

Town of Campbell, NY
Town Board Meeting

Minutes

Tuesday, January 6, 2026 at 6:00 pm

Guests

1. Pledge / Call to Order / Roll Call

Minutes:

Supervisor Maynard opened the meeting at 6:00 PM with the Pledge of Allegiance. The Clerk then took Roll call. All present.

2. New Business

a. Executive session- Personnel

Minutes:

A motion to enter into executive session at 6:02 pm was made by Glenn Vogel and seconded by Les Smith was adopted by vote 4-0

A motion to return from Executive Session at 6: 05 pm was made by Kyle Peterson and seconded by Glenn Vogel was adopted by vote 4-0

b. Board Appointment

Minutes:

A motion by Glenn Vogel seconded by Les Smith to appoint Michael Austin to the vacant Board seat for the term of 01/06/2026 to 12/31/2026. The Motion was adopted by Roll call vote

Vote results:

Ayes: 4 / Nays: 0 / Abstains: 0

c. Organizational Meeting

Minutes:

Compliance with Open Meetings Law: The meeting was called to order January 6, 2026 at 6 pm at the Campbell Town Hall to take care of organizational business for the year 2026.

Pledge of Allegiance/Call to Order/ Roll Call The pledge of allegiance was led by Norman Maynard and the meeting was called to order and roll call was taken by the Town Clerk. Town Board Appointment: A motion to appoint Michael Austin to fill the unexpired term until 12/31/2026 was made by and seconded by

Blanket Resolution #01-2026 For appointments and policies was offered by Michael Austin and seconded by Glenn Vogel as follows:

Elected Officials for 2026:

Town Supervisor: Norman Maynard Term 1-1-2026 – 12-31-2026 Board

Member: Glenn Vogel Term 1-1-2023 – 12-31-2027 Board Member: Les Smith

Term 1-1-2026 – 12-31-2028 Board Member: Kyle Peterson Term 1-1-2026 –

12-31-2028 *Board Member: Michael Austin Term 1-6-2026 – 12-31-2026
*Appointed 2026 for an unexpired 1-year term, Elected 2027 for a 1-year term,
and in 2028 for a 3 year term. Highway Superint. Anthony Harris Term 1-1-2026
– 12-31-2026 Town Clerk Michelle Seeley Term 1-1-2026 – 12-31-2026 Tax
Collector Jacquelyn Kohman Term 1-1-2026 – 12-31-2026

Regular Town Board Meetings That the regular monthly Town Board Meetings
for the year 2026 shall be:

(a) Held on the second Monday of each month and shall be called to order at 6
pm at the Campbell Town Hall. With the exception of the October 2026 meeting
which will be held October 13, 2026 at 6 pm due to the Columbus Day holiday.

(b) Held, if needed, the fourth Monday of each month, a Town Board meeting
called to order at 6 p.m. at the Campbell Town Hall.

Town Supervisor Powers and Duties: That the powers and duties necessary for
the day-to-day administration of the Town for the year 2026 is hereby
delegated to the Town Supervisor or in his/her absence, to the Deputy Town
Supervisor, Michael Austin.

NON-ELECTED APPOINTMENTS FOR THE YEAR 2026

Zoning Officer: That Edward Tietje is hereby appointed as Zoning Officer. Court

Clerk: That Danielle Wheeler-Evans is hereby appointed as the Court Clerk.

Bookkeeper: That Wendy Oman is hereby appointed as Town Bookkeeper and
secretary to the Town Supervisor. Budget Officer: That the Town Supervisor is
hereby appointed as the Budget Officer at zero compensation with the

Bookkeeper as the administrator of the budget. Projects Administrator: That the
bookkeeper is hereby appointed as the Projects Administrator for the Park
Grant and the Water Extension Grant. Jacquelyn Kohman is appointed as the

Project Administrator of the New Highway Barn build. Section 3 Coordinator:
That the Bookkeeper, shall be designated as the Section 3 Officer for the Town
of Campbell for the 2026 Fiscal Year at zero compensation. Labor Standards

Officer- That the Bookkeeper shall be designated as the Labor Standards
Officer for the Town of Campbell for the 2026 Fiscal Year at zero

compensation. Fair Housing Officer- That the Bookkeeper shall be designated
as the Fair Housing Officer for the Town for the 2026 Fiscal Year at zero
compensation. Health Officer: That NYS Public Health Law mandates that the

Campbell Town provide a Health Officer. The term of this office is 4 years. Per
the DOH Glenn Vogel holds an appointed term 1-1-2025 – 12-31-2028. Tax

Assessor: That NYS Dept of Taxation and Finance term of the Assessor is 6 year
term. Holley Smalt was appointed to term 10-1-2025 – 9-30-2031. Town

Historian: That Sandra Austin is hereby appointed as Town Historian. Water

Administrator Clerk: That Jacquelyn Kohman is hereby appointed as Water
Administer Clerk. Water Treatment Operators (Water Districts 1, 2, 3 and 4):

That Thomas Austin is hereby appointed as Water Treatment Operator for
Water Districts 1, 2, 3 & 4 and John Kemp is hereby appointed Assistant

Operator for Water District 1 & 4. Janitorial Services/Basic Maintenance: That
Ashley Tietje is hereby appointed the Janitor/Laborer. Snow Shoveling at Town

Hall: That Tony Harris is hereby appointed for Snow Shoveling/Laborer at the
Town Hall.

Mowing at Town Hall, East Campbell Park, Cemeteries, Flood Zone, Water
Plant and Water Well Area in Water District 4: That Tony Harris is hereby

appointed for mowing at the Town Hall areas and all cemeteries. He is also hereby appointed to mow the East Campbell Park. Tony to be listed on the town insurance as a qualified driver. That the Highway Department will brush hog the flood zone area, the water plant and water well areas.

Records Management Officer: It is noted that the Records Management Officer is always the Town Clerk. The Town Clerk is therefore responsible for all Town records including retention, storage and purging of all records according to the NYS Archives Local Government Retention Schedules, which also include all electronic filing of records. Dog Control Officer: There will be no position of Dog Control Officer. Code Enforcement Officer: Steuben County Code Department is now our Code Enforcement Officer. Town Attorney: To hereby appoint Richardson and Pullen LLC as the official Town Attorney through their contract ending December 31, 2026.

DEPUTIES NAMED FOR THE YEAR 2026 The role of a deputy is to be able to step in for the specified elected position. The deputy is to be fully trained in all areas of the specified position. Deputy Town Supervisor: That Michael Austin is appointed Deputy Town Supervisor pursuant to Section 43 of the Town Law. Deputy Highway Superintendent: That the appointment by the Highway Superintendent, Tony Harris, of Bradley Austin is hereby authorized. Deputy Town Clerk and Deputy Registrar of Vital Statistics: That the appointment by the Town Clerk, Michelle Seeley, of Lynda Reep and Maddi Hoffman is hereby authorized. Deputy Tax Collector: That the appointment by the tax collector, Jacquelyn Kohman of Wendy Oman is hereby authorized.

In the absence of the Tax collector, Deputy tax collector, Water Administrator or Town Clerk where payments are collected, the Town Clerk, Deputy Town Clerk, Tax Collector and Deputy Tax Collector can receipt in a payment for each other's department by placing the payment in an envelope, sealing the envelope, date stamp it in as received and tell the customer that a receipt will be mailed to them. Then place the envelope in the appropriate mailbox. This does not apply to the court or court personnel.

2026 BOARDS Planning Board TERM END DATE Albert Johnson 12-31-2026
Linda Baird 12-31-2026 Laura Bowen 12-31-2027

Anthony Creaton 12-31-2028 Denice Thompson 12-31-2029

Zoning Board TERM END DATE David Morse 12-31-2026 Theron Seeley
12-31-2026 Dave Smith 12-31-2027 Steven Peck 12-31-2028 Robert Elster
12-31-2029

Board of Assessment Review TERM END DATE Francis Schosger 9-30-2026
Dale Seeley 9-30-2026 Daniel Drumm 9-30-2027 Pamela Drumm 9-30-2028
Alicia Bablo 9-30-2029

POLICIES & MISCELLANEOUS: Bank Depositories: That Community bank, N.A. and Five Star Bank are hereby designated as the official depositories for all Town funds and Accounts. Banking Resolution: That Norman Maynard and Michael Austin be authorized signers on the Town Bank Accounts: General Funds, Highway Funds, Water District Funds, Reserve Funds, Money Market Funds, Trust & Agency Funds and Capital Project Funds. Wages of Town Officials & Staff: That the wages of Town Officials and all staff as set forth in the 2026 Adopted Town Budget, 2026 budget notes and 2026 signed and accepted letters of hire and any other positions that become a 2026 modified

budget approval, be accepted and paid, including Social Security, where applicable, when due for the year 2026. Also note that time off for all Town Hall employees for vacation, education or compensation time off is to be documented on the calendar in the copy room at least 1 week in advance. Sick time must also be documented on this calendar. Petty Cash Funds Authorized: That the following be authorized: Town Clerk be authorized \$300.00 (\$200.00 held in bank as overdraft protection), \$100.00 in cash drawer in petty cash funds; the Justices be authorized \$100.00 each in petty cash funds; the Water Collection Clerk be authorized \$150.00 in petty cash funds; and the Tax Collector be authorized \$150.00 (\$150.00 held in bank as overdraft protection) in petty cash funds. (\$800.00 total) Highway Expenditures: That the Highway Superintendent is authorized to spend up to \$4,000 per item for the purchase of parts, equipment and tires as necessary, without Board approval. Stump Removal: That the Highway Superintendent, is hereby authorized to contract for removal of stumps for the Highway Department, at a cost not to exceed \$200.00 per stump. Final Balances: That the final balances of the year 2025 General Funds and Highway Funds be released for use in the corresponding Fund Balances for the year 2026. All Original Town Records: That as requested by the Town Clerk, by authority of paragraph 30 of the Town Law, it is hereby the Town policy that all Town records including canceled checks, contracts, deeds, vouchers, tax records, warrants, insurance policies and other records that shall be kept in the Town Clerk's vault or in other approved fire safe storage. Access to these records will be available during regular Town Clerk business hours, Monday through Thursday 8:00 am to 4:00 pm according to the Freedom of Information Law. The Town Clerk is responsible for all retention, storage and purging of such records. Mileage: That qualifying Town Officials/ employees be reimbursed per mile traveled at the Federal rate established for the year 2026 on official Town Business. Departments with town or highway vehicles supplied to them do not qualify for mileage except in extenuating circumstances or safety concerns. Mileage Policy: For the purpose of establishing a policy and standard for requirements for submitting mileage for all departments, the policy will be: (a) That for field reviews, dinner meetings, complaint calls, business meetings, etc., that the address destination is listed with the appropriate mileage. (b) That for banking at Community Bank, NA or Five Star Bank, NA, the mileage is based on driving to the nearest branch which is 20 miles, round trip. (c) That for business at the Steuben County Office Building, mileage is 22 miles, round trip. (d) That mileage be vouchered monthly or quarterly to the Town Clerk. (e) Mileage is established with the Town Hall being the point of origin. (f) No employee is paid mileage to attend meetings at or do their expected department work at the town hall. (g) If a vehicle is assigned to your department, mileage is not available. Town Policies: That the Procurement & Vouchering Policy, English Language Proficiency Policy, Ethics Policy and Sexual Harassment Policy adopted by the Town Board, are hereby reaffirmed for 2026. Official Newspaper: Based on Town Law, §64 (pg. 243 Town Clerk Manual, 2013) the Town is not designating an official Town newspaper. Ambulance Service: That American Medical Response of 25 E. Pulteney St., Corning, NY is hereby appointed the official Town Ambulance service per

signed contract. Dog Control Services & Kennel Housing: That the Dog Kennel Facility located at 4115 Oldfield Dr., Corning, NY will be the contractual Dog Control Services & Kennel Housing for 2026. Kadie and Jake Reese owner and Dog Control Officer per signed contract. Emergency Plan for Ice Jam and or Flooding: The emergency plan for a foreseeable ice jam and potential flooding is as follows: the Highway Superintendent, Town Supervisor and/or the Deputy Town Supervisor are authorized to deal with the situation at their discretion. Unified Court Temporary Assignment System: That the Town participates in the temporary justice assignment program pursuant to Section 12b of the Judiciary Law for the Year 2026. Rules of Order/Public Hearings: It is noted that the rules of order and policy established regarding public hearings would be the same as 2025.

EDUCATION/SCHOOLING: Highway Superintendent Schooling and Conference: That the Highway Superintendent has authorization to attend the Highway Superintendent's schooling and the Highway Superintendent's Conference and is authorized to do so at the Town's expense. Per Diem is paid according to the training provisions and Federal Guidelines. State Magistrate Association: That the Town Justices be authorized to attend the State Magistrates Meetings at the Town's expense, according to the adopted policy. Training & Certifications: That any required training in any department that requested educational training in their 2026 budget be granted. The employee is to choose the least expensive (total of training and incidentals) training available to them with online training as 1st priority. Per Diem is paid according to the particular training provisions and Federal Guidelines. All hotel reservations and registrations requiring the use of a credit card will be made by the Bookkeeper. All training Certificates to be filed with the Bookkeeper in their personnel folder.

Blanket resolution #01-2026 was: Adopted by Roll Call vote:

Vote results:

Ayes: 5 / Nays: 0 / Abstains: 0

d. Executive Session Water Operator

Minutes:

A motion to enter into Executive Session at 6:12 PM was made by Glenn Vogel and seconded by Michael Austin was adopted by vote 5-0 A motion to reenter the meeting at 6:25 PM was made by Michael Austin and seconded by Kyle Peterson was adopted by vote 5-0

Vote results:

Ayes: 5 / Nays: 0 / Abstains: 0

e. Water Operator Appointment

Minutes:

A motion to appoint Thomas Austin as the Water Operator for 2026 was made by Michael Austin and seconded by Les Smith was adopted by Roll Call vote

Vote results:

Ayes: 5 / Nays: 0 / Abstains: 0

f. Resolution 2 of 2026- Banking

Minutes:

The 2026 signatures on the Town of Campbell Community Bank accounts and Five Star Bank accounts will be the 2026 Town Supervisor, Norman Maynard and Michael Austin, Town Deputy Supervisor. Jeffrey Horton and John Tschantre need to be removed from all accounts. Community Bank Accounts as follows GENERAL 0626 HIGHWAY 0618 T&A 0642 WATER DISTRICT 1 3205 WATER DISTRICT 2 8295 WATER DISTRICT 3 2819 WATER DISTRICT #4 2742 SPECIAL PROJECTS 5127 CERT OF DEPOSIT 0432 MONEY MARKET 7834

Town Supervisor Norman Maynard and Michael Austin, Town Deputy Supervisor, should be added, and Jeffrey Horton and John Tschantre need to be removed from all accounts.

For Patricia Horton- Town Justice account at Community Bank account at Community Bank John Tschantre and Jeffrey Horton to be removed and Michael Austin to be added as the secondary signer.

For Kathy Darcangelo account at Community Bank John Tschantre and Jeffrey Horton to be removed and Michael Austin to be added as the secondary signer.

For the Town of Campbell Tax Collector account at Community Bank John Tschantre and Jeffrey Horton to be removed and Michael Austin to be added as the secondary signer.

Five Star Bank accounts as follows 5-STAR BANK

ACCOUNT NAME ACCT # TOWN CLERK 1345 WATER DISTRICT #2 8546 HIGHWAY SAVINGS/EQUIPMENT RESERVE 8658 WATER #1 SAVINGS/MEDIA FILTER RESERVE 8666

For the Town Clerks Five Star Banking account that John Tschantre and Jeffrey Horton be removed and Michael Austin be added as a secondary signer.

A motion by Glenn Vogel and seconded by Les Smith to adopt the banking resolution was adopted by Roll Call vote Norman Maynard and Michael Austin Abstained

Vote results:

Ayes: 3 / Nays: 0 / Abstains: 2

g. Budget Modification- Water

Minutes:

The Town Budget does not support the projected expenses for 2026 for Tom Austin to take the position. There will need to be a budget modification. Wendy Oman told the Board that this would have to be done in the next meeting, and that the board would need to let her know what the exact numbers would be.

Michael Austin stated that there were no "as built" on Water 1 and that was part of the increase. Tom Austin and Jacqui Kohman would need to build those, and this will add to the amount of work already being done.

A stipend for Jacqui Kohman, Thomas Austin, and John Kemp was discussed. This would be a one year stipend. Supervisor Maynard stated that this would be discussed at the next regular meeting.

h. Insurance

Minutes:

A motion to add Michael Austin to the vehicle insurance and drug testing for the town, and remove Jeffrey Horton was made by Glenn Vogel and seconded by Kyle Peterson was adopted by vote Michael Austin abstained

Vote results:

Ayes: 4 / Nays: 0 / Abstains: 1

3. Public Comment**4. Adjournment****Minutes:**

A motion to adjourn the meeting at 7:03 pm was made by Michael Austin and seconded by Glenn Vogel was adopted by vote

Vote results:

Ayes: 5 / Nays: 0 / Abstains: 0