig Spencer**  
TITLE: **DCO**

REVIEWED BY: **Emily Cacchione**  
REVIEWED DATE: **09/12/2023**



## Agriculture and Markets

September 14, 2023

Russell Purvis  
Town Supervisor - Town of Baldwin  
622 Breesport N Chemung Rd  
Lowman, NY 14861

Enclosed is the **Dog Control Officer Inspection Report** completed on **09/07/2023**. This inspection relates to Agriculture and Markets Laws and Regulations which may be viewed on the website below.

As the report indicates, DCO services were rated "Satisfactory". Please make note of any comments listed on the report.

Dog control officer services are subject to inspection by this agency on a regular basis.

Please notify this office within 30 days of any changes in DCO services.

If you have any questions regarding this inspection, please call me.

Hannah Hoelscher  
Animal Health Inspector

**DOG CONTROL OFFICER INSPECTION REPORT - DL-89**

Rating: **Satisfactory365**

Purpose: **Inspection**

DATE/TOA: **9/7/23 10:30 am**

**ELMIRA ANIMAL CONTROL AND SHELTER  
C/O DEPT OF PUBLIC WORKS BLDG  
840 LINDEN PLACE  
ELMIRA NY 14901**

Inspector: **Hannah Hoelscher**

Inspector #: **075**

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These are the findings of an inspection of your facility on the date(s) indicated above:

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- |   |     |
|---|-----|
| <b>1. Equipment is available for proper capture and holding</b>                       | Yes |
| <b>2. Dogs are held and transported safely</b>  | Yes |
| <b>3. Equipment maintained in clean and sanitary condition</b>                        | Yes |
| <b>4. Veterinary care is provided when necessary</b>                                  | Yes |
| <b>5. Dogs are euthanized humanely</b>  | Yes |
| <b>6. Complete seizure and disposition records are maintained for all seized dogs</b> | Yes |
| <b>7. Dogs transferred for purposes of adoption in compliance with Article 7</b>      | Yes |
| <b>8. Redemption period is observed before adoption, euthanasia or transfer</b>       | Yes |
| <b>9. Owners of identified dogs are properly notified</b>                             | Yes |
| <b>10. Redeemed dogs are licensed before release</b>                                  | Yes |
| <b>11. Proper impoundment fees paid before dogs are released</b>                      | Yes |

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**Town - City - Village Information for Inspection:**

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**TCV CODE TCV NAME**

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0701	Town of Ashland
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0705	Town of Chemung
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0707	Town of Erin
0708	Town of Horseheads
0709	Town of Southport
0712	City of Elmira

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**Additional Information for Inspection:**

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**Number of Dogs Seized:**

Number of dogs seized since previous inspection: N/A

**Associated Municipal Shelter(s):**

Name of Shelter(s): Elmira Animal Shelter

**Holding Facility:**

Dogs held before transport to shelter? (Yes/No): No

Location(s): N/A

REMARKS:

REPRESENTATIVE PRESENT FOR INSPECTION: **Craig Spencer**  
TITLE: **DCO**REVIEWED BY: **Emily Cacchione**  
REVIEWED DATE: **09/12/2023**



**WILLIAM A. SCHROM**  
Sheriff

# SHERIFF OF CHEMUNG COUNTY

203 William Street  
P.O. Box 588  
Elmira, New York 14902-0588  
Administrative Office: (607) 737-2987 Fax: (607) 737-2930



**DOUGLAS W. HOUPER**  
Undersheriff

## BALDWIN TOWN RESIDENTIAL STATISTICS

Date: September 2023	
Category	Number
Blotter	12
Case	0
Uniform Traffic Tickets	1
Parking Tickets	0
Traffic Stops	1
Traffic Accidents handled	1
Code Enforcement Violations	0
Felony Arrests	0
Misdemeanor Arrests	0
DWI Arrests	0
Violation Arrests	0
Special Events	0

Submitted by: Simona Bermingham, CCSO Records Clerk

Civil Division  
(607) 737-2949

County Jail  
(607) 737-2934

Criminal Division  
(607) 737-2933

Pistol Permits  
(607) 737-2937

Police Services  
(607) 737-2950

Records Division  
(607) 737-2948