

**TOWN OF DELHI  
BOARD MEETING  
January 13, 2025  
6:00PM**

Supervisor Boukai called the meeting to order at 6:00pm.

Those present:

Councilmember's: Margaret Baldwin, Matt Krzyston, Josh Morgan, Christina Viafore

Highway Superintendent Daren Evans

Town Justice Mat Burkert

Residents:

**The Pledge of Allegiance** was led by Supervisor Boukai.

**Privilege of the Floor:**

N/A

**Approval of December 30, 2024 Regular/Year End Meeting:**

Councilmember Baldwin made a motion to accept the above minutes as presented. Councilmember Morgan seconded the motion. Motion carried.

**Old Business:**

Supervisor Boukai stated before she moves forward and investigates anything with the ice rink, she wanted to make sure that we actually wanted to take it on. The village has made it very clear with the exception of letting us use the land or helping us set things up, they don't want to be managing the rink. They want no part of it. If that is something we are willing to do, she doesn't mind investigating the rink, if it is something we just don't want to deal with either then; Councilmember Krzyston asked if she was talking about the iceless rink. Boukai said any rink in general. Krzyston said after having done it as a volunteer of the board we came to the conclusion that we wanted to pay someone to do it. Which we did and in theory that is the better way to do it. Boukai asked what year that was that we paid someone, Krzyston said probably like three years ago. It was hard to find someone to do it, although we didn't budget much for it. He did what he could considering the condition. He then said he may regret saying this later, but he is in favor of the town being involved in it considering the village won't and the people that used it liked it a lot. He added he would only be agreeing if we said we were going to put something in the budget to pay someone to maintain it. He added he believed the iceless thing is an even better comprise. Boukai asked how the council felt about the 2026 budget putting something in for the ice rink. She further said is that something we want to consider at that point, this year is a moot point so it would be for next year. Whether it's iceless or we use the existing rink for another couple of years; we don't necessarily have to make a decision on it. She just doesn't want to be spinning her wheels on it when everyone is like let's just ditch it.

Councilmember Krzyston said we were trying to get out of the recreation business, and it does make sense for the village to do it. To which Boukai said they are not going to, that's a moot point. If we think it is something the community would benefit from, why don't we re-address it when budget season comes. She will continue to investigate it work with pricing and Economic Development. She agrees it needs to be a paid

position so that there is some accountability, maintenance and ongoing supervision of conditions and things like that it can be a nominal fee. Krzyston added it was awesome; he had memories come up on Facebook. People really enjoyed it. He has great memories of it, but he also knows the dark side. Boukai was thinking if we could get something that fits on the basketball courts and turn that into the ice rink seasonally or the iceless rink with the fence it would be perfect to open and close it. It is still in a central location although the square is her fantasy. Putting something in the size of the basketball court is a good compromise

**New Business:**

Supervisor Boukai brought forth the updated Resolution No. 001 of 2025 Procurement Policy and Procedures which updated the dollar amounts for the \$20,000 and \$35,000. This would allow us to get started with the bids on the concession stand that we already have two bids on. She asked if anyone had any questions, there being none, below is the presented updated resolution:

**Resolution No. 001 of 2025  
PROCUREMENT POLICIES AND PROCEDURES  
FOR  
THE TOWN OF DELHI**

On a Resolution offered by: Councilmember Krzyston  
Seconded by: Councilmember Morgan

**IT IS HEREBY RESOLVED BY**, the Town Council of the Town of Delhi, County of Delaware, State of New York that to conform with the requirements of General Municipal Law, Section 104-b, Procurement Policies and Procedures, and

**IT IS FURTHER RESOLVED**, that goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the taxpayers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be procured pursuant to the competitive bidding requirements of General Municipal Law, Section 103 or of any other general, special or local law, as follows:

**I. Procedures for determining whether procurement are subject to bidding.**

The procedures for determining whether a procurement of goods and services is subject to competitive bidding and documenting the basis for any determination that competitive bidding is not required by law is as follows:

A. Procedure: All procurement must be examined and categorized as follows:

1. GML Section 104-b Non-competitive Bidding:
  - a) Purchases under \$20,000.00
  - b) Contract for public work below \$35,000.00
  - c) Articles manufactured in a New York State correctional facility

(Corrections Law Section 184, 186)

- d) Purchases from agencies for the blind or severely handicapped  
(State Finance Law Section 175-b)
- e) Purchases under a County Contract (GML Section 103(3))
- f) Purchases under a State contract (GML Section 104)
- g) Emergency purchases (GML Section 103(4))
- h) Sole source purchases (GML Section 104-b)
- i) Professional Services (GML Section 104-b)
- j) True Leases (GML Section 104-b)
- k) Insurance (GML Section 104-b)
- l) Second-hand equipment from another government (GML Section 103(6))

2. GML Section 104-b – Competitive Bidding:

- a) Purchase contract of \$20,000 or more
- b) Contracts for public work of \$35,000 or more.

3. Other Analysis:

- a) Purchases should be evaluated to determine whether, over the course of the fiscal year, the Town of Delhi will spend in excess of the competitive bidding thresholds for the same or similar items or services. Prior years budgetary appropriations should be referred to for this information and compared with current projections.
- b) Reference to the statute (GML Section 104) should be made for all purchases cited in II-A-1 above, (except II-A-1 (a,b) in which a non-bidding determination is made).

B. Documentation – Determination that a purchase is not subject to competitive bidding requirements shall be documented as follows, and kept with the records of the purchase:

- 1. Copies or notations of all written indicia of dollar amounts.
- 2. Notation of all verbal indicia of dollar amounts.
- 3. Where appropriate, reference to prior years budgetary purchase amount information.
- 4. For all items determined not to be subject to competitive bidding for reasons other than dollar amount, a written notation of the facts justifying the particular category of exception must be made.
- 5. If full compliance with these documentation requirements is not practical, a note of explanation shall be made and placed with the purchase records.

C. Statutory Exceptions From These Policies and Procedures:

Except for procurement made pursuant to General Municipal Law, Section 103(3) through county contracts), or section 104 (through state contract), State Finance Law, Section 175-b (from agencies for the blind or severely handicapped), or the items excepted herein (see below), alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method or procurement which furthers the purposes of General Municipal Law, Section 104(b).

**II. Methods of Competition to be used for Non-Bid Procurement:**

The methods of procurement to be used are as follows:

	Verbal Quotes			Written Quotes		RFP	Other
	0	2 or more	3 or more	2	3 or more		
<b>Purchase Contracts Below \$20,000</b>							
Under \$1,000	X						
\$1,000 - \$5,000		X					
\$5,001 - \$15,000				X			
\$15,001 - \$20,000					X		
<b>Contracts for Public Works Below \$35,000</b>							
Under \$1,000	X						
\$1,000 - \$5,000		X					
\$5,001 - \$15,000				X			
\$15,001 - \$35,000					X		
Emergencies							a,b
Insurance						X	
Professional Services						X	
True Leases (Other than School Districts)				X			
Second-Hand Equipment from other Governments							a
Certain Food & Milk Purchases (Schools)							a
Certain Municipal Hospital Purchases							a
Sole Source (For example, patented or monopoly item)							a

(a) All available verbal and written quotes shall be presented to the Town Council, which shall determine whether the proposed procurement is cost effective and in the best interest of the Town of Delhi. Note, the number of verbal or written quotes are suggestions. It is acknowledged that, though the suggested number of quotes should be diligently sought, they may not always be practically available.

(b) Where by virtue of the nature of the emergency option, a review to the Town Council is not available, approval may be given by the Town Supervisor or Acting Town Supervisor, or by any Town Councilmember of the appropriate legislative committee.

### **III. Adequate Documentation:**

Documentation of actions taken in connection with each such method of procurement is required as follows:

- A. Attached to the purchase documents (i.e. invoices, voucher, bill, etc.) shall be notes of any verbal quotes and notations of or copies of any written quotes, any requests for proposals responses, or other proposals, contracts, or other documentation of the non-bid procurement process. If full compliance with this provision is not practical, a written note of explanation shall be made and placed with the purchase records.
- B. If the purpose of this policy to assist the Town of Delhi officials in obtaining the best value for the Town of Delhi, New York, consistent with the stated purpose of this resolution. It is acknowledged that perfect compliance is not always practical. In such cases, consistent with the requirement of GML Section 104, the reasons for any deviations shall be noted with the purchase files.

### **IV. Awards to Other Than Lowest Responsible Dollar Offeror:**

Whenever any contract is awarded to other than the lowest responsible dollar offeror, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above, shall be documented as follows:

Notations and/or copies of all documents, and notations of verbal or other data justifying why any purchase is made from other than the lowest responsible vendor or contractor submitting a complying quotation or proposal, as being in the best interest of the government unit, shall be included with the purchase records. If full compliance with this provision is not practical, a written note of explanation shall be made and placed with the purchase records.

### **V. Items Exempted From Policies and Procedures by Council:**

- A. The Council sets forth the following circumstances, when/or if types of procurement for which, in the sole discretion of the governing body, the solicitation of alternative proposals or quotes will not be in the best interests of the Town of Delhi for:
  - 1. Emergencies where time is a crucial factor
  - 2. Procurement for which there is not viable competition (sole source items)
  - 3. Procurement of professional services which because of the confidential nature of the services, do not lend themselves to procurement through solicitation.
  - 4. Very small procurement for which solicitations of competition would not be cost effective.

### **VI. Input from Officers:**

Comments concerning the policies and procedures shall be solicited from officers of the political subdivision or district therein involved in the procurement process prior to the enactment of the policies and procedures and will be encouraged at all times hereafter.

### **VII. Annual Review:**

The Governing Board shall annually review these policies and procedures. The Town Supervisor shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement

policy. It is contemplated that the annual review will be made during annual budget preparation, or such other time as the Town Supervisor may designate.

**VIII. Unintentional Failure to Comply:**

The unintentional failure to comply with the provisions of this General Municipal Law, Section 104-b shall not be grounds to void action taken or give rise to a cause of action against the Town of Delhi or any officer or employee thereof.

IT IS HEREBY RESOLVED:

That this resolution shall become effective on the 13<sup>th</sup> day of January, 2025.

Roll call as follows:

	Aye	Nay	Absent
Supervisor Boukai	<u>X</u>	_____	_____
Councilmember Krzyston	<u>X</u>	_____	_____
Councilmember Morgan	<u>X</u>	_____	_____
Councilmember Viafore	<u>X</u>	_____	_____
Councilmember Baldwin	<u>X</u>	_____	_____

Boukai thanked the council, and stated with the policy being updated she felt comfortable with the two estimates for the concession stand which is for the roof, doors and windows. The first is from Eighmey Construction for the amount of \$14,600 which included the roof. The other estimate was from Travis Reed at a cost of \$15,000. Boukai stated correct me if I am wrong with this work being completed the only remaining work would be the exterior painting and the actual concession area, flooring and counters and all that. Councilmembers Morgan and Krzyston said yes. Councilmember Baldwin asked if any of this expense was grant money; Boukai said yes, with the remaining \$2,500 O'Connor grant we have to spend the money in order to get it back. We need to show pictures of the work being done windows, doors installed and roof work. There is a gap in the money Boukai said, the pool reserve fund did make around \$8,000 last year in interest so there's that; we also gave ourselves a cushion in the budget so she believes we will be ok. Her prospective on this is we have waited long enough, let's get it rolling and usable for next summer. The council discussed the camera locations.

Supervisor Boukai asked for a motion to hire Eighmey Construction to continue with the concession stand. Councilmember Krzyston stated so moved with Councilmember Viafore seconding. Motion carried. Councilmember Krzyston was going to contact Eighmey Construction.

Councilmember Baldwin asked Krzyston if he felt once the concession stand gets in if it could be run voluntarily; how do we think we are going to keep it operational. She added probably the season can be longer than the pool season. Krzyston said in the past we talked about people getting a limited number of permits but voluntarily we haven't talked about it; he isn't opposed to it, but people do say liability things. Boukai discussed renting the facility and it could be used for different events at the legion fields. The pool is a little different.

Supervisor Boukai stated the council had copies of the budget amendments for 2024. Councilmember Baldwin stated Meg stated it was well within reason for the things that were over budget. Boukai said yes, a lot of the things that caused us to go over are things that weren't budgeted for like the cemetery, updating our zoning. Some things we prepaid like the Association of Towns membership was paid in December but it

was for this year. Boukai added we did return money to fund balance, it's just these specific accounts we went over in. When we are looking at a net, we still returned more than we paid out (amended). Supervisor Boukai requested a motion to accept the 2024 budget amendments as presented. Councilmember Viafore made the motion to approve with Councilmember Krzyston seconding. Motion carried.

Supervisor Boukai stated all councilmembers had Highway Superintendent Evan's Agreement for Expenditures for Highway Moneys for 2025, to which Evans stated all were budgeted for. She then stated we also have the Winter Maintenance Agreement and then asked if anyone had any questions on either of the agreements. Councilmember Baldwin asked if the Expenditures was the one we had to send back to the county, adding it was amazing what Evans had to do and how he breaks it down, adding it was pretty impressive. Evans said everyone needs to sign the Expenditures Agreement and he will deliver it to the county. Boukai requested a motion to accept both the Agreement for Expenditures for Highway Moneys for 2025 and the Winter Maintenance Agreement; Councilmember Viafore said so moved with Councilmember Morgan seconding. Motion carried.

Supervisor Boukai announced we have one Zoning Board of Appeal vacancy which will be filled by Greg O'Connell the term ending December 31, 2027. O'Connell is also serving on our Zoning Board of Revisions Committee at this time. Councilmember Morgan made the motion to approve the appointment with Councilmember Viafore seconding. Motion carried.

Supervisor Boukai announced we have our joint meeting with the village at 5:30 on Thursday, she wanted to get a sense of where everyone is on their thoughts. Councilmember Morgan stated he believed we should proceed on our own at this time; Viafore said not having a joint facility you say? Morgan said they are stuck in that historical building, and he didn't believe it was cost effective. The way everything was going was the ultimate goal was to get some municipal owned property back on the tax rolls and the conversations there just didn't seem like that goal was going to be achieved. Councilmember Baldwin said she would like to have a meeting because lots of interesting things come up, but she would like them to come to our building this time and bring it in to this atmosphere. She added she likes the interaction, but it was all over the place. It is valuable to be together and center in with different ideas. Persuasions might come from it and other ideas we haven't even thought about. Morgan added that was his view when he first went to the that meeting, it changed when he went there obviously, it could change again when we meet again, but he didn't know. He believes they are stuck in that building historically. Councilmember Krzyston said he totally got where Morgan was coming from, it's not a small thing but it's hard to make all the things happen. He is hopeful that we will co-habitat, but it seems like the best possibility for that is if we are driving the bus. Supervisor Boukai said with that being said she is in the process of writing this local government efficiency grant, it's a planning grant. The problem is you have to have two entities because its "efficiency" we can't just be doing it on our own. It's just a planning grant the intent is to figure out, one if it is a feasible idea to combine municipal facilities and highway garages and two, what does that look like in terms of what each entity would be responsible for. Who is contributing what, making sure it is equitable, making sure both municipalities' interests are represented. She still believes that document could be valuable, but we need both entities on board with wanting to be efficient and wanting to explore the idea. There is no commitment in implementing the project, it's just a planning grant. Baldwin said she thinks they would, Boukai said she believed it also. Baldwin added it might end up we are the drivers; she could see they might be still interested. Boukai said to Morgan's point, which she totally agrees with, we are going to have to be the driving force because financially we know the situation is a little more sensitive with the village. They don't have as much robust reserves, all that kind of stuff, so she believes we will have to be the driving force, whether it is together or separate she

thinks we should still be exploring this. If the grant helps explore that if its just us doing it in the end and we can't get the implementation grant because it's a phase planning and implementation; if we cant get the implementation then we can't, but maybe by that point something will change in the village, something will come through that will allow them a little more flexibility with taking on these projects that are absolutely necessary but that they don't have the finances for at this point. Councilmember Baldwin said she believed it was everyone's responsibility to do that, she can't imagine saying "no, I don't want to go there." Councilmember Krzyston said even in a worst-case scenario if we built the building it still benefits them with all the shared projects, it applies to what Boukai is talking about. Morgan added he believed it would be great if we could combine all our facilities together, but the way that things were going at our last meeting he just didn't see that. Boukai said she briefly spoke with Gearhart on this, because he knew she wanted to apply for this grant so she believes we will have a little more consensus at Thursday's meeting, but she also wants to make sure we are on board with together or separate moving forward with something related to a shared facility or an improved facility for us. For the grant purpose she was doing it as a three phase; a planning grant one-let's figure out a municipal facility, two-let's figure out a shared highway facility on Sherwood Road, is it feasible, what does it look like, what does that entail; and step three let's pretend it's a perfect world and everything has happened, we own this piece of land, the highway garage is now able to be sold whatever and the village hall is able to be sold. How do we identify partners that are willing to step in with us and potentially build housing we need or build the low density mixed use building because we have an asset that yes we can sell for money, but she believes we can make a much bigger impact if we are able to partner with a developer that with us having the land becomes feasible for development. We don't want to be landlords that's for sure, but in order to give the community what they need which is more retail business space and more residential. Those two pieces of property are prime. This is what she is identifying in the grant as the three phases. How do we do a joint facility, how do we do a joint highway garage on Sherwood Road and then how do we identify partnerships to impact the community.

Councilmember Krzyston asked Boukai to explain the "partnerships" as it did sound like landlord. Boukai said she doesn't know how it works but if a town owns a piece of land that is perfect for being residential they might say this is a half a million dollar piece of land and we can sell it to the developer but then they might not be able to develop, they might be upside down as they have spent a half million dollars on this and they have three million in construction costs, maybe it doesn't make it feasible for them. Maybe we are able to say we will put up this piece of land for you to develop but within five years some kind of commitments. Boukai said yes, we can just sell the piece of land then if could sit vacant for years and nothing happens, ideally, we want to encourage someone to come in and build what the community needs. There are grants available for that kind of stuff. We have to own the property for those kinds of grants. This is way down the road kind, Morgan added there are consulting firms, you pay them a certain amount and they will bring you opportunities. Boukai said the third part of the grant will help us understand what our options are. Boukai then stated she felt comfortable going into Thursday's meeting, we are on the same page that if we can't do it together, we will do it separate. Councilmember Krzyston thanked Boukai.

Supervisor Boukai stated "project goals" what she wanted to throw out was we have these meetings, and we will be like ok, Christina what happened at Shared Services, and it will be like "oh, nothing," but that is not necessarily true because we are doing something. We are not necessarily meeting all the time, discussing things all the time, but there are things going on. She gave an example of what her goal is for this year, the concession stand and the trees, at least having some kind of design for a shade structure this year. Those are three goals she has for the pool this year. She further stated recognizing that we are essentially paid volunteers, and the time commitment things take, she imagines all of the council ran for office because they saw something they wanted to do, or you wanted to change. So, what are those things that are motivational to you that you would like to see accomplished next year. Let's get some of those on paper, it doesn't have to



be tonight that we do this she would just like to see them somewhere not in our minds but to where we can work together to execute some of them. The concession stand is a perfect example Matt got the quotes; we figured our procurement policy needed to be changed to accommodate the quotes because it was antiquated. That's more of what she would like to see versus let's update the travel policy because we can, busy work type stuff. She asked what the council's thoughts were about this; Councilmember Krzyston said everyone should take that approach, I don't know why we have not, and we should update the joint comprehensive plan. Boukai said hopefully she will have confirmation on that grant, as they said sometime in January. We will have another challenge with that, she believes it would be very foolish of us to not do a joint comprehensive plan, but she does not know what the village will be able to contribute. So, what does that mean for us, what does that look like, do we need to figure out how to come up with the \$25,000 in a grant somewhere. These are things we can work on together to come up with solutions, to her it would be a complete waste of money to only do the town's plan. Councilmember Baldwin said we need to put it in their court too, she couldn't imagine they wouldn't want to find a way to do the comprehensive plan, they are already hanging on our coattails if we are doing \$50,000 and they are only doing \$25,000 that's a pretty good bargain. Boukai agreed and said that's how we came to this, we said we want to hire a grant writer then it's like we are putting the cart before the horse. One of the questions Boukai had to answer in the planning grant she is working on was how old is your comprehensive plan and if it is more than ten years old you get one point. If it's updated, you get like three points, they make it a priority to get funding, we in turn have to make it a priority if we want to get funded. Otherwise, we are just spinning our wheels.

Councilmember Krzyston asked if she wanted to see goals as far as committees, Boukai said not necessarily, she wanted goals that will inspire action. She further said we can talk about stuff like what's going to motivate us to take action and get that momentum going. She feels like we have good momentum meeting with the village, maybe we don't need to meet with the village more than three times a year, but we could still meet with the village even if it's not to discuss a joint facility, whether it's about sales tax or housing or whatever. She doesn't think it hurts to do that. She then stated now that she has planted that seed why don't we come back in February with some tangible ideas that we can do stuff with. Councilmember Baldwin said she can see things that need to be done, but she can spend this next amount of time getting it in a form which she can present as an actional step. Boukai said like Eighmey Construction that is an actional step we did the work so now he can actually start. Baldwin thanked Boukai on her leadership of this as when we have stuff written we can reference it to show progress. It will help with your grant that you have a plan. Boukai added and there is buy-in from everyone.

#### **Committee Reports:**

**Highway/Machinery: (Councilmember's Baldwin & Morgan)** Written report from Superintendent Evans provided to councilmembers. Evans said there isn't much extra from his year end report, the only thing extra he has accomplished was the annual highway inventory, it has been updated and submitted. It updated the roads that have been paved that were unpaved before. Supervisor Boukai asked where we were on the FEMA stuff; Evans said he had just completed a lot of paperwork and he has another virtual meeting on Friday; we are getting closer.

Boukai stated while she was thinking about it, the comptroller did approve the highway reserve, so that is in the process of being done.

Councilmember Baldwin questioned Evans as to choosing ABC Experts for tree work, the clerk had stated to her earlier she assumed it was due to the weather as it was emergency work; Evans stated yes, we have used them before, and the trees were a hazard. Baldwin asked about things slowing down with the weather, Evans said he didn't know with the lake effect snow coming in. That's what makes us go out every

day and it does become a little costly, but no one realizes we still have to go out and keep the roads clear, the same as you would with a large amount of snow. Baldwin thanked Evans.

A motion was made by Councilmember Baldwin to accept Evans' report with Councilmember Krzyston seconding. Motion carried.

**Personnel: (Councilmember's Viafore & Baldwin):** Councilmember Baldwin stated they would work to get audits scheduled. They have till the end of January. Councilmember Viafore set up the clerk and court audits for Friday afternoon.

**Recreation/Health/Youth: (Councilmember's Krzyston & Supervisor Boukai):** Supervisor Boukai stated we touched on the ice rink and the concession stand, and asked Councilmember Krzyston if he had anything further. Krzyston said no.

**Economic Development/Shared Services: (Councilmember Morgan & Viafore):** Councilmember Viafore said we have a repair café coming up to Delhi on the 25<sup>th</sup> 11-3 at Luck Dragon at 100 Main Street from the joint task force for a climate smart community. It is a free community event where you bring your broken but beloved items and there are volunteers there to help repair them.

Viafore said there was one many years ago and she had a toaster fixed working with them. Viafore said at this upcoming event they are suggesting items to be fixed lamps, vacuums, clocks, electrical items, small appliances, clothing, textiles and stuffed animals. The person that is there will try and help you fix your thing. Boukai said we should send a Nixle alert for this. Viafore said she will.

**Buildings/Codes: (Councilmember Morgan & Krzyston):** Councilmember Morgan read the building codes report as follows: 3 building permits issued, 10 inspections/meetings, 2 in-office conferences, 1 site visit, 2 plans reviewed, 3 C/O letters, 1 Certificate of Occupancy, 1 Certificate of Compliance, 2 zoning issues and he drove 115 miles for the month of December 2024.

**IT: (Councilmember Viafore & Krzyston):** Councilmember Krzyston asked the clerk how her junk mail was doing now that we have switched email, is there a difference as it has been roughly a year now. The clerk stated it is much better she has not been inundated with junk/spam mail. She hasn't had any issues, it's awesome. Boukai added very few get through now. Councilmember Viafore asked about the contact through the website, the clerk stated she had reached out to Aisle 8 as there are issues with how emails are received. There are no sender emails attached. Viafore believed she could fix the issue.

Town Justice Burkert said he ordered a new computer from the state, he said he will need the computer guys to come in. Councilmember Baldwin with Mat here there are always things he wants to share. Boukai said we have two completed diversions and she did reach out to Tina Mole to ask how are we reconciling everything, when she hears back she will let you know.

Burkert said for court the computer in his office has failed and the one coming is free from the state. The software from the town will need to be installed by the company the town has. They have the forms set up for diversion, they have only had one minor hiccup with the diversion program. We had one for Colchester court, but Kathleen fixed it within minutes. He further said every month the council will be given the report and the letters of who completed so you will have a track record going forward. He then stated nothing more to report for the court. Then he added we have all our training in for the year, we will go into this year for our training as well, he believes the deputy court clerk will go to training this year childcare dependent.

Councilmember Krzyston asked what the procedure was for liquidating the old computer. Burkert said it belongs to the state it will need to be returned to them.

### **CODES Monthly Report:**

A motion was made by Councilmember Viafore to accept the Code's report for December 2024. Councilmember Krzyston seconded the motion. Motion carried.

### **Justice Court Report:**

Councilmember Morgan made the motion to accept the Justice Court Report for December 2024. Councilmember Viafore seconded the motion, motion carried.

**Clerk’s Monthly Report & Year End Report:**

A motion was made by Councilmember Viafore to accept the December 2024 Clerk’s report, seconded by Councilmember Morgan. Motion carried.

**Supervisor’s Financial Report:**

Supervisor Boukai stated now that we have created reserve accounts, the bookkeeper has moved all of the savings that are associated with the “A” fund whether it’s the pool, good neighbor or building reserve they are all visible in one place which makes it easier to see the financial situation in each fund. We are still in the process as DNB is training a couple of people to do the work that Stephanie, our main contact as she has moved to a different position, so things are a little slower now with CD’s and that kind of stuff, but we are rolling right along with the investments. Councilmember Baldwin requested a copy, Boukai gave Baldwin her copy. Boukai stated it was all in the Teams folder under “supervisor.” The bookkeeper puts them in there within ten days of the previous month end. Boukai went on to say all of our savings, CD’s and NYCLASS money are now visible in one spot which is very helpful.

**Supervisor’s County Report:**

Boukai stated they have not had any committee meetings this month, they are all on Monday. She further stated at the last social services meeting there was a lot of discussion on a transportation committee and kind of identifying people that might want to be involved, she has let Tina know that she would be willing to volunteer on that committee. Boukai said they will be getting their committee assignments, although she is not anticipating any change, but they will get their assignments a week from Wednesday.

She has gotten some emails about the resolution which rescinded the cap for the \$75,000 for hiring a third-party forensic investigator. We still have not heard if insurance is covering that which is why that resolution was rescinded and the one with no budget limit was put into place. From what she understands the agency has been hired and people are having their devices investigated now, so that’s where we are with that. Councilmember Morgan asked when the next court date was, Boukai stated the 21<sup>st</sup> which is a week from tomorrow and it’s a continuation of the meeting that was last Monday, she anticipates an update the day after as our county meeting is the day after.

Councilmember Krzyston asked if the county had received any more letters from municipalities regarding sales tax, Boukai stated no letters that she knows of. One thing that did come up from the finance committee meeting last was Wayne requested that Sherri submit to him which she then gave to all the supervisors a report on tax exempt properties by municipality. The report was based on fair market value not assessed value. Boukai took her data and put it in a sheet she could translate for just Delhi, and we have 28% of all of the tax-exempt property in the county. We have the highest amount of tax-exempt property in the county, that’s based on fair market value which was specifically requested versus assessed value. She doesn’t know where that’s going, if it’s going to open up another conversation about potentially changing sales tax from let’s share with the nineteen communities to let’s share based on who has the percentage of tax-exempt properties. She doesn’t know where this is all going yet, but that’s what was initiated in finance. Councilmember Krzyston said “would you say ours is a lot higher than others, Boukai believed Middletown was the next highest at maybe 16% , she will send him her spreadsheet; although we’re definitely the highest. She didn’t believe anyone else was in the 20’s, she believed the teens were the next. Councilmember Baldwin said for county owned properties; Boukai said no, not just county owned but everything, the percentage overall of tax-exempt property. Baldwin said she hasn’t counted but what is it eight churches, the hospital,

the school, the college; we might be the only one with a college. Boukai said the college is the largest tax-exempt entity in the town for sure, dollar wise and land wise. Boukai added those conversations are still on-going, the mayors she believed have requested to come to the February finance committee meeting which is at the end of February. The next finance meeting is a week from Wednesday which she will be in attendance. She doesn't know if the mayors will be there but believes some other supervisors will be there to initiate the conversation. She is not spearheading that but just support.

Councilmember Baldwin thanked her for all she does.

**Abstracts:**

Councilmember Krzyston made the motion to approve both Abstract #001 – 2025 Accounts “A-SF” Voucher No. 001 – 0032 = \$145,095.76, Councilmember Morgan seconded. Motion carried.

**Executive Session:**

A motion was made by Councilmember Viafore at 7:15 pm to enter an executive session for the employment history of a particular individual. Councilmember Morgan seconded the motion. Highway Superintendent Evans was requested to stay. Motion carried.

A motion was made by Councilmember Baldwin at 7:38pm to exit executive session, with Councilmember Viafore seconding. Motion carried.

**Adjourn:**

Councilmember Morgan made a motion to adjourn the meeting at 7:38pm, Councilmember Viafore seconded. Motion carried.

Respectfully submitted,

*Elsa Schmitz*

Elsa Schmitz, Town Clerk Town of Delhi