



Regular Town Board Meeting

July 13, 2022

- I. Call to Order**
- II. Public Comment**
- III. Communications and Announcements**
 - A. Letter Received from W. Auser
- IV. Reports from Departments**
- V. Resolutions and Motions**
 - A. Adopt Budget Calendar for 2023
 - B. Budget Amendment
 - C. Local Waterfront Revitalization Grant
- VI. Strategic Plan Conversation**
- VII. Authorization for Payment of Claims**
- VIII. Items for Work Session Agenda**
- XI. Public Comment**
- X. Executive Session**

Pursuant to POL Article 7 §105 - discussions related to the appointment, employment, or promotion of town employees.
- XI. Adjournment**

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TOWN BOARD AGENDA ITEM REPORT

DATE: July 13, 2022

SUBMITTED BY: John Snow, Supervisor

ITEM TYPE: Communications

AGENDA SECTION: Communications and Announcements

SUBJECT: Letter Received from W. Auser

SUGGESTED ACTION:

ATTACHMENTS:
[Auser.pdf](#)

June 24, 2023
137 Windemere Drive
Fulton, New York 13069

Town Board
Town of Granby
820 County Route 8
Fulton, New York 13069

Dan Duncan
Highway Superintendent
Town of Granby
820 County Route 8
Fulton, New York 13069

Re: Windemere Drive and other roads

Dear Members and Superintendent Duncan,

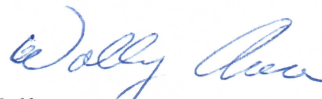
This is a follow up to my phone conversations with John Snow and Dan Duncan. I think it was about nine years ago or so that Windemere Drive and the other roads in the neighborhood were black topped. This was a vast improvement over the stone and oil roads and is much appreciated. However, it appears that Windemere Drive and possibly some other roads in the neighborhood need to be repaved.

It was mentioned that appropriating funds may be an issue. I would submit that the proper maintenance of the town roads is one of the primary duties of the town and should be a priority. Delaying needed maintenance would only result in greater expense at a later time.

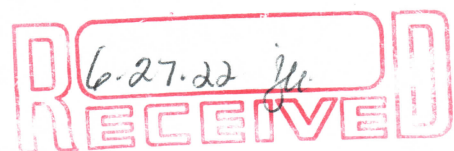
I would ask that arrangements be made to repave Windemere Drive and other roads in the neighborhood that need it with black top and sealing as soon as possible.

Let me know if there are any questions or problems. Thanking you, I am

Very truly yours,



Wallace Auser



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TOWN BOARD AGENDA ITEM REPORT

DATE: July 13, 2022

SUBMITTED BY: John Snow, Supervisor

ITEM TYPE: Motion

AGENDA SECTION: Resolutions and Motions

SUBJECT: Adopt Budget Calendar for 2023

SUGGESTED ACTION:

ATTACHMENTS:
[Budget Calendar.docx](#)

**TOWN OF GRANBY
BUDGET CALENDAR
FY2023**

- Jul 15th - Department Managers receive directions for submitting requests
- Aug 15th - Budget Requests due
- Aug 31st - Employee performance reviews due
- Sep 13th - Tentative Budget filed with the Town Clerk
- Sep 14th - Workshop #1 6pm
- Sep 28th - Workshop #2 6pm
- Oct 12th - Workshop #3 6pm
- Oct 26th - Workshop #4 6pm
- Nov 3rd - Public Hearing 7pm
- Nov 9th - Workshop #5 6pm

- Nov 20th - Mandatory deadline for budget adoption
- Nov 25th - Filing budget document with Oswego County

Workshops will last one hour each. Workshops that are on the same night as scheduled Work Sessions will end at 7pm and the meeting will transition to Work Session agenda items.

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TOWN BOARD AGENDA ITEM REPORT

DATE: July 13, 2022

SUBMITTED BY: John Snow, Highway

ITEM TYPE: Motion

AGENDA SECTION: Resolutions and Motions

SUBJECT: Budget Amendment

SUGGESTED ACTION:

ATTACHMENTS:
[Budget Res.pdf](#)



Department Manager Name: Dan Duncan

BUDGET AMENDMENT REQUEST

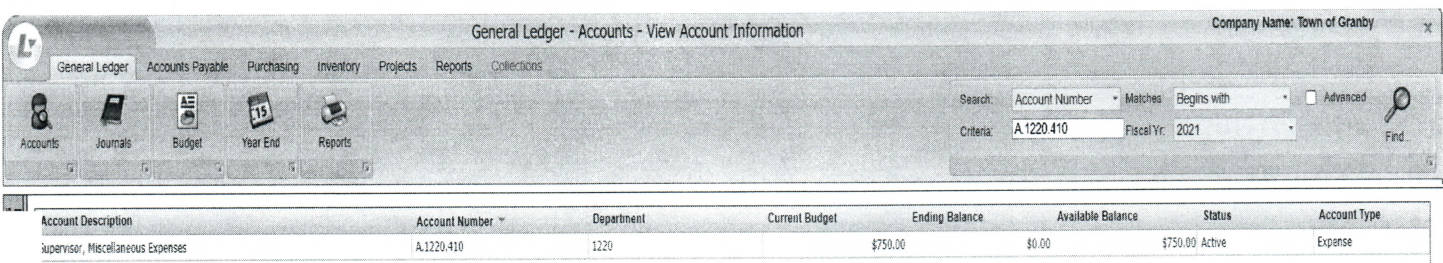
Begin by typing your name on the line for "Department Manager Name". Next, choose increase or decrease from the list. Choose the fund code (General - A, Highway - DA), your department code gets typed next, and then the object code. Follow the instructions that pop up. Skip over to amount requested and enter the amount (should always be a positive number). Enter the current budget figure for each account. You can find this by looking it up in Logics Financials. Enter a reason for the budget request, print this form, sign where it says "Department Manager Signature" and submit it to the Budget Officer for approval. Some requests will need Town Board approval. All boxes in gray should auto populate. Contact the Budget Officer if you have any questions.

Choose increase / decrease	Logics Financials Account Number				Account Description	Amount Requested	Available Balance	Remaining Budget	Journal Entry Number
	Fund Code	Department Code	Object Code	Account Code					
Increase	DA	5130	491	DA.5130.491	Diesel Fuel - Low Sulfur	\$ 20,000	\$ (5,763)	\$ 14,237	
Increase	DA	5130	412	DA.5130.412	Machinery Repairs	\$ 10,000	\$ (3,546)	\$ 6,454	
Decrease	DA	9060	867	DA.9060.867	MEO Christopher Goutermout, Hospital and	\$ 9,097	\$ 11,598	\$ 2,501	
Decrease	DA	5110	117	DA.5110.117	MEO Christopher Goutermout, Wages	\$ 10,903	\$ 14,835	\$ 3,932	
Decrease	DA	5142	117	DA.5142.117	MEO Christopher Goutermout, Wages	\$ 10,000	\$ 11,130	\$ 1,130	
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Reason for Budget Amendment:
 Cut 5th MEO position until at least November to help pay for fuel and repair expenses

<p>AUTHORIZATION:</p> <p><u><i>Dan Duncan</i></u> Department Manager Signature</p> <p><u>6/23/2022</u> Date</p> <p><u><i>[Signature]</i></u> Budget Officer Signature</p> <p><u>6/23/2022</u> Date</p> <p>A resolution of the Granby Town Board.</p> <p><input type="checkbox"/> APPROVED <input type="checkbox"/> DENIED</p> <p>_____ Town Clerk Signature</p> <p>_____ Meeting Date</p>	<p>Total of Budget Amendment: \$ -</p> <p>Amount should be equal to zero. If not, fund balance must be assigned.</p> <p>Current Fund Balance \$ -</p> <p>Current Appropriated FB \$ -</p> <p>NEW Fund Balance \$ -</p> <p>Budget Officer Approval</p> <p>Date Entered into Logics:</p>
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** To look up an account code in Logics, click on the "General Ledger" tab and click on the icon for **Accounts**. Enter the account number to the right, in th criteria box and press the "find" icon. You will use the **available balance** figure.



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TOWN BOARD AGENDA ITEM REPORT

DATE: July 13, 2022

SUBMITTED BY: John Snow, Supervisor

ITEM TYPE: Resolution

AGENDA SECTION: Resolutions and Motions

SUBJECT: Local Waterfront Revitalization Grant

SUGGESTED ACTION: Complete SEQR and authorize supervisor to submit grant application

ATTACHMENTS:

[LWRP CFA 2022 resolution language \(1\).docx](#)

[2022 LWRP SEAF Part 1.pdf](#)

[2022 LWRP SEAF Part 2 and 3.pdf](#)

WHEREAS, the Town Board of the Town of Granby (“Town Board”) having previously, on several occasions at regular Town Board meetings, discussed the proposed 2022 Local Waterfront Revitalization Program (LWRP) and the proposed Town of Granby LWRP Project (“Project”) and the need to submit an application for same to New York State Department of State’s Local Waterfront Revitalization Program (“Grant Application”); and

WHEREAS, the Town Board having approved, on such date, the Town formulating a Grant Application with an intent to submit same relative to the Project to New York State Department of State; and

WHEREAS, on July ___, 2022, the Town Board having discussed their desire to finalize submission of the Grant Application to New York State Department of State for the Project in the form proposed to the Board; and

NOW THEREFORE, be it

RESOLVED, that the Project and matters contemplated in the resolutions herein comprise a Type II or an Unlisted Action pursuant to the New York State Environmental Quality Review Act; if an Unlisted Action the Town Board having reviewed the Short Environmental Form submitted relative to the Project, elects to act as Lead Agency, conduct an Uncoordinated Review and hereby determines that same will have no significant environmental impact and thus upon the findings made in the Short Environmental Form submitted, and incorporated in this resolution by reference, issues a Negative Declaration pursuant to the New York State Environmental Quality Review Act; and it is further

RESOLVED, RATIFIED AND CONFIRMED, (1) that the Town Board shall submit the Application for the Project with a total estimated maximum project cost of \$220,270.00 and with \$187,229.00 in funding for the Project proposed to be provided through New York State Department of State, the Town of Granby to provide a total value of \$33,041.00 (comprised of cash and in kind services); and (2) that the Town Supervisor is hereby authorized to formulate and submit such Application in the form or forms presented or as shall in the future be presented to the Town Board; and it is further

RESOLVED, that the Town Supervisor is hereby authorized to perform such acts and to execute and deliver such documents, instruments and agreements as are necessary to effect the foregoing resolutions.

Upon motion made by _____ and seconded by _____, the foregoing resolution was put to a roll call, which resulted as follows:

John Snow Jr., Supervisor

Steve Abraham, Councilor
Sandy Farrands, Councilor
Linda Parkhurst, Councilor

Resolution was adopted on the _____th day of July, 2022.

Short Environmental Assessment Form

Part 1 - Project Information

Instructions for Completing

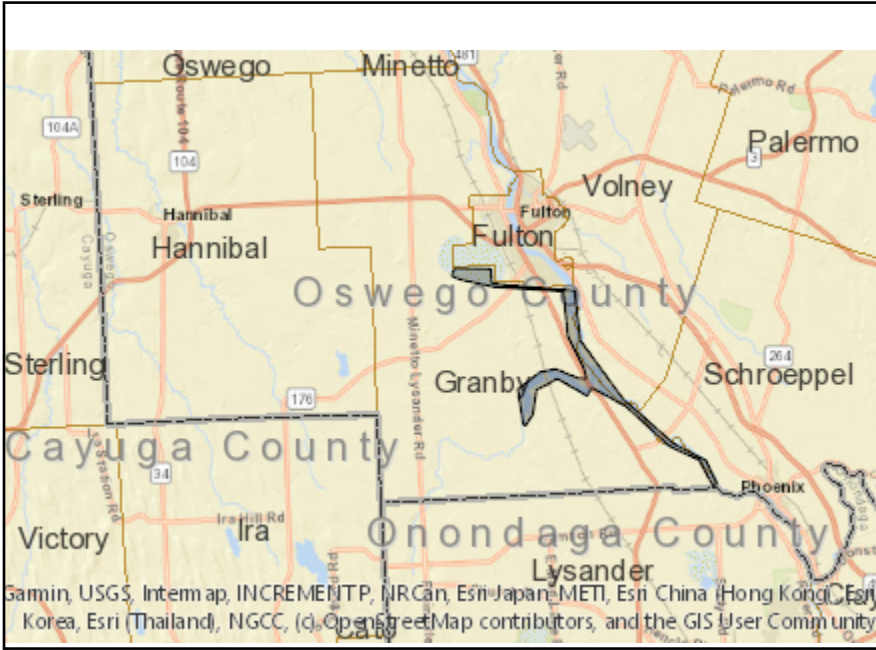
Part 1 – Project Information. The applicant or project sponsor is responsible for the completion of Part 1. Responses become part of the application for approval or funding, are subject to public review, and may be subject to further verification. Complete Part 1 based on information currently available. If additional research or investigation would be needed to fully respond to any item, please answer as thoroughly as possible based on current information.

Complete all items in Part 1. You may also provide any additional information which you believe will be needed by or useful to the lead agency; attach additional pages as necessary to supplement any item.

Part 1 – Project and Sponsor Information				
Name of Action or Project:				
Project Location (describe, and attach a location map):				
Brief Description of Proposed Action:				
Name of Applicant or Sponsor:		Telephone:		
		E-Mail:		
Address:				
City/PO:		State:	Zip Code:	
1. Does the proposed action only involve the legislative adoption of a plan, local law, ordinance, administrative rule, or regulation? If Yes, attach a narrative description of the intent of the proposed action and the environmental resources that may be affected in the municipality and proceed to Part 2. If no, continue to question 2.			NO <input type="checkbox"/>	YES <input type="checkbox"/>
2. Does the proposed action require a permit, approval or funding from any other government Agency? If Yes, list agency(s) name and permit or approval:			NO <input type="checkbox"/>	YES <input type="checkbox"/>
3. a. Total acreage of the site of the proposed action? _____ acres				
b. Total acreage to be physically disturbed? _____ acres				
c. Total acreage (project site and any contiguous properties) owned or controlled by the applicant or project sponsor? _____ acres				
4. Check all land uses that occur on, are adjoining or near the proposed action:				
5. Urban Rural (non-agriculture) Industrial Commercial Residential (suburban)				
<input type="checkbox"/> Forest Agriculture Aquatic Other(Specify):				
<input type="checkbox"/> Parkland				

5. Is the proposed action,	NO	YES	N/A
a. A permitted use under the zoning regulations?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Consistent with the adopted comprehensive plan?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Is the proposed action consistent with the predominant character of the existing built or natural landscape?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
7. Is the site of the proposed action located in, or does it adjoin, a state listed Critical Environmental Area? If Yes, identify: _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
8. a. Will the proposed action result in a substantial increase in traffic above present levels? b. Are public transportation services available at or near the site of the proposed action? c. Are any pedestrian accommodations or bicycle routes available on or near the site of the proposed action?	NO <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
9. Does the proposed action meet or exceed the state energy code requirements? If the proposed action will exceed requirements, describe design features and technologies: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
10. Will the proposed action connect to an existing public/private water supply? If No, describe method for providing potable water: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
11. Will the proposed action connect to existing wastewater utilities? If No, describe method for providing wastewater treatment: _____ _____	NO <input type="checkbox"/>	YES <input type="checkbox"/>	
12. a. Does the project site contain, or is it substantially contiguous to, a building, archaeological site, or district which is listed on the National or State Register of Historic Places, or that has been determined by the Commissioner of the NYS Office of Parks, Recreation and Historic Preservation to be eligible for listing on the State Register of Historic Places? b. Is the project site, or any portion of it, located in or adjacent to an area designated as sensitive for archaeological sites on the NY State Historic Preservation Office (SHPO) archaeological site inventory?	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	
13. a. Does any portion of the site of the proposed action, or lands adjoining the proposed action, contain wetlands or other waterbodies regulated by a federal, state or local agency? b. Would the proposed action physically alter, or encroach into, any existing wetland or waterbody? If Yes, identify the wetland or waterbody and extent of alterations in square feet or acres: _____ _____ _____	NO <input type="checkbox"/> <input type="checkbox"/>	YES <input type="checkbox"/> <input type="checkbox"/>	

14. Identify the typical habitat types that occur on, or are likely to be found on the project site. Check all that apply: <input type="checkbox"/> Shoreline <input type="checkbox"/> Forest Agricultural/grasslands Early mid-successional <input type="checkbox"/> Wetland <input type="checkbox"/> Urban Suburban		
15. Does the site of the proposed action contain any species of animal, or associated habitats, listed by the State or Federal government as threatened or endangered?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
16. Is the project site located in the 100-year flood plan?	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
17. Will the proposed action create storm water discharge, either from point or non-point sources? If Yes, a. Will storm water discharges flow to adjacent properties? b. Will storm water discharges be directed to established conveyance systems (runoff and storm drains)? If Yes, briefly describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>
18. Does the proposed action include construction or other activities that would result in the impoundment of water or other liquids (e.g., retention pond, waste lagoon, dam)? If Yes, explain the purpose and size of the impoundment: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
49. Has the site of the proposed action or an adjoining property been the location of an active or closed solid waste management facility? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
20. Has the site of the proposed action or an adjoining property been the subject of remediation (ongoing or completed) for hazardous waste? If Yes, describe: _____ _____	NO	YES
	<input type="checkbox"/>	<input type="checkbox"/>
I CERTIFY THAT THE INFORMATION PROVIDED ABOVE IS TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE Applicant/sponsor/name: _____ Date: _____ Signature: _____ Title: _____		



Disclaimer: The EAF Mapper is a screening tool intended to assist project sponsors and reviewing agencies in preparing an environmental assessment form (EAF). Not all questions asked in the EAF are answered by the EAF Mapper. Additional information on any EAF question can be obtained by consulting the EAF Workbooks. Although the EAF Mapper provides the most up-to-date digital data available to DEC, you may also need to contact local or other data sources in order to obtain data not provided by the Mapper. Digital data is not a substitute for agency determinations.



Part 1 / Question 7 [Critical Environmental Area]	No
Part 1 / Question 12a [National or State Register of Historic Places or State Eligible Sites]	Yes
Part 1 / Question 12b [Archeological Sites]	Yes
Part 1 / Question 13a [Wetlands or Other Regulated Waterbodies]	Yes - Digital mapping information on local and federal wetlands and waterbodies is known to be incomplete. Refer to EAF Workbook.
Part 1 / Question 15 [Threatened or Endangered Animal]	Yes
Part 1 / Question 15 [Threatened or Endangered Animal - Name]	Indiana Bat, Bald Eagle
Part 1 / Question 16 [100 Year Flood Plain]	Yes
Part 1 / Question 20 [Remediation Site]	Yes

Project:

Date:

***Short Environmental Assessment Form
Part 2 - Impact Assessment***

Part 2 is to be completed by the Lead Agency.

Answer all of the following questions in Part 2 using the information contained in Part 1 and other materials submitted by the project sponsor or otherwise available to the reviewer. When answering the questions the reviewer should be guided by the concept “Have my responses been reasonable considering the scale and context of the proposed action?”

	No, or small impact may occur	Moderate to large impact may occur
1. Will the proposed action create a material conflict with an adopted land use plan or zoning regulations?		
2. Will the proposed action result in a change in the use or intensity of use of land?		
3. Will the proposed action impair the character or quality of the existing community?		
4. Will the proposed action have an impact on the environmental characteristics that caused the establishment of a Critical Environmental Area (CEA)?		
5. Will the proposed action result in an adverse change in the existing level of traffic or affect existing infrastructure for mass transit, biking or walkway?		
6. Will the proposed action cause an increase in the use of energy and it fails to incorporate reasonably available energy conservation or renewable energy opportunities?		
7. Will the proposed action impact existing:		
a. public / private water supplies?		
b. public / private wastewater treatment utilities?		
8. Will the proposed action impair the character or quality of important historic, archaeological, architectural or aesthetic resources?		
9. Will the proposed action result in an adverse change to natural resources (e.g., wetlands, waterbodies, groundwater, air quality, flora and fauna)?		
10. Will the proposed action result in an increase in the potential for erosion, flooding or drainage problems?		
11. Will the proposed action create a hazard to environmental resources or human health?		

Project:

Date:

Short Environmental Assessment Form Part 3 Determination of Significance

For every question in Part 2 that was answered “moderate to large impact may occur”, or if there is a need to explain why a particular element of the proposed action may or will not result in a significant adverse environmental impact, please complete Part 3. Part 3 should, in sufficient detail, identify the impact, including any measures or design elements that have been included by the project sponsor to avoid or reduce impacts. Part 3 should also explain how the lead agency determined that the impact may or will not be significant. Each potential impact should be assessed considering its setting, probability of occurring, duration, irreversibility, geographic scope and magnitude. Also consider the potential for short-term, long-term and cumulative impacts.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action may result in one or more potentially large or significant adverse impacts and an environmental impact statement is required.

Check this box if you have determined, based on the information and analysis above, and any supporting documentation, that the proposed action will not result in any significant adverse environmental impacts.

Name of Lead Agency

Date

Print or Type Name of Responsible Officer in Lead Agency

Title of Responsible Officer

Signature of Responsible Officer in Lead Agency

Signature of Preparer (if different from Responsible Officer)

Item Cover Page

TOWN BOARD AGENDA ITEM REPORT

DATE: July 13, 2022

SUBMITTED BY: John Snow, Supervisor

ITEM TYPE: Topics

AGENDA SECTION: Executive Session

SUBJECT: Pursuant to POL Article 7 §105 - discussions related to the appointment, employment, or promotion of town employees.

SUGGESTED ACTION:

ATTACHMENTS: