VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
September 23, 2020

Call to Order

A regular meeting of the Board of Trustees of the Village of Lowville was called to order at 4:00 PM on September 23, 2020 by Mayor Joseph Beagle.

Roll Call:

Meeting included the following board members:

Mayor Joseph Beagle *Trustee Danny Salmon* *Trustee Timothy Widrick*
Trustee Edward Murphy *Trustee Charles Terrillion*

Others:

Paul Denise *Pam Roes* *Randy Roggie* *Nick Altmire*
Kevin Bamann *Pat Scordo* *Jeff Tubolino* *Joseph Austin*
Henry Avallone *Rich Defone* *Michelle Davoy*

Orders of the Day:

- **Organizational Meeting:**

a. Appointments:

1. Deputy Mayor - Danny Salmon, Term through April 7th, 2021.

   Motion by Trustee Widrick, seconded by Trustee Murphy to approve appointment of Deputy Mayor as listed above. All in favor.

2. Associate Village Justice - Rikki Stanton, Term through April 7th, 2021.

   Motion by Trustee Murphy, seconded by Trustee Widrick to approve appointment of Associate Village Justice as listed above. All in favor.

3. Deputy Clerk – Wendy Snowden, Term through April 7th, 2021.

   Motion by Trustee Salmon, seconded by Trustee Widrick to approve appointment of Deputy Clerk as listed above. All in favor.

4. Public Health Officer – Sean Harney, Term through April 3rd, 2024.

   Motion by Trustee Widrick, seconded by Trustee Murphy to approve appointment of Public Health Officer as listed above. All in favor.

5. Village Historian – Charlotte Beagle, Term through April 1st, 2021.

   Motion by Trustee Murphy, seconded by Trustee Salmon to approve appointment of Village Historian as listed above. All in favor.

6. Committees
    a. Capital/Future Planning – Trustee Murphy & Trustee Widrick
    b. Personnel – Trustee Salmon & Trustee Terrillion
    c. Finance – Trustee Murphy & Trustee Salmon

    Motion by Trustee Salmon, seconded by Trustee Murphy to approve committee appointments as listed above. All in favor.

7. Liaisons
    a. Fire Department – Trustee Salmon
    b. Police Department – Mayor Beagle / Trustee Widrick
    c. Planning Bd. / ZBA – Trustee Murphy
    d. Municipal Board – Trustee Terrillion
    e. Town – Trustee Terrillion
    f. County – Trustee Salmon

    Motion by Trustee Murphy, seconded by Trustee Salmon to approve Liaisons as listed above. All in favor.

b. Official Undertakings:

1. Action to authorize appropriate insurance coverage (bonding) for relevant municipal officials, including justices.

Motion by Trustee Murphy, seconded by Trustee Salmon to approve Official Undertakings as listed above. All in favor.

c. Official Newspaper:
1. Daily publications: Watertown Daily Times

Motion by Trustee Murphy, seconded by Trustee Widrick to approve official Newspapers as listed above. All in favor.

d. Notification of Regular Meetings:
1. Regular meetings of the Board of Trustees will be on the third Wednesday of each month at 4:00 PM.
2. Location for meetings will be the Village municipal building.

Motion by Trustee Murphy, seconded by Trustee Widrick to approve notification of regular meetings as listed above. All in favor.

e. Special Meetings:
1. May be called by the Mayor, or by agreement of two Trustees.
2. Trustees will be notified individually by the Village Clerk.
3. Notification to the public and the media will be made as soon as possible after the scheduling of the meeting, with a minimum of seventy-two hours' notice, if that time is available.

Motion by Trustee Salmon, seconded by Trustee Murphy to approve notification of special meetings as listed above. All in favor.

f. Resolutions to Adopt:
   1. **#2020-2** Advance Approval of Claims - attached

      Motion by Trustee Salmon, seconded by Trustee Murphy to approve resolution for advance approval of claims. All in favor.

   2. **#2020-3** Designation of Depositories Allowance - attached

      Motion by Trustee Salmon, seconded by Trustee Murphy to approve resolution designating depositories. All in favor.

   3. **#2020-4** Mileage Allowance - attached

      Motion by Trustee Murphy, seconded by Trustee Widrick to approve resolution for mileage reimbursement at ($0.575). All in favor.

   4. **#2020-5** Attendance at Training – attached

      Motion by Trustee Salmon, seconded by Trustee Murphy to approve resolution authorizing Village staff and officers to attend training. All in favor.

g. Rules of Procedure:
   1. Attached.

      Motion by Trustee Murphy, seconded by Trustee Salmon to approve the "Rules of Procedure". All in favor.

h. Date of Next Organizational Meeting:
   1. Next Organizational Meeting will be on Wednesday, April 7th, 2021.

      Motion by Trustee Salmon, seconded by Trustee Widrick to approve next organizational meeting for April 7, 2021. All in favor.

Approval of Minutes/Excuse Board Members:

Motion by Trustee Murphy, seconded by Trustee Widrick to approve the minutes of the August 19, 2020 regular meeting. All in favor.

Motion by Trustee Salmon, seconded by Trustee Murphy to approve the minutes of the August 31, 2020 special meeting. All in favor.

Approval of Vouchers:

Motion by Trustee Salmon, seconded by Trustee Murphy to approve the vouchers as audited. All in favor.

A #004	$ 136,050.97
F #004	$ 155,258.75

G #004	$ 116,753.48
HA #004	$ 1,202,744.46

Unfinished Business:

a. **Five Street/Utility Reconstruction Project**:

- Kevin Bamann, GYMO, reported that utility work is continuing on Shady Ave. Trinity Avenue and Park Ave. are scheduled to receive the topcoat of pavement this week. GYMO and Municipal Solutions are working with NYSEFC for the additional funding needed on the sewer side of the project. A BAN will need to be taken out until EFC funds are available.

b. **WWTP Upgrades**:

- Phase II:
  - Jeff Tubolino, GYMO, reported that the major project components are lining the lagoons, replacing existing blowers, replacing existing chemical feed systems, adding disinfection, upgrading the SCADA system, and miscellaneous site improvements. They plan to be able to submit permit drawings to NYSDEC and NYSEFC for their review by the end of October. Kevin Bamann reported on the site plan approval process and an alternate process that the Village could undertake to circumvent the site plan approval process. The Village will ask Atty. Russell to contact the County codes office to discuss. Mr. Tubolino will coordinate with Joe Zehr a time for the committee to visit another WWTP plant to view their disinfection process.

c. **Village Water System:**

- Watson Water Agreements: - Mayor Beagle reported that the Watson district agreements have been executed by Watson and received.
- Groundwater Development Project: - Mr. Bamann reported that Frey Well Drilling completed the installation of the temporary casing in the wells. Jay Billings was able to take samples and conduct testing. Results of the testing were very favorable. Frey will be back in a couple of weeks to finish.
  - Change Order #2 - $0.00

    Motion by Trustee Salmon, seconded by Trustee Widrick to approve of Change Order #2 as listed above. All in favor.
  - Change Order #3 – $0.00

    Motion by Trustee Murphy, seconded by Trustee Widrick to approve of Change Order #3 as listed above. All in favor.
- Water Supply Investigation - (Property Owner Proposal): - Mayor Beagle and Supt. Denise reported that the parties met with Jay Billings to look at the property. Mr. Billings will be asked to provide an estimate for test wells.

d. **Street Lighting LED Conversion Program:**

- Mayor Beagle and Trustee Widrick spoke with NYPA and Mickey Dietrich last week. The payback financing option has changed to a longer payoff period of time (10.29 years) because of the increase of pricing from National Grid. The projected savings per year is

about $3,800. Trustee Widrick stated that he will do further research. The Board may have a special meeting to review research and to decide on moving forward with the NYPA street light LED conversion or to withdraw from the project, as NYPA is expecting an answer very soon.

e. **NYSEG – Ross Road:**

- Mayor Beagle reported that Senator Griffo's office is still waiting for a response from their contacts regarding this issue. Atty. Russell has also contacted the Public Service Commission for the status and is also waiting for a response.

f. **Shrub Complaint – Cascade Ave./Stowe St.:**

- Property owner has cut the shrubs back. Ward Dailey has stated that if the Board was satisfied, he felt the violation was taken care of and the property owner was in compliance. Atty. Russell will be notified, so that he can contact the Court.

New Business:

a. Kraft Surcharges:

- July 2020 - $8,750.

Motion by Trustee Widrick, seconded by Trustee Murphy to approve July 2020 surcharge to Kraft in the amount of $8,750. All in favor.

b. Adoption Resolution – Lewis County Hazard Mitigation Plan:

- For the acceptance phase of the Lewis County Hazard Mitigation Plan, Emergency Management has requested an adoption resolution from each municipality.

Motion by Trustee Salmon, seconded by Trustee Widrick to adopt the 2019 Lewis County Hazard Mitigation Plan. All in favor.

c. Resolution – 2020 Justice Court Assistance Program:

Motion by Trustee Widrick, seconded by Trustee Murphy to approve resolution supporting a joint Town/Village JCAP application to be submitted for storage file cabinets. All in favor.

d. 2021 Exemption Questionnaire:

- Mayor Beagle explained that the Village has the option to not grant a solar/wind tax exemption. A local law opting out of Real Property Tax Law Section 487 would need to be passed for this to take effect. Mayor Beagle provided a draft local law for the Board and Atty. Russell to review.

Motion by Trustee Salmon, seconded by Trustee Murphy to schedule a public hearing on October 21st, 2020 for the proposed local law as listed above. All in favor.

e. Resolution – Returned Check Fee:

Motion by Trustee Murphy seconded by Trustee Salmon to approve resolution allowing the imposition of a fee of $20 for payments that are made with checks that are returned for insufficient funds. All in favor.

f. Budget Amendments – General Fund:

Motion by Trustee Salmon, seconded by Trustee Murphy to approve of General fund budget amendments as presented. All in favor.

g. Disposition Listing:

Motion by Trustee Salmon, seconded by Trustee Murphy to approve of disposition list as presented. All in favor.

h. Equipment Auction:

- Four items are currently listed with Auctions International: 1982 SMI Snowblower / 1999 New Holland Skid Steer / 2009 Ford Dump Truck / 2010 Ford F350.

Motion by Trustee Salmon, seconded by Trustee Widrick to authorize the award and acceptance of the high bidders on equipment listed above at auction end on September 28th. All in favor.

i. Sewer Rate Increase:

- The Board discussed a gradual increase of the sewer rate as had been determined during previous financial sessions for the capital sewer projects.

Motion by Trustee Salmon, seconded by Trustee Murphy to schedule a public hearing for October 21st, 2020 for the increase of sewer rates by 5% effective for the May 2021 sewer billing. All in favor.

Correspondence:

a. NYSEFC – re: Notification of approval of Change Order #9 for Highlander and Change Order #2 for F. P. Kane Construction for the Five Streets Project.

b. NYCOM – re: Notification of new law requiring the development of a 'Pandemic Operations Plan'. Plans are required to be completed by April 1, 2021. Plans must be submitted to union representatives for their review and recommendations prior to February 2021. Mayor Beagle asked the Board to review requirement information prior to the next meeting. A small committee will be formed to work on this.

c. Lewis County IDA – re: Uniform Tax Exemption Policy Revisions & County-Wide Solar Process. The IDA is requesting comments or input by September 25th regarding solar development in Lewis County.

d. Notice Form (State Liquor Authority) – re: RC Spot LLC, 5421 Shady Ave., Lowville.

Officers & Committee Reports:

a. **Village Attorney:**

- None.

b. **Mayor**:

- Mayor Beagle recognized and commended Charlie Truax for his more than 15 years of service to the Village. The Mayor will present a certificate and key to Mr. Truax.

c. **Clerk/Treasurer**:

- None.

d. **Chief of Police**:

- Chief Roggie provided a written report to the Board. He also reported that the new truck is getting the radio and lights installed this week and will be striped and lettered soon.

e. **Superintendent**:

- Supt. Denise reported that fall cleanup will be held from October 5th to 19th. He also reported that Trinity Ave. is scheduled to be paved on Thursday and Park Ave. is scheduled for Friday.

f. **Capital / Future Planning**

- None.

g. **Personnel:**

- None.

h. **Finance:**

- August bank statements will be audited.

i. **Liaisons:**

- Fire Department:
  - None.
- Police Department:
  - None.
- Joint Planning Bd./ZBA:
  - None.
- Municipal Board:
  - The next Municipal Board meeting will be held on October 13th, at 6:00 pm.
- Town:
  - None.
- County:
  - Trustee Salmon reported that the Village Police presence at the Hospital is very well received.
- Recreation:
  - Trustee Murphy reported that Double Play has re-opened but are not able to use the St. Peter's gym. They had considered the use of the Veteran's Park for outdoor activities but are now looking into use of property at the Fairgrounds.

Public Comment:

- Rich Defone spoke of safety issues going on in the Village including, speeding on Bostwick St., crosswalks issues, parking violations, etc. He suggested a police officer walk into downtown businesses for public relations.

Executive Session:

- None.

Adjournment:

5:47 PM - Motion by Trustee Widrick, seconded by Trustee Murphy to adjourn the meeting. All in favor.

Minutes submitted by: _____
PJR *Clerk/Treasurer*