

Town of Lowville
Regular Town Board Meeting
April 18, 2024

DRAFT

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 Municipal Office Building, 5533 Bostwick Street, Lowville, NY on the 18th day of April 2024.

Present:

Robert Mullin, Supervisor
John D. Ross, Councilman
Jacob Monnat, Councilman
Stephen Farney, Councilman

Absent:

Paul Virkler, Deputy Supervisor

Others Present:

Thomas Widrick, Highway Superintendent
Aimee Murphy, Town Clerk
Nick Astafan, Dog Control Officer

Also Present: Vincent Nortz, County Legislator; Andrea Moroughan, County Legislator; Henry Avallone; Mickey Dietrich, RACOG; Megan Krokowski, Lewis County Planning Department; Accountant Scott Lawrence entered at 10:30 a.m.

The meeting was called to order at 9:34 a.m. by Supervisor Mullin who also led the pledge of allegiance.

MINUTES

Motion by Councilman Farney, seconded by Councilman Ross to approve the minutes of the March 21, 2024 regular meeting as presented by the Town Clerk

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

CORRESPONDENCE

1. Lewis County Amateur Hockey Association (LCAHA) – Report of 2023-2024 activities.
2. Pro-Housing Community – The Town of Lowville is not certified as a Pro-Housing Community. This will allow the Town to be eligible to apply for various discretionary funding programs.
3. Verizon – Pole setting request on town property: Verizon would like to set a pole on the edge of the paved portion of the parking lot at the Town’s highway garage.

PUBLIC HEARING

Supervisor Mullin opened the public hearing on the Restore NY Communities Initiative application with proof of advertisement in the Watertown Daily Times, the Town’s website and on the Town Clerk’s bulletin board being acknowledged. The purpose of the hearing is to obtain citizens’ views and comments relative to the submission of an application to Empire State Development for financial assistance under the Restore NY Communities Initiative.

Megan Krokowski, Community Development Specialist, Lewis County Planning Department, gave a brief description of the “Stevens Block” project. Henry Avallone inquired about parking for tenants since parking on the street is not allowed all year round. Ms. Krokowski explained that the owner hopes to purchase the Lowville Redemption Center and demolish it to have extra parking. Otherwise, parking will be available in the Dollar General parking lot. Vincent Nortz asked if the completed project will have a PILOT or be on the tax rolls. Answer: Tax Roll. Councilman Monnat asked if there will be incentive of the use of local contractors. Answer: Local contractors will be used as much as practicable.

Motion by Councilman Ross, seconded by Councilman Monnat to close the public hearing at 9:55 a.m.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

Motion by Councilman Ross, seconded by Councilman Farney to adopt **Resolution No. 18-2024, “Approve application for Restore NY Funding”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS the Town of Lowville Town Board wishes to apply for funding through the Restore NY Communities Initiative to facilitate revitalizing urban and rural areas, disadvantaged communities, and stabilizing neighborhoods and

WHEREAS, the Town of Lowville Town Board would like to assist with acquiring funding for the “Stevens Block” rehabilitation project located at 7623 North State Street, Lowville, a 13,464 square foot property, 9,500 square foot building with a 6,500 square foot vacancy on the 2nd and 3rd floors, and

WHEREAS, a public hearing was held on April 18, 2024 to obtain citizens’ views and comments relative to the submission of the application, and all comments were addressed satisfactorily, then therefore be it

RESOLVED, that the Town of Lowville Town Board will make an application to the Empire State Development, Restore NY Communities Initiative for the “Stevens Block” rehabilitation project.

VOUCHERS

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

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

General – Abstract #4	Voucher #98 to #123	\$ 19,756.15
Highway – Abstract #4	Voucher #51 to #63	\$169,038.39
Water – Abstract#2	Voucher #11 to #20	\$ 2,496.44
Sewer – Abstract#2	Voucher #7 to #8	\$ 442.51
Trust & Agency		<u>\$ 1,947.69</u>
	Total	\$193,681.18

SUPERVISOR’S REPORT

Receipts:	Town Clerk	\$ 1,976.26
	Tax Collection	\$ 1,390.78
	Town Court	\$ 4,049.59
	Zoning	\$ 300.00 (\$875.00 ytd) (\$200 pd through T/Clerk fees)
	Retiree Health Insurance	\$ 2,869.38
	Village of Lowville	\$ 370.45 (Grader Repair)

Supervisor Mullin’s financial and activities reports are included in the Board Members’ packets.

Motion by Councilman Ross, seconded by Councilman Monnat to accept the Supervisor’s receipts, activities and financial reports.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

DEPARTMENT REPORTS

SUPERINTENDENT OF HIGHWAYS/SPECIAL DISTRICTS

1. Water meter reading is complete.
2. Roadside sweeping has begun.
3. SD#1: Brookside update: Waiting for Jefferson Concrete to complete the vault. Expecting to begin late May or early June.
4. CWD#1, GAC media: received quote from Desotec Sustainable Mobile Filtration Solutions in the amount of \$12,706.25 to change out the GAC media in Vessel #2. Resolution to follow.
5. Waters Road: Superintendent Widrick is concerned with the Waters Road near Dadville, as the river is eroding the bank close to the road. The Army Corps of Engineers will be meeting with Mr. Widrick at this site after the culvert replacement training today. Would like to develop a plan to prevent the road from washing out in the future.
6. The Highway Department has changed to four (4) ten-hour work days for the summer.



- 7. A representative from DANC met with Supervisor Mullin and Superintendent Widrick requesting permission for Verizon to place a pole at the edge of the pavement in the middle of the Highway Department parking area, then attach the lines/cables to the pole at the end of the highway garage before entering the fairgrounds. The permitting time to be able to use National Grid’s poles takes months. Verizon would like to have a new tower installed and online on the Ag Society land before the Lewis County Fair in July. Superintendent Widrick is not in favor of the pole, as it will be in the way of the activities of the highway department. He is also concerned with the possibility of interference with the antenna receiver for the water system. Supervisor Mullin will contact Aaron @ DANC for other options. Motion to table discussion follows.
- 8. Water system expansion project: RFQ – Three (3) RFQ responses were received, BCA Architects Engineers (BCA), Barton & Loguidice (B&L) and GYMO. Supervisor Mullin and Casandra Buell, Director of Planning, Lewis County reviewed all three (3) proposals and Supervisor Mullin scored them. A breakdown of the scoring results was presented to the Board for review. BCA scored the highest in this review. After discussion, the following resolutions were presented.

Motion by Councilman Ross, seconded by Councilman Farney to adopt **Resolution No. 19-2024, “Recycle Media from Consolidated Water District #1, GAC Vessel #2”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS, the media in Consolidated Water District #1 (CWD#1) GAC Vessel #2 is no longer removing the Disinfection By-Products (DBPs) from the water and needs to be replaced, be it

RESOLVED, the Highway Superintendent is authorized to retain the services of Desotec Sustainable Mobile Filtration Solutions to remove and recycle the used media from GAC Vessel #2 at a cost of \$12,706.25.

Motion by Councilman Farney, seconded by Councilman Monnat to table the discussion regarding Verizon’s request to install pole(s) on town property until other options have been looked into.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

Motion by Councilman Monnat, seconded by Councilman Ross to adopt **Resolution No. 20-2024, “Approve Engineer for Water Expansion Project”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS, the Town of Lowville Town Board requires the services of an engineer to perform professional engineering services associated with water system projects, and

WHEREAS, a Request for Qualifications (RFQ) was advertised for and three (3) responses were received and reviewed, now be it

RESOLVED, the Town of Lowville will retain the services of BCA Architects Engineers (BCA) as professional engineer for the Town of Lowville water system projects.

Motion by Councilman Farney, seconded by Councilman Monnat to adopt **Resolution No. 21-2024, “Intermunicipal Agreement with Lewis County Planning and Community Development Department”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS, Lewis County, through the Lewis County Planning and Community Development Department, has community funds available to local municipalities who invest and commit to water district improvements by applying for grant applications; and

WHEREAS, Lewis County’s Planning Department has budgeted funds to assist the Town in the cost of a Preliminary Engineering Report (PER) which is required for various grant application in its commitment to improve its water district. The Town seeks the assistance of the County in reimbursing it for up to the

maximum amount of \$20,000.00 for the contractual obligation of the expert preliminary reengineering report fee; and

WHEREAS, the Town has considered submissions of expert engineers and is prepared to enter into a contract with BCA for engineering services to provide a PER for the water district improvements and grant applications; now therefore be it

RESOLVED, the Town of Lowville Town Board enter into an Intermunicipal Agreement (IMA) with Lewis County, through its Planning and Community Development Department to contribute and reimburse the Town of Lowville up to the maximum \$20,000.00 for the fee charged and paid to BCA, the engineering firm it has contracted with in developing a PER; and be it further

RESOLVED, the Town of Lowville will provide the Lewis County Planning and Community Development Department with a copy of the Final Report and periodic updates on the progress and implementation of the Water District Improvement Project.

DOG CONTROL

1. The Dog Control Officer’s (DCO) monthly report is included in the Board Members’ packets.
2. DCO Astafan gave a brief update.
3. Received confirmation of conference registration for November DCO conference.
4. Dog Crates: The Town is storing one (1) broken dog crate that cannot be repaired and one (1) dog crate with missing parts. Mr. Astafan would like to dispose of these crates.

Motion by Councilman Monnat, seconded by Councilman Farney to adopt **Resolution No. 22-2024, “Deem Dog Crates as Surplus and of No Value”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS, the Town of Lowville Dog Control Department has two (2) dog crates which are broken and of no value to the town, be it

RESOLVED, that the Town of Lowville declare the two (2) damaged dog crates as surplus items and may be disposed of appropriately.

TOWN ATTORNEY

1. Recreation Board: Attorney Meier will be meeting with Mike Young immediately following this meeting to discuss more background needed to create the new board.
2. Lewis County Amateur Hockey Association contract: Should have available for next meeting.
3. SD#1 (Brookside) Improvement Project Funding: A public hearing will be needed. SEQRA Part I was prepared by Bob Boliver of BCA. Attorney Meier reviewed project again and now believes this project will fall under SEQRA Part II. Attorney Meier proposes a resolution declaring the project as a Type II action with no further review required pursuant to 6NYCRR Section 617.5 (c) (2).

Motion by Councilman Farney, seconded by Councilman Ross to adopt **Resolution No. 23-2024, “Regarding the Proposed Replacement of the Brookside Pump Station in Sewer District Number One Pursuant to the New York State Environmental Quality Review Act”**.

ADOPTED - Roll Call Vote: Farney – Aye, Monnat – Aye, Mullin – Aye, Ross – Aye, Virkler – Absent

WHEREAS, the Town Board of the Town of Lowville (“Town”) proposes to undertake improvements to Sewer District Number One, including the replacement of the Brookside Pump Station (also known as the Waters Road Pump Station) and the acquisition and installation of machinery, equipment or apparatus required in connection therewith (“The Proposed Action”); and

WHEREAS, the Town Board has been presented with a Full Environmental Assessment Form Part I (“The EAF, Part I”) which was prepared by Robert Boliver, C.E., with regard to The Proposed Action, all pursuant to



the terms of the New York State Environmental Quality Review Act and the regulations promulgated thereunder (“SEQRA”); and

WHEREAS, the Town Board has thoroughly reviewed the EAF Part I; now therefore be it

RESOLVED that the proposed action will not have a significant impact on the environment; and be it further

RESOLVED, that the Town Board finds that the Proposed Action involves the replacement of a structure or facility, in kind, on the same site and does not exceed any of the thresholds set forth in 6 NYCRR Section 617.4 and is therefore a Type II Action pursuant to 6 NYCRR Section 617.5 which requires no further review under SEQRA.

Motion by Councilman Ross, seconded by Councilman Monnat to adopt **Resolution No. 24-2024, “Scheduling a Public Hearing Regarding Improvement of the Town of Lowville Sewer District No. 1”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

WHEREAS, the Town Board of the Town of Lowville (the "Town") proposes to undertake the acquisition, construction and installation of improvements for Sewer District No. 1, including, but not limited to, the replacement or rehabilitation of the Brookside pump station and other facilities, and the acquisition of machinery, equipment or apparatus required in connection therewith; all of the foregoing is hereby authorized at an estimated maximum cost of \$230,000.00; and

WHEREAS, the Town Board now desires to call a public hearing regarding the acquisition, construction and installation of the Town of Lowville Sewer District No. 1 improvements, as required by Town Law Section 202-b; now therefore be it

RESOLVED that the Town Board will hold a public hearing to hear all persons interested in the improvement of the Town of Lowville Sewer District No. 1, which public hearing shall be held at the Town of Lowville Municipal Building, 5533 Bostwick Street, Lowville, New York 13367 in the Town of Lowville on Thursday, May 16, 2024 at 10:00 a.m.; and be it further

RESOLVED, and ordered that the Town Clerk give notice of such hearing by publishing in the official Town newspaper the Notice of Public Hearing in substantially the form attached hereto and by posting the Notice of Public Hearing on the Town's official sign-board not less than ten nor more than twenty days before such hearing.

TOWN CLERK

1. The Clerk’s Monthly Report is included in the Board Members’ packets.
2. Meeting with the Village Clerk regarding possible upgrade of the telephone system.
3. Preparing for water billing. Bills will be sent out the last week of April.
4. Sent out reminders to the Planning Board and Zoning Board of Appeals members about training requirements. Some of the members are delinquent in their annual training.
5. Standard Workday and Reporting resolution. Copies were emailed to Board Members.

MOTION By Councilman Ross, seconded by Councilman Monnat to adopt **Resolution No. 25-2024 “Standard Work Day & Reporting Resolution.”**

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

BE IT RESOLVED, the Town Board of the Town of Lowville hereby establishes the following as standard work days for the following elected/appointed officials – Aimee L. Murphy, Town Clerk/Tax Collector, Selina Olmstead, Deputy Town Clerk, Thomas N. Widrick, Highway & Special Districts Superintendent, Robert Mullin, Town Supervisor and Amanda Eaves, Town Justice - and will report the officials to the New York State and Local Retirement System based on their record of activities



maintained and submitted by these officials to the clerk of this body and that said resolution be posted on the Town's Official Website for at least 30 days according to state requirements.

Office of the New York State Comptroller
NYSLRS
 New York State and Local Retirement System
 110 State Street, Albany, New York 12244-0001
 Please type or print clearly
 in blue or black ink

Received Date

Standard Work Day and Reporting Resolution for Elected and Appointed Officials

Employer Location Code
 3 0 2 6 7

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A
(Rev. 12/23)

BE IT RESOLVED, that the Town of Lowville / 30267 hereby established the following standard work days for these titles and will report the officials to the New York State and Local Retirement based on their record of activities:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
Robert J. Mullin	[REDACTED]	[REDACTED]	Town Supervisor	1/1/24-12/31/25	6	19	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Amanda Eaves	[REDACTED]	[REDACTED]	Town Justice	1/1/24-12/31/27	6		<input checked="" type="checkbox"/>	Monthly	<input type="checkbox"/>
Appointed Officials:									
Aimee L. Murphy	[REDACTED]	[REDACTED]	Town Clerk, Tax Collector	1/1/24-12/31/25	6	20.42	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Selina R. Olmstead	[REDACTED]	[REDACTED]	Town Clerk Deputy	1/1/24-12/31/25	6	19.14	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Thomas N. Widrick	[REDACTED]	[REDACTED]	Highway Superintendent	1/1/24-12/31/25	6	23.65	<input type="checkbox"/>	Monthly	<input type="checkbox"/>

I, Aimee L. Murphy, secretary/clerk of the governing board of the Town of Lowville, of the State of New York, do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 18th day of April, 2024 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of the Town of Lowville on this 24th day of April, 2024.

Aimee L. Murphy
(Signature of Secretary or Clerk)

Affidavit of Posting: I, Aimee L. Murphy being duly sworn, deposes and says that the posting of the Resolution began on 04/24/2024 and continued for at least 30 days. That the Resolution was available to the public on the:

- Employer's website at: www.lowville.racog.org
- Official sign board at: Town Clerk's Office Entrance
- Main entrance Secretary or Clerk's office at: 5533 Boswick St., Lowville, NY 13367



Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

TAX COLLECTOR

1. The Tax Collector's report is included in the Board Members' packets.
2. Second Notices for unpaid tax were sent out at the end of March.

Tax Collected	\$59,183.81
Interest Collected	1,059.11
<u>Bank Interest Collected</u>	<u>331.67</u>
Total Collected	\$60,574.59
Paid to County Treas.	\$59,183.81
<u>Paid to Supervisor</u>	<u>1,390.78</u>
Total Disbursed	\$60,574.59

RACOG

Mickey Dietrich gave a brief update on the happenings of the Tug Hill Commission and RACOG. There have been issues with the municipal websites supported by RACOG. They are in the process of correcting them. The next RACOG meeting will be 5/30/24 @ 6:00 p.m. at the Town of Wilna.



BUDGET OFFICER/BOOKKEEPER

Accountant Lawrence reviewed the monthly financial report and budget transfers with the Board.

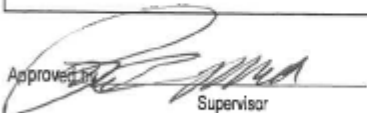
Motion by Councilman Farney, seconded by Councilman Monnat to adopt **Resolution No. 26-2024, “Approve Budget Transfers”**.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

RESOLVED the following Budget Transfers are approved as listed.

FUND: Sewer Districts - Brookside -SS1

Account	Code	Increase	Decrease
Contractual - Sanitary Sewers	8120.4	13,590.00	
Appropriated Fund Balance	599		13,590.00

Approved by 
Supervisor

Approved by Town Board on: 4/18/24

Date: 4/18/24

Town Clerk 

FUND: Highway Town Wide

Account	Code	Increase	Decrease
Equipment - Machinery	5130.2	153,591.00	
Appropriated Fund Balance	599		153,591.00

Approved by 
Supervisor

Approved by Town Board on: 4/18/24

Date: 4/18/24

Town Clerk 

New Business

The next regularly scheduled Town Board meeting will be May 16, 2024, at 9:30 a.m.

With no further business the following motion was presented.

Motion by Councilman Farney, seconded by Councilman Monnat to adjourn the meeting at 11:43 a.m.

ADOPTED – AYES –Farney, Monnat, Mullin, Ross NAYS – 0 ABSENT - Virkler

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk