

**Town of Lowville
Year End/Reorganization Meeting
December 30, 2019**

A special 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 30th day of December 2019.

Present: Randall Schell, Supervisor
Ruth Larabee, Councilwoman
Robert Mullin, Councilman
Paul Virkler, Councilman
Aimee Murphy, Town Clerk
Thomas Widrick, Highway Superintendent/Special Districts Superintendent
Nicholas Astafan Jr., DCO

Absent: Allison Millard, Councilman
Raymond Meier, Town Attorney

Also Present: JD Ross, Councilman-elect; Henry Avallone, Planning Board; John Young, Deputy DCO

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

This meeting was held to conduct year-end Town business, re-organize for the coming year and any other business that comes before the board. Notice of Special meeting was posted on the Town Clerk's bulletin board, the Town of Lowville website and published on linkinglewiscounty.com and the Lowville Journal & Republican, proof of publication provided.

MINUTES

Motion by Councilwoman Larabee, seconded by Councilman Virkler to approve the minutes of the December 19, 2019 regular board meeting.

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

VOUCHERS

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

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

General	#423 to #437	\$ 5,955.15
Highway	#144 to #145	\$32,138.43
Trust & Agency	(12/30/2019)	<u>\$ 4,469.67</u>
	Total	\$42,563.25

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APPOINTMENTS

One year appointments: (Term of office: 01/01/2020-12/31/2020)

Accountant Scott Lawrence	Bookkeeper/Budget Officer
Nicholas Astafan Jr.	Dog Control Officer
John Young	Deputy Dog Control Officer
BobbieJo Marra	Deputy Dog Control Officer
Charlotte Beagle	Historian
Katharine Manning	Zoning Officer
Joseph Pfeiffer Jr.	Code Enforcement Officer
Cheryl Cole	Data Collector for Assessor
Janet Lee	Ice Rink Manager

Motion by Councilman Mullin seconded by Councilwoman Larabee to approve the foregoing one year appointments by the Town Board.

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

Two Year Appointments: (Term of Office: 01/01/2020 – 12/31/2021)

Thomas Widrick is hereby appointed Highway Superintendent/Special Districts Superintendent for the Town of Lowville.

Aimee L. Murphy is hereby appointed Town Clerk/Tax Collector/Registrar/Records Management Officer/Special Districts Clerk for the Town of Lowville.

Ray Meier is hereby appointed Town Attorney for the Town of Lowville.

Erin R. Murphy is hereby appointed as Justice Court Clerk for the Town of Lowville.

Four Year Appointments: (Term of Office: 01/01/2020 – 12/31/2023)

Sean Harney is hereby appointed Health Officer for the Town of Lowville.

Motion by Councilman Virkler, seconded by Councilman Mullin to approve the foregoing two-year and four-year appointments.

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

Other Appointments

Supervisor Randall Schell hereby appoints Councilman Paul Virkler as Deputy Supervisor for the Town of Lowville. Term to be 1/1/2020 to 12/31/2021.

Motion by Councilman Mullin, seconded by Councilwoman Larabee to approve the foregoing appointment.

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

Town Clerk/Tax Collector Murphy hereby appoints Mariah Monnat as Deputy Town Clerk/Deputy Tax Collector/Deputy Registrar/Deputy Special Districts Clerk for the Town of Lowville. Term to be 1/1/2020 to 12/31/2021.

Motion by Councilwoman Larabee, seconded by Councilman Mullin to approve the foregoing appointment.

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

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Highway Superintendent/Special Districts Superintendent Thomas Widrick hereby appoints Joe Peters as Deputy Highway Superintendent/Special Districts Superintendent for the Town of Lowville. Term to be 1/1/2020 to 12/31/2021.

Motion by Councilman Mullin, seconded by Councilman Virkler to approve the foregoing appointment.

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

2020 Meeting Dates

Motion by Councilwoman Larabee seconded by Councilman Mullin to set the 2020 Town of Lowville Town Board meetings for the third Thursday of each month at 9:30a.m. at the Town of Lowville Municipal Building.

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

Designate Financial Institution

Motion by Councilwoman Larabee seconded by Councilman Virkler designating Community Bank N.A. and Key Bank N.A. as financial depositories for the Town of Lowville for 2020.

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

Official Newspaper

Motion by Councilman Virkler seconded by Councilwoman Larabee to designate the Journal & Republican as the official newspaper and the Watertown Daily Times as the alternate for the Town of Lowville for 2020.

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

Mileage Rate

Motion by Councilman Virkler seconded by Councilman Mullin to keep the mileage reimbursement rate at \$0.50/mile.

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

Bills Prior to Audit

Motion by Councilwoman Larabee seconded by Councilman Virkler to adopt **Resolution #47-2019, “Authorizing Supervisor Schell to Pay in Advance of Audit”**.

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

RESOLVED that Supervisor Schell is authorized to pay in advance of audit, all utility services, phone & internet bills, postage bills, water testing charges and fringe benefits when due in 2020.

Procurement Policy

The policy was discussed by the board.

Motion by Councilman Millard, seconded by Councilman Mullin to leave the procurement policy as it is.

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

Investment Policy

The policy was reviewed by the board.

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Motion by Councilwoman Laribee, seconded by Councilman Millard to leave the investment policy as it is.

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

Elected and Appointed Officials Attending Training Sessions

Motion by Councilwoman Laribee, seconded by Councilman Mullin to adopt **Resolution No. 48-2019 “Attendance of Elected and Appointed Officials at Training Sessions.”**

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

WHEREAS, certain elected and appointed officials of the Town of Lowville are required to attend training sessions as part of their official duties on behalf of the Town, and

WHEREAS, occasionally it appears that attendance at such training sessions may occur when prior Town Board approval is not able to be obtained, and

WHEREAS, the Town believes it is important for their elected and appointed officials to be well trained and informed so that their official duties may be carried out on behalf of the Town. NOW, THEREFORE, be it

RESOLVED, that elected and appointed officials of the Town may attend training sessions for their position without prior Town Board approval, in the event such prior Town Board approval is unable to be obtained prior to the scheduled date of the training session in question, and it is further

RESOLVED, that the elected or appointed official who attends such a training session shall report at the next regularly scheduled Town Board meeting concerning the attendance at the training session.

Undertaking Covering Officers, Clerks and Employees of the Town of Lowville

Motion by Councilman Mullin, seconded by Councilwoman Laribee to adopt **Resolution No. 49-2019 “Approving the Form and Amount of a Blanket Undertaking Covering Officers, Clerks, and Employees of the Town of Lowville”.**

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

WHEREAS, Town Law §25 provides that the Town Supervisor, Town Clerk, Collector of Taxes, Town Justices and Town Superintendent of Highways, must execute and file with the Town Clerk an undertaking in such amounts as may be approved by the Town board;

WHEREAS, Public Officers Law §11(2) further provides that it is permissible with the consent and approval of the officer or governing body authorized to require the undertaking, for the Town to procure a blanket undertaking from any duly authorized corporate surety covering officers, clerks and employees;

NOW, THEREFORE, BE IT RESOLVED:

Section 1. That the Town Board hereby approves the following undertakings for the Town Clerk/Tax Collector in the amount of \$150,000; the Town

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Supervisor in the amount of \$150,000; the Town Justice in the amount of \$150,000; and the Town Highway Superintendent in the amount of \$150,000; to be obtained from a corporate surety company duly authorized to do business in the State of New York for the purpose of covering the Town Clerk/Tax Collector, Town Supervisor, Town Justice and Town Highway Superintendent of the Town of Lowville and that such officers, clerks and employees will faithfully discharge the duties of his or her office, and all trusts imposed upon him or her by law by virtue of his or her office, including the duty of promptly accounting for and paying over all moneys or property received by him as such officer, in accordance with law, and that if the said officers, clerks or employees fail to perform any of the above-mentioned conditions or is in default thereof, that the said corporate surety named herein will pay to the said Town and to the People of the State of New York, all damages, costs and expenses resulting from such default, not exceeding the sum specified above.

Section 2. That a certified copy of this Resolution shall be filed with the Town Clerk's office.

Section 3. That this Resolution shall take effect immediately.

Personnel Salaries

Supervisor Schell reviewed the salaries and fringe benefits with the board. After a brief discussion, the following resolution was presented.

Motion by Councilman Mullin, seconded by Councilwoman Laribee to adopt **Resolution No. 50 -2019 "Salaries for Elected and Appointed Officers and Employees."**

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

Be it resolved, that salaries for elected and appointed officers and employees be the same as set in the Town's Budget for 2020 with the following exceptions:

Justice Court Clerk	\$13.50/hr.
Data Collector/Administrative Assistant to Assessor	\$13.00/hr.
Ice Rink Manager	\$12.35/hr.
Code Enforcement Officer	\$19.70/hr. for 21 hrs./wk.
Zoning Officer	\$15.10/hr. for 15 hrs./wk.
Board Members	\$3,600/yr.

Cleaning Services

Supervisor Schell reviewed the proposed contract for cleaning services beginning January 1, 2020. After a brief discussion the following motion was presented.

Motion by Councilwoman Laribee, seconded by Councilman Virkler to approve **Resolution No. 51-2019 "Cleaning Services Contract."**

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

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Be it Resolved that Supervisor Schell is authorized to enter into a contract with Susan Chapman for cleaning services at the Town of Lowville Municipal Building with compensation being set at \$12.25/hr. as stated in the contract.

** A copy of said contract is incorporated at the end of these minutes*

New Business

Supervisor Schell informed the Board that he will not be back from Florida in time for the March meeting. After a brief discussion, the following was presented.

Motion by Councilman Mullin, seconded by Councilman Virkler to move the regular March 2020 meeting from Thursday, March 19, 2020 to Tuesday, March 24, 2020 at 9:30 a.m.

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

Supervisor Schell reminded all that the next meeting will be held on January 16, 2020 at 9:30a.m.

Motion by Councilman Mullin seconded by Councilman Virkler to adjourn the meeting at 9:46 a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk