

Town of Lowville
Regular Town Board Meeting
January 16, 2025

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 16th day of January 2025.

Roll Call:

Robert Mullin, Supervisor
Paul Virkler, Deputy Supervisor entered at 9:45 a.m.
John D. Ross, Councilman
Jacob Monnat, Councilman
Stephen Farney, Councilman

Others Present:

Raymond Meier, Town Attorney
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; Andrea Moroughan, County Legislator; Henry Avallone, resident; Mickey Dietrich, RACOG; Accountant Scott Lawrence entered at 10:30 a.m.

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

MINUTES

A correction was made to the December 30, 2024 special meeting minutes: Resolution No. 83-2024: Should read: RESOLVED, that the Town of Lowville will not administrate the Town and Village of Lowville summer recreation program for 2025.

Motion by Councilman Monnat, seconded by Councilman Ross to approve the minutes of the December 19, 2025 regular meeting as presented by the Town Clerk and the December 30, 2024 reorganizational meeting as corrected.

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

CORRESPONDENCE

Summer Recreation: Letter from Mike Young, Chairman of the recreation committee to the Village of Lowville Mayor Joseph Beagle.

- The Village of Lowville will be refunding the Town of Lowville \$7,658.83 for the youth recreation bill paid in December 2024 due to the correction of an error and receipt of grant funds.
- Discussion took place regarding the County Youth Bureau.
- Mickey Dietrich of RACOG and the Tug Hill Commission researched youth recreation programs and reported his findings to the Board.
- Further discussion took place regarding how to find an administrator for the summer recreation program.

VOUCHERS

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

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

General – Abstract #1	Voucher #1 to #22	\$ 99,644.86
Highway – Abstract #1	Voucher #1 to #9	\$ 65,105.67
Water – Abstract#1	Voucher #1 to #8	\$ 8,502.52
Sewer – Abstract#1	Voucher #1 to #5	\$ <u>1,488.38</u>

Total \$174,741.43

SUPERVISOR’S REPORT

Receipts:	Town Clerk	\$ 1,242.04
	Town Court	\$ 4,512.00
	Zoning	\$ 150.00 (\$150.00 ytd)
	Tax Collector	\$ 8.17 (Unclaimed Refund check)
	Tax Collector	\$500,000.00 (Tax Collected)

Supervisor Mullin gave an oral activities report.

Supervisor Mullin’s financial report is included in the Board Members’ packets.

Motion by Councilman Ross, seconded by Councilman Farney 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 and annual report are included in the Board Members’ packets.
2. Trying to be prepared for the implementation of the new Article 26c regulations.
3. DCO Astafan requested an increase in the dog license fees to assist in covering the increasing cost in dog control. He also requested the grace period for late licenses be eliminated and the fees for a kennel permit be increased.
4. An enumeration may be necessary in the near future. Mr. Astafan requested the Board consider increasing the fee for unlicensed dogs found during an enumeration be increased from \$5 to \$10 with the fee split evenly between the DCO and the Town.
5. DCO Astafan discussed reviewing the current dog control law with the Town Attorney and bringing back proposed changes to the Board.
6. There will be representatives from NYS Ag & Markets attending the Lewis County Supervisors and Mayors meeting to discuss Article 26c.
7. The shelter agreement with the Lewis County Humane Society needs to be addressed as well as a signed agreement with a veterinarian for vet services.

Motion by Councilman Monnat, seconded by Councilman Ross to adopt **Resolution No 1-2025, “Increase Dog License Fees and Remove Grace Period”**.

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

WHEREAS, Chapter 107 of the Code of the Town of Lowville establishes a regimen for the regulation of dogs within the Town; and

WHEREAS, Section 107-4 provides for the licensing of dogs and within such section in paragraph C provides for a fee structure for licensing dogs; and

WHEREAS, Section 107-4, paragraph C provides that the Town Board may from time to time review and revise such fees by resolution; and

WHEREAS, the Town Board has reviewed the fees for dog licensing and upon the recommendation of the dog control officer; now therefore be it

RESOLVED, that Section 107-4, Paragraph 4 is revised to the extent that the fee for licensing a spayed or neutered dog shall be fifteen dollars (\$15.00) which includes the assessment of a one dollar (\$1.00) surcharge for the purpose of carrying out animal population control; and the fee for licensing an unspayed or unneutered dog will be twenty-five dollars (\$25.00) (which includes the assessment of a three dollar (\$3.00) surcharge for the purpose of carrying out animal population control). Furthermore, in addition to the fees set forth herein there shall be a ten dollar (\$10.00) late fee imposed for any initial license or any license renewal which shall be more than one (1) business days late. Be it further

RESOLVED, that the fee changes set forth shall take effect on the first day of March 2025.

TOWN ATTORNEY

1. SD#1 Improvements Project Bonding: Need to look into the exact amount spent on the project to be sure enough was borrowed with the Bond Anticipation Note (BAN). If more was spent than anticipated, the Bond Resolution may need to be rewritten.
2. Zoning law amendments for Village: An application was submitted to the ZBA and Planning Boards for a cell tower prior to a local law being filed with the State. Zoning Officer Manning was not notified in advance of the law taking effect. The application no longer conforms to the law and may need to be revised by the applicant, which may also require additional meetings to be held by the appropriate Board(s).
3. Iseneker – non-conforming lot: To avoid a non-conforming lot, the Town may be able to annex the parcel and combine with the current Iseneker parcel. Attorney Meier has not received a copy of the court order that grants a parcel of land that is a non-conforming lot to the Isenekers. Attorney Meier will obtain a copy and review with the Village Attorney.

TOWN CLERK

1. The Clerk's Monthly and Annual Reports are included in the Board Members' packets.
2. Most of the Oaths of Office have been filed. Remainders need to be signed by January 30th.
3. The annual Association of Towns (AOT) meeting and training session will be held February 16-19, 2025 in New York City. Registration information may be obtained from Clerk Murphy.
4. The Tug Hill local government conference will be held April 1, 2025 at Turning Stone . Registration by 2/28/25 for the early registration rate.

TAX COLLECTOR

1. The Tax Collector's mid-month report is included in Board Members' packets.
2. Tax Collection season has begun with no major issues so far.
3. Paid out to Town Supervisor: \$500,000.00, partial tax warrant.

ZONING/PLANNING

1. Certificate of Compliance: Nothing new
2. The Zoning Officer's Annual Report is included in the Board Members' packets.
3. Appointment: Lisa Hetzner's appointment as Vice-Chair of the Planning Board has expired.

Motion by Councilman Monnat, seconded by Councilman Ross to appoint Lisa Hetzner as Vice-Chair of the Town and Village Joint Planning Board with a term of office 1/1/25 through 12/31/2029.

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

SUPERINTENDENT OF HIGHWAYS/SPECIAL DISTRICTS

1. Plowing Snow
2. The new CAT 938 loader has arrived and been placed in service.
3. WD#5: Water loss continues to be at 30%. A meeting needs to be set up with the Town of Martinsburg representatives regarding the water loss.
4. Shared Services with Lewis County. The County is requesting a letter or resolution of support for their NYS DOS Local Government Efficiency Grant Program Application. Resolution to Follow.

5. Shared Services Agreement with NYS DOT. Resolution to Follow.

Motion by Councilman Ross, seconded by Councilman Virkler to adopt Resolution No. 2-2025, “**Authorizing Town of Lowville To Act As a Co-Applicant With Lewis County’s Submission of a NYS DOS Local Government Efficiency Grant Program Application**”.

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

WHEREAS, the County of Lewis, as the applicant, and Town of Lowville, as the co-applicant, are eligible to apply for the 2024-2025 Local Government Efficiency Program administered by New York State Department of State and the Division of local Government Services; and

WHEREAS, the Town of Lowville participated in the 2023 Lewis County Shared Services Plan (the Plan), which describes a shared need for a Jet/Vacuuming Machine and a Loader-Mounted Snowblower among the County of Lewis municipalities; and

WHEREAS, the Plan identified that a shared Jet/Vacuuming Machine can be used/deployed to any Town or Village in need of equipment to clean sewers and complete hydro excavation in-house versus contracting out the services for each municipality; and

WHEREAS, the Plan also identified the need for a Loader-Mounted Snowblower to be used/deployed to any Town or Village in need of snowbank removal; and

WHEREAS, the Plan identified that the equipment will be purchased and managed by the Lewis County Highway Department; and

WHEREAS, the Lewis County Highway Superintendent has also identified the need for a shared Grapplesaw Truck to be used/deployed to any Town or Village in need, which can also be purchased and managed by the Lewis County Highway Department; and

WHEREAS, the NYS DOS Local Government Efficiency (LGE) Grant is provided to municipalities as a funding opportunity to expand or develop new local service delivery initiatives that will reduce the cost of current or future municipal operations and incorporate enhanced technologies and processes to modernize the delivery of local services. The LGE program requires that local governments work together in these efforts to meet the current and emerging needs of their constituents; and

WHEREAS, Lewis County, in collaboration with other Towns and Villages, would be eligible for up to \$1,250,000 in NYS DOS LGE funding to purchase a shared Jet/Vacuuming Machine, Loader-Mounted Snowblower, and Grapplesaw Truck and would need to commit to a 10% cash match.

NOW, THEREFORE, BE IT RESOLVED as follows:

Section 1. The Town of Lowville authorizes the inclusion of the Town of Lowville as a co-applicant in the submission of a NYS DOS Local Government Efficiency Grant Program application in an amount not to exceed \$1,250,000 towards the costs of the Loader-Mounted Snowblower, Grapplesaw Truck, and Jet/Vacuuming Machine with the 10% cash requirement being contributed by the County.

Section 2. That the Town of Lowville will act as a Co-applicant with the County of Lewis for the 2024-2025 Local Government Efficiency Program.

Section 3. The Town Supervisor is hereby authorized to be included as the point of contact for the Town of Lowville.

Section 4. That this resolution shall take effect immediately.

Motion by Councilman Farney, seconded by Councilman Ross to adopt **Resolution No 3-2025, “Shared Services with NYS DOT”**.

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

WHEREAS the NYSDOT wishes to provide assistance to the Town of Lowville in the event of an emergency effects the local Highway System; be it

RESOLVED that the Town of Lowville will enter into a Shared Services Agreement with the NYSDOT for a four (4) year period with Supervisor Mullin being authorized to sign said agreement.

RACOG

Mickey Dietrich gave a brief update on the happenings of RACOG and the Tug Hill Commission. The next RACOG meeting will be January 23, 2025 at the Town of Wilna offices. The economic visioning summit will be held April 30th.

BUDGET OFFICER/BOOKKEEPER

The monthly financial report was provided in the Board Members’ packets. Accountant Lawrence reviewed the proposed Budget Amendments and Transfers along with the financial report with Board.

Motion by Councilman Ross, seconded by Councilman Monnat to adopt **Resolution No. 4-2025, “Approve Budget Amendments & Transfers”**.

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

RESOLVED the following Budget Transfers and Adjustments be approved

Budget Transfer: General Fund Town Wide

Account	Code	Increase	Decrease
PT Justice Clerk Payroll	1110.16	417.53	
Medical Insurance	9060.8		417.53
Social Security	9030.8	166.49	
Medical Insurance	9060.8		166.49

Budget Adjustment: Highway Fund Town Wide

Account	Code	Increase	Decrease
Bridges – Contractual	5120.4	71,004.59	
State Aid Bridge Project	3505		71,004.59

Budget Adjustment: Sewer Fund – SD#1: Brookside

Account	Code	Increase	Decrease
Contractual – Sanitary Sewers	8120.4	9,498.00	
Fringe Benefits	8120.8	86.00	
Unassigned Fund Balance	599		9,584.00

Budget Adjustment: Sewer Fund – SD#2: Number 4 Road

Account	Code	Increase	Decrease
Fringe Benefits	8120.8	5.00	
Unassigned Fund Balance	599		5.00

Budget Adjustment: Sewer Fund – SD#3: Consolidated

Account	Code	Increase	Decrease
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Fringe Benefits	8120.8	8.00	
Unassigned Fund Balance	599		8.00

Budget Adjustment: Sewer Fund – SD#4: E State/812

Account	Code	Increase	Decrease
Fringe Benefits	8120.8	8.00	
Unassigned Fund Balance	599		8.00

Budget Transfer: Water Fund – CWD#1:Consolidated

Account	Code	Increase	Decrease
Water Admin – Contractual	8310.4	23.00	
Source of Supply – Contractual	8320.4		23.00

Budget Transfer: Water Fund – CWD#1:Consolidated/WD#5: Walmart

Account	Code	Increase	Decrease
Payroll - Water Admin – #5 Walmart	8310.1	112.00	
Payroll – Water Admin - #1 CWD	8310.1		112.00

OLD BUSINESS

Water Line Extension: Nothing new

The next regularly scheduled Town Board meeting will be February 20, 2025 at 9:30 a.m.

Motion by Councilman Farney, seconded by Councilman Monnat to adjourn the meeting at 11:16 a.m.

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

NAYS – 0

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk