

Organizational Meeting

January 5, 2026

Minutes of the Organizational Meeting of the Town Board of the Town of Southport held at the Southport Town Hall, 1139 Pennsylvania Avenue on January 5, 2026.

Members Present: Supervisor Joseph Roman, Council Members Daniel Hurley, Daniel Williams, Richard Mathews, Timothy Steed

Others Present: Code Enforcement Officer Peter Rocchi, Deputy Supervisor Kathleen Szerszen, Town Clerk Carolyn Renko

The following were sworn in as newly elected officials:

Supervisor, Joseph Roman	3-year term
Council Member, Daniel Williams	3-year term
Council Member, Timothy Steed	3-year term
Highway Superintendent, Steven Renko	3-year term
Town Clerk, Carolyn Renko	3-year term
Town Justice, Nicolas DeMuth	4-year term

The meeting was called to order by Supervisor Roman at 8:00 a.m., followed by the Pledge of Allegiance to the Flag of the United States of America.

RESOLUTION NO. 1-2026  
ELECTING SUPERVISOR AS CHAIRMAN OF TOWN BOARD

Resolution by: Steed  
Seconded by: Mathews

RESOLVED, that the Supervisor be and hereby is elected Chairman of the Town Board of the Town of Southport for fiscal year 2026.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 2-2026  
CERTIFYING SUPERVISOR AS FISCAL OFFICER

Resolution by: Williams  
Seconded by: Mathews

RESOLVED, that the Supervisor be and hereby is certified as Fiscal Officer of the Town of Southport and is authorized to sign all checks and fiscal papers.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 3-2026  
DESIGNATING OFFICIAL NEWSPAPER

Resolution by: Hurley  
Seconded by: Steed

RESOLVED, that pursuant to Section 64, Subdivision 11, of the Town Law, as amended that the ELMIRA STAR-GAZETTE be and hereby is designated as the official newspaper of the Town of Southport, Chemung County, New York.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 4-2026  
FIXING TIME AND PLACE FOR TOWN BOARD MEETINGS

Resolution by: Mathews  
Seconded by: Steed

RESOLVED, that pursuant to Section 62 of the Town Law, as amended, the regular monthly meeting of the Town Board of the Town of Southport shall be held on the second Tuesday of each month at 6:00 p.m., at the Town Hall, 1139 Pennsylvania Avenue, Chemung County, New York, unless by resolution a different time or place be designated for the holding of such regular meeting, and be it further

RESOLVED, that the fourth Tuesday of each and every month is hereby established as a second monthly meeting for the purpose of transacting such business which cannot be held over until the next regularly scheduled monthly meeting and the Supervisor be and he hereby is directed to give the Town Board Members as much advance notice as possible for the matters which shall come on to be heard at such second monthly meeting, reserving however, the rights of all members to have special Town Board meetings called pursuant to the provisions of Section 62 of the Town Law, as amended.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 5-2026  
DESIGNATING OFFICIAL DEPOSITORIES FOR THE TOWN FUNDS

Resolution by: Hurley  
Seconded by: Williams

RESOLVED, that pursuant to Section 64 (1) of the Town Law and all other statutes, rules and regulations made and provided therefore, the following financial institutions be and the same hereby are designated as official depositories for the following Town funds:

J.P. Morgan Chase Bank	General Fund Light Fund Fire Fund Temporary Investments Health Reimbursement Account
Chemung Canal Trust Company	Trust & Agency Fund Highway Fund Town Clerk Receiver of Taxes Town Justices Code Enforcement Cemetery Temporary Investments
Five Star Bank	Temporary Investments
Community Bank	Temporary Investments
NY Class Program	Temporary Investments

and be it further

RESOLVED, that pursuant to Section 64 (1) of the Town Law and all other statutes, rules and regulations made and provided therefore, Chemung Canal Trust Company, J.P. Morgan Chase, Community Bank and Five Star Bank, NY Class be and the same hereby are designated as official depositories for the purpose of making temporary investments of Town funds, and be it further

RESOLVED, that there shall be no such funds so deposited or investments made until such time as there shall have been an Undertaking and Collateral Agreement entered into between the Town of Southport and said banks as required by Section 64 (1) of the Town Law as amended, together with all other statutes relative hereto, and which shall come on for the approval by this Town Board before any of the said funds are so deposited.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 6-2026  
ESTABLISHING PETTY CASH FUNDS

Resolution by: Williams  
Seconded by: Steed

RESOLVED, that pursuant to Section 64, Subdivision 1-a, of the Town Law, as amended, there be and there hereby is established a petty cash fund for the Town Clerk for payment in advance of audit for proper itemized and certified bills for materials, supplies, and other office expenses furnished to such office for the conduct of affairs of such office and upon terms calling for payment upon delivery of materials and supplies, said petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (\$100.00), and be it further

RESOLVED, that pursuant to Section 64, Subdivision 1-a, of the Town Law, as amended, that there be and hereby is established a petty cash fund for the Receiver of Taxes for the conduct of the affairs of such office, such petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (100.00), and be it further

RESOLVED, that pursuant to Section 64, Subdivision 1-a, of the Town Law as amended, there be and hereby is established a petty cash fund for the Code Enforcement Officer for payment in advance of audit for proper itemized and certified bills for materials, supplies and other office expenses furnished to such office for the conduct of affairs and upon terms calling for payment upon delivery of materials and supplies, such petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (\$100.00), and be it further

RESOLVED, pursuant to Section 64, Subdivision 1-a, of the Town Law, as amended, there be and hereby is established a petty cash fund for the Supervisor for payments in advance of audit for proper itemized and certified bills for materials, supplies, and other office expenses furnished to such office for the conduct of affairs and upon terms calling for payment upon delivery of materials and supplies, such petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (\$100.00), and be it further

RESOLVED, pursuant to Section 64, Subdivision 1-a, of the Town Law, as amended, there be and hereby is established a petty cash fund for the Town Justices for payment in advance of audit for proper itemized and certified bills for materials, supplies and other office expenses furnished to such office for the conduct of affairs and upon terms calling for payment upon delivery of materials and supplies, such petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (\$100.00), and be it further

RESOLVED, that pursuant to Section 64, Subdivision 1-a, of the Town Law, as amended there be and hereby is established a petty cash fund for the Recreation Department for payment in advance of audit for proper itemized and certified bills for materials, supplies, and other office expenses furnished to such office for the conduct of affairs and upon terms calling for payment upon delivery of materials and supplies, such petty cash fund not to exceed the sum of ONE HUNDRED DOLLARS (\$100.00).

AYES: Hurley, Williams, Steed, Roman  
NOES: None  
ABSTAIN: Mathews  
CARRIED.

RESOLUTION NO. 7-2026  
FIXING MILEAGE ALLOWANCE

Resolution by: Mathews  
Seconded by: Williams

RESOLVED, that pursuant to Section 102, Subdivision 1, of the Town Law, as amended, all officials and Town employees, while on official Town business shall be allowed mileage at a rate of 72.5 cents per mile.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 8-2026  
APPOINTING TOWN CLERK AS RECEIVER OF TAXES AND ASSESSMENTS

Resolution by: Steed  
Seconded by: Hurley

WHEREAS, the Town Board of the Town of Southport did on the 14<sup>th</sup> day of March 1961, duly adopt a resolution, subject to a permissive referendum, determining that the Office of the Receiver of Taxes and Assessments shall be an appointive office in the Town of Southport, and that the Town Board may appoint the Town Clerk of the Town of Southport as Receiver of Taxes and Assessments.

NOW THEREFORE BE IT RESOLVED, that this Town Board hereby appoints the Town Clerk as the Receiver of Taxes and Assessments in the Town of Southport, and be it further

RESOLVED, that such Receiver of Taxes and Assessments is hereby directed to deposit all funds so collected in Chemung Canal Trust Company, an official depository heretofore designated, in a checking account entitled TOWN OF SOUTHPORT RECEIVER OF TAXES, and be it further

RESOLVED, that such Town Clerk shall thereafter disperse such funds as provided by law.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 9-2026  
AUTHORIZING APPOINTMENT OF DEPUTIES BY TOWN CLERK

Resolution by: Steed  
Seconded by: Williams

WHEREAS, the Town Clerk has advised this Town Board that it will be necessary for the Town Clerk to have three (3) Deputy Town Clerks to assist her from time to time throughout the year 2026 in performance of her duties as Town Clerk.

NOW THEREFORE BE IT RESOLVED, that upon the appointment of such deputies by the Town Clerk, or the appointment of any deputies thereafter by the Town Clerk, or the appointment of any deputy heretofore appointed, the Town Clerk shall immediately advise the Town Supervisor of the name or names of such deputies so appointed and be it further

RESOLVED, that after such appointment or appointments, the said deputies shall file the necessary oath of office and furnish a good and sufficient undertaking as provided by the Town Board and the laws made and provided therefore, and be it further

RESOLVED, that the Town Clerk shall designate one such Deputy Town Clerk for the year 2026 to conduct the affairs of her office during her absence therefrom, to act generally and in place of the Town Clerk, and be it further

RESOLVED, that nothing contained in this resolution shall prohibit or limit the Town Clerk in the performance of her duties in appointing a Deputy Town Clerk as provided in Section 30, Subdivision 10, of the Town Law, as amended.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 10-2026  
SETTING PAY FOR TEMPORARY CLERICAL HELP

Resolution by: Mathews  
Seconded by: Steed

RESOLVED, that the Supervisor be and he hereby is authorized to hire a general office assistant to supplement whenever necessary in the offices of the Town of Southport and compensation for such assistant shall be set from the current minimum per hour wage to \$15.97 to \$20.27 per hour at the discretion of the Supervisor.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 11-2026  
AUTHORIZING APPOINTMENT OF DEPUTY SUPERINTENDENT OF HIGHWAYS

Resolution by: Hurley  
Seconded by: Williams

RESOLVED, that pursuant to Resolution No. 33 duly adopted on January 2, 1967, establishing the office of Deputy Highway Superintendent, the Town Superintendent of Highways be and he hereby is directed to appoint such Deputy Superintendent of Highways to act generally for and in place of the Highway Superintendent, and be it further

RESOLVED, that upon the Highway Superintendent's failure to so appoint such Deputy within five (5 days) after a vacancy occurs in such office, the Town Board shall cause such appointment to be made, and be it further

RESOLVED, that such officers perform such duties as directed in Resolution No. 33 duly adopted on January 2, 1967, and as provided by law and that said Deputy Highway Superintendent shall act generally for and in place of the Highway Superintendent with no limitations.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 12-2026  
FIXING PAY FOR TOWN OFFICERS AND EMPLOYEES

Resolution by: Williams  
Seconded by: Mathews

RESOLVED, that the Town Board of the Town of Southport does hereby fix the salaries of the following Town Officers and Town Employees for the year 2026 at the amount respectively stated, and that such salaries shall be payable at the times respectively specified as follows:

<u>Office</u>	<u>Official</u>	<u>Pay</u>	<u>Time</u>
Supervisor	Joseph Roman	\$37,880.00	Biweekly
Deputy Supervisor	Kathleen Szerszen	\$10,300.00	Biweekly
Council Member	Timothy Steed	\$11,364.00	Biweekly
Council Member	Daniel Hurley	\$11,364.00	Biweekly
Council Member	Daniel Williams	\$11,364.00	Biweekly
Council Member	Richard Mathews	\$11,364.00	Biweekly
Town Clerk	Carolyn Renko	\$78,417.00	Biweekly
Deputy Town Clerk	Marianne Schrom	\$53,913.00	Biweekly
Town Justice	Nicolas DeMuth	\$32,000.00	Biweekly
Town Justice	Steven Milford	\$32,000.00	Biweekly
Court Clerk	Amy Masker	\$37,662.00	Hourly
Court Clerk	Jill Manchester	\$51,000.00	Biweekly
Code Enforcement Officer	Peter Rocchi	\$71,310.00	Biweekly
CEO Seasonal PT	Dale Balmer	\$ 30.12	Hourly
Permit Clerk/Assessor's Aide	Samantha Born	\$45,000.00	Biweekly
Highway Superintendent	Steven Renko	\$84,343.00	Biweekly
Deputy Highway Sup' t	Aaron Smith	\$ 2,789.00	Quarterly
Director of Recreation	Ivan Purifoy	\$58,527.00	Biweekly
Recreation Attendant	William Evans	\$ 18.85	Hourly
Brush Lot Attendant	Gary Robinson	\$ 19.73	Hourly
School Traffic Officer (Leland/Broadway)		\$12,271.50	Biweekly
School Traffic Officer (Broadway/Haskell)		\$11,354.50	Biweekly
School TO Hired after 1/1/08		\$ 7,833.00	Biweekly
School TO Leland Hired after 1/1/08		\$ 9,662.00	Biweekly

School TO Broadway/Haskell Hired after 1/1/08	\$ 8,785.00	Biweekly
STO Sub Hired after 1/1/08	\$ 30.50	Daily
STO Sub Hired after 1/1/08 Leland	\$ 37.50	Daily
STO Sub Hired after 1/1/08 Broadway/Haskell after 1/1/08	\$ 34.50	Daily
Lead Crossing Guard Loren Nordin	\$ 65.00	Biweekly

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 13-2026  
FIXING PAY FOR HIGHWAY EMPLOYEES PER CONTRACT

Seconded by: Steed  
Seconded by: Williams

RESOLVED, that the following rates of pay be established with the majority acceptance of the Highway Contract for employees of the Highway Department for the year 2026, at an amount respectively stated, and that such salaries be payable at the times respectively specified as follows:

<u>Name</u>	<u>Position</u>	<u>Rate</u>	<u>Time</u>
Aaron Smith	Equipment Operator #2	\$ 33.37	Hourly
Andrew Rohr	Equipment Operator #2	\$ 33.37	Hourly
Chad Preston	Equipment Operator #2	\$ 33.65	Hourly
Joseph Nichols, Jr.	Equipment Operator #1	\$ 32.64	Hourly
Gordon Manchester	Equipment Operator #1	\$ 32.64	Hourly
Michael Reese	Equipment Operator #1	\$ 32.64	Hourly
Michael Congdon	Equipment Operator #1	\$ 24.97	Hourly

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 14-2026  
PROVIDING COMPENSATION FOR MEMBERS OF PLANNING BOARD AND BOARD OF APPEALS

Resolution by: Hurley  
Seconded by: Mathews

RESOLVED, that pursuant to Section 271 of the Town Law, as amended, each Planning Board Member with the exception of the Chairman and Vice Chairman, shall receive compensation in the amount of FORTY-FIVE DOLLARS (\$45.00) for each meeting of the Planning Board which such member attends whether the same shall be a regular or special meeting duly called. Such compensation shall be paid only upon due presentation of a verified claim form upon which shall be endorsed the approval of the Chairman and Vice Chairman of the Planning Board, and which shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further



RESOLVED, that the Chairman of the Planning Board shall receive compensation in the amount of FIFTY-FIVE DOLLARS (\$55.00) for each meeting of the Planning Board which such Chairman attends whether the same shall be a regular or special meeting duly called, and that such compensation shall be paid only upon due presentation of a verified claim form upon which shall be endorsed the approval of the Chairman or the Vice Chairman of the Planning Board, and which shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further

RESOLVED, that the Vice Chairman of the Planning Board shall receive compensation in the amount of FIFTY DOLLARS (\$50.00) for each meeting of the Planning Board which such Vice Chairman attends whether the same shall be a regular or special meeting duly called, and that such compensation shall be paid only upon due presentation of a verified claim form upon which shall be endorsed by the approval of the Chairman or the Vice Chairman of the Planning Board, and which shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further

RESOLVED, that pursuant to Section 267 of the Town Law, as amended, each Board of Appeals member shall receive compensation in the amount of FORTY-FIVE DOLLARS (\$45.00) for each meeting of the Board of Appeals duly called which such member attends. Such compensation shall be paid only upon due presentation of a verified claim form upon which there shall be endorsed the approval of the Chairman or Vice-Chairman of the Board of Appeals and shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further

RESOLVED, that the Chairman of the Board of Appeals shall receive compensation in the amount of FIFTY-FIVE DOLLARS (\$55.00) per meeting heretofore provided, and that such compensation shall be paid upon due presentation of a duly verified claim form upon which there shall be endorsed the approval of the Chairman and Vice Chairman of the Board of Appeals and which shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further

RESOLVED, that the Vice Chairman of the Board of Appeals shall receive compensation in the amount of FIFTY DOLLARS (\$50.00) per meeting theretofore provided, and that such compensation shall be paid upon due presentation of a duly verified claim form upon which there shall be endorsed the approval of the Chairman and Vice Chairman of the Board of Appeals which shall thereafter come on for audit and payment semiannually pursuant to Local Law #2 of 1989, and be it further

RESOLVED, that all compensation heretofore authorized to be paid shall not exceed in all the budgetary appropriations heretofore made at the time of the annual approval of the budget for the fiscal year January 2026.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 15-2026

AUTHORIZING EMPLOYMENT OF SECRETARY TO PLANNING BOARD, BOARD OF APPEALS, BOARD OF ASSESSMENT REVIEW AND CEMETERY COMMISSION

Resolution by: Mathews  
Seconded by: Williams

RESOLVED, that the Planning Board, Board of Appeals, Board of Assessment Review and Cemetery Commission be and they hereby are authorized to appoint a secretary or a clerical assistant, which secretary or clerical assistant, if not otherwise the Permit Clerk for the Town of Southport Planning Board, shall be compensated for the Planning Board and Board of Appeals at a rate of NINETY DOLLARS (\$90.00) and the Secretary to the Cemetery Commission shall be compensated at the rate of SIXTY-FIVE DOLLARS (\$65.00) and the Secretary to the Board of Assessment Review shall be compensated ONE HUNDRED DOLLARS (\$100.00), which is to be paid from budgetary appropriations as established by the Town Board, and that the Supervisor is directed to make payment therefore upon receiving a warrant which shall have marked thereon the approval of the appropriate Chairman of such Board or Commission.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 16-2026

SETTING SALARIES OF MEMBERS OF BOARD OF ASSESSMENT REVIEW

Resolution by: Hurley  
Seconded by: Steed

RESOLVED, that pursuant to Section 1524 (a) of the Real Property Tax Law, as amended, this Town Board hereby establishes the salaries of the members of the Board of Assessment Review to be at the rate of ONE HUNDRED FIVE DOLLARS AND 00/100 (\$105.00) per day for the duties to be performed on Grievance Day, as established by law, and FIFTY-TWO DOLLARS AND 50/100 (\$52.50) per day (s) or fraction of a day for duties performed by members of such Board of Assessment Review if it is found that the duties to be performed by such Board cannot be completed on Grievance Day as established by law.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 17-2026  
ESTABLISHING HOLIDAYS FOR CERTAIN TOWN EMPLOYEES

Resolution by: Mathews  
Seconded by: Williams

WHEREAS, Section 92 of the General Municipal Law, as amended, authorizes the governing board of a town to establish with pay, vacations, sick leaves of absences to the Officers or Employees of the Town and to adopt rules and regulations in relation thereto, and

WHEREAS, the Town Board of the Town of Southport has determined that it is in the best interest of the Town to establish holidays for the calendar year for all full-time permanent employees that are not covered by a contract.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport does hereby grant with pay its full-time permanent employees who are not covered by a written contract the following holidays:

New Year's Day	Labor Day
Martin Luther King's Day	Columbus Day
President's Day	Veteran's Day
Good Friday	Thanksgiving Day & Friday immediately following
Memorial Day	Christmas Day
4 <sup>th</sup> of July	December 24, 2026 in exchange for 2/13/26
Juneteenth	

RESOLVED, that the Town Board of the Town of Southport does also grant to each full time permanent Employee three additional Holidays which shall be commonly known as "Roving Holidays" and another day which shall be the Employee's birthday, the date for the observance of any one of these holidays to be chosen by the Employee upon the condition that the Employee shall first give at least (5) days advance notice to the Employee's Supervisor who shall reserve the right, in the Supervisor's sole discretion, to deny such request if, in the Supervisor's opinion, an emergency exists or workloads are such that the Supervisor cannot approve the request for the Employee's absence without interfering with the conduct of the department in which the Employee works.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 18-2026  
DIRECTING HIGHWAY SUPERINTENDENT TO PREPARE TOWN HIGHWAY FUNDS AGREEMENT

Resolution by: Steed  
Seconded by: Hurley

WHEREAS, the Town Board of the Town of Southport is considering the expenditure of Town funds for the repair and improvement of highways within the Town,

NOW THEREFORE BE IT RESOLVED, that Steven Renko, Highway Superintendent, be and he hereby is directed and authorized to prepare a proposed Agreement for the expenditure of such funds for the repair and improvement of Town highways, and be it further

RESOLVED, that said proposed Agreement is to be reviewed by the Town Board prior to execution.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 19-2026  
APPROVING THE CONTINUITY OF GOVERNMENT IN THE EVENT OF A DISASTER

Resolution by: Mathews  
Seconded by: Williams

RESOLVED, by the Town Board of the Town of Southport, County of Chemung, and State of New York, pursuant to Section 24, Article 28, of the Executive Law of the State of New York, as amended, that the following elected officials in order as stated:

