

**Town of Lowville Regular Board Meeting
June 18, 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 18th day of June 2020.

Due to the ongoing state of emergency situation for New York State, the Town of Lowville will be allowing the public to join in via video conference.

Present:

Randall Schell, Supervisor
Ruth Larabee, Councilwoman
John D. Ross, Councilman
Robert Mullin, Councilman
Paul Virkler, Councilman
Raymond Meier, Town Attorney (entered at 9:52 a.m.)
Aimee Murphy, Town Clerk
Thomas Widrick, Highway Superintendent/Special Districts Superintendent
Nicholas Astafan, Jr, DCO

Also Present: Gerald Cayer, LCHS/LCGH; Jeff Hellinger, LCGH; Frank Pace, LCHS/LCGH; Rick Tague, BCA Architects; Henry Avallone; Paul Denise, Village of Lowville DPW;
Ron Burns, Lewis County Legislator (entered at 10:27 a.m.)

Also Present via Zoom: Mickey Dietrich, RACOG; Nick Altmire, linkinglewiscounty.com;

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

Lewis County Healthcare System Capital Plan

Representatives of the Lewis County Healthcare System/Lewis County General Hospital and BCA Architects presented their plans for expansion to the Town Board. They explained that the project is exempt from the Town's zoning laws because they fall under the State Health Department's stricter requirements.

MINUTES

Motion by Councilwoman Larabee, seconded by Councilman Mullin to approve the minutes of the May 21, 2020 regular board meeting.

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

CORRESPONDENCE

- George Davis Grant: Approval letter - \$4,000.00 from the George R. Davis Fund for Lowville at the Northern New York Community Foundation to provide support for headstone restoration projects at East Road and Ebblicie cemeteries.

Motion by Councilman Mullin, seconded by Councilwoman Larabee to adopt **Resolution No. 17-2020 “George R. Davis Fund Grant Agreement”**.

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WHEREAS the Town of Lowville has been approved to receive \$4,000 from the George R. Davis Fund for Lowville at the Northern New York Community Foundation to provide support for headstone restoration projects at East Road and Ebbie cemeteries, then therefore be it

RESOLVED that the Town Board of the Town of Lowville authorizes Supervisor Schell to sign the Northern New York Community Foundation, Inc. Grant Agreement.

- Home Consortium Involvement
- Teamsters – Open negotiations – Atty. Meier to contact Union Rep.
- Central Lewis County Water Study – present findings on the feasibility study, discuss recommendations for infrastructure, operational, and/or administrative improvements, and will solicit input from attendees.

VOUCHERS

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

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

General – Abstract #6	Voucher #163 #196	\$ 23,711.52
Highway - Abstract #6	Voucher #51 to #60	\$ 5,890.97
Trust & Agency	(05/29/2020) thru (6/12/2020)	<u>\$ 10,537.76</u>
		<u>\$ 40,140.25</u>

SUPERVISOR’S REPORT

Receipts:	Town Clerk.....	\$ 1,386.28
	Town Court.....	2,070.00
	CEO.....	3,051.92 (\$3,831.38 ytd)
	Zoning.....	157.50 (\$407.50 ytd)
	Lewis County.....	6,000.00 (Snow/Ice)
	Lewis County.....	3,000.00 (Flat Rock Tax Pmt.)
	NYMIR.....	45.00 (Refund - Mower)

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

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

DEPARTMENT REPORTS

Attorney

- Maple Ridge PILOT: Received Funds from County that had been previously overlooked.
- BAN on the CWD#1 Project: Supervisor Schell consulted Community Bank regarding the BAN for CWD#1 Capital Project. A Bid letter was submitted for the Town Board’s approval stating terms of the proposed BAN, which include an interest rate of 1.83%.

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Motion by Councilman Mullin, seconded by Councilwoman Laribee to adopt **Resolution No. 18-2020 “Authorization to Sign BAN bid Letter for CWD#1.”**

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

RESOLVED that the Town of Lowville Town Board authorizes Supervisor Schell to sign the Bid Letter from Community Bank in anticipation of a BAN for the CWD#1 Disinfection Bi-Product Control System Capital Project in the amount of \$1,300,000.00.

- Easement for WD#5: Attorney Meier reported that he has easements prepared for the Stanton and Staring properties, but was not having any luck contacting the representative for the Wal-Mart Realty property. Supervisor Schell reported that upon review of records and maps from the original Wal-Mart building project, a map was discovered with written description of previously granted easements for water/sewer. Attorney Meier will ask Dennis Mastascusa at National Abstract to do a search for any easements that are already recorded at the Lewis County Clerk’s Office.

Town Clerk

- Clerk’s Monthly Report in Board Members’ Packets & Daily Log has been passed for review.
- Received AUD report from accountant, advertised in the Journal & Republican. Proof of Publication provided.
- Starting to catch up on things left undone due to COVID reduction in staffing.
- Received email from NYS Archives. They are revising the retention schedules effective August 1st. The Town will need to adopt the new schedule prior to utilization. Clerk Murphy will notify the Board when the schedule is received.
- Standard Workday and Reporting Resolution needs to be passed for the Town Clerk, Deputy Town Clerk and Court Clerk.

MOTION By Councilman Ross, seconded by Councilwoman Laribee to adopt **Resolution No. 19-2020 “Standard Work Day & Reporting Resolution.”**

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

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, Mariah Monnat, Deputy Town Clerk and Erin R. Murphy, Court Clerk - 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.

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**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

BE IT RESOLVED, that the Town of Lowville / 2020 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	NYS-RS ID	Title	Current Term Begin & End Dates	Standard Work Day	Record of Activities Result	Not Submitted	Pay Frequency	Tier 1
Elected Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
Appointed Officials:									
Aimee Murphy	116-66-5543	40089278	Town Clerk/Tax Collector	01/01/2018-12/31/2020	6	20.17	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Mariah Monnat	060-80-4563	62501556	Town Clerk Deputy	01/01/2020-12/31/2021	6	18.96	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Erin Murphy	111-68-5127	72011232	Justice Court Clerk	01/01/2018-12/31/2021	6	3.46	<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 June, 2020 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 18th day of June, 2020.

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 06/19/2020 and continued for at least 30 days. That the Resolution was available in the public on the 06/19/2020 (Date)

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

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



Tax Collector

Turned in all unpaid taxes to the County Treasurer.

No Tax Collector Report until settlement with the County Treasurer is complete. Most Collectors are having issues with their final reports and numbers in the TCS program this year.

CEO

CEO monthly report in board members' packets.

Superintendent of Highways/ Special Districts Superintendent

- Water line for East Road Ext. being installed, to address leaking water line issues for both the Town of Lowville and the Town of Martinsburg.
- Waters Road has been ground. Paving is scheduled to begin 06/22/2020.
- Gordon Road Bridge precast decking has been ordered. Work is scheduled to begin late July or early August.

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- Following heavy rain on 05/29/2020, there were drainage issues on the Cemetery Road and Rice Road. Some pipes were replaced and ditching done on the Rice Road. Ditching also done on the Cemetery Road.
- Received CHIPS letter for \$157,000.00. The Governor has the option to reduce this by up to 20%.
- Discussed Road striping with Village DPW Supt. Denise. East Road was striped earlier this week.

DCO

- Monthly report is included in board members' packets.
- DCO Astafan gave a brief update.
- Lewis County Public Health Rabies clinics have been scheduled for July.
- The DCO conference in Guilderland has been cancelled. Refunds have been received for reservations previously paid for.

ASSESSOR

BAR met for Grievance Day on May 28th. Henry Avallone, BAR member, stated that there were many participants this year.

ENGINEER

CWD#1 – Grant funding is being pursued.

JUSTICE

Town Clerk Murphy has received a resignation from the Hon. William R. Kiernan, effective August 10, 2020.

Motion by Councilman Mullin, seconded by Councilwoman Larabee to accept the resignation of Justice Kiernan with regret.

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

Discussion regarding the options for the Town with Attorney Meier took place. Some Town/Village residents have shown interest in the position. One of the Village Trustees has indicated interest in dissolving the Village Court. If this were to occur, the Town would assume all Village Court activities. Attorney Meier to research the options of the Town Board at this time.

RACOG

Mickey Dietrich gave a brief update on the happenings of RACOG and the Tug Hill Commission via Zoom, video conference.

There was a brief discussion about looking into the Town/Village Comprehensive Plan.

OLD BUSINESS

- Hospital Hill/Ross Road Drainage: Still on schedule to begin in mid July.
- Administrative Order CWD #1: Project Continuing; Report is due by 07/15/2020; Per the Administrative Order, construction is to begin by 06/30/2020. Currently, work is being done “off-site”.
- Mill Creek: Village of Lowville DPW Superintendent, Paul Denise gave a brief report. He will be getting together with other interested agencies to develop a plan to “get going”.

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DPW Superintendent Denise commended Highway Superintendent Widrick for being easy to work with and stated that he is an asset to the Town.

Councilwoman Laribee requested an update on the previously requested extension to WD#9 on the Number Four Road. Superintendent Widrick indicated that nothing new has occurred, most likely due to the COVID19 pandemic.

NEW BUSINESS

Councilman Ross asked Attorney Meier is there could be a cap on non-taxable (exempt) properties in the Town. Attorney Meier does not believe that there is any way to “cap” amount of exempt properties in a municipality. Attorney Meier will look into further. He also stated that the IDA can grant exemptions without approval of the municipality.

Henry Avallone expressed interest in being included on the Comprehensive Plan Committee.

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

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

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk