

**Town of Lowville Regular Board Meeting  
January 17, 2019**

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 17<sup>th</sup> day of January 2019.

**Present:** Randall Schell, Supervisor  
Ruth Larabee, Councilwoman  
Allison Millard, Councilman  
Robert Mullin, Councilman  
Paul Virkler, Councilman  
Aimee Murphy, Town Clerk  
Thomas Widrick, Highway Superintendent/Special Districts Superintendent  
Nicholas Astafan, DCO  
William Kiernan, Town Justice

**Also Present:** Henry Avallone, Mickey Dietrich, Ron Burns (Lewis Co. Legislator Dist. #3), Julie Abbass (Lowville Journal & Republican)

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

**MINUTES**

**Motion** by Councilwoman Larabee, seconded by Councilman Millard to approve the minutes of the December 20, 2018 regular board meeting.

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

**Motion** by Councilman Virkler, seconded by Councilwoman Larabee to approve the minutes of the December 27, 2018 special board meeting.

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

**CORRESPONDENCE**

- IDA Zoning Letter – RE: Planned Development Zone at the Climax Building; Ray to respond with appropriate documentation.
- BC&A/Dimmick Letter – Chris Dimmick has left BC&A; Tom Cataldo has taken his place.
- Local Government Conference at JCC March 28th
- Deer River Wind Farm
- Town Court - Office of Court Administration needs to have justice court audit done and a copy forwarded to them by March 1, 2019. The Board will review/approve this audit later in the meeting.
- Empire State Development notice of hearing NY Broadband.
- Lewis County Highway Department – Increase in contract amount for plowing East Road due to fuel price increase.

Town of Lowville Regular Board Meeting  
January 17, 2019

**VOUCHERS**

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

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

General – Abstract #1	Voucher #1 to #30	\$61,663.89
Highway - Abstract #1	Voucher #1 to #8	\$ 4,659.29
Trust & Agency	(01/17/2019)	\$14,620.53

**SUPERVISOR’S REPORT**

Receipts:	Town Clerk.....	\$ 1,404.96
	CEO.....	522.50 (\$522.50 ytd)
	Court – Judge Kiernan.....	3,943.00
	Tax Collector.....	450,000.00

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

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

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

**DEPARTMENT REPORTS**

**RACOG**

- Mickey Dietrich gave an update on RACOG: Update of LED Lighting Project
- NY Alert training with Tom Widrick;
- Reviewed the Governor’s proposed budget, specifically where his is reducing state aid to municipalities whose budgets are below a 2% increase. The Town of Lowville will be dropped, since the increase is approximately 1.4%.
- Tug Hill Commission has published a book on the Tug Hill region, and has given a copy to the Town of Lowville.;
- Dues notices will be going out soon.

**Town Historian**

Historian’s annual report in Board Members’ Packets

**Superintendent of Highways/ Special Districts Superintendent**

- Superintendent Widrick has sent in to Watertown Department of Health for his Water license, and has been approved.
- Has received quotes for a new garage door, new door has been installed.
- The new plow truck will take approximately two weeks to finish once they start it. No start date given.
- The Brookside sewer pumps should be done within one week (refurbished).
- Disinfection by-products violation notices in mail today, will be notifying DOH that they have been sent.

Town of Lowville Regular Board Meeting  
January 17, 2019

- Road use agreement with #3 Wind negotiations going well.
- Guard rails on the East Road near Phinney Road were hit by a tractor from Hanno farms, accident report received, will replace when there is better weather. Will be billed to insurance company.
- Discussion regarding installation of water meters at Climax building on fire lines that do not have meters.

**DCO**

- Monthly report is included in board members' packets.
- Annual report is included in board members' packets.
- Nick has started with the Town of Denmark. He stated that there was some equipment that belongs to Denmark, and will give that to his deputy, John Young.

**Attorney**

- Maple Ridge PILOT: expect a meeting in the very near future to discuss the distribution of the monies by taxing jurisdictions. Ray M. will plan to attend, Board members will be notified of the date and time so they may attend. At issue for the Town is consideration for the O&M office building.

- SEQRA on GAC System
- Lead Agency on SEQRA

May need to do a bonding resolution for the GAC System. Ray will draw up the proposed resolution for the February meeting.

**Town Clerk**

- Clerk's Monthly Report in Board Members' Packets & Daily Log passed for review.
- Town Clerk's Annual Report in Board Members' Packets.
- Attended a LCTCTCA meeting – County considering the possibility of accepting partial payment for Town/County Taxes. If they decide to do so, will be a couple years before it can be implemented.
- Began using credit card terminal for town clerk and water/sewer payments. So far so good.
- Research on Postage Meter for the Town Offices.
- Distributed Copies of the new Harassment and Discrimination Policy.
- Application to the LCTCTCA for scholarship to attend the NYSTCA Conference May 5-8, 2019.
- Notice of Violation letters sent to CWD#1.
- Tug Hill Local Government Conference will be Thursday, March 28, 2019 at JCC. Registration forms in board members' packets. Return date February 11<sup>th</sup>.

**Tax Collector**

- Tax Collection has commenced. Have collected approximately the same amount as this time last year.
- \$450,000.00 paid to Supervisor to date.

**CEO**

CEO monthly report in board members' packets.

Town of Lowville Regular Board Meeting  
January 17, 2019

Zoning Officer's annual report in board members' packets.

**Justices**

- The Justice Court records were made available to the board for review.

**Motion** by Councilman Mullin, seconded by Councilwoman Laribee to adopt **Resolution 1-2019, "Approving the Audit of Justice Court Records for the Town of Lowville Justice Court."**

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

WHEREAS, the Town of Lowville Justice Court Records were made available for audit by the Town of Lowville Board on January 17, 2019, and

WHEREAS, the Town of Lowville Supervisor audited said records on January 9, 2019 and found them to be in good order, then therefore

BE IT RESOLVED, that the Town Board of the Town of Lowville approved the annual audit of the Justice Court Records as presented by Supervisor Schell.

A copy of the preceding resolution and completed audit form is to be forwarded to the New York State Office of Court Administration.

**OLD BUSINESS**

- Hospital Hill Project – still on hold

- Administrative Order CWD #1 – need to obtain financing to move forward; Atty Meier to have bond resolution prepared for next meeting.

- Mill Creek – Randy gave a brief update on the project

- Ross Road Drainage – On hold because of the partial government shut-down.

**NEW BUSINESS**

Library Agreement

**Motion** by Councilman Millard seconded by Councilman Mullin authorizing Supervisor Schell to sign the Library Agreement.

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

**Volunteer Transportation Center**

**Motion** by Councilman Virkler seconded by Councilman Millard authorizing Supervisor Schell to sign the Volunteer Transportation Center Contract.

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

**Audit of Books**

Supervisor Schell also reviewed fiscal records for the Town Clerk, Tax Collector & Codes/Zoning offices. Copies on file with the Town Clerk.

**Budget officer/Bookkeeper**

Accountant Scott Lawrence review the tentative budget transfers with the Board. He indicated that there may be minor changes to these transfers when the fourth quarter

Town of Lowville Regular Board Meeting  
January 17, 2019

financials are complete. The fourth quarter financials will be complete for the February meeting.

**Motion** by Councilman Mullin seconded by Councilman Virkler to approve the tentative budget transfers.

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

*A Copy of these transfers is incorporated at the end of these minutes*

**Motion** by Councilman Millard, seconded by Councilman Mullin to adjourn the meeting at 10:41 a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC  
Town Clerk

DRAFT