

**Town of Lowville  
Regular Town Board Meeting  
March 20, 2025**

**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 20<sup>th</sup> day of March 2025.

**Roll Call:**

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

**Others Present:**

Thomas Widrick, Highway & Special Districts Superintendent – entered at 10:00 a.m.  
Aimee Murphy, Town Clerk  
Nick Astafan, Dog Control Officer

**Also Present:** Robert Boliver, BCA; Chuck Terrillion, Village Trustee; Andrea Moroughan, County Legislator; Henry Avallone, resident; Ryan Nortz, resident; Andrea Worden, resident; Accountant Scott Lawrence entered at 10:26 a.m.;

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 Monnat, seconded by Councilman Ross to approve the minutes of the February 20, 2025 regular meeting as presented by the Town Clerk.

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

**CORRESPONDENCE**

- NYAOT: Annual Town Finance & Personnel School

**VOUCHERS**

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

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

General – Abstract #3	Voucher #58 to #87	\$ 91,846.69
Highway – Abstract #3	Voucher #29 to #47	\$ 32,559.29
Water – Abstract #3	Voucher #18 to #25	\$ 8,455.94
Sewer – Abstract #3	Voucher #8 to #9	\$ 335.03
	Total	\$133,196.95

**SUPERVISOR'S REPORT**

Receipts:	Town Clerk	\$ 1,495.84
	Town Court	\$ 4,187.05
	Zoning	\$ 157.50 (\$657.50 ytd)
	Tax Collector	\$ 3,524.22
	Retiree Insurance	\$ 3,461.40
	Village of Lowville	\$ 1,230.58 (Lowville Heights PILOT)
	Village of Lowville	\$ 7,831.83 (Joint Building Costs)
	Lewis County IDA	\$ 45,932.46 (Flat Rock Wind PILOT)

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

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

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

## **DEPARTMENT REPORTS**

### **DOG CONTROL**

1. The Dog Control Officer's (DCO) monthly report and annual report are included in the Board Members' packets.
2. Attorney Meier sent out letters for "severely delinquent" licenses in small batches. So far, two (2) out of four (4) have been rectified. More to go out shortly.
3. Attended a Zoom meeting with other DCO's around the state. Discussed Article 6 updates. Still a difference in opinion between the Ag & Markets Department and Attorney Meier as well as most DCO's regarding how many of the updates pertain to municipalities.
4. NYS Dept. of Ag & Markets is looking to hold a meeting at the Lewis County Humane Society.
5. Lewis County Public Health will be holding rabies clinics in May 2025 around the County.

### **TOWN CLERK**

1. The Clerk's Monthly Report is included in the Board Members' packets.
2. New dog license fees have been implemented. Not a lot of complaints from the owners.
3. Will begin using slower days to work on records retention.
4. Building A/C unit replacement. Last summer it was discussed replacing the failing A/C unit for the municipal building. Councilman Monnat will look into further and bring back quotes for the Board to consider.

### **TAX COLLECTOR**

1. The Tax Collector's monthly report is included in Board Members' packets.
2. Tax Collection continues but is slowing down.
3. Second notices for unpaid bills will be sent out at the end of the month. As of 4/1/25 the fee for this notice is \$2 in addition to tax and interest amounts due. As of 3/19/25 there are 156 unpaid parcels. This is 5 more than last year at this time.

### **Public Hearing**

Deputy Supervisor Virkler opened the public hearing on Local Law #1 of 2025, "A Local Law Updating the Administration and Enforcement of Dog Control Within the Town of Lowville" at 9:45 a.m. with proof of publication in the Lowville Journal & Republican, the Town Clerk's sign board and on the Town's website being acknowledged. The purpose of the proposed Local Law is to update the Town's policies and procedures, for dog licensing, identification and control and to empower the Town Board to make certain future changes with regard to fees and charges by resolution.

Deputy Supervisor Virkler left the public hearing open for comment.

### **Water & Sewer Rates**

Water and Sewer rates need to be reviewed before the next billing cycle. Village Trustee Terrillion informed the Board of the possibility of the Village raising rates, but no specifics have been set. After a brief discussion, the following motion was made.

**Motion** by Councilman Monnat, seconded by Councilman Ross to table the discussion regarding Water & Sewer rates until the April regular board meeting.

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

### **ZONING/PLANNING**

1. Certificate of Compliance: Nothing new.

**SUPERINTENDENT OF HIGHWAYS/SPECIAL DISTRICTS**

Deputy Supervisor Virkler read Superintendent Widrick's report to the Board.

1. Plowing Snow: Used 60% of the snow removal payroll budget (DA5142.1).
2. Would like to purchase a new plow truck. Received quotes for a Western Star of \$176,522.00 and for a Mack of \$177,060.00. The Viking Box is estimated to cost \$127,300.00. The difference in total cost is approximately \$538.00.
3. The auction for the 2022 F350 ended with a winning bid of \$54,000.00. The truck was purchased by the Town at a cost of \$58,325.00. Superintendent Widrick suggested the Board accept the winning bid and sell the truck. Resolution to follow.
4. FEMA paperwork has been completed. The Town should be receiving \$51,094.21, which is 75% of the \$68,125.61 cost for damages caused by the summer 2024 flooding. Waiting to see if the state will be contributing as well.

**Motion** by Councilman Ross, seconded by Councilman Farney to adopt **Resolution No. 8-2025, "Sale of 2022 Ford F-350 Dump Truck and Plow"**.

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

WHEREAS the Town of Lowville has declared the 2022 Ford F-350 Dump Truck with 2022 Fisher 9'6" SS XV2 Plow as surplus; and

WHEREAS the Town has received a bid of \$54,000.00 through Absolute Auctions & Realty, then therefore be it

RESOLVED, that the Town Board accept the bid through Absolute Auctions & Realty.

**ASSESSOR**

The Assessor's laptop ceased working and needs to be replaced. The County was able to offer an opened box new laptop at the cost of \$400 to the Town.

**JUSTICES**

The Justices received notification that the Lowville Town Court has been awarded a grant under the 2024-25 cycle of the Justice Court Assistance Program (JCAP). The amount of \$1,930.00 will be used to purchase two (2) new desks and two (2) new chairs.

Superintendent Widrick entered the meeting.

**Public Hearing cont'd**

Deputy Supervisor Virkler closed the public hearing on Local Law #1 of 2025 at 10:02 a.m. with no public comment being heard.

**Motion** by Councilman Farney, seconded by Councilman Ross to adopt **Resolution No. 9-2025, "Adopt Local Law #1 of 2025 A Local Law Updating the Administration and Enforcement of Dog Control Within the Town of Lowville"**.

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

WHEREAS, the Town Board of the Town of Lowville, held a public hearing at a Town Board meeting on March 20, 2025 at 9:45 a.m. for Local Law No. 1-2025; and

WHEREAS, no public comment was heard; then therefore be it

RESOLVED, that the Town Board of the Town of Lowville adopts Local Law No. 1-2025 known as "A Local

Law updating the Administration and Enforcement of Dog Control Within the Town of Lowville”.

**SUPERINTENDENT OF HIGHWAYS/SPECIAL DISTRICTS cont’d**

Highway Superintendent Widrick reviewed his report with the Board.

**Motion** by Councilman Ross, seconded by Councilman Monnat to adopt **Resolution No 10-2025, “Expenditure of Funds from the Highway Equipment Reserve Fund Subject to Permissive Referendum for Purchase of New 2026 Mack Tandem Dump Truck with Viking Double Wing Plow, Sander and Dump Box”.**

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

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 2026 Mack Tandem Dump Truck with Viking Double Wing Plow, Sander and Dump Box; then therefore be it

RESOLVED, that the Town of Lowville authorizes the expenditure up to the sum of One Hundred Seventy-Seven Thousand, Sixty dollars (\$177,060.00) from the Highway Equipment Reserve Fund for the purpose of purchasing a 2026 Mack Tandem Dump Truck; and be it further

RESOLVED, that the Town of Lowville authorizes the expenditure of the sum of One Hundred Twenty-Seven Thousand, Three Hundred dollars (\$127,300.00) from the Highway Equipment Reserve Fund for the purpose of purchasing a new Viking Double Wing Plow, Sander and Dump Box; 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’s report was emailed to the Board Members prior to the meeting.

**NEW BUSINESS**

**Credit Card** – Superintendent Widrick explained the need for a town credit card. Clerk Murphy will obtain sample policies from other municipalities and ask Attorney Meier to draw up a policy for the Board to review.

**OLD BUSINESS**

Water Line Expansion: Robert Boliver of BCA briefly reviewed the SEQR for and resolution previously provided to the Board Members for review. After a brief discussion, the following resolution was presented.

**Motion** by Councilman Farney, seconded by Councilman Ross to adopt **Resolution No. 11-2025, “A Resolution Relating to the Initial Review, Under the State Environmental Quality Review Law, of the Proposed New Water District Project”.**

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

WHEREAS, the Town of Lowville (Town) with offices at 5533 Bostwick Street, Lowville, Lewis County, New York is interested in undertaking a New Water District Project; and

WHEREAS, the Town Board must evaluate this project in light of the State Environmental Quality Review Act (SEQR), and the regulations promulgated pursuant thereto; and

WHEREAS, The Town Board has determined this project is a Type I action as that term is defined in 6 N.Y.C.R.R. Section 617.7(b)(6); and

WHEREAS, the Town Board has determined that other Federal, State, and local agencies may be considered involved agencies; and

WHEREAS, the Town Board desires to serve and act as lead agency for purposes of SEQR; and

WHEREAS, to aid the Town Board in its determination as to whether the proposed project will have significant impact on the environment, part 1 of the Full Environmental Assessment Form (EAF) has been prepared, a copy of which is attached and a part of this Resolution.

NOW, THEREFORE the Town Board of the Town of Lowville, duly convened in regular session, does hereby resolve as follows:

Section 1. Pursuant to, and in accordance with, the provisions of section 617.6 (Initial Review of Actions and Establishing Lead Agency) of the New York State Environmental Quality Review Regulations (6 NYCRR part 617) the Town Board of the Town of Lowville hereby makes the following determinations and classifications with respect to the Town's Proposed New Water District Project.

- a. The application constitutes a Type I "action" as that term is defined in 6 N.Y.C.R.R. Section 617.4 (b)(6);
- b. The Board desires to conduct a coordinated review and serve as lead agency for the purposes of SEQR; and
- c. The Town is hereby directed to deliver the proposed environmental assessment form and notify the involved agencies identified in EAF that a lead agency must be agreed upon pursuant to 6 N.Y.C.R.R. Section 617.6 (b) (3) within 30 days of transmittal of the EAF.

Section 2. This Resolution shall take effect immediately subject to review of the Town's attorney.

#### **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. 12-2025, "Approve Budget Amendments & Transfers"**.

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

RESOLVED the following Budget Transfers and Adjustments be approved

Budget Adjustment: Highway Fund Town Wide

Account	Code	Increase	Decrease
Equipment – Machinery	5130.2	317,060.00	
Appropriated Reserves	511N		317,060.00

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Budget Transfer: Water Finds – CWD#1

Account	Code	Increase	Decrease
Water Admin – Contractual	8310.4	2500.00	
Transmission & Distr. – Contractual	8340.4		2500.00

Discussion took place regarding the possible replacement of the A/C units for the office building. The current units are beginning to fail and may not work for the upcoming summer season. Councilman Monnat will look into this further.

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

**Motion** by Councilman Farney, seconded by Councilman Ross to adjourn the meeting at 10:42 a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC  
Town Clerk