

**Town of Lowville Regular Board Meeting
May 16, 2019**

A regular meeting of the Town Board of the Town of Lowville, County of Lewis and the State of New York was held at the Town Hall, 5533 Bostwick Street, Lowville, NY on the 16th day of May 2019.

Present: Randall Schell, Supervisor
Ruth Larabee, Councilwoman
Allison Millard, Councilman
Robert Mullin, Councilman
Paul Virkler, Councilman
Aimee Murphy, Town Clerk
Thomas Widrick, Highway Superintendent/Special Districts Superintendent

Also Present: Henry Avallone, Cheyenne Steria – Lewis Co. IDA, Ron Burns – Lewis Co. Legislator, Lori Kunert - Invenergy

The meeting was called to order at 9:30 a.m. by Supervisor Schell who also led the Pledge of Allegiance.

MINUTES

Motion by Councilman Millard, seconded by Councilman Mullin to approve the minutes of the April 18, 2019 regular board meeting.

ADOPTED - AYES –Millard, Mullin, Schell, Virkler NAYS – 0 ABSTAIN - Larabee

CORRESPONDENCE

- Leak Detection Report – Large leak was found, estimated loss of 15,000-20,000 gallons of water per day.
- Youth Bureau Funding Letter – Applied for funding to support the Town of Lowville Recreation Program. Funds have been awarded in the amount of \$1,250.00.
- Cemetery Association Letter – Requesting relief for water bill by half (\$382.50). Frozen water pipes due to unannounced termination of electrical service. No action taken at this time.
- Heath Ash information – Letter regarding the windmills
- LCGH Strategic Planning Invitation – May 22nd
- Lewis County Mortgage Tax Information – 1st installment received.

VOUCHERS

Motion by Councilman Virkler, seconded by Councilman Millard to approve that bills be paid as listed in the following amounts.

ADOPTED - AYES –Larabee, Millard, Mullin, Schell, Virkler NAYS – 0

General – Abstract #5	Voucher # 151 to # 177	\$101,526.74
Highway - Abstract #5	Voucher # 49 to # 60	\$ 4,434.81
Trust & Agency	(04/30/2019)	\$ 1,711.55
	(05/16/2019)	\$ 6,456.39

SUPERVISOR’S REPORT

Receipts:	Town Clerk.....	\$ 2,862.33	
	CEO.....	\$ 842.00	(\$2,824.00 ytd)
	Courts-Judge Kiernan.....	\$ 4,783.00	
	Tax Collector fees, Int.....	\$ 1,968.04	
	Mortgage Tax.....	\$20,766.55	

The Supervisor’s activities report and financial report are in the board member’s packets.

Motion by Councilwoman Laribee, seconded by Councilman Mullin to accept the Supervisor’s receipts, activities and financial reports.

ADOPTED - AYES –Laribee, Millard, Mullin, Schell, Virkler NAYS – 0

DEPARTMENT REPORTS

Town Clerk

- Clerk’s Monthly Report in Board Members’ Packets & Daily Log passed for review.
- Received Notice of Blast on 04/26/19 from MJL Crushing
- Water Billing sent. Collection has begun. Going well.
- Attended NYSTCA conference 5/5/19 thru 5/8/19
- Dog Enumeration Forms coming in steadily.
- Clerk Murphy learned that a resolution is needed to accept credit card payments. Resolution to be reviewed by Attorney Meier before presenting to Town Board.

Tax Collector

- April collection report is in the board member’s packet.
- | | | |
|---|--------------|------------|
| Paid to Supervisor..... | \$ 1,968.04 | 05/13/2019 |
| Paid to County Treasurer..... | \$ 62,518.81 | 05/13/2019 |
| Total taxes collected 4/2/19 thru 5/1/19: | \$ 64,486.36 | |

Motion by Councilwoman Laribee, seconded by Councilman Millard to accept the Town Clerk and Tax Collector’s reports as submitted.

ADOPTED - AYES –Laribee, Millard, Mullin, Schell, Virkler NAYS – 0

DCO

DCO Astafan is attending a conference and has asked Clerk Murphy to present his report and updates.

- Monthly report is included in board members’ packets.
- DCO Inspection Report by NYS Dept of Ag & Markets completed on 04/29/2019, services rated as “Satisfactory”.
- Enumeration has begun, will finish distributing forms by beginning of next week.
- 50 new licenses were purchased between the March meeting and May 1st.
- Between May 1st and May 14th: 33 – new dog licenses have been issued and 8 – delinquent renewals.
- Still have 5 delinquents out of 17 from March list and 4 unlicensed that they are working on.
- 2 bite cases this month: 1 – closed (dog is out of the county) and the other – have met with VPD Chief Roggie, waiting on additional information from public health before proceeding further.

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- Lewis County Humane Society contract: Both Towns of Denmark and New Bremen have said they will now be looking into the impoundment requirements and other aspects of the contract. Discussion followed regarding the shelter procedures and fees. No action taken at this time.

Superintendent of Highways/ Special Districts Superintendent

- Water Quality report and Notice of DBP violation mailed to WD#1 on 4/30/2019.
- Springs on truck #15 have been replaced.
- Jon Bush from Town of New Bremen has picked up the Harder sander on 5/1/2019.
- Found water leak in front of Farney's house. The water main was sitting on a large rock and the rock had put a hole in the main. Water flows have decreased from approximately 16 hour pump cycle times to 24+ hours. The longest cycle time has been 30 hours.
- Sweeping is almost finished.
- NYMIR safety meeting. The rep. left a list of things to correct, overall inspection went well.
- Started flushing hydrants on 05/14/2019.
- Culvert pipes have been installed under Schell, Yousey and Eaves' driveways on Kamryn Rd. ditching has also been completed.
- Items sold through Constableville Auctions: Truck #8 for \$9,800; Loader Tire for \$110; Misc. Lights for \$25; Old Radios for \$10.
- Sewer at office 5/10/19: Lift station problems – pulled pump and reinstalled, seems to be working, will keep an eye on it.
- MSHA/PESH training has been completed.
- Paving Eagle Factory Road and Nefsey Road this year. They will be using "hot mix" and the total mileage: just shy of 2 miles. EWR was removed from the CHIPS funding so I may need to take some money from the highway fund to complete the job. \$120,000.00 in CHIPS this year.
- Leo W. will be retiring on 6/29/19. His last working day was 05/14/2019.

IDA

Cheyenne Steria from the Lewis County IDA spoke briefly regarding the Center for Business (Formerly the Climax building). Her concern is that the Center is located in a Planned Unit Development. They have been in contact with the Tug Hill Commission and are putting together a PILOT based on % occupied. They would like to be able to say definitively what type of business/industry will be allowed at the center without having to come to the Town Board for pre-approval. Discussion continued regarding zoning law requirements.

Cheyenne indicated that the IDA is accepting bids for roof repairs at this time and have had approval to be a CDL testing site for the Department of Motor Vehicles.
No action taken at this time.

Accountant Scott Lawrence entered at 10:10 a.m.

Cheyenne Steria left the meeting at 10:17 a.m.

Lori Kunert left the meeting at 10:18 a.m.

Budget Officer/Bookkeeper

Accountant Scott Lawrence review the 1st quarter financials with the Board. The Town is in good shape overall at this time. Just completed a Teamsters Audit that covered 7 years. Health coverage was questioned, and the town was granted "one time forgiveness" regarding the retirement and health coverage for Richard Denning and Malinda Zehr. Before the retirement of

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any other highway department employee's official retirement date, the teamsters contract will be more thoroughly reviewed to ensure everything is followed properly.

Scott Lawrence left the meeting at 10:40 a.m.

Due to the absence of Attorney Meier, Supervisor Schell gave some brief updates.

- Maple Ridge PILOT – not signed yet
- #3 Wind Road Use Agreement – still working on it
- #3 Wind PILOT – meeting this afternoon
- New Positions @ Highway Department – would like the board to consider two new positions: MEO light and MEO medium. Supervisor Schell has discussed the creation of these positions with the union representative and union members. The employee will be a member of the teamster's union, wage increases will follow as per the teamster's contract terms. Descriptions of the classifications and lists of duties were provided to the Board members for review and discussion, and are incorporated at the end of these minutes. Supervisor Schell also discussed suggested hourly wages for each position.

Motion by Councilwoman Larabee, seconded by Councilman Virkler to adopt Resolution # 8-2019 "Creating Positions of MEO Light and MEO Medium".

ADOPTED - AYES –Larabee, Millard, Mullin, Schell, Virkler NAYS – 0

WHEREAS, the Town of Lowville wishes to create two new job classifications for the Highway Department, now therefore

BE IT RESOLVED, that the Town Board hereby establishes the positions of MEO Light and MEO Medium and

BE IT FURTHER RESOLVED, that the Town Board sets the hourly wage for the position of MEO Light at \$17.00/hr and for the position of MEO Medium at \$18.00/hr.

Motion by Councilman Mullin, seconded by Councilman Millard to permit Highway Superintendent Widrick to fill the position of MEO Light effective 07/01/2019.

ADOPTED - AYES –Larabee, Millard, Mullin, Schell, Virkler NAYS – 0

Highway Superintendent Widrick expressed his desire to keep the seasonal employee on until 06/30/2019 due to the fact that they will be short one employee due to the retirement of Leo Walters.

Motion by Councilwoman Larabee, seconded by Councilman Mullin to permit the Highway Department to keep the seasonal employee on until 06/30/2019.

ADOPTED - AYES –Larabee, Millard, Mullin, Schell, Virkler NAYS – 0

NEW BUSINESS

The Village is applying for a Downtown Revitalization Initiative grant, and has requested a letter of support from the Town.

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Motion by Councilman Mullin, Seconded by Councilwoman Larabee to allow Supervisor Schell to write a letter of support of the Village of Lowville's Downtown Revitalization Initiative grant application.

ADOPTED - AYES –Larabee, Millard, Mullin, Schell, Virkler NAYS – 0

OLD BUSINESS

- Hospital Hill – still on hold
- Ross Road Drainage – Supervisor Schell is going to meet with all interested entities to get things going. He is looking into using grant money from the Hospital Hill project to purchase pipe for this project.

Ron Burns left the meeting at 11:04 a.m.

CEO

- Monthly report is in Board members' packets.
- Fee schedule update – A list of proposed fee schedule updates is in the Board members' packets.

Kathy Perkins-Manning, Zoning Officer and Joseph Pfeiffer Jr., CEO entered the meeting at 11:09 a.m.

Zoning Officer Perkins-Manning and CEO Pfeiffer reviewed the suggested changes with the board. Brief discussion was held. No action taken at this time.

Motion by Councilman Millard, seconded by Councilman Mullin to adjourn the meeting at 11:17 a.m.

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk

The Safety Committee will hold a brief meeting following the adjournment of the Town Board meeting.