

TOWN OF CONSTANTIA  
**MINUTES –TOWN BOARD MEETING– July 16, 2024**  
6:00 pm Constantia Town Hall

Present: Frank Tomaino - Supervisor  
Ronald Chapman, Michael Donegan, Thomas Moran, Daniel Poné – Council Members  
Clare Haynes – Town Clerk  
E. John Whitney – Deputy Highway Superintendent  
Warren Bader-Town Attorney  
Erin Zehr – Park and Recreation Commissioner  
Jim Peck – Planning Board and Zoning Board Chair  
Bill Buchan, Pat Cerra, John Mura– Sewer Advisory Board  
Dustin Clark – Barton & Loguidice  
Paul Baxter – Tug Hill Commission

Absent: Wayne Woolridge - Highway Superintendent

**CALL TO ORDER:**

At 6:00 pm Mr. Tomaino called the town board meeting to order with the pledge of allegiance.

**PUBLIC COMMENT:**

Mr. Duggleby was in to tell the board that Mr. Hamacher was a great help with their recent rodeo event. Mr. Hamacher was very professional, and the event could not have gone smoother.

**WASTEWATER:**

Mr. Clark told the board there is nothing new to report, must move forward and speak to DEC about possible treatment plant sites. Mr. Chapman told Mr. Clark that the sewer committee is recommending the town property that is behind the highway garage, there are 2 other sites, but the committee believes this will be the best option.

Mr. Clark told the board that DEC will want to look at all the options to give their opinion as to what location is the best. It is important to know that in the engineering report B&L will put the site that is the best suited but include the others. This will show that the Town has a backup plan for the District. There is a 10 State Standard that DEC will look at, that will determine which site they think is the best, it will all be part of the funding application.

Applications for funding the \$72M sewer project are due June of 2025 the District must hit this date; applications are only accepted once a year for all funding agencies. The fact that the Town has created a sewer committee is a great step, it goes a long way for those reviewing the applications that the Town is committed to the project.

Mr. Poné asked if DEC will take into consideration what site the Town prefers. There is a lot that goes into consideration of the placement, time will tell. Mr. Moran indicated that moving the site might make it possible for only one pump station, that would be good. When designing the treatment plant it must be reasonable in size, there should be room for growth, but it is important to not over build it either.

Mr. Cerra asked if Mr. Clark could put together a list of critical path items for the committee and residents to review, Mr. Clark will get something together.

**SEWER ADVISORY BOARD:**

Mr. Tomaino asked Mr. Buchan if he had anything to add, Mr. Buchan agrees with everything Mr. Clark said they must hit the deadline for June 2025.

**VOUCHERS:**

Mr. Chapman made the motion to accept the following vouchers as listed on Abstract #7 Dated July 16, 2024:  
Seconded by Mr. Donegan.

General:	249-286	\$16,452.32
Highway:	94-110	\$25,222.06
Trust and Agency:	7	\$15,902.05
Sewer:	15-18	\$33,981.50

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

**SUPERVISOR:**

Mr. Moran made the motion to approve the supervisor's report dated June 30, 2024, seconded by Mr. Poné.  
Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

**MINUTES:**

Mr. Moran made the motion to approve the minutes of the June 18th town board meeting and the July 2<sup>nd</sup> supervisor meeting, seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

**APPROVAL OF DEPARTMENT REPORTS:**

Mr. Poné made the motion to accept the following reports as received:

Justice Pelon, Justice Simpson, Town Clerk and Dog Control,  
seconded by Mr. Moran.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

### **PARK AND RECREATION:**

Ms. Zehr reported:

- 235 Kids are attending the summer program, 190 from the town, 45 outside of the Town. There are some new rules with the program, they seem to be working well.
- With the storms lots of debris has come ashore, cleaning that up.
- Swimming lessons are well attended.
- Youth Bureau helped sponsor an Animal program and the Bubble Man, both were at the park this week the kids enjoyed the presentations.
- Fireworks are on Saturday the 20<sup>th</sup>, band will play for 2 hours, fireworks will follow. Four food trucks will be available.
- First concert was last Sunday it was lightly attended, need to get the word out. There are two scheduled concerts in August.

Mr. Tomaino told Mrs. Zehr that Lisinski's will be out to plant the tree next week after the fireworks hopefully a stake can be placed where it should be located.

### **HIGHWAY:**

Mr. Whitney reported:

- ✓ Busy few days with the storms that came through.
- ✓ Dutcherville Road culvert has been changed.
- ✓ Working on removing trees that are on the dangerous tree list.
- ✓ Starting to pave on Thursday, with having only a short crew 4.5 miles of road will be done this summer.
- ✓ A new employee will start on August 5<sup>th</sup>.
- ✓ NIMIR inspection is tomorrow, Mr. Whitney is concerned about the alarm system at the garage. There is a tone problem with the units. The equipment is eligible for an upgrade, will get more information for discussion.
- ✓ Tanks have been moved for the fuel island.

Mr. Tomaino wanted to pass along that a resident came in to express her thanks to the highway department for their help with removing a tree that came down in the storm. Ms. MacKenna was relieved she did not know what she would do. Mr. Whitney told the board that he had the guys pick up whatever was by the road, it is nice to hear they are appreciated.

### **TUG HILL COMMISSION:**

Mr. Baxter reported:

- The New York State Department of State will be conducting a **“Cemetery 101” workshop** on Wednesday, August 7, 2024 from 4:00 – 7:00 p.m. at the Adams Fire Department, 6 North Main St., Adams, New York 13605. The workshop will cover the basic aspects of successful cemetery operations, provide an opportunity to meet with Division of Cemeteries staff and ask questions and gain insight into best practices.  
Attendees are encouraged to RSVP, but walk-ins are welcome.  
The website with additional information and a link to RSVP for the Adams workshop can be found at <https://dos.ny.gov/cemeteries-101>
- The Tug Hill Commission is sponsoring two **town budget process workshops in August**, and Albion will be hosting one of them! Thank you to the town of Albion. The Albion workshop will be held at 6:30 p.m. on Wednesday, August 7, presentation by Laird Petrie, and will include:
  - o an overview of the budgetary responsibilities of town officials
  - o how to develop a structurally balanced budget
  - o key elements of the annual budget
  - o tools available for assisting town officials in the budget process
  - o monitoring and amending the annual budget
  - o operating within the tax levy cap
  - o question and answer periodCall 315-785-2380 or e-mail [tughill@tughill.org](mailto:tughill@tughill.org) to register for these free workshops
- As you may have seen in the Tug Hill Times (or from an e-mail I sent out prior to the official announcement), I have updated the timeline for my retirement. With my planned retirement in the first

part of 2025, **the Tug Hill Commission is now advertising the circuit rider position.** In addition, Tug Hill executive director Katie Malinowski sent copies of the announcement to all area town and village clerks. I understand that Tug Hill has already received applications for the position, and they welcome more.

All applicants must submit a letter of interest and resume to Katie Malinowski, Executive Director, NYS Tug Hill Commission, 317 Washington Street, Watertown, NY 13601, [katie@tughill.org](mailto:katie@tughill.org) no later than July 31, 2024. Resumes will be reviewed as received, and interviews may occur before the July 31 deadline.

If you have any questions, do not hesitate to contact Tug Hill executive director Katie Malinowski ([katie@tughill.org](mailto:katie@tughill.org)) or Matt Johnson, planning director ([matt@tughill.org](mailto:matt@tughill.org)).

More information is available from the news item on the Tug Hill website, <https://tughill.org>, and on the page <https://tughill.org/2024/06/27/were-hiring/>

You and the town of Constantia will be directly represented on the interview committee, as NorCOG chair Rip Colesante will be one of four members there: North Shore, Salmon Rivers, Tug Hill executive director Katie Malinowski, and Tug Hill planning director Matt Johnson.

- A reminder that Tug Hill Commission staff are ready to meet with the town at its convenience to apply the Tug Hill GIS (geographic information system) in **identifying land parcels suitable for economic development** according to factors identified by the town.

Last month, the town had a question about how they could best prepare for such a meeting. Tug Hill executive director Katie Malinowski sent this response:

I'm not sure there is a lot to do in advance of a meeting. Looking at your comprehensive plan and zoning map to think about where you would like to see certain types of development might be helpful. We could also do some initial GIS analysis before the meeting, if you have an idea of parcel size you want to focus on, or certain roads.

Please let me know when you're ready to schedule a work session! I can do daytime or evening, just depends on my schedule on any specific day.

- We are in the process of scheduling the next **North Shore Council of Governments** meeting; tentatively Wednesday, August 21, 2024 at 7:00 p.m. at the West Monroe town hall.
- There is nothing new to report about the status of **wildlife management area payment legislation.**
- I dropped off additional copies of the most recent update to **the Tug Hill Recreation Guide.**

Mr. Poné wanted to personally thank Mr. Baxter for all his help when attending various meetings for the Town. Mr. Poné sat on the planning board and was always comfortable asking for Mr. Baxter's opinion. Your shoes will be hard to fill. Thank you!

#### **BOARD MINUTES:**

NYS Primary was held at the town hall, both Planning and Zoning meetings were cancelled.

#### **PLANNING BOARD:**

Mr. Peck is aware of a few applicants for the vacant positions on the planning board, Mr. Peck would like to interview the applicants before appointment to the board.

There will be a public hearing for McIntosh Pallet, they are installing solar panels on their buildings. Mr. Peck just received final approval from the County to move forward. This will be for onsite consumption only as National Grid cannot support the panels. After discussion it was noted that National Grid has no plans to upgrade the infrastructure in their 10-year plan.

#### **BOARD INITIATIVES AND COMMENT:**

Mrs. Peck our historian is looking to step down, before that officially happens Mrs. Peck is willing to help get a new person started. Mrs. Peck has spoken to Mrs. Kieffer who is excited to learn about the position and is willing to accept the responsibilities as Co-Historian. With no further discussion, Mr. Poné made the motion to appoint Mrs. Kieffer as Co-Historian with her term ending 12/31/2024, seconded by Mr. Chapman.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

#### **PUBLIC COMMENT:**

Mr. Duggleby brought up the closed bridge on State Route 49 in West Monroe. Mr. Duggleby wanted to bring to the boards attention that AA Cole Elementary is scheduled to be remodeled in the 2024-2025 school year. That means the kids will now be traveling around the bridge. This is going to add significant time to how long the kids will be on the bus. Not to mention the extra wear and tear on the buses, gas and the roads. Mr. Duggleby will be talking to Mr. Colabufo, Superintendent for the Central Square Central School District

#### **ADJOURN:**

At 6:59 pm Mr. Chapman made the motion to adjourn, seconded by Mr. Donegan.

Carried: Ayes: Chapman, Donegan, Moran, Poné, Tomaino

Respectfully submitted:

*Clare Haynes*  
*Team Clerk*