

**TOWN OF STAFFORD TOWN BOARD MEETING**  
**OCTOBER 14, 2024 DRAFT**

The Regular Meeting of the Town of Stafford was called to order at 7:30 pm by Supervisor Robert Clement leading the Pledge of Allegiance.

In attendance were Councilman Panek, Councilman Young, Councilman Duyssen, Councilman Pacer, Highway Superintendent Boldt and Town Clerk Radley.

Also attending were, Amy Swanson, Donna Voorhees, Cathy Worthington, Andrew Darling, Gary Snell and Charie Giacchino

Councilman Panek made a motion to approve the Financial Report, second by Councilman Duyssen and approved on a 5-0 vote.

Councilman Pacer made a motion to approve the September 9, 2024 Town Board Meeting, second by Councilman Panek and approved on a 5-0 vote.

Councilman Pacer made a motion to approve the CEO/ZEO Report, second by Councilman Duyssen and approved on a 5-0 vote.

Councilman Young made a motion to table the report of the Assessor until we have more information on the Senior Exemption for taxes, second by Councilman Panek and approved on a 5-0 vote.

The Requested Budget was presented to the Town Board on September 17, 2024 creating the Tentative Budget and this was presented to the Town Board on October 2, 2024 creating the Preliminary Budget.

Councilman Panek made a motion to hold a Public Hearing November 11, 2024 at 7:00 pm for the purpose of discussing the Town of Stafford 2025 Budget, second by Councilman Pacer and approved on a 5-0 vote.

Councilman Young reported on the FEMA Study for the New Flood Plain in Stafford. At this point it is unknown who is affected; there were 5 residents in the Flood Plain and has added 33 residents. There will be more information to follow. Our Planning Board Chairman, Bill VanAlst is studying this and will be in contact with Councilman Young.

Councilman Panek made a motion to approve Resolution 61 Obligating the ARPA Funds with the removal of the carpet; this will be a budgeted item in the future to reduce the financing on the tractor, second by Councilman Pacer and approved on a 5-0 vote.

TOWN OF STAFFORD

OBLIGATING AMERICAN RESCUE PLAN FUNDS (CORONA VIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS) FROM THE US DEPARTMENT OF TREASURY

WHEREAS the United States Congress has adopted the “American Rescue Plan Act of 2021”, and it has become a law and,

WHEREAS Section 603 of the ARPA provides for financial assistance for counties, cities, and non-entitlement units of local government for eligible expenses in accordance with the “Final Rule” issued by the US Department of Treasury and,

WHEREAS the Town received \$238,768.51 that was distributed in equal tranches, half in 2021 (\$119,384.26) and the remaining half in 2022 (\$119,384.25) and,

WHEREAS the Federal Treasury has issued guidance on how the Town can utilize the funding with funds having to be obligated by the end of 2024 and spent by the end of 2026

NOW, THEREFORE BE IT RESOLVED that the Stafford Town Board hereby obligates American Rescue Plan Act (ARPA) Funds (Coronavirus State and Local Fiscal Recovery Funds) from the US Department of Treasury in a total amount of \$238,768.51 plus the interest accrued; the money not covered by the ARPA funds for the tractor will be financed by a Bond:

Carpet and Flooring for the Town Hall	\$34,469.00
Playground Equipment	\$58,999.29
Resurfacing Tennis Court and Basketball Courts	\$4,435.00
Town Hall Paving	\$47,000.00
Door Replacement at Park	\$3,625.00
Cement Replacement at Park	\$26,000.00
Mower	\$59,375.00
John Deere Tractor	\$134,155.93
Totaling	\$368,059.18

AND BE IT FURTHER RESOLVED THAT the funds shall be expended by 2026

AND BE IT FURTHER RESOLVED that The Supervisor of the Town of Stafford is directed to complete all necessary and required reporting and documentation to comply with the American Rescue Plan Act.

Offered by: Councilman Panek

Second by: Councilman Pacer

Approved on a 5-0 vote

CERTIFICATION

I, Barbara Radley, Town Clerk of the Town of Stafford, County of Genesee and State of New York, DO HEREBY CERTIFY that I have compared the foregoing resolution duly adopted by the Town Board of the Town of Stafford on the 9th day of September 2024 with the original now on file in my office, and the same is a correct and true copy of said Resolution and of the whole thereof.

Dated: September 9, 2024

Barbara Radley

Town Clerk

{SEAL}

Councilman Young made a motion to approve Resolution 65-Accepting the Corrective Action Plan to the Office of State Comptroller for the Audit Performed, second by Councilman Duysen and approved on a Roll Call vote.

Councilman Panek	Yes
Councilman Young	Yes
Councilman Duysen	Yes
Councilman Pacer	Yes
Supervisor Clement	Yes

ACCEPTING THE CORRECTIVE ACTION PLAN TO THE OFFICE OF STATE  
COMPTROLLER FOR THE AUDIT PERFORMED

WHEREAS the Town of Stafford was audited by the New York State Comptroller’s Office and

WHEREAS The Town of Stafford has drafted a letter in response to the audit and developed a  
Corrective Action Plan (CAP)

THEREFORE, BE IT RESOLVED THAT the Town of Stafford has drafted a letter in response to  
the New York State Office of The State Comptroller in regard to the audit with our CAP. The  
Town of Stafford Town Board accepts the letter with the necessary changes for the CAP.

BE IT FURTHER RESOLVED THAT the Town of Stafford will email and mail the letter to the  
NYS Comptroller’s Office immediately.

Offered by:

Second by:

CERTIFICATION

I, Barbara Radley, Town Clerk of the Town of Stafford, do hereby certify that the aforementioned  
resolution was adopted by the Town Board of the Town of Stafford on October 14, 2024, by the  
following Roll Call Vote:

Roll Call Vote:

Councilman Panek Yes

Councilman Young Yes

Councilman Duyssen Yes

Councilman Pacer Yes

Supervisor Clement Yes

{SEAL}

Councilman Pacer made a motion to accept Resolution 66-Accepting Water District # 12 Information, second by Councilman Duyssen and approved on a Roll Call vote as follows:

Councilman Panek	Yes
Councilman Young	Yes
Councilman Duyssen	Yes
Councilman Panek	Yes
Supervisor Clement	Yes

RESOLUTION 66

DATED: OCTOBER 14, 2024

STAFFORD TOWN BOARD ACCEPTS INFORMATION FROM  
WATER DISTRICT #12

WHEREAS the Town Board has received information regarding Water District #12 and,

WHEREAS the Town Board reviewed the information,

THEREFORE, the Town Board of the Town of Stafford has reviewed the information and accepts the information for Water District #12

Offered by: Councilman Pacer

Second by: Councilman Duyssen

Roll Call Vote:

Councilman Panek	Yes
Councilman Young	Yes
Councilman Duyssen	Yes
Councilman Pacer	Yes
Supervisor Clement	Yes

Councilman Young made a motion to approve Resolution 67 Amendment 2 to Resolution 1 of 2024 Adoption of Salaries for 2024, second by Councilman Pacer and approved on a Roll Call Vote:

Councilman Panek	Yes
Councilman Young	Yes
Councilman Duyssen	Yes
Councilman Pacer	Yes
Supervisor Clement	Yes

RESOLUTION NO. 67

DATED: OCTOBER 14, 2024

AMENDMENT 2 TO RESOLUTION 1 OF 2024  
ADOPTION OF SALARIES FOR 2024

RESOLVED, the Stafford Town Board hereby amends resolution number 1 of 2024, entitled “Adoption of Salaries for 2024” to amend as follows:

Zoning Enforcement Officer from \$21,000 per year to \$26,400.00 per year

Offered by: Councilman Young

Second by: Councilman Pacer

Roll Call Vote:

Councilman Panek	Yes
Councilman Young	Yes
Councilman Duyssen	Yes
Councilman Pacer	Yes
Supervisor Clement	Yes

CERTIFICATION

I, Barbara Radley, Town Clerk of the Town of Stafford, County of Genesee and State of New York, DO HEREBY CERTIFY that I have compared the foregoing resolution duly adopted by the Town Board of the Town of Stafford, on the 11th day of July, 2022 with the original now on file in my office, and the same is a correct and true copy of said Resolution and of the whole thereof.

Dated:

Barbara Radley  
Town Clerk

{SEAL}

Councilman Pacer made a motion to approve Resolution 68 Authorizing Budget Transfers for 2024, second by Councilman Panek and approved on a 5-0 vote.

RESOLUTION NO. 68

DATED: October 14, 2024

AUTHORIZING BUDGET TRANSFERS FOR 2024

RESOLVED, the Stafford Town Board hereby authorizes the following Budget Transfers:

General Fund:

From	Amount	To
A3620.1	5,400.00	A8010.1
A7140.1	4,000.00	A1010.12
A1355.4	79.00	A1355.2
A1220.13	1,000.00	A1320.4
A1220.2	1,500.00	A1320.4
A1220.4	1,123.00	A1320.4

Highway Fund:

From	Amount	To
DA9730.6	90,000.00	DA9710.6
DA9730.7	19,228.00	DA9710.7

Offered by: Councilman Pacer

Second by: Councilman Panek

Approved on a 5-0 vote.

Supervisor Clement read a letter from the Town of Batavia offering Payroll Services to be performed in 2025 by the Town of Batavia for a fee. Councilman Pacer made a motion to table this discussion until after the October 17, 2024 meeting with a candidate to perform the duties of Payroll and Bookkeeping, second by Councilman Duyssen and approved on a 5-0 vote.

Supervisor Clement read the information given by the Chamber of Commerce for the Visitor's Guide. After a brief discussion it was decided to pass on the advertisement in the Visitor's Guide for this year.

Andrew Darling was on the agenda and asked if it was possible to have a sandwich board in front of the Town Hall for information about upcoming events. The discussion was also involving an electric revolving sign. This will be investigated further and reported when a decision is made.

Councilman Duyssen made a motion to approve Abstract #10 General Fund in the amount of \$28,354.73, second by Councilman Pacer and approved on a 5-0 vote.

Councilman Duyssen made a motion to approve Abstract #10 Highway Fund in the amount of \$67,420.14, second by Councilman Pacer and approved on a 5-0 vote.

Councilman Duyssen made a motion to approve Abstract #10 Capital Fund in the amount of \$2,388.00, second by Councilman Pacer and approved on a 5-0 vote.

Councilman Duyssen made a motion to enter into Executive Session with Highway Superintendent Boldt and Town Clerk Radley for personnel discussion at 9:12pm, second by Councilman Pacer and approved on a 5-0 vote.

Upon returning from Executive Session at 9:50pm Councilman Duyssen made a motion to adjourn the regular meeting, second by Councilman Pacer and approved on a 5-0 vote.

Respectfully Submitted,

Barbara Radley

Town Clerk/Tax Collector