

**TOWN OF SULLIVAN  
TOWN BOARD MEETING  
FEBRUARY 21, 2024 AT 9:00 A.M.**

A regular meeting of the Town Board of the Town of Sullivan was convened at 9:00 A.M. on February 21, 2024 by Deputy Supervisor Dave Montroy.

The meeting was held at the Town Office Building located at 7507 Lakeport Road

Present were: Deputy Supervisor Dave Montroy; Town Councilors, Jeffrey Martin, Daniel Gibbons, and Kerry Ranger; Attorney for the Town John Langey; Clerk to the Supervisor Dawn Cottet; Comptroller Beth Ellis; Highway Superintendent Andrew Busa; Clerk to the Highway Superintendent Mary Cate Voss; Building and Code Officer Larry Ball; and Town Clerk Amy Bettinger-Wells.

Excused Supervisor Daviau

Also present were: members of the Public.

Pledge to the flag was led by Deputy Supervisor Dave Montroy.

**APPROVAL OF FEBRUARY 7, 2024 MEETING MINUTES**

A motion was duly made by Councilor Ranger seconded by Councilor Gibbons to amend the minutes of the February 7, 2024 meeting. It was noted on page 5 of the minutes under Proposed Purchase of Portable Generator for Sewer pump stations and Sleepy Hollow District to reflect the change from two generators to one generator in the minutes of the February 7, 2024 meeting:

With no further corrections or discussion, the following vote was recorded to adopt the Town Board meeting minutes as corrected of February 7, 2024.

<b>KERRY RANGER</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DANIEL GIBBONS</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>JEFFREY MARTIN</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DAVID MONTROY</b>	<b>DEPUTY SUPERVISOR</b>	<b>VOTED</b>	<b>YES</b>
<b>THOMAS G. DAVIAU</b>	<b>SUPERVISOR</b>	<b>EXCUSED</b>	<b>----</b>

Motion carried.

**BID OPENING FOR CLEANING BIDS**

DLP Cleaning Services-	\$500.00/monthly	Town Office Building
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	\$400.00/monthly	Parks & Recreation Building
	\$100.00/monthly	Legion Area
GDI Services	\$2,115.00/monthly	Town Office Building
	\$1,245.00/monthly	Parks & Recreation Building
	\$185.00/monthly	Legion Area
Boo's Cleaning Service	\$1,533.00/monthly	Town Office Building
	\$975.00/monthly	Parks & Recreation Building
	\$216.00/monthly (one day a week)	Legion Area

Deputy Supervisor Montroy stated that he would turn the bids over to Supervisor Daviau and Lori Davies from the Parks & Recreation Department for their review.

### **SATISFACTION OF CONSENSUAL LIEN FOR KELLY BARRETT (ESTATE OF)**

Attorney Langey reported to the Board the request for a satisfaction of a Consensual Lien (more formally known as Instrument No. 1711, filed with the Madison County Clerk on September 17, 2014) for Kelly Barrett (Estate of ) relating to property located at 9087 North Road, Bridgeport (Tax Map No. 3.-2-14). The necessary satisfaction documents have been prepared and on motion of Councilor Martin, seconded by Councilor Gibbons, the Board unanimously approved (with Supervisor Daviau excused) the execution of the satisfaction document by Supervisor Daviau.

### **DISCUSSION TO ORDER 2025 INTERNATIONAL HX520 WITH PLOW EQUIPMENT**

Highway Superintendent Busa stated that he had a letter of intent which would allow him to be added to a list for the purchase of a 2025 International HX520 with plow equipment truck pending the 2025 budget approval. Upon the motion made by Councilor Ranger and seconded by Councilor Gibbons, the Town Board approved the Letter of Intent. The Letter of Intent is contingent upon budgeted funds and is non-binding. With no further discussion, a roll call voted was taken as follows:

<b>KERRY RANGER</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DANIEL GIBBONS</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>JEFFREY MARTIN</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DAVID MONTROY</b>	<b>DEPUTY SUPERVISOR</b>	<b>VOTED</b>	<b>YES</b>
<b>THOMAS G. DAVIAU</b>	<b>SUPERVISOR</b>	<b>EXCUSED</b>	<b>----</b>

Motion carried.

**AUTHORIZING THE TOWN OF SULLIVAN HIGHWAY SUPERINTENDENT  
(OR HIS DESIGNEE) TO ACCESS AND USE THE  
INTERNET GOVERNMENT SOLUTIONS EQUITABLE BUSINESS  
OPPORTUNITIES SYSTEM FOR FEDERALLY FUNDED PROJECTS**

The following resolution was offered by Councilor Gibbons, who moved its adoption, seconded by Councilor Martin, to wit:

**WHEREAS**, the New York State Department of Transportation (“NYSDOT”) has an Internet Government Solutions (“IGS”) Equitable Business Opportunities (“EBO”) System to track payments, participation in construction, consultant engineering and professional services pertaining to Federally funded projects; and

**WHEREAS**, the system allows for more efficiency in the monitoring and reporting aspects of Federally funded project(s); and

**WHEREAS**, the Town of Sullivan Highway Superintendent would oversee these projects and would benefit from accessing this system; and

**WHEREAS**, such action constitutes a Type II action for purposes of State Environmental Quality Review and, as a result, no environmental impact is anticipated thus ending the environmental review process.

**NOW, THEREFORE, BE IT RESOLVED** that Town of Sullivan Highway Superintendent Andrew Busa (or his designee) is authorized and directed to access the NYSDOT IGS EBO system on behalf of the Town of Sullivan; and it is further

**RESOLVED** that Andrew Busa, Town of Sullivan Highway Superintendent is authorized to agree with the terms and conditions of access to the system set forth in the System User Agreement.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

<b>KERRY RANGER</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DANIEL GIBBONS</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>JEFFREY MARTIN</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DAVID MONTROY</b>	<b>DEPUTY SUPERVISOR</b>	<b>VOTED</b>	<b>YES</b>
<b>THOMAS G. DAVIAU</b>	<b>SUPERVISOR</b>	<b>EXCUSED</b>	<b>-----</b>

The foregoing resolution was thereupon declared duly adopted.

### **PRE-DEVELOPMENT APPLICATION DISCUSSION**

Codes Enforcement Officer Larry Ball proposed a premeeting process for Developer's to attend as an informal meeting to discuss their proposed project(s) prior to formally attending the Planning, Zoning or Town Board meetings for larger projects. Councilor Ranger commented that this process would keep things much simpler.

### **HIGHWAY DEPARTMENT REPORT**

Highway Superintendent Andrew Busa presented a report to the Town Board that included sewer, highway, and plowing costs.

### **RESIDENT QUESTION**

Mr. Gary Sweatland inquired about the status of public water and sewer on Tag Road.

Attorney Langey suggested that Mr. Sweatland speak with his neighbors to see if they had any interest as this will affect final cost.

Mr. Sweatland also inquired about the Madison County Broadband Project and asked if fiber would be run down Tag Road.

### **DECEMBER 2022 FINANCIAL STATEMENTS**

Councilor Ranger thanked Comptroller Ellis for the 2022 Financial Statements that she provided to the Board.

Comptroller Ellis asked if the Board would accept the December 31, 2022 Financial Statements. Upon the motion made by Councilor Ranger and seconded by Councilor Martin the Board unanimously accepted the December 31, 2022 Financial Statements.

With no further discussion, a roll call vote was taken as follows:

<b>KERRY RANGER</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DANIEL GIBBONS</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>JEFFREY MARTIN</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DAVID MONTROY</b>	<b>DEPUTY SUPERVISOR</b>	<b>VOTED</b>	<b>YES</b>

**THOMAS G. DAVIAU      SUPERVISOR      EXCUSED      -----**

Motion carried.

### **FIREFIGHTER APPLICATION**

No firefighter applications received at this meeting.

### **EXECUTIVE SESSION**

Upon the motion made by Councilor Gibbons and seconded by Councilor Montroy, the Board went into Executive Session at 9:29 a.m. for advice of Counsel for matters leading to potential employment of a particular person. Attorney for the Town Langey was invited to attend the Executive Session. It was noted that there may be action at the conclusion of the Executive Session.

A motion was made by Councilor Martin and seconded by Councilor Gibbons, the Board unanimously approved to come out of Executive Session at 10: 40 A.M.

### **APPOINTMENT OF DIRECTOR OF ADMINISTRATIVE SERVICES**

Upon the motion made by Councilor Gibbons and seconded by Councilor Montroy, the Board authorized the employment of Eric Tedford to the position of Director of Administrative Services to the Town of Sullivan at a salary of \$82,500.00 per year, pro-rated with the commencement of his services, and with the benefits as set forth in the Town of Sullivan Handbook. The Board further authorized a 52-week probationary period from said appointment. With no further discussion, a roll call vote was taken as follows:

<b>KERRY RANGER</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>NO</b>
<b>DANIEL GIBBONS</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>JEFFREY MARTIN</b>	<b>COUNCILOR</b>	<b>VOTED</b>	<b>YES</b>
<b>DAVID MONTROY</b>	<b>DEPUTY SUPERVISOR</b>	<b>VOTED</b>	<b>YES</b>
<b>THOMAS G. DAVIAU</b>	<b>SUPERVISOR</b>	<b>EXCUSED</b>	<b>-----</b>

### **ADJOURNMENT**

With no further business and upon the motion made by Councilor Martin, seconded by Councilor Gibbons, the Town Board meeting was adjourned at 10:41 A.M. with all Town Board Members voting in favor.

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Respectfully submitted,

Amy Bettinger-Wells  
Town Clerk