

Town of Lowville
Regular Town Board Meeting
August 15, 2024

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 15th day of August 2024

Present:

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

Others Present:

Raymond Meier, Town Attorney entered at 9:34 a.m.
Thomas Widrick, Highway & Special Districts Superintendent
Aimee Murphy, Town Clerk
Nick Astafan, Dog Control Officer

Also Present: Chuck Terrillion, Village Trustee; Vincent Nortz, County Legislator; Dr. James Coffman, Esq., Maple Run Homes; Accountant Scott Lawrence entered at 10:36 a.m.

The meeting was called to order at 9:30 a.m. by Supervisor Mullin who also led the pledge of allegiance.

MINUTES

Motion by Councilman Farney, seconded by Councilman Monnat to approve the minutes of the July 18, 2024 regular meeting as presented by the Town Clerk

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

CORRESPONDENCE

Supervisor Mullin passed an email regarding grant possibilities for “the arts”.

VOUCHERS

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

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

General – Abstract #8	Voucher #196 to #221	\$ 77,860.37
Highway – Abstract #8	Voucher #107 to #130	\$ 57,706.62
Water – Abstract#6	Voucher #43 to #52	\$ 18,084.36
Sewer – Abstract#6	Voucher #19 to #22	\$ 1,056.37
Trust & Agency		<u>\$ 1,797.20</u>
	Total	\$156,540.92

SUPERVISOR’S REPORT

Receipts:	Town Clerk	\$ 1,821.81
	Town Court	\$ 5,099.00
	Zoning	\$ (\$982.50 ytd)
	Eastern Shore	\$ 696.00 (Insurance Refund)
	ACE Development	\$ 15,000.00 (Recreation Grant Money)
	OSC ORPTS	\$ 10,095.81 – Reassessment Funds

Supervisor Mullin’s financial reports are included in the Board Members’ packets. Supervisor Mullin gave a verbal activities report.

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

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

DEPARTMENT REPORTS

DOG CONTROL

1. The Dog Control Officer’s (DCO) monthly report is included in the Board Members’ packets.
2. Still working on unlicensed & unvaccinated dogs. Numbers are reducing.

TOWN ATTORNEY

1. Recreation: Discussion regarding appointments. The IMA states the Board will consist of eight to ten (8 – 10) members with half being Town and half being Village appointees. Board members will come back with suggestions.
2. Sewer District #1 (Brookside) lift station improvements project: BAN closing scheduled for today (8/15/24) through the Greene County Commercial Bank.
3. DEC/West Lowville/Lomeo Mine: The Department of Environmental Conservation (DEC) rejected the application for expansion of the mine as it was not complete and returned it to VS Virkler. Unsure at this time if the application will be completed and resubmitted.

TOWN CLERK

1. The Clerk’s Monthly Report is included in the Board Members’ packets.
2. Training with the new Deputy Town Clerk is going well
3. DEC licenses went on sale 8/1. New changes to the licensing include plain paper licenses and tags.
4. Estimate to update the codebook with recent legislation changes came in between \$550 to \$635. Request authorization to continue.

Motion by Councilman Monnat, seconded by Councilman Virkler to authorize the annual update to the Town of Lowville codebook.

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

SUPERINTENDENT OF HIGHWAYS/SPECIAL DISTRICTS

1. Gardner Road bridge has been opened. Final inspection was complete on 08/13/24.
2. O’Brien Road box culvert is progressing slowly.
3. The Town was awarded \$1.5 million for the Boshart Road pipe replacement through the BridgeNY program. The pipe will be replaced with a bridge. The Town will need to spend approximately \$210,000.00 to finish covering the cost of the project. Would like a resolution committing to the project so the engineer can start the paperwork. Resolution to follow.
4. CWD#1: the media in vessel #2 has been changed and is back online.
5. Cemetery Road and Rice Road have been paved from storm damage.
6. Roadside mowing continues.
7. SD#1 (Brookside Sewer): The structure is in place. Waiting on P&T to install electric panel and pumps in the new structure.
8. New Truck: Would like to approve the purchase of a new F-350 or F-450 with dump box and plow to replace the 2021 F-350. Two (2) proposals were provided to the Board, one for the F-350 in the amount of \$66,720.32 and one for the F-450 in the amount of \$67,119.00. Fisher XV2 Plow from All Seasons \$8,945.00. The truck proposals are state contract pricing through Van Bortel Ford. Discussion took place. Resolution to follow.
9. The new loader is scheduled for delivery in December. Superintendent Widrick suggested declaring the old loader as surplus and list for sale via auction in October.

Motion by Councilman Virkler, seconded by Councilman Ross to adopt **Resolution No 38-2024, “Commitment to Boshart Rd. Culvert Pipe Replacement”**.

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

WHEREAS, the Town of Lowville has applied for financial assistance through the BridgeNY program to repair/replace the Boshart Road culvert pipe and been granted \$1.5 million to assist with cost of the project, be it

RESOLVED, that the Town of Lowville Town Board agrees to pursue the project with assistance of the BridgeNY program at a cost of approximately \$210,000.00 from the Town.

Motion by Councilman Virkler, seconded by Councilman Ross to adopt **Resolution No 39-2024, “Expenditure of Funds from the Highway Equipment Reserve Fund Subject to Permissive Referendum for Purchase of new F-450 XL with Dump Box and Plow”**.

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

WHEREAS, the Town of Lowville has previously established a highway reserve fund for the purpose of funding certain capital expenses that may from time to time be required; and

WHEREAS, upon the recommendation of the Superintendent of Highways, the Town Board has determined that it is necessary to purchase for the Highway Department a new 2024 Ford F-450 XL Regular Cab 4x4 with dump box and Plow; therefore be it

RESOLVED, that the Town of Lowville authorizes the expenditure up to the sum of Sixty-seven thousand one hundred nineteen dollars (\$67,119.00) from the Highway Equipment Reserve Fund for the purpose of purchasing a 2024 Ford F-450 XL Regular Cab 4x4 with dump box, state contract pricing through Van Bortel Ford; and be it further

RESOLVED, that the Town of Lowville authorizes the expenditure of the sum of eight thousand, nine hundred forty-five dollars (\$8,945.00) from the Highway Equipment Reserve Fund for the purpose of purchasing a new Fisher XV2 plow from All Seasons Power Equipment; and be it further

RESOLVED, that this resolution and the authorization set forth herein is subject to a permissive referendum; and be it further

RESOLVED, that should a petition for a permissive referendum be filed under the terms of Article 7 of the Town Law then this resolution shall take effect only if it is approved by the majority of the votes cast in such referendum, but if no such petition is filed, then this resolution shall take effect thirty days after its adoption.

RACOG

Mickey Dietrich gave a brief update on the happenings of RACOG and the Tug Hill Commission.

Old Business

Fox Path Water Main and Road Extension: The Town Board reviewed the engineered plans submitted by Dr. Coffman for the proposed water main extension. The Board reviewed concerns not addressed on the plan. Superintendent Widrick spoke with Ken Landis from Maple Ridge and the pulley wheel for the tubing hill will be moved slightly past the proposed road right-of-way. Discussion regarding Department of Health (DOH) requirements took place. Dr. Coffman stated he is unable to get a Certificate of Occupancy for the new house until the water and electricity are hooked up. He stated he feels there is enough pressure with a 2” line for household use as well as for fire suppression.

Superintendent Widrick stated the Village Municipal Board will require the amount of water that will be needed before they approve the extension. Mr. Widrick also stated his concerns which were not addressed in the plan.

Dr. Coffman agreed to the following items:

1. A Mueller Fire Hydrant will be installed
2. The snowplow turn around will be moved to the east side of the road.
3. Storm Water/Ditch plans to come soon (before the Town will be asked to take over the road).
4. Lots #3 & #4 are vacant, and Dr. Coffman has no plans to develop at this time due to increasing construction costs.

5. Believes he can have DOH approve proposed plan
6. Request approval of plans excluding lots #3 & #4.

Attorney Meier explained the Board is permitted to make notations on the plans. Following discussion the following resolution was presented.

Motion by Councilman Farney, seconded by Councilman Virkler to adopt **Resolution No 40-2024, "Approval of Water Main Extension"**.

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

WHEREAS, Dr. James Coffman, Esq., President of Maple Run Homes has submitted to the Town of Lowville Town Board for an extension to the water main on Fox Path and submitted plans for the same; be it

RESOLVED, the Town Board of the Town of Lowville approves of the six (6) inch water main extension as submitted excluding lots #3 & #4 subject to NYS DOH review and approval of the Village of Lowville Municipal Board.

BUDGET OFFICER/BOOKKEEPER

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

Motion by Councilman Ross, seconded by Councilman Virkler to adopt **Resolution No. 41-2024, "Approve Budget Transfers"**.

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

RESOLVED the following Budget Transfers are approved as listed.

FUND: General Fund

Account	Code	Expenditures	Revenues
Youth Programs- Contractual	7310.4	30,000.00	
Interest Income	2401		30,000.00

Approved by 
Supervisor

Approved by Town Board on: 08/15/24

Date: 08/15/24

Town Clerk 

FUND: General Fund

Account	Code	Expenditures	Revenues
Youth Programs- Contractual	7310.4	15,000.00	
Gifts & Donations	2705		15,000.00

Approved by 
Supervisor


Approved by Town Board on: 08/15/24

Date: 08/15/24

Town Clerk 

FUND: Water Funds - #SW1 Consolidated

Account	Code	Increase	Decrease
Payroll - Transmission and Dist	8340.1	850.00	
Appropriated Fund Balance (WD#1)	599		850.00

Approved by 
Supervisor

Approved by Town Board on: 8/15/24

Date: 8/15/24

Town Clerk 

FUND: Highway Fund Town Wide

Account	Code	Increase	Decrease
Machinery - Contractual	5130.4	10,813.58	
Appropriated Fund Balance	599		10,813.58

Approved by 
Supervisor

Approved by Town Board on: 8/15/24

Date: 8/15/24

Town Clerk 

Accountant Lawrence expressed the need to set a budget workshop.

Motion by Councilman Ross, seconded by Councilman Monnat to set a special meeting for the purpose of working on the 2025 Budget on September 9, 2024 at 8:00 a.m.

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

Water Line Extension: An agreement for professional services between BCA and the Town of Lowville was presented for approval. The estimated fee for the Study and Report phase shall be \$25,000.00. Fees for subsequent services will be as mutually agreed upon should the Town choose to move forward. The additional services include funding assistance, State Environmental Quality Review Act (SEQR) and district formation assistance, with an estimated cost of \$11,000.00. After a brief discussion the following resolution was presented.

Motion by Councilman Ross, seconded by Councilman Monnat to adopt **Resolution No 42-2024, “Authorizing Agreement for Professional Services with BCA for Water Study”**.

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

RESOLVED, that the Town of Lowville enter into an agreement for Professional Services, Water Service Area Study, with BCA Architects Engineers, and allow Supervisor Mullin to sign said agreement.

NYSERDA Grants (A/C Unit replacement): Councilman Monnat spoke with a representative of Fourth Coast, Inc. to obtain a quote for the replacement of the A/C unit(s) for the municipal building. Expected to see a representative Thursday afternoon (8/15/24).

Motion by Councilman Farney, seconded by Councilman Monnat to adjourn the meeting at 11:54 a.m.
ADOPTED – AYES –Farney, Monnat, Mullin, Ross, Virkler NAYS - 0

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk

DRAFT