

December 9, 2025

Regular Meeting

Minutes of a Regular Meeting of the Town Board of the Town of Southport held at the Southport Town Hall, 1139 Pennsylvania Avenue on December 9, 2025.

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

Other Present: Attorney Kimberlee Balok-Middaugh, Code Enforcement Officer Peter Rocchi, Deputy Supervisor Kathleen Szerszen, Town Clerk Carolyn Renko, Deputy Town Clerk Marianne Schrom

The meeting was called to order by Supervisor Joseph Roman at 6:00 p.m., followed by the Pledge of Allegiance to the Flag of the United States of America.

Moment of Silence – Supervisor Joseph Roman

Monthly Reports were received as follows:

Town Clerk Carolyn A. Renko

Town Clerk & Dog License Fees	\$ 944.33
Fitzsimmons Lot Sales	\$ 275.00
Funds Turned to State & County Agencies	<u>\$ 2,663.42</u>
	\$ 3,882.75

Code Enforcement Office

Fees Collected:	Building Permit Fees	\$ 1,471.00
	Building Permit Values	\$ 621,631.00

City of Elmira Animal Control  
Justice Office  
Recreation/Aging/Youth Services  
Residential Deputy

Council Member Mathews made a motion, Council Member Williams seconded to accept the monthly reports as filed.

Under Correspondence, Supervisor Roman stated the Town did not receive any funds from the Bricks Grant that they applied for towards construction of a new Community Center.

Council Member Hurley made a motion, Council Member Steed seconded to accept the minutes of November 5, 2025 Preliminary Budget Meeting and November 12, 2025 Regular Meeting.

Under Public Comments, no one wished to speak.

RESOLUTION NO. 155-2025

APPROVING ABSTRACT OF GENERAL FUND CLAIMS

Resolution by: Steed  
Seconded by: Mathews

RESOLVED, that the Abstract of General Fund Claims submitted by the Town Clerk for the month of December 2025, No. 549 through No. 608, with the exception of No's 549, 561, 562, 563, and 592, not to exceed \$159,749.18, has been audited and approved for payment by this Town Board.

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

RESOLUTION NO. 156-2025

APPROVING ABSTRACT OF GENERAL FUND CLAIMS

Resolution by: Williams  
Seconded by: Steed

RESOLVED, that the Abstract of General Fund Claims submitted by the Town Clerk for the month of December 2025, No.'s 549, 561, 562, 563, and 592, not to exceed \$3,748.06, has been audited and approved for payment by this Town Board.

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

RESOLUTION NO. 157-2025

APPROVING ABSTRACT OF HIGHWAY FUND CLAIMS

Resolution by: Steed  
Seconded by: Mathews

RESOLVED, that the Abstract of Highway Fund Claims submitted by the Town Clerk for the month of December 2025, No. 223 through No. 243, not to exceed \$125,389.03, has been audited and approved for payment by this Town Board.

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

RESOLUTION NO. 158-2025

APPROVING ABSTRACT OF LIGHT FUND CLAIMS

Resolution by: Williams  
Seconded by: Mathews

RESOLVED, that the Abstract of Light Fund Claims submitted by the Town Clerk for the month of December, No. 10 & 11, not to exceed \$15,587.62, has been audited and approved for payment by this Town Board.

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

RESOLUTION NO. 159-2025

AUTHORIZING PURCHASE OF DIESEL AND GAS AT STATE PRICE

Resolution by: Steed  
Seconded by: Williams

RESOLVED, that the Highway Superintendent be and he hereby is authorized to purchase the necessary requirements of diesel and gas at the New York State bid contract price or less.

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

RESOLUTION NO. 160-2025

AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH CYBERLINK COMPUTING, INC.,  
FOR 2026 COMPUTER MAINTENANCE

Resolution by: Hurley  
Seconded by: Mathews

RESOLVED, that the Supervisor of the Town of Southport, be and he hereby is authorized to enter into an agreement with Cyberlink Computing, Inc., for computer maintenance for the Town of Southport employees commencing January 1, 2026 and terminating December 31, 2026, for the sum of ELEVEN THOUSAND TWO HUNDRED TWENTY DOLLARS (\$11,220.00) per annum, payable at a monthly rate of NINE HUNDRED THIRTY FIVE DOLLARS AND 00/100 (\$935.00) due by the 15<sup>th</sup> of each month and the consultant shall devote no less than 127 hours and no more than 137 hours per year to its duties in accordance with this agreement. Any time underage or overage will be credited or billed at the rate of EIGHTY-FIVE DOLLARS AND 00/100 (\$85.00) per hour at the expiration of this agreement.

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

RESOLUTION 161-2025

AUTHORIZING SUPERVISOR TO ENTER INTO AN AGREEMENT WITH  
MCILROY MANAGEMENT & CONSULTING

Resolution by: Steed  
Seconded by: Hurley

RESOLVED, that the Supervisor of the Town of Southport be and he hereby is authorized to enter into an agreement with McIlroy Management & Consulting for accounting services for the Town of Southport commencing January 1, 2026 and terminating December 31, 2026, for the sum of TWELVE THOUSAND SIX HUNDRED DOLLARS AND 00/100 (\$12,600.00) per annum, paid in twelve equal installments of ONE THOUSAND FIFTY DOLLARS AND 00/100 (\$1,050.00).

AYES: Hurley, Williams, Mathews, Steed, Roman

NOES: None

CARRIED.

RESOLUTION NO. 162-2025

AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH  
ENVIRONMENTAL EMERGENCY SERVICES, INC.

Resolution by: Steed  
Seconded by: Mathews

WHEREAS, the Town of Southport desires to have available to it resources for flood warning services, as well as hazardous chemical information resources, and

WHEREAS, Environmental Emergency Services, Inc., (EES) provides such services to various municipalities,

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport does hereby authorize a contract with EES at an annual cost for 2026 of NINE HUNDRED DOLLARS AND 00/100 (\$900.00) to procure from that corporation flood warning services as well as resources which the Town can utilize in connections with Towns obtaining information regarding hazardous chemicals and materials, and be it further

RESOLVED, that the terms and conditions of this agreement be subject to the review and approval of the Attorney for the Town.

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

RESOLUTION NO. 163-2025

AUTHORIZING THE SUPERVISOR TO ENTER INTO AN AGREEMENT WITH KATES KLEAN COMPANY FOR  
CLEANING SERVICES AT TOWN HALL AND SENIOR CENTER

Resolution by: Hurley  
Seconded by: Mathews

WHEREAS, Kates Klean Company submitted a quote to provide cleaning services to the Town Hall in the amount of ONE THOUSAND FIVE HUNDRED TWENTY-SEVEN DOLLARS AND 50/100 (\$1,527.50) per month from January 1, 2026 through December 31, 2027, with a 2% annual increase applied on 1/1/2027, and

WHEREAS, Kates Klean Company submitted a quote to provide cleaning services to the Senior Center in the amount of FOUR HUNDRED THIRTY FOUR DOLLARS AND 00/100 (\$434.00) per month, with 0% annual increase applied.

NOW THEREFORE BE IT RESOLVED, that the Town Board authorizes the Supervisor to enter into an agreement with Kates Klean Company for cleaning services at the Town Hall and Senior Center from January 1, 2026 through December 31, 2027, and be it further

RESOLVED, that this agreement be subject to the review and approval of the Attorney for the Town.

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

RESOLUTION NO. 164-2025

INTERMUNICIPAL AGREEMENT FOR ANIMAL CONTROL SERVICES BETWEEN THE TOWN OF SOUTHPORT  
AND THE CITY OF ELMIRA

Resolution by: Hurley  
Seconded by: Steed

WHEREAS, the City of Elmira has proposed to provide animal control services to the Town of Southport from January 1, 2026 through December 31, 2026 for the total cost of THIRTY-NINE THOUSAND, NINE HUNDRED SEVENTY-THREE DOLLARS AND 00/100 (\$39,973.00) in twelve (12) monthly installments of THREE THOUSAND THREE HUNDRED THIRTY-ONE DOLLARS AND 08/100 (\$3,331.08).

WHEREAS, the City of Elmira has agreed to a road officer available 24 hours a day, seven days a week to the residents of the Town of Southport for animal control services.

NOW THEREFORE BE IT RESOLVED, that the Town of Southport for said animal control for the period from January 1, 2026 to December 31, 2026, shall be in the amount THIRTY-NINE THOUSAND, NINE HUNDRED SEVENTY THREE DOLLARS AND 00/100 (\$39,973.00) in twelve (12) monthly installments of THREE THOUSAND THREE HUNDRED THIRTY-ONE DOLLARS AND 08/100 (\$3,331.08) in accordance with the provisions of this agreement.

AYES: Hurley, Mathews, Steed, Roman  
NOES: Williams  
CARRIED.

RESOLUTION NO. 165-2025

ACCEPTING THE 2026 SCHOOL TRAFFIC OFFICERS AGREEMENT

Resolution by: Steed  
Seconded by: Mathews

WHEREAS, this Town Board has met with the School Traffic Officers of the Town of Southport and in doing so negotiated the terms of a public employee's agreement for the School Traffic Officers of the Town of Southport for the fiscal year 2026, and

WHEREAS, the members of this Town Board and a majority of the School Traffic Officers of this Town have agreed upon the provisions to be contained in said employee's agreement for such year.

NOW THEREFORE BE IT RESOLVED, that the School Traffic Officers Agreement containing the signatures of the members of this Town Board and the majority of the School Traffic Officers 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 agreement to be subject to the review and approval of the Attorney for the Town.

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

RESOLUTION 166-2025

ACCEPTING PROPOSAL OF SAYLES & EVANS TO PROVIDE LEGAL COUNSEL TO THE  
TOWN OF SOUTHPORT

Resolution by: Mathews  
Seconded by: Williams

WHEREAS, the Town Board reviewed a proposal by Sayles & Evans for providing legal services to the Town of Southport, and

WHEREAS, the Town Board wishes to engage the law firm Sayles & Evans to provide legal services, as set forth in the initial letter of engagement at a rate of \$230.00 per hour.

NOW THEREFORE BE IT RESOLVED, that the Town Board hereby appoints Sayles & Evans as General Counsel for the Town of Southport for the year 2026 pursuant to terms previously set forth in the initial letter of engagement, and

BE IT FURTHER RESOLVED, that the Town Board authorizes the Town Supervisor to execute all documents and take any action necessary to effectuate the engagement of Sayles & Evans.

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

#### RESOLUTION 167-2025

#### ACCEPTING RESIGNATION OF LIV LOVEJOY AS ALTERNATE MEMBER OF THE TOWN OF SOUTHPORt PLANNING BOARD

Resolution by: Williams  
Seconded by: Mathews

WHEREAS, Liv Lovejoy has submitted her letter of resignation as an Alternate Member of the Town of Southport Planning Board, effective November 13, 2025.

NOW THEREFORE BE IT RESOLVED that this Town Board hereby accepts the resignation of Liv Lovejoy as an Alternate Member of the Town of Southport Planning Board.

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

#### RESOLUTION NO. 168-2025

#### RATIFYING APPOINTMENT OF SAMANTHA BORN AS DEPUTY TOWN CLERK

Resolution by: Mathews  
Seconded by: Hurley

WHEREAS, the Town Supervisor has advised the Town Board that Samantha Born has agreed to be appointed full-time Deputy Town Clerk in the Code Enforcement Office and Assessor's Office.

NOW THEREFORE BE IT RESOLVED, that the Town Board of the Town of Southport does hereby appoint Samantha Born as full-time Deputy Town Clerk in the Code Enforcement Office and Assessor's Office.

RESOLVED, that Samantha Born will receive an annual salary of \$45,000.00, as compensation for her duties and shall be entitled to and receive any and all benefits available to any full-time employee of the Town of Southport.

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

RESOLUTION NO. 169-2025

YEAR-END BUDGET MODIFICATIONS AND AUTHORIZING SUPERVISOR TO MAKE ANY ADDITIONAL  
NECESSARY YEAR-END BUDGET MODIFICATIONS

Resolution by: Mathews  
Seconded by: Steed

RESOLVED, that the Supervisor be and he hereby is authorized to make any necessary year-end budget modifications.

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

RESOLUTION NO. 170-2025

BUDGET MODIFICATIONS AND BUDGET ADJUSTMENTS

Resolution by: Hurley  
Seconded by: Williams

RESOLVED, that the following transfer of funds are as follows:

Budget lines to be Modified	Prior Approved Budget Amt.	Amount of Requested Increase/Decrease	Revised Budget Amt.	Reason for Budget Rev.
From: A9010.8 NYS Retirement	\$ 115,000.00	\$ ( 18,752.00)	\$ 96,248.00	
To: A8020.4 Planning Cont.		\$ 1,590.00		Budget Shortfall
To: A5132.4 H-Way Garage Cont.		\$ 1,500.00		Budget Shortfall
To: A5132.2 H-Way Garage Equipment		\$ 15,662.00		New Indoor Lighting Highway Garage

From: DA9060.8 Active Medical	\$ 205,000.00	\$ ( 29,356.00)	\$ 175,644.00
To: DA5110.4 Central Repairs	\$ 180,000.00	\$ 1,830.00	\$ 181,830.00 Budget Shortfall
To: DA5130.4 Machinery Cont.	\$ 160,000.00	\$ 20.00	\$ 160,020.00 Budget Shortfall
To: DA9010.8 NYS Retirement	\$ 53,000.00	\$ 19,206.00	\$ 72,206.00 Budget Shortfall
To: DA9060.81 Hosp. & Med Retirees	\$ 94,000.00	\$ 8,300.00	\$ 102,300.00 Budget Shortfall

RESOLVED, that the following budget adjustments are as follows:

- A2706 – Grants from Local Gov’t \$ 805.00
- A7110.2 – Parks Equipment \$ 805.00

AYES: Hurley, Williams, Mathews, Steed, Roman

NOES: None

CARRIED.

#### RESOLUTION NO. 171-2025

#### ACCEPTING PROPOSAL OF LABELLA ASSOCIATES TO ASSIST THE TOWN OF SOUTHPORT PLANNING BOARD WITH THE REVIEW PROCESS FOR THE SITE PLAN SUBMITTED BY DOLLAR GENERAL TO DEVELOP A COMMERCIAL RETAIL BUILDING

Resolution by: Mathews  
Seconded by: Williams

WHEREAS, Pursuant to Zoning Law Section 525-65 of the Town of Southport Code, the Town Planning Board, subject to approval of the Town Board, may require an applicant for site plan review to deposit in an escrow account a sufficient amount to pay the reasonable and necessary fees and/or costs of any consultant, engineer, or attorney designated by the Town Board to review the application; and

WHEREAS, the Town of Southport Planning Board is recommending that the Town of Southport Town Board accept the proposal with LaBella Associates dated December 1, 2025, as a professional consultant, to assist with the site plan review for the applicant, Dollar General, to demolish an existing building and to construct a commercial retail store at 1550 Cedar Street in the Town of Southport, tax map no. 109.12-1-10, and to require that the applicant deposit Seven Thousand Five Hundred Dollars (\$7,500.00) for services plus Five Hundred Dollars (\$500.00) reimbursable expenses into an escrow account in accordance with the Zoning Law Section 525-65;

NOW THEREFORE, BE IT RESOLVED, that the Town Board of the Town of Southport, County of Chemung, State of New York, approves, in accordance with Town of Southport Code, Zoning Law Section 525-65, the Town of Southport Planning Board's recommendation to accept the proposal submitted by LaBella Associates, dated December 1, 2025, subject to Town Attorney approval, to provide assistance as a professional consultant for the Town of Southport Planning Board with the site plan review process for the project submitted by Dollar General to demolish an existing building and to construct a commercial retail store at 1550 Cedar Street in the Town of Southport, tax map no. 109.12-1-10, and to require the applicant to deposit Seven Thousand Five Hundred Dollars (\$7,500.00) for consultant services plus Five Hundred Dollars (\$500.00) for related reimbursable expenses into an escrow account in accordance with the Zoning Law Section 525-65 for the review by LaBella Associates and this deposit does not preclude the Town from requiring additional funds from the applicant if specific circumstances so warrant for additional reasonable and necessary expenses as approved by the Town Planning Board.

BE IT FURTHER RESOLVED, that the Town Board of the Town of Southport hereby authorizes the Town Supervisor to execute any and all documents related to the approval of the contract with LaBella Associates for the purposes stated herein for said project.

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

Under Discussion was the recommendation from Planning Board that the Town Board actively seek an Alternate Planning Board Member. Supervisor Roman stated he will reach out to a few people that may be interested.

RESOLUTION NO. 172-2025

CANCELLING ANNUAL MEETING

Resolution by: Steed  
Seconded by: Williams

RESOLVED, that the Annual Meeting scheduled for December 30, 2025 at 6:00 p.m. has been cancelled.

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

RESOLUTION NO. 173-2025

RESCHEDULING ORGANIZATIONAL MEETING

Resolution by: Steed  
Seconded by: Mathews

RESOLVED, that the date of the Organizational Meeting originally set for January 2, 2026 at 8:00 a.m. has been changed to Monday, January 5, 2026 at 8:00 a.m.

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

Under Public Comments, Ira Manhoff from Dutch Hill Road commented on Animal Control Contract, Volvo cab truck purchase, splash pad sewer bill, budget modifications and call in for the meeting not active.

Council Member Williams thanked everyone that made Christmas Land and the Christmas parade a success this year.

Council Member Mathews made a motion, Council Member Williams seconded to adjourn the meeting.

The meeting was adjourned at 6:45 p.m.

Respectfully Submitted,

Carolyn A. Renko, Town Clerk