

**Town of Lowville Regular Board Meeting
May 21, 2020**

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 21st day of May 2020.

Due to the current state of emergency situation for New York State, the Town of Lowville will not be able to allow the public to be present at this meeting. This meeting is being held via video conference, where the public is able to join.

Present via Zoom:

Randall Schell, Supervisor
Ruth Larabee, Councilwoman
John D. Ross, Councilman
Robert Mullin, Councilman
Paul Virkler, Councilman
Raymond Meier, Town Attorney
Aimee Murphy, Town Clerk
Thomas Widrick, Highway Superintendent/Special Districts Superintendent

Also Present via Zoom: Mickey Dietrich, RACOG; Timothy Widrick, Village of Lowville Trustee; Nick Altmire, LinkingLewisCounty.com; Approximately one other unidentified person.

The meeting was called to order at 9:31 a.m. by Supervisor Schell who also led the Pledge of Allegiance.

MINUTES

Motion by Councilwoman Larabee, seconded by Councilman Virkler to approve the minutes of the April 16, 2020 regular board meeting.

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

Motion by Councilman Mullin, seconded by Councilman Ross to approve the minutes of the May 5, 2020 special board meeting.

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

CORRESPONDENCE

Valley Snow Travelers – Request to cross Gordon Road Bridge
NYS Attorney General – DRAM Settlement: \$13.52 check
OCA Phase I: Plan to open Court to staff

VOUCHERS

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

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

Town of Lowville Regular Board Meeting
May 21, 2020

General – Abstract #5	Voucher #128 to #162	\$ 71,453.55
Highway - Abstract #5	Voucher #35 to #50	\$ 42,395.87
Trust & Agency	(04/30/2020)	\$ 12,394.98
	(05/19/2020)	<u>\$ 13,475.62</u>
		<u>\$139,720.02</u>

SUPERVISOR’S REPORT

Receipts:	Town Clerk.....	\$ 1,352.68
	Town Court.....	1,923.00
	CEO.....	264.56 (\$790.56 ytd)
	Zoning.....	100.00 (\$250 ytd)
	Lewis County.....	28,466.43 (Mortgage Tax)
	Tax Collector.....	1,971.34
	NYS DASNY grant.....	56,875.48 (Hospital Hill/Ross Rd.)
	NYS AG.....	13.52 (DRAM Settlement)

Supervisor Schell reported that the Village of Lowville decided at their board meeting, not to participate with the summer recreation program.

Motion by Councilman Mulling, seconded by Councilman Ross to not participate in the Summer Recreation Program for 2020 due to the COVID-19 Pandemic.

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

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

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

DEPARTMENT REPORTS

Attorney

- Maple Ridge PILOT: Still waiting for the \$3,000 from the County.
- #3 PILOT: No action
- BAN on the CWD#1 Project: Attorney Meier briefly explained the process. He suggested looking at local banks regarding interest rates.

Councilman Ross asked if there was anything the town could do regarding a property owner on Waters Road not permitting the Highway Crew to work on the side of the road to widen the road. Attorney Meier explained how the Town’s right-of-way works and has been working with Superintendent Widrick in regard to the same.

BUDGET OFFICER/BOOKKEEPER

Accountant Scott Lawrence reviewed the financial report with the Board for the time period of January 1, 2020 through April 30, 2020.

Accountant Scott Lawrence met with Supervisor Schell and set up a new account for the CWD#1 Capital Project.

Town of Lowville Regular Board Meeting
May 21, 2020

PILOT revenue has been deposited in General Fund Savings, part needs to be moved to General Fund Part Town. Still need to move tax money from General Fund Savings to other accounts.

Superintendent Widrick reported that CHIPS money is in the state budget and should be granted, but have not received a letter from the state telling the exact amount to be granted. Also should be receiving funds from PaveNY and Extreme weather recovery.

Superintendent Widrick asked if he should continue with plans to pave the Waters Road without having CHIPS letter. Estimate to pave the Waters Rd. is \$103,000.00, not including shoulders. Estimate for the Gordon Road Bridge materials is \$125,000.00. Superintendent Widrick has been reassured that the County will assist with installation. Supervisor Schell reported that the Highway fund balance is enough to cover cost of both projects with hopes of being reimbursed by the State.

Motion by Councilwoman Larabee, seconded by Councilman Mullin to allow Superintendent Widrick to continue with both the Waters Road paving project and the Gordon Rd. bridge project.

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

Motion by Councilman Virkler, seconded by Councilman Mullin to adopt Resolution # 16-2020, “Transferring money to CWD#1 Capital Project Account.”

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

RESOLVED, that Supervisor Schell is authorized to transfer \$100,000.00 from Water Fund Balance to the new CWD#1 Capital Project Account A8397.4.

Town Clerk

- Clerk’s Monthly Report in Board Members’ Packets & Daily Log was emailed to Board Members for review.

- Collection of water billing began May 1st. Will continue through the month of May without penalty. Town Clerk Murphy asked the Board if collection without penalty should continue through and include June 1st, since the last day to pay, May 31st, falls on a Sunday. This would be similar to how tax collection is handled. After a brief discussion and on recommendation of Attorney Meier, collection of water payments will continue through and including June 1st without penalties.

- Deputy Clerk Monnat and Town Clerk Murphy are continuing alternating days in the office. Town Clerk Murphy is doing as much from home as possible, but it is difficult to keep up on everything. Would like permission to begin having both in the office 5 days a week. Need to finish up tax collection and prep for settlement with the County as well as collecting water payments.

Motion by Councilman Virkler, seconded by Councilman Ross allowing the Town Clerk’s office to resume full staffing beginning Tuesday, May 26, 2020 and that the Municipal Building will remain closed to the public. If someone must enter, they will wear a mask and adhere to social distancing.

Tax Collector

- Collection report from April through April 30 is in the board member’s packets.

Town of Lowville Regular Board Meeting
May 21, 2020

Total taxes collected thru 4/30/2020:	\$ 79,675.25
Interest Collected.....	\$ 1,852.74
Bank Interest – March.....	\$ 0.60
Total Collected	\$ 81,646.59

Paid to Treasurer: (5/8/2020).....	\$ 79,675.25
Paid to Supervisor (5/8/2020).....	\$ 1,971.34
Total Disbursed	\$ 81,646.59

Tax payments are still coming in, mostly by mail and drop box. Only 8 credit card transactions for the month of April. Collector Murphy reported having problems with reports and second notice fees being added to the base amount of tax collected. Had to figure up amounts to be paid to County and Supervisor manually. Working with Systems East to get corrected. Hope to have corrected by the end of collections June 1st.

Motion by Councilwoman Larabee, seconded by Councilman Ross to approve the Town Clerk and Tax Collector’s reports.

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

CEO

CEO monthly report in board members’ packets.

Superintendent of Highways/ Special Districts Superintendent

- DBP sampling has been taken for CWD#1, awaiting results.
- Started mowing roadsides. New mower tractor working good.
- Brookside meter has been changed. The 3” meter has been stopped for a couple of years.
- Continuing to work on the Waters Rd. to get ready for paving.
- East Road Ext. water line prices – Upgrade of old pipes is needed. Supervisor Schell and Superintendent Widrick met with Supervisor Thisse and Superintendent Jones of the Town of Martinsburg. The Town of Martinsburg will install the pipes if Lowville purchases the materials. Quote for purchase of piping \$16,013.84. Attorney Meier is working with Wal-Mart regarding an easement.

Discussion regarding available fund balance for WD#5. Supervisor Schell indicated that there is a leak somewhere in this district and that it is believed to be in the oldest section of piping that goes to Martinsburg.

Motion by Councilwoman Larabee, seconded by Councilman Ross to expend \$16,013.84 to upgrade piping in WD#5 contingent upon obtaining easements from effected landowners.

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

- New truck is still waiting for the box to be made and installed. The company is currently off due to COVID-19 pandemic.
- One highway employee is currently off for a hip replacement. Supervisor Schell thanks him for waiting until after plowing season is over to take his medical leave.

DCO

- Monthly report is included in board members’ packets.

Town of Lowville Regular Board Meeting

May 21, 2020

- DCO Astafan forwarded an updated activities report to the Board prior to the meeting.

ASSESSOR

Assessor Gratch has been meeting with residents in preparation for Grievance Day.

RACOG

Mickey Dietrich gave a brief update on the happenings of RACOG and the Tug Hill Commission.

Councilwoman Larabee and Councilman Mullin are interested in being on the committee to update the comprehensive plan. Online training will be available pertaining to this topic.

OLD BUSINESS

- Hospital Hill/Ross Road Drainage: Nothing new. Hope to begin mid to late July.
- Administrative Order CWD #1: Project Continuing
- Mill Creek: Nothing New

NEW BUSINESS

Bond Anticipation Note: CWD#1 Capital Project – previously addresses

Motion by Councilman Ross, seconded by Councilwoman Larabee allowing Supervisor Schell to shop for BAN at local banks.

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

Motion by Councilman Ross, seconded by Councilman Mullin to adjourn the meeting at 10:52a.m.

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

Respectfully submitted,

Aimee L. Murphy, RMC
Town Clerk