

**Town of Lowville
Year End/Reorganization Meeting
December 27, 2018**

A special 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 27th day of December 2018.

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

Also Present: Thomas Widrick, John Young, Henry Avallone

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

This meeting was held to conduct year-end Town business, re-organize for the coming year and any other business that comes before the board. Notice of Special meeting was posted on the Town Clerk's bulletin board, the Town of Lowville website and published on linkinglewiscounty.com.

VOUCHERS

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

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

| | | |
|----------------|--------------|--------------|
| General | #419 to #427 | \$ 8,151.39 |
| Highway | #142 to #144 | \$ 15,566.75 |
| Trust & Agency | (12/27/2018) | \$ 4,989.28 |

APPOINTMENTS

One year appointments:

| | | |
|---------------------------|-----------------------------|---------------------|
| Accountant Scott Lawrence | Bookkeeper/Budget Officer | 1/1/2019–12/31/2019 |
| Nicholas Astafan Jr. | Dog Control Officer | 1/1/2019-12/31/2019 |
| John Young | Deputy Dog Control Officer | 1/1/2019-12/31/2019 |
| BobbieJo Marra | Deputy Dog Control Officer | 1/1/2019-12/31/2019 |
| Charlotte Beagle | Historian | 1/1/2019-12/31/2019 |
| Katharine Manning | Zoning Officer | 1/1/2019-12/31/2019 |
| Joseph Pfeiffer Jr. | Code Enforcement Officer | 1/1/2019-12/31/2019 |
| Cheryl Cole | Data Collector for Assessor | 1/1/2019-12/31/2019 |

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Janet Lee

Ice Rink Manager

1/1/2019-12/31/2019

Motion by Councilwoman Larabee seconded by Councilman Mullin to approve the foregoing one year appointments by the Town Board.

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

Motion by Councilman Millard seconded by Councilman Virkler to appoint Thomas Widrick as Highway Superintendent/Special Districts Superintendent for the Town of Lowville to fill the term of Mark Tabolt, 01/01/2019 – 12/31/2019.

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

ZBA

Motion by Councilman Mullin seconded by Councilman Virkler to re-appoint Linda Lawton as a member of the Zoning Board of Appeals for a five year term (01/01/2019 – 12/31/2023).

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

Planning Board

Motion by Councilman Virkler seconded by Councilman Millard to re-appoint Suzanne Peters as a member of the Planning Board for a five year term (01/01/2019 – 12/31/2023).

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

Recreation Commission

Motion by Councilwoman Larabee seconded by Councilman Millard to re-appoint Brian Hanselman as a member of the Recreation Commission for a five year term (01/01/2019 – 12/31/2019).

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

2019 Meeting Dates

Motion by Councilwoman Larabee seconded by Councilman Mullin to set the 2019 Town of Lowville Town Board meetings for the third Thursday of each month at 9:30a.m. at the Town of Lowville Municipal Building.

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

Designate Financial Institution

Motion by Councilwoman Larabee seconded by Councilman Virkler designating Community Bank N.A. and Key Bank N.A. as financial depositories for the Town of Lowville for 2019.

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

Official Newspaper

Motion by Councilman Virkler seconded by Councilwoman Larabee to designate the Journal & Republican as the official newspaper and the Watertown Daily Times as the alternate for the Town of Lowville for 2019.

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

Mileage Rate

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Motion by Councilman Virkler seconded by Councilman Mullin to keep the mileage reimbursement rate at \$0.50/mile.

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

Bills Prior to Audit

Motion by Councilwoman Larabee seconded by Councilman Virkler to adopt **Resolution #33-2018, “Authorizing Supervisor Schell to Pay in Advance of Audit”**.

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

RESOLVED that Supervisor Schell is authorized to pay in advance of audit, all utility services, phone & internet bills, postage bills, water testing charges and fringe benefits when due in 2019.

Procurement Policy

The policy was discussed by the board.

Motion by Councilman Millard, seconded by Councilman Mullin to leave the procurement policy as it is.

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

Investment Policy

The policy was reviewed by the board.

Motion by Councilwoman Larabee, seconded by Councilman Millard to leave the investment policy as it is.

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

Elected and Appointed Officials Attending Training Sessions

Motion by Councilwoman Larabee, seconded by Councilman Mullin to adopt **Resolution No. 34-2018 “Attendance of Elected and Appointed Officials at Training Sessions.”**

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

WHEREAS, certain elected and appointed officials of the Town of Lowville are required to attend training sessions as part of their official duties on behalf of the Town, and

WHEREAS, occasionally it appears that attendance at such training sessions may occur when prior Town Board approval is not able to be obtained, and

WHEREAS, the Town believes it is important for their elected and appointed officials to be well trained and informed so that their official duties may be carried out on behalf of the Town. NOW, THEREFORE, be it

RESOLVED, that elected and appointed officials of the Town may attend training sessions for their position without prior Town Board approval, in the event such prior Town Board approval is unable to be obtained prior to the scheduled date of the training session in question, and it is further

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RESOLVED, that the elected or appointed official who attends such a training session shall report at the next regularly scheduled Town Board meeting concerning the attendance at the training session.

Undertaking Covering Officers, Clerks and Employees of the Town of Lowville

Motion by Councilwoman Larabee, seconded by Councilman Virkler to adopt **Resolution No. 35-2018 “Approving the Form and Amount of a Blanket Undertaking Covering Officers, Clerks, and Employees of the Town of Lowville”**.

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

WHEREAS, Town Law §25 provides that the Town Supervisor, Town Clerk, Collector of Taxes, Town Justices and Town Superintendent of Highways, must execute and file with the Town Clerk an undertaking in such amounts as may be approved by the Town board;

WHEREAS, Public Officers Law §11(2) further provides that it is permissible with the consent and approval of the officer or governing body authorized to require the undertaking, for the Town to procure a blanket undertaking from any duly authorized corporate surety covering officers, clerks and employees;

NOW, THEREFORE, BE IT RESOLVED:

Section 1.

That the Town Board hereby approves the following undertakings for the Town Clerk/Tax Collector in the amount of \$150,000; the Town Supervisor in the amount of \$150,000; the Town Justice in the amount of \$150,000; and the Town Highway Superintendent in the amount of \$150,000; to be obtained from a corporate surety company duly authorized to do business in the State of New York for the purpose of covering the Town Clerk/Tax Collector, Town Supervisor, Town Justice and Town Highway Superintendent of the Town of Lowville and that such officers, clerks and employees will faithfully discharge the duties of his or her office, and all trusts imposed upon him or her by law by virtue of his or her office, including the duty of promptly accounting for and paying over all moneys or property received by him as such officer, in accordance with law, and that if the said officers, clerks or employees fail to perform any of the above-mentioned conditions or is in default thereof, that the said corporate surety named herein will pay to the said Town and to the People of the State of New York, all damages, costs and expenses resulting from such default, not exceeding the sum specified above.

Section 2.

That a certified copy of this Resolution shall be filed with the Town Clerk’s office.

Section 3.

That this Resolution shall take effect immediately.

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Personnel Salaries

Accountant Lawrence reviewed the salaries and fringe benefits with the board. After a brief discussion, the following resolution was presented.

Motion by Councilman Virkler, seconded by Councilwoman Laribee to adopt **Resolution No. 36 -2018 “Salaries for Elected and Appointed Officers and Employees.”**

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

Be it resolved, that salaries for elected and appointed officers and employees be the same as set in the Town’s Budget for 2019 with the following exceptions:

| | |
|---|-----------------------------|
| Justice Court Clerk | \$13.50/hr. |
| Data Collector/Administrative Assistant to Assessor | \$12.50/hr. |
| Ice Rink Manager | \$12.05/hr. |
| Code Enforcement Officer | \$19.50/hr. for 21 hrs./wk. |
| Zoning Officer | \$15.00/hr. for 15 hrs./wk. |
| Board Members | \$3,500/yr. |

Expenditure of Highway Monies

The Town Clerk received a request of the Lewis County Highway Department to complete a Expenditure of Highway Monies agreement for the year 2019. After a brief discussion the following motion was presented.

Motion by Councilman Mulling seconded by Councilwoman Laribee to authorizing Supervisor Schell to sign the Expenditure of Highway Monies agreement.

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

New Business

Sexual Harassment Policy

Copies of the proposed policy and forms were distributed to the board for review. Upon approval of this policy, copies will be forwarded to all employees/officers and incorporated in the Personnel Handbook.

Motion by Councilman Millard seconded by Councilman Virkler to adopt **Resolution No. 37-2018 “Policy Against Discrimination and Harassment.”**

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

Copy of said resolution incorporated at the end of these minutes.

Maple Ridge PILOT

Discussion took place regarding the Maple Ridge PILOT negotiations. No action taken at this time.

Supervisor Schell reminded all that the next meeting will be held on January 17, 2019 at 9:30a.m.

The Town Board wishes to thank Mark Tabolt for his dedicated service to the Town of Lowville as Highway Superintendent/ Special Districts Superintendent and to offer best wishes to him on his retirement.

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DCO Astafan introduced his newly appointed Deputy, John Young to the Town Board.

Motion by Councilman Millard seconded by Councilman Mullin to adjourn the meeting at 9:55 a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk

DRAFT