

Town of Ledyard

Established January 30, 1823

1099 Poplar Ridge Rd., Aurora, NY 13026

Phone 315.364.5707 | Fax 315.364.5711

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A Regular Monthly meeting of the Ledyard Town Board, County of Cayuga, State of New York was held on the 9th day of September 2024 at the Ledyard Town Hall, 1099 Poplar Ridge Road, Aurora, NY 13026 at 7:30 pm.

Present: Mark Jordan, Supervisor
Mike Britt, Council
Therese Shook, Council
Anne Reynolds, Council
Jason Burroughs, Council

Others: Jamie Bailey, Town Clerk
Stephan Arnold, Highway Superintendent
Shirley Eagan, Historian
Dudley Hand, Bookkeeper

Absent:

Guests:

PLEDGE-REMEMBER TROOPS

Supervisor Jordan called the meeting to order with the Pledge of Allegiance and a moment of silence for our troops at 7:30 pm.

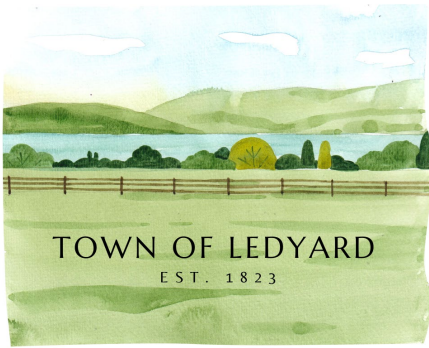
PRIVILEGE FROM THE FLOOR

BAR REPORT

4 residents had a decreased amount in the assessment.

HISTORIAN REPORT

An article was submitted to the Tribune for the Independence Day Celebration. Historian Egan asked for the July 4, 2025 celebration to be approved to get a band lined up. Board members all approved the 2025 celebration. Shirley Egan asked if the highway dept. can get some dirt when needed if a headstone needs to be propped up. Highway Supervisor said he could help.



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CREDIT CARD/DEBIT CARD

CLNB does have a credit card that we can apply for, for the Town. CLNB card does have a rewards program as well. The credit limit was discussed, and the highway superintendent and clerk will have a limit on credit of \$10k.

Motion made by: Michael Britt
Seconded by: Therese Shook
Aye: 4 Shook, Britt, Reynolds, Burroughs
Nay: 0
Abstain: 0
Absent: 0
Motion: PASSED

MINUTES

A motion was made to accept the August mins.

Motion made by: Michael Britt
Seconded by: Therese Shook
Aye: 3 Shook, Britt, Reynolds
Nay: 0
Abstain: 1 Burroughs
Absent: 0
Motion: PASSED

REPORTS

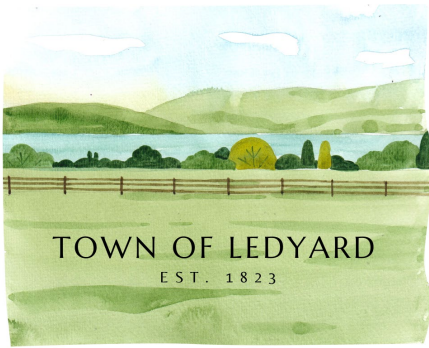
A motion was made to accept the Supervisor, Code Enforcement and Clerk report for the month of August 2024.

Motion made by: Burroughs
Seconded by: Shook
Aye: 4 Britt, Shook, Reynolds, Burroughs
Nay: 0
Abstain: 0
Absent: 0
Motion: PASSED

HIGHWAY

A generator has been ordered for the town barn.

The new tractor is back with a newly replaced sensor. This was covered under warranty. Boom mower should be coming in October. Jason Burroughs asked to move



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back Angling Rd. a little more so the drivers can see when headed in the West direction. Highway superintendent stated this had already been done but he will look at it.

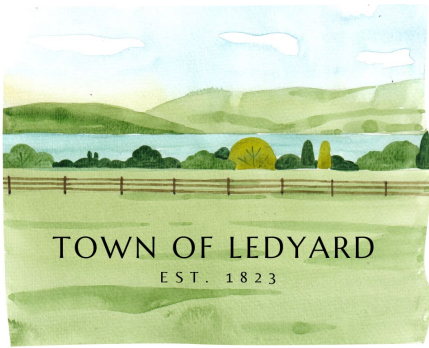
OLD BUSINESS | NEW BUSINESS

BOOKKEEPER

Dudley Hand, bookkeeper joined the meeting to answer questions from the Town Board council members regarding the supervisor's report. The town has received a large amount of sales tax over the years. The town taxes have typically been at an approximate of 0.38/0.48 per thousand dollars. The town had an amount of \$432,000 in the General Fund for Expenses and as of August the Town has spent \$290,000. The town currently has \$133,000 in the budget that will not be spent. The leftover funds were because the town budgeted to pave not chip the town parking lot per Supervisor Jordan. Burroughs asked why it wasn't paved and Superintendent Arnold stated because they thought it would last longer. The Highway Fund had \$704,000 budgeted and they have spent \$517,000 which leaves \$186k. Mark advised the board that prior to October meeting that he, Dudley, and highway superintendent would sit down and do the budget. The budget will then be submitted to the council in October and then it will need to be adopted in November. Councilman Britt asked how much money they had to spend as they could purchase something like charging stations for electric vehicles at the Town Hall. Dudley mentioned checking into the comparable towns that surrounded us and what they pay the highway dept workers. Dudley spoke on a conversation that he and Mark had and mentioned that in an event that the Town had a difficult time finding help, they could offer higher comp., free medical, dental, and vision. Mark had suggested instead of renting the boom mower for \$8k - \$9k they could just purchase a new one. Burroughs mentioned new doors that need replacement. Perhaps the old barns roof. Superintendent Arnold says the highway dept. does it every 3-4yrs but if anything, it needs doors. Jordan stated that they had at one time discussed trusses and a steel roof because it is a flat roof. Dudley thought the generator was a great idea and Britt mentioned it is even more so because it is a safe shelter for community members.

Clerk Bailey asked Superintendent Jordan if her pay comes out of the reserves and if it was a good time to present her request of increasing hours and salary rate from 9 to 10.5 - 13 hours. Bailey stated she is always in the office before 9, works later than 12 (sometimes as late as 2pm) along with working remotely from home often.

Bailey presented a list of increased tasks which included but not limited to



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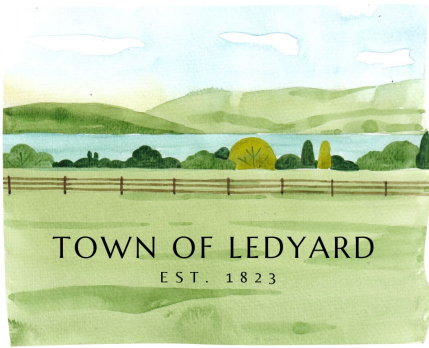
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- cleaning and organizing archives room and files
- spending additional time on financials to correctly match expenditures to statements by other depts. Due to lack of paperwork
- email support to supervisor
- Additional time spent fielding complaints about property assessments and tax related issues
- Website design, updates, and notices from various departments.
- Increasing amount of technology request for varying boards and dept. that lead to additional work time training and support.
- increase of DEC (hunting and fishing licenses)
- increase FOIL request that become very time consuming from archives not being organized.
- Going to the bank and post office on personal time.

As the town develops and changes, the people's needs have changed as well. The job has outgrown the 9 hours a week currently slated to complete all the tasks assigned. Clerk Bailey asked that the town expand her working hours to 13.5 hours a week at her current hourly rate.

Bailey began by discussing the archives and organizing the property info that was filed under a resident's last name. As years passed and property owners changed multiple times, the files became more disorganized. Bailey and her deputy clerk have been trying to re-organize all files to be listed under each property tax map id rather than several property owners last names. This process has taken several months with limited hours to complete.

Supervisor Jordan told the board members that what clerk Bailey and her deputy Clerk were working actually was a Code Enforcement job that needed to be cleaned up from past CEO, Dan Green who did not want the old BAS software and he removed it while getting rid of all files. Bailey told Jordan that it was incorrect, no documents have been removed from the CEO office, the files from CEO Green were still in the CEO/ Assessor office and she tried to explain that this was disorganization from past clerks in the Historical (ie. archives) room. Clerk Bailey tried to explain that she is the town's record keeper, and those records need to be readily available with easy accessibility. Burroughs asked how many foil request the town receives and Bailey stated that it had increased due to Wells College (Golf course and AA field) and she assumed that the



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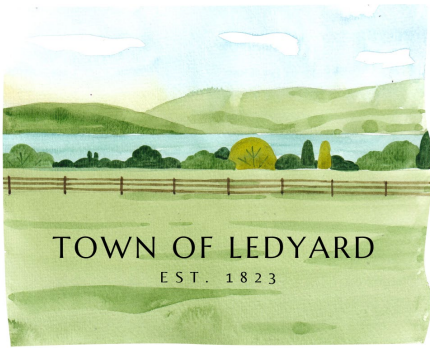
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Sale of Wells was why there was such an increase. Mark asked what kind of info Bailey would give to a FOIL request. Clerk Bailey explained that any permits, ZBA, property cards, etc would need to be given and it is easier to locate if all information is in one file per property (tax map id number vs multiple past property owner names). Bailey also gave examples of one company that requested information multiple times and what they wanted. Bailey stated that Assessor Garner needed to be involved in the request due to the company asking for a property card. Jordan stated that the only information that clerk Bailey would have on a piece of property is what the assessor has done to form an assessment or the code enforcement office has done as an improvement of a building or anything like that. Bailey stated that it was accurate and then everything had to be sent via email or mail.

Burroughs asked if the pay for the deputy clerk came from the clerk's account on the budget. Clerk Bailey stated that she was not sure, and Dudley would have to answer that question. Bailey went into a brief discussion about deputy clerks (number of hours, pay, scheduling process etc.).

Jordan asked about "Additional time spent fielding complaints about property assessments and tax related issues. and why Bailey didn't just send questions to the Assessor. Bailey stated she did not want to start calling people out but began to explain that 3 months prior a resident purchased property, that property was subdivided. The resident Christine VanOstrand wanted to know why they have not received their taxes in which they wanted to pay. The resident had called and emailed Assessor Garner multiple times and received no response. Bailey told the resident to call in a week if Assessor did not assist her in the problem. In August the resident stated that even after getting real properties involved, the property parcel split was never resolved and clerk Bailey had to print all email correspondence with real properties, the resident, and Assessor Garner for the Town Supervisors review. Bailey stated that they have a lot of complaints and people come to the office and they want to express their frustrations. Bailey stated she can create a complaint sheet and hand them out as residents come in and give them out a board meeting if need be. Supervisor Jordan stated that we have an assessor, we pay an assessor and to send all tax problems to the assessor. Jordan also stated that the VanOstrand problem, he is meeting with the next day, and he has discussed it with both parties. Everything was sent to real properties, and it got screwed up there. That will be taking care of tomorrow.



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Per Supervisor Jordan, when someone calls for the code enforcement officer or the assessor, send them right to their voicemail, don't try to answer them.

Supervisor Jordan asked Bailey how many hours and Bailey broke down her request

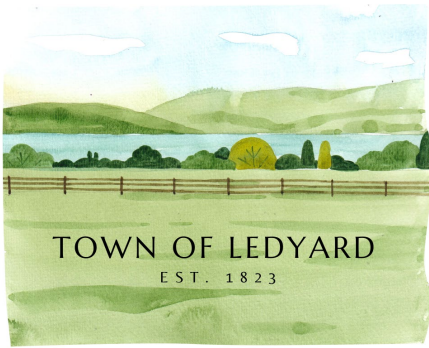
Annual Salary with a 4.5-hour increase, \$26,391.00

Annual Salary with a 3-hour increase, \$23,458.67

Annual Salary with a 2-hour increase, \$21,503.78

Annual Salary with a 1-hour increase, \$19,548.89

Supervisor Jordan asked Bailey what the increase in hours was that she was requested. Shook and Reynolds stated 4.5. Britt stated how Bailey did the breakdown and giving options for what the hours at the same salary rate would change. Britt and Shook agreed that the 9 hours a week should be changed for 2025 budgeted year. Burroughs asked if the 9 hours was a set hour amount that the clerk had to get the job done. Jordan stated that the clerk is an elected official and can make her own hours. Burroughs asked if that was the set pay and Jordan stated that the pay was the same amount of pay when Bailey got elected and there was cost of living increase. Per Jordan, historically they have never done a pay increase on a non-election year. Bailey stated she was not asking for a "raise" she was asking for additional hours at the same pay rate to continue doing a good job. Bailey asked Jordan if he has ever received any complaints about her as a Clerk? Jordan stated that he was not saying she wasn't doing a good job. Bailey stated that she didn't realize when she took on the position that she would be doing some of the Supervisors work. Bailey stated the next morning she will go into the office and create an email account for Supervisor Jordan and slowly begin sending the email. Supervisor Jordan asked that the emails come into a town computer and the clerk can't just push a button and print them off? Clerk Bailey stated that this should go into an executive session. Bailey stated again that it should go to executive session. Supervisor Jordan stated he was trying to get to the bottom of it. Jordan stated that he wasn't saying Bailey was not worth it or doing a bad job he just wants to know the ins and outs of it. Supervisor Jordan stated that you don't go in saying you want an \$8,797 pay increase without getting some questions. Bailey also restated that she is always at work early and leaves much later than her 9-noon hours including working often from home, all throughout covid, and does mail and bank runs on her personal time. Bailey stated that the workload has dramatically increased, and 9 hours is not enough to do what is expected of a Town Clerk. Clerk Bailey also stated that no one has ever taken the time to go to her and ask what it is that she does and what her responsibilities are. Bailey showed Supervisor Jordan and the Council the 2021 Town Clerk Manual with over 360



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pages of duties, definitions and procedures. Supervisor Jordan stated that he knew what a clerk does, and Bailey explained that he did not because he was too busy making jokes about everything. Mark then stated that Bailey needed to tell them what it was that she did. Britt stated that he did not think that was necessary. Burroughs stated that he didn't think anyone was saying Bailey was doing a poor job and they were trying to understand how to make a decision. Bailey stated that she felt that the way the council was coming off was much nicer than the supervisor. Supervisor Jordan stated he would take it into consideration when they build the budget.

BOOKKEEPER

Britt asked if they could do multiple different projections. Dudley said it was on Excel, but he would need to know. It calculates a person's wages, salaries, and it goes further a ripples into the grand total budget. Britt asked if pay increases by the highway dept could be done by segregating by seniority? Dudley stated that that is what they do because they are paid hourly. Supervisor Jordan stated that when Superintendent Arnold goes to speak to them about increases and decreases in the budget and the employees all get paid the same amount and they are all expected to do everything. Burroughs asked if it had already been this way. Dudley explained it was a step program and Johnathin got there so they are all paid the same. Dudley explained that there is a lot of flexibility in that paid area.

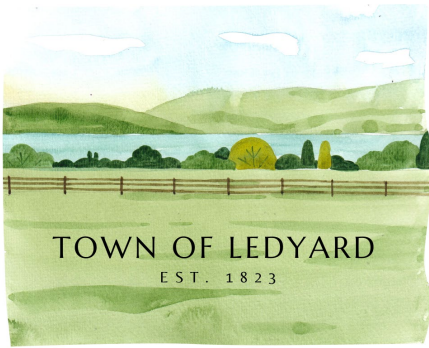
Britt asked Supervisor Jordan if there have been any more problems with the driveway off from Fry Rd. and Jordan stated he had not heard anything more about it. Jordan asked if Shirley knew anything, Egan stated that she sees the cars coming in and out.

BILLS

A Motion was made to pay the following:

ABSTRACT	09
VOUCHER	177-200
FUND A	\$ 34,131.85
FUND DB	\$ 69,978.89
TOTAL AMOUNT	\$104,110.74

Motion made by: Burroughs
 Seconded by: Shook
 Aye: 4 Burroughs, Shook, Reynolds, Britt
 Nay: 0



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Abstain: 0
Absent: 0
Motion: **PASSED**

ADJOURN

A motion was made to adjourn the meeting at 9:26

Motion made by: Reynolds

Seconded by: Shook

Aye: 4 Britt, Shook, Reynolds, Burroughs

Nay: 0

Abstain: 0

Absent: 0

Motion: **PASSED**

Respectfully Submitted,

Jamie Bailey Town Clerk