

**Town of Lowville Regular Board Meeting
February 20, 2020**

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 20th day of February 2020.

Present: Ruth Larabee, Councilwoman
Robert Mullin, Councilman
John D. Ross, Councilman
Paul Virkler, Councilman
Raymond Meier, Town Attorney
Aimee Murphy, Town Clerk
Thomas Widrick, Highway Superintendent/Special Districts Superintendent
Charlotte Beagle, Town Historian

Absent: Randall Schell, Supervisor

Also Present: Henry Avallone, Town Planning Board; Mickey Dietrich, Tug Hill Commission; Lori Kunert, Invenergy; Michael Fingar & Susan Jornov, US Light Energy (entered at 9:44am) .

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

MINUTES

Motion by Councilman Mullin, seconded by Councilwoman Larabee to approve the minutes of the January 16, 2020 regular board meeting.

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

CORRESPONDENCE

- Board of Elections: Election dates and Polling sites
- NYMIR: Second distribution of capitalization
- T/V Recreation Commission: Contract with Hockey Association
- RACOG: Minutes of 12/19/19 meeting

SUPERVISOR’S REPORT

Receipts:	Town Clerk.....	\$ 1,875.18	
	CEO.....	\$ 200.00	(\$200.00 ytd)
	Courts-Judge Kiernan.....	\$ 5,144.50	
	Tax Collector.....	\$605,969.28	
	Brookside.....	\$ 86,426.14	(PILOT payment)
	T/Denmark.....	\$ 558.16	(DCO reimbursement)
	Charter Communications.....	\$ 6,390.60	(Franchise Fees)
	NYMIR.....	\$ 283.10	(Capitalization Distribution)

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The Supervisor’s financial report is in the board member’s packets.

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

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

VOUCHERS

Motion by Councilman Ross, seconded by Councilwoman Larabee to approve that bills be paid as listed in the following amounts.

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

General – Abstract #2	Voucher #27 to #68	\$101,936.84
Highway - Abstract #2	Voucher #8 to #17	\$ 35,253.44
Trust & Agency	(01/30/2020)	\$ 11,098.60
	(02/20/2020)	<u>\$ 13,746.62</u>
		\$162,017.50

DEPARTMENT REPORTS

Historian

- The Historian’s annual report is in the board member’s packets.
- Historian Beagle gave a brief synopsis of the projects she has been working on.
- Historian Beagle stated that the cemetery next to the Elk’s Club, known as the East Rd. Cemetery, has stones that are leaning badly. She asked if one of the Highway Dept. employees would be able to assist her in straightening said stone(s) in the spring. Highway Supt. Widrick will work with Historian Beagle in the spring to get her help.

**A copy of the annual report is incorporated at the end of these minutes.*

Town Clerk

- Clerk’s Monthly Report & Annual Report are in Board Members’ Packets & Daily Log passed for review.
- Retirees insurance billing done.
- Working on Water project funding with Randy & Tom W. compiling invoices and completing paperwork to send into NYS for reimbursement.
- Local Government Conference at JCC, March 26th. Still time if anyone else wants to register. Blank registration forms are available.

Tax Collector

January collection report is in the board member’s packet.

Total taxes collected thru 1/15/2020:	\$ 2,588,771.82
Installment Fees Collected.....	\$ 4,164.95
Bank Interest – January.....	\$ 2.58
Total Collected	<u>\$2,592,939.35</u>

Paid to Supervisor.....	\$ 400,000.00	1/13/2020
.....	\$ 440,000.00	1/23/2020
.....	\$ 161,801.75	1/31/2020
.....	<u>\$ 4,167.53</u>	<u>2/13/2020</u>

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Total Paid to Supervisor.....\$1,001,801.75 (Total Warrant)
Paid to Treasurer.....\$ 1,586,970.07 2/13/2020
Total Disbursements \$2,592,939.35

Tax Collector Murphy briefed the board on how tax collection was going with the new system. There were a number of people who elected to participate with the installment option. However, there have been a number of issues with the new system and program. The bills are confusing for people and are missing information. The tax program has no way to show utility payments paid directly to the County Treasurer as paid without looking like the tax collector took the money and did not deposit it. Also discussed an automatic deduction to the tax collector's account in the amount of \$120.00 as a fee by Profitstars, the company that works with XpressPay and Systems East to process echecks. The Tax Collector has been in contact with Jesse @ Systems East, but has had no definitive response to this fee. When signing up for these services, the account representative assured the tax collectors in the County that they would be able to be billed by paper for the \$10/month fee. Attorney Meier agreed with Collector Murphy that this deduction is not permissible and needs to be rectified.

CEO

CEO monthly report in board members' packets.

The Uniform Code Administration and Enforcement Report for 2019 is also in the board member's packets.

Superintendent of Highways/ Special Districts Superintendent

- Yearly salt has been ordered and the voucher is in with the bills for payment.
- Signs have been replaced on the Hoffman, Boshart, Arthur, and Patten Rds.
- Batteries have been replaced in the emergency exit lights at the Town Hall.
- Brookside lift station pump 1 not working. Replaced motor starter.
- Superintendent Widrick is planning on going to Albany for Highway Advocacy Day on 3/3/2020-3/4/2020.
- Pipe, Catch Basin, and Stone have been ordered for the Hospital Hill/Ross Road projects. The vouchers are ready and here just waiting for the supplies to be delivered. Resolution needed to pay the bills before the audit to get the grant paperwork going.

Motion by Councilman Mullin, seconded by Councilwoman Larabee to adopt **Resolution #3-2020 "Allowing Purchase of Materials for Hospital Hill and Ross Road Projects and Payment of Invoices Prior To Audit"**.

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

Whereas, the Town of Lowville has received a grant for purchase of materials for the Hospital Hill Drainage Project and has received permission to use surplus funds for the Ross Road Drainage Project, NOW THEREFORE BE IT

RESOLVED, that Highway Superintendent Widrick be authorized to purchase materials needed for both Hospital Hill Project and Ross Road Project and BE IT FURTHER

RESOLVED, that the Deputy Supervisor is authorized to pay invoices for said materials in advance of audit to assist in the completion of grant paperwork.

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DCO

- Monthly report is included in board members' packets.

Justices

-JCAP award 2019-2020 letter received by Village Clerk Roes. Money received by the Village: \$8,378.00. This represents partial funding for the replacement of the exterior and interior front entrances to the municipal building. Since the building is used for more than just Court, the municipalities must cover a percentage of the cost of the updates. Estimated costs to replace 3 of the 4 doors is \$22,038.77. The award did not include the single interior front door on the Village side of the building. Judge Scordo is looking into why this door was left out of the award. Estimated cost to update the 1 interior door is \$3,326.40. If the remaining cost is split equally with the Village and Town, the cost for replacement of three doors is \$6,830.39 each. To replace all four doors, the cost is \$8,493.59 each. Discussion followed; no action taken at this time.

RACOG

- Mickey Dietrich gave an update on RACOG
- Mickey attended the Village of Lowville meeting Wednesday evening and reported that the Village is interested in updating the Joint Comprehensive Plan with the Town.

Attorney

- Bickford Road Warehouse/Retail Project: A draft Local Law has been provided for the board to review. Zoning Officer Manning prepared a draft SEQR Part I. Discussion followed.

Motion by Councilman Ross, seconded by Councilman Mullin to accept the SEQR Part I and proposed Local Law #1-2020 and refer both the Lewis County Planning Board for review.

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

Zoning Officer Manning entered at 10:39 a.m.

- US Light Energy/Steria Zone Change: The long form EAF that was presented by US Light Energy was discussed with the representatives. ZO Manning indicated that it is still incomplete and itemized the items that need attention. When the application is complete, the town board will need to pursue Lead Agency status. After discussion, the following motion was presented.

Motion by Councilman Ross, seconded by Councilman Mullin to proceed with the SEQR, Pursue Lead Agency status and refer to other agencies for comment or objection to the request for Lead Agency. Part I of the SEQR is subject to recommendations made by the Zoning Officer.

ADOPTED - AYES – Larabee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

- #3 PILOT: No update.

Lori Kunert of Invenenergy gave a brief update of the project to the Board. A re-hearing was granted in December and all town waivers have been reinstated. They are addressing an issue with noise measurements and making plans for grassland.

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OLD BUSINESS

- Hospital Hill Project – Pipe has been delivered for the Hospital Hill project. Pipe and Catch Basin for Ross Road project have been ordered. Nichelle at Lewis County Soil & Water is working on an estimate for amount of stone needed. When finished, Highway Superintendent Widrick will be ordering the stone as well.

- Administrative Order CWD #1 – Bernier Car & Associates have presented Contract Amendment No.3 to their Professional Services Agreement dated 11/3/2017. This Amendment is for the Basic and Additional Services related to the GAC Filtration System required by the Administrative Order. After a brief discussion the following motion was presented.

Motion by Councilman Ross, seconded by Councilwoman Laribee to adopt **Resolution # 4-2020 “Accepting BCA Amendment No.3”**

ADOPTED - AYES – Laribee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

WHEREAS, the Town of Lowville entered into a Professional Services Agreement with Bernier, Carr & Associates (BCA) dated November 3, 2017 with amendments of July 26, 2018 and April 4, 2019 and

WHEREAS, BCA has proposed Contract Amendment No. 3 to said Professional Services Agreement in order to continue providing Basic and Additional Services related to the GAC Filtration System required by the Administrative Order with EPA, THEREFORE BE IT

RESOLVED, that the Town Board of the Town of Lowville accepts BCA’s Contract Amendment No. 3 and directs Deputy Supervisor Virkler to execute said contract amendment.

NEW BUSINESS

Due to the expected absence of Supervisor Schell, the Town Board discussed changing the date of the March regular town board meeting.

Motion of Councilwoman Laribee, seconded by Councilman Mullin, the regular March town board meeting will be moved to Tuesday, March 24, 2020 at 9:30 a.m. Town Clerk Murphy will advertise in the Journal & Republican as well as on the Town’s website and bulletin board and linkinlewiscounty.com.

ADOPTED - AYES – Laribee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

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

ADOPTED - AYES – Laribee, Mullin, Ross, Virkler NAYS – 0 Absent – Schell

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk