

**Town of Lowville Regular Board Meeting  
December 20, 2018**

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 20<sup>th</sup> day of December 2018.

**Present:** Randall Schell, Supervisor  
Ruth Larabee, Councilwoman  
Allison Millard, Councilman  
Robert Mullin, Councilman  
Paul Virkler, Councilman  
Aimee Murphy, Town Clerk  
Raymond Meier, Town Attorney  
Mark Tabolt, Highway Superintendent/Special Districts Superintendent  
Nicholas Astafan, DCO

**Also Present:** Thomas Widrick, Mickey Dietrich and Henry Avallone

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

**MINUTES**

**Motion** by Councilman Millard, seconded by Councilwoman Larabee to approve the minutes of the November 15, 2018 regular board meeting.

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

**Motion** by Councilman Mullin, seconded by Councilman Virkler to approve the minutes of the December 5, 2018 special board meeting.

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

**CORRESPONDENCE**

- Ag & Markets response to farm letter
- Lewis County Highway Department – snow removal contract
- NYSIF notice
- Assemblyman Blankenbush response to farm letter
- Mishawaka Land & Timber – Want to purchase rights to tower on #3 Road property.

**VOUCHERS**

**Motion** by Councilwoman Larabee, seconded by Councilman Millard to approve that bills be paid as listed in the following amounts.

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

|         |              |              |
|---------|--------------|--------------|
| General | #356 to #418 | \$ 52,247.75 |
| Highway | #131 to #141 | \$134,741.64 |

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|                |              |              |
|----------------|--------------|--------------|
| Trust & Agency | (11/28/2018) | \$ 16,540.94 |
|                | (12/20/2018) | \$ 54,762.53 |

**SUPERVISOR'S REPORT**

|           |                             |                                |
|-----------|-----------------------------|--------------------------------|
| Receipts: | Town Clerk.....             | \$1,247.31                     |
|           | CEO.....                    | 196.30 (\$6,877.25 ytd)        |
|           | Court – Judge Kiernan.....  | 4,985.00                       |
|           | Dean Rice.....              | 89.20 (culvert pipe reimburse) |
|           | NYS Dis. Inc. Refund.....   | 31.86                          |
|           | Lewis County.....           | 600.00 (snow removal adjust.)  |
|           | Village Bldg Reimbursement. | 5,157.56                       |

The Supervisor's activities report and financial report are in the board member's packets.

**Motion** by Councilwoman Larabee, seconded by Councilman Millard to accept the Supervisor's receipts, activities and financial reports.

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

**DEPARTMENT REPORTS**

**Town Clerk**

- Monthly report for October in the board member's packets.
- Website updates continue
- Invitations for the town board members for the Fire Departments Member's Banquet on January 19, 2019 are in the board member's packets.
- Have taken possession of new multifunction copier. The old copier has been moved to the Assessor's office to replace their aged copier.
- Completed online training for credit card virtual terminal; Waiting for equipment to be delivered to begin accepting payments.
- Preparing for collection of taxes in January
- Water/Sewer payments – Billed \$87,191.02 and have collected \$80,324.25
- Holiday Luncheon will be at Doyle's Pub today at 12:30 p.m.

**Superintendent of Highways/ Special Districts Superintendent**

- Will be receiving approximately \$177,000.00 from CHIPS
- 4<sup>th</sup> quarter disinfection by-products test results came back – poor
- Met with BC&A to bring Tom Widrick up to speed
- New truck will be ready to use in late January
- Brookside temporary sewer pump is working well; two pumps being repaired, one will be a spare to have on-hand
- Discussed the Village installing a master water meter at Sunset/Hillcrest
- There will be a new email for the Highway Department as soon as Mickey Dietrich finishes setting it up.

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**CEO**

- Report in board members packets

**DCO**

- Monthly report is included in board member's packets. DCO Astafan gave a brief synopsis on the month's happenings.
- DCO Astafan announced that he will be taking on the Town of Denmark as DCO beginning January 1, 2019. The Town of Denmark would also be interested in sharing costs of equipment with the Town of Lowville.

**RACOG**

- Mickey Dietrich gave an update on RACOG
- Working to set up a new Highway email

**OLD BUSINESS**

- Hospital Hill Project – Still on hold.
- Administrative Order CWD #1 – Have a prospective resolution; looking for grant money to fund project. Estimated cost: \$1 million - \$1.5 million.

Ray Meier entered at 10:12 a.m.

- Mill Creek – Supervisor Schell gave a brief update on the project
- Ross Road Drainage – Met with Village and County; Nichelle at County Soil & Water will come up with some plans to assist.
- Maple Ridge PILOT – Will be asked for a formal resolution by end of year Discussion followed.

**Motion** by Councilman Mullin, seconded by Councilman Virkler to adopt **Resolution #31-2018, “Resolution of the Town Board of the Town of Lowville Regarding Payments in Lieu of Taxes for the Maple Ridge Wind Farm”**

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

*A copy of this resolution is incorporated at the end of these minutes.*

**SEQR & EAF** – CWD#1: BC&A has completed a Full EAF on CWD#1 Filtration Project. Attorney Meier will complete the SEQR.

**Motion** by Councilwoman Larabee, seconded by Councilman Mullin to adopt **Resolution #32-2018, “Declaring the Town of Lowville as Lead Agency for the CWD#1 Filtration Project”**

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

WHEREAS, The Town of Lowville is completing a filtration project for Consolidated Water District #1 (CWD#1) which requires a long form Environmental Assessment to be completed; and

WHEREAS, the Town of Lowville desires to act as lead agency for the SEQR process, now, therefore be it

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RESOLVED, that the Town Board of the Town of Lowville declares that it will act as lead agency for the CWD#1 Filtration Project.

**NEW BUSINESS**

Supervisor Schell has attended Village Municipal Board meetings and Village Board meetings. The Municipal board would like to charge residents of the Town of Lowville that wish to hook up to the Town's sewer system. Attorney Meier suggested reviewing the Town/Village sewer agreements. Discussion followed.

**Organizational Meeting**

**Motion** by Councilwoman Larabee, seconded by Councilman Millard to set the Year-End/Reorganizational meeting on December 27, 2018 at 9:30 a.m.

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

**Sexual Harassment Policy and Training**

Discussion regarding the State's new requirements for a Sexual Harassment Policy and Training. The Board will need to update the policy in the Town of Lowville Personnel Handbook. Attorney Meier will provide a proposed policy for the Board to review.

**Motion** by Councilman Millard, seconded by Councilman Mullin to adjourn the meeting at 10:54 a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC  
Town Clerk