Joseph Roman	Supervisor
Daniel Hurley	Council Member
Daniel Williams	Council Member
Richard Mathews	Council Member
Timothy Steed	Council Member
Carolyn Renko	Town Clerk
Steven Renko	Highway Superintendent

be and they are authorized to declare an emergency and disaster area in the event of a disaster in the Town of Southport for and on behalf of the Town of Southport, a public entity established under the laws of the State of New York.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 20-2026  
AUTHORIZING AMENDMENT OF THE LOCAL EMERGENCY PLAN FOR THE TOWN OF SOUTHPORT

Resolution by: Hurley  
Seconded by: Steed

WHEREAS, the Town Board of the Town of Southport and the officials of the fire departments located within the Town of Southport have adopted a local emergency plan to be followed in the event of a disaster within the Town of Southport, and

WHEREAS, the local emergency plan must be amended and updated to reflect changes which have occurred within the Town of Southport.

NOW THEREFORE BE IT RESOLVED, that the Town Board amends the local emergency plan of the Town of Southport to reflect changes in personnel employed by the Town of Southport for the year 2026, and

RESOLVED, that the Town Clerk of the Town of Southport is hereby authorized and directed to make the appropriate personnel changes in the local emergency plan and to notify the appropriate governmental agencies and legal bodies.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 21-2026  
AUTHORIZING ADVANCEMENT OF FUNDS

Resolution by: Hurley  
Seconded by: Mathews

RESOLVED, that pursuant to Section 77-b of the General Municipal Law, all Town Officials and employees be and hereby are authorized to obtain advancement of funds for the expenditures for attendance at conferences, conventions and schools, and be it further

RESOLVED, that said advancement of funds for estimated expenditures be submitted to the Town Board and monies advanced in excess of actual expenditures be refunded, and be it further

RESOLVED, that authorization by resolution adopted in advance of attendance remains in effect in each and every aspect.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 22-2026  
APPOINTING JOSEPH ROMAN AS AFFIRMATIVE ACTION OFFICER FOR THE TOWN OF SOUTHPORT

Resolution by: Steed  
Seconded by: Williams

WHEREAS, the Town of Southport is in the process of applying for various grants that would benefit the Town of Southport, and

WHEREAS, the awarding of some of the grants to the Town of Southport are conditioned upon the Town of Southport having an equal opportunity policy and an Affirmative Action Officer.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport, in regular session duly convened, does hereby appoint Town Supervisor Joseph Roman, to be the Affirmative Action Officer for the Town of Southport, with among other duties the power to enforce the Town's equal opportunity policy.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 23-2026  
AUTHORIZING SUPERVISOR TO MAKE TEMPORARY INVESTMENTS OF TOWN FUNDS  
DURING FISCAL YEAR 2026

Resolution by: Mathews  
Seconded by: Steed

RESOLVED, that pursuant to and in accordance with the provisions of Section 11 of the General Municipal Law, as amended, the Supervisor be and is hereby directed to invest and reinvest accordingly therewith all such Town funds which are not needed for current use in the operation of Town Government, and be it further

RESOLVED, that the Supervisor shall cause a proper distribution to be made to the several Town accounts of the interest or income earned thereon and in proportion to such investments, and be it further

RESOLVED, that such time deposit account or certificate of deposit be secured by a pledge of obligations of the United States of America, or any obligation fully guaranteed or insured as to the interest and principal by the United States of America acting through any agency subdivision, department or division thereof, or obligations of the State of New York.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 24-2026  
APPOINTING JEFFREY JUDSON AS RIGHT TO FARM COMMITTEE PERSON  
FOR THE TOWN OF SOUTHPORT

Resolution by: Steed  
Seconded by: Hurley

WHEREAS, the Right to Farm Local Law No. 6 of 2006, Resolution 205-2006 was adopted on December 12, 2006 for the intent of recognizing as an essential enterprise and an important industry to enhance the economic base, natural environmental and quality of life in the Town of Southport, and

WHEREAS, it is the general purpose and intent of this law to maintain and preserve the rural traditions and character of the Town by resolving any disputes concerning agriculture practices and farm operations, and

WHEREAS, the Right to Farm Law provides for a dispute resolution committee to be composed of in part a representative from the Town's Farming Community, and

WHEREAS, the Town Board of the Town of Southport believes it is in the best interest of the Town to appoint a Right to Farm Hearing Committee person and in order to maintain a viable farming economy in the Town of Southport.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport does hereby appoint Jeffrey Judson as the Right to Farm committee person, as a volunteer representative from the farm community through December 31, 2026 and said appointment will be on an annual basis.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 25-2026  
ACCEPTING HIGHWAY EMPLOYEE CONTRACT

Resolution by: Mathews  
Seconded by: Williams

WHEREAS, the Town Board has met with the employees of the Highway Department of the Town of Southport and in doing so negotiated the terms of a public employee's contract for employees of the Highway Department of the Town of Southport for the fiscal year 2026, and

WHEREAS, the members of this Town Board and a majority of the employees of the Highway Department of this Town have agreed upon the provisions to be contained in said employee's contract for such year.

NOW THEREFORE BE IT RESOLVED, that the Highway Employee's Contract containing the signatures of the members of this Town Board and the majority of the employees of the Highway Department of the Town of Southport be and the same hereby is ratified in each and every aspect as contained therein, and the same is referred to as if set forth at length in this resolution, such contract to be subject to the review and approval of the Attorney for the Town.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO. 26-2026  
ACCEPTING PROPOSAL OF BARTON LAW FIRM, LLP TO PROVIDE LEGAL COUNSEL TO THE  
TOWN OF SOUTHPORT

Resolution by: Steed  
Seconded by: Williams

WHEREAS, Kimberlee Balok-Middaugh Esq. with the law firm of Sayles & Evans performs legal services for the Town of Southport and due to a conflict related to her elected position as Town Justice for the Town of Elmira is now unable to further perform any prosecutorial duties for the Town of Southport which include the enforcement of the town code, local laws, or dangerous dog proceedings, and

WHEREAS, the Town of Southport Town Board wishes to engage the law firm of Barton Law Firm, LLP for Attorney's Paul and Chris Barton to perform these prosecutorial duties, and

NOW THEREFORE BE IT RESOLVED, that the Town of Southport Town Board, County of Chemung, State of New York hereby agrees to engage the legal services of Attorney's Paul and Chris Barton with the Barton Law Firm, LLP, to perform prosecutorial duties on behalf of the Town in accordance with the terms set forth in the proposal for professional legal services dated December 22, 2025, for the year 2026, and

NOW THEREFORE BE IT RESOLVED, that the Town of Southport Town Board authorizes the Town Supervisor to execute all documents and take any action necessary to effectuate the engagement of Barton Law Firm, LLP for legal services of Attorney's Paul and Chris Barton.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.



RESOLUTION NO. 27-2026  
ACCEPTING PROPOSAL OF HINMAN, HOWARD & KATTELL, LLP TO PROVIDE LEGAL COUNSEL  
TO THE TOWN OF SOUTHPORT

Resolution by: Steed  
Seconded by: Mathews

WHEREAS, Kimberlee Balok Middaugh Esq. with the law firm Sayles & Evans performs legal services for the Town of Southport and due to a conflict related to her elected position as Town Justice for the Town of Elmira is now unable to further perform any prosecutorial duties for the Town of Southport which include enforcement of the town code, local laws, or dangerous dog proceedings, and

WHEREAS, the Town of Southport Town Board wishes to engage the law firm of Hinman, Howard & Kattell, LLP for Attorney Stephen R. Hoffman to perform these prosecutorial duties, and

NOW THEREFORE BE IT RESOLVED, that the Town of Southport Town Board, County of Chemung, State of New York hereby agrees to engage the legal services of Attorney Stephen R. Hoffman with Hinman, Howard, & Kattell, LLP to perform prosecutorial duties on behalf of the Town in accordance with the terms set forth in the proposal for professional legal services dated December 30, 2025 for the year 2026, and

BE IT FURTHER RESOLVED, that the Town of Southport Town Board authorizes the Town Supervisor to execute all documents and take any action necessary to effectuate the engagement of Hinman, Howard, & Kattell, LLP for the legal services of Attorney Stephen R. Hoffman.

AYES: Hurley, Williams, Mathews, Steed, Roman  
NOES: None  
CARRIED.

RESOLUTION NO.28-2026  
SETTING PAY FOR COURT OFFICERS

Resolution by: Steed  
Seconded by: Hurley

RESOLVED, that the Supervisor be and he hereby is authorized to hire a Court Officer to be present whenever Justice Court is in session in the Town of Southport, and compensation for such duties will be set as \$115.00 per session for Pre-Trial Court and \$95.00 per session for Thursday Night Court.

RESOLVED, that the Supervisor be and he hereby is authorized to hire security to be present when necessary to provide security at Town Board meetings, Planning Board and Board of Appeals meetings with compensation for such duties being set at \$75.00 per meeting.

AYES: Hurley, Williams, Steed, Roman  
NOES: None  
ABSTAIN: Mathews  
CARRIED.

RESOLUTION NO. 29-2026

ADOPTING PUBLIC HEARING AND PUBLIC COMMENT RULES OF PROCEDURE

Resolution by: Williams  
Seconded by: Steed

WHEREAS, the Town Board has determined there is a need to adopt Rules of Procedure in regards to Public Hearings and Public Comment for Town Board Meetings of the Town of Southport, and

WHEREAS, the Town Board has reviewed the proposed Rules of Procedure in regards to Public Hearings and Public Comment and they are as follows:

PUBLIC HEARING RULES:

1. Each speaker will have 3 minutes to address the Board. For purposes of this hearing, the timer will be managed by the Town Supervisor.
2. Each speaker should begin their comments by coming to the microphone (if you are able) and announcing your name and property address.
3. All comments must be addressed to the Board. No comments shall be made to name or directly address a particular member of the audience, town staff, or Board Member.
4. The public hearing process is not a dialogue or a question and answer session. While public comments will be heard and considered, the Board will not be answering any questions posed as part of this hearing.
5. All comments must be civil and respectful and we will maintain respect and decorum of all those present in this room. Disruptive behavior such as booing, clapping, personal attacks, or profanity will not be tolerated.
6. At all times when the Town Board is in session, no member of the Board, staff, or member of the public shall be subjected to unnecessary criticism, derogatory or defamatory remarks, either directly or indirectly. If this is done or attempted to be done, the Supervisor may interrupt the speaker and the speaker must refrain from any continuation of objectional remarks. The Town Supervisor may enforce this rule, if necessary, by causing the ejection from the meeting of the offending member of the public.

PUBLIC COMMENT RULES:

1. Each speaker will have 3 minutes to address the Board. For purposes of this hearing, the timer will be managed by the Town Attorney.
2. Each speaker should begin their comments by coming to the microphone (if you are able) and announcing your name and property address.
3. All comments must be addressed to the Board. No comments shall be made to name or directly address a particular member of the audience, town staff, or Board Member.
4. For public comment related to agenda items only to include resolutions and discussion, please name at the outset the agenda items that you will be commenting on.
5. The public comment process is not a dialogue or a back and forth question and answer session. While public comments will be heard and considered, the Board may or may not, after all public comment is completed, respond to any questions or comments.

PUBLIC COMMENT RULES (continued):

6. All comments must be civil and respectful and we will maintain respect and decorum of all those present in this room. No member of the Board, staff, or member of the public shall be subjected to unnecessary criticism, derogatory or defamatory remarks, either directly or indirectly. Disruptive behavior such as booing, rude comments, personal attacks, or profanity will not be tolerated.
7. When appropriate decorum is not maintained, the Supervisor may interrupt the speaker and the speaker must refrain from any continuation of objectional remarks. The Town Supervisor may enforce this rule, if necessary, by causing the ejection from the meeting of the offending person.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport hereby adopts the approved Rules of Procedure in regards to Public Hearings and Public Comment for Town Board Meetings and that they are effective as of this date.

AYES: Hurley, Williams, Mathews, Steed, Roman

NOES: None

CARRIED.

Resolution No. 30, Authorizing Supervisor to appoint a Deputy Supervisor, will be tabled until the January 13, 2026 Regular Meeting.

2026 APPOINTMENTS

<u>By Town Clerk/Receiver of Taxes:</u>	Deputy Town Clerk	Marianne Schrom
	Deputy Town Clerk	Samantha Born

<u>By Highway Superintendent:</u>	Deputy Highway Superintendent	Aaron Smith
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The Investment Policy was reviewed and no changes were recommended by the auditors.

Under Public Comments, Ira Manhoff from Pine City commented that the Town Highway Department is a hard-working crew. He also commented on the 8:00 am start time of this meeting and that there was no backup documentation online.

Motion was made by Council Member Steed, seconded by Council Member Williams to adjourn the meeting.

The meeting was adjourned at 8:25 a.m.

Respectfully Submitted,

Carolyn A. Renko  
Town Clerk