

MONTHLY BOARD MEETING

TOWN OF WOODHULL

April 9, 2025

The Town of Woodhull regular monthly board meeting was held at the Woodhull Town Hall, 1585 Academy Street, Woodhull, County of Steuben, State of New York on the 9th day of April 2025.

PRESENT: Scott Grant, Supervisor
Stacey Foster, Council
Douglas O'Brian, Council
Robert Hargrave, Council
Crystal Myers, Town Clerk

OTHERS PRESENT: Kristy Flint, Woodhull Gas Company /Deputy Clerk
Ryan Frykholm, Municipal Disaster Consultants
James Martin, Highway Superintendent
Mary Shupp, Planning Board Member
Leslie Smith, HP Smith Insurance Co
Christine Brothers, Town Judge
Robert Mooney, Code Enforcement

Woodhull Municipal Gas Company

Business was conducted at 6:32pm. Scott Grant signed the checks. The gas truck was sent to the shop for maintenance, no word on the repairs yet. The payment system is almost ready for the gas and sewer bills to be paid online. Kristy reports there are two parts to getting the payment system online.

Chase sent a report as follows: Updates: 1.) PHMSA Grant has been signed. 2.) RFQ sent out for Engineering **(5 or 6 potential Engineers have reached out to bid so far as of 4/8/2025)**

Grant Goal/Timeframes: Send PHMSA projects out for contractor bid in November-December timeframe/Construction to begin in April of 2026. Need to begin the order process for meters for the PHMSA Projects. Still have extended lead times. Look into and order pipe for projects. Lead times have increased slightly. **Upcoming work Slated for 2025** *5-year full system leak survey to be completed within the next 2 months. **(Red CNG sxs to be used for survey) (Chase and John to perform after hours and possibly on Saturdays to complete.)** *Business district leak survey. *Critical system valve inspections. * Requesting quote for Wick odorizer to be refilled. Levels are getting low. *Look into purchasing I-Auditor software for upcoming PHMSA projects. *Price and Order Meter Cards, DDO Cards and Leak Reports (for project paperwork).

Abstract #004 of the Woodhull Municipal Gas Company in the amount of \$19,453.81 was approved for payment. This included vouchers #25-028- 25-040 Report filed in the Town Clerk's Office.

Sewer business

Douglas O'Brian reported on the Sewer Plant business. The new control box for the sewer system was put in at the restaurant on Main Street and now the red light is off. T&R cleaned out one load of sludge from the tank

last week. FEMA money will be discussed at the regular meeting when Ryan Frykholm can explain some questions that need to be answered.

Supervisor Grant called the Monthly Board Meeting to order at 7:06PM with the Pledge of Allegiance.

RESOLUTION #11-2025
APPROVAL OF MINUTES

Douglas O'Brian made a motion to accept March 12, 2025, Regular Meeting Minutes as written. Jeffrey Vance seconded the motion. All in favor. Carried.

ADOPTED	Ayes	5	Grant, O'Brian, Foster, Hargrave, Vance
	Nays	0	

GUESTS/RESIDENTS SHARING

Christine Brothers- Town Judge – explained to the Board on the court system and what she is allowed to do and not do for the violations. She also talked to the Code Officer about what he must do moving forward.

Leslie Smith – Historian presented a project to preserve *Woodhull Sentinel* newspapers and other documents at the Historic Society. They will digitize them to be able to access safer and protect them. The cost is a little over \$5,000 for this project. The board discussed this matter and because she has not used any money for the Historic Society budget for the last few years, it was felt that it would be a good project to move forward with.

RESOLUTION #12-2025
APPROVAL OF THE PRESERVING THE OLD WOODHULL SENTINEL NEWSPAPERS AND DOCUMENTS

Robert Hargrave made a motion to accept the project for preserving the old papers. Douglas O'Brian seconded the motion. All in favor. Carried.

ADOPTED	Ayes	5	Grant, O'Brian, Foster, Hargrave, Vance
	Nays	0	

Ryan Frykholm – Municipal Disaster Consultant – discussed the projects, the process step, and the activity completion deadlines. He also informed the Board of money that should be coming to us soon. The board had a lot of questions about different projects for the Gas Company and the Sewer Plant. He tried to answer some of the questions and concerns that the board had.

DEPARTMENT REPORTS

Gary Hadsell, DOG CONTROL OFFICER, wasn't present. The report is filed in the clerk's office

Robert (Bob) Mooney, CODE ENFORCEMENT OFFICER, was present. He is all done with training. He submitted a March report. Two building permits issued are as follows: 12X 17 Sunroom and 32X32 Single Story house on slab with garage. The report is filed in the Clerk's office.

Rebecca Painter, ASSESSOR, was present. She informed the Board the day of the board of assessment review will be May 27th from 4:00 to 8:00 PM. The changes of assessment roles are being sent out. There are 163 agricultural and 60 senior citizens exemptions done. She has two or three courses left to get done this year. The reval for the property will be potentially conducted in 2026-2027 now. She let the board know that she will be starting a job with Whitesville town as their assessor.

Mary Shupp, PLANNING BOARD, was present. Five new Hometown Banner were purchased. They rescheduled the Easter egg hunt to this Sunday the April 13th. The playground equipment is being fixed. She would like to put up a sign for parents (the rules of the playground). She asked the board for some suggestions. She will be going around to other towns' playgrounds to see what they posted to get some ideas. The planning board is cleaning out Hopper Hall and thinking about getting a new industrial stove to put into the kitchen. Scott also discussed the roof and siding repairs needed to be done on the building.

Steve Coates, TOWN HALL MAINTENANCE, was not present. Scott informed the Board that A&A Construction worked on the electricity, and replaced several lights with LED's, which included the ladies room. The gym lights / fans will have to be checked out with the company that installed them. We need someone to help with the outside gutter repair, Christmas lights removal, band room door fixed, and shed repairs. We are still looking into the safe situation in the basement on how to be able to get into it without breaking the safe. The outside bathroom needs to be open by the end of the month.

Scott Grant, SUPERVISOR REPORT - Reported the ARPA filed. AFR's Audit report for 2022 is filed, but not 2023 and 2024. He also informed the Board New York State is requiring all Towns and government agents need to have an .gov after their websites. Scott filled out the application for this project and is waiting for approval before we change our website.

Crystal Myers, TOWN CLERK, reported, the unpaid taxes are going to the County on April 14, 2025.

James Martin, HIGHWAY SUPERINTENDENT – Reported the following: The Town's grader is still in need of additional repairs. They are still working on the FEMA roads. The old Highway's office building repairs is going out for bid soon.

OLD BUSINESS

The survey of the two new properties on Main Street should be done soon. The FEMA projects for Wastewater and The Gas Company should be closed out and money should be coming to us soon.

NEW BUSINESS

Memorial Day Service May 26, 2025. Scott is still looking for someone to speak to at the Memorial Day service and the plan for the day needs to be discussed. The Board will think about it and discuss it at the next meeting. There is training needed for the town's employees. If any employees get training certificates somewhere else, please bring a copy to the Town Clerk to have on file.

AUDIT OF HIGHWAY, GENERAL & WASTEWATER FUND ABSTRACTS

Abstract #004 of the Highway Fund vouchers in the amount of \$71,667.09 were approved for payment. This included vouchers #054-065.

Abstract #004 of the General Fund vouchers in the amount of \$12,744.82 were approved for payment. This included vouchers #057--075.

Abstract #004 of the Wastewater vouchers in the amount of \$10,221.39 were approved for payment. This included vouchers #020-024.

The next Monthly Board Meeting will be held on Wednesday, May 14, 2025, Woodhull Municipal Gas and Woodhull Wastewater business will be conducted at 6:30 and 6:45 PM respectively before the regular meeting at 7 PM.

The motion was made by Douglas O'Brian and a second by Jeffrey Vance. All were in favor and the meeting was adjourned at 10:00 pm.

Crystal Myers, Town Clerk