VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
January 19, 2022

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 January 19th, 2022, by Mayor Joseph Beagle.

Roll Call:
Meeting included the following board members:
Mayor Joseph Beagle *Trustee Dan Salmon* *Trustee Charles Terrillion*
Trustee Timothy Widrick

Others:
Paul Denise *Danielle St. Louis* *Henry Avallone* *Richard Defone*
Joe Austin *Randy Roggie* *Nick Altmire* *Matt Cervini*

Via Zoom:
Atty. Joseph Russell *Alaina Mallette* *Kevin Bamann* *Mickey Dietrich*

Orders of the Day:
Motion by Trustee Salmon, seconded by Trustee Terrillion to excuse Trustee Murphy from tonight's meeting. All in favor.

Approval of Minutes/Excuse Board Members:
Motion by Trustee Widrick, seconded by Trustee Terrillion to approve the minutes of the December 15, 2021, regular meeting. All in favor.

Approval of Vouchers:
Motion by Trustee Salmon, seconded by Trustee Terrillion to approve the vouchers as audited. All in favor.

A #009	$ 80,349.42
F #009	$128,902.86
G#009	$ 22,918.89
HA #009	$209,026.05

Unfinished Business:

a. **Five Street/Utility Reconstruction Project:**
- Matt Cervini, GYMO, stated that a repair is scheduled for this month and asked if the final PayApp for the Railroad was received. Clerk St. Louis confirmed the final PayApp was received and was included in the Capital Project vouchers.

b. **Phase II WWTP Upgrades:**

- Kevin Bamann, GYMO, stated that the contractors, S.C. Spencer and North Country Contractors (NCC) have been on-site and progressing. S.C. Spencer has mostly completed all site work for the duration of the winter. NCC is completing work on the blower building.

- Matt Cervini, GYMO, also noted that American Process Group (APG) is completing their submittals and should be getting started in the Spring.

c. **Groundwater Well Development Project:**

- Matt Cervini, GYMO, stated submission to the Health Department occurred today. Redesign was needed due to Health Department comments early on. The drawings are going to continue progressing. The bid documents will be assembled so once final comment is received from the Health Department the project can go to bid this Spring, with work beginning late Summer/early Fall.

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

- Mayor Beagle stated the work has begun and several streets have already been completed. The work will be ongoing until the project is completed.

e. **Rezoning of Industrial Zone Options:**

- Trustee Widrick noted changes were made to the original map which were sent to Tug Hill Council. Tug Hill Council is to produce a new map showing a reduced industrial zone and will be changing "Neighborhood Commercial Two" along with other zones. Trustee Widrick is hoping it will be complete to present to the Board for February's meeting.

f. **Village Code Update:**

- Clerk St. Louis stated the General Code update is in process and would be updated through December 31, 2021.

g. **Comprehensive Plan:**

- Resolution – Develop a Comprehensive Plan

Motion by Trustee Widrick, seconded by Trustee Salmon to develop a comprehensive plan to identify goals, objectives, and strategies for the immediate and long-range protection, enhancement, and development of the Village of Lowville. All in favor.

- Environmental Assessment Form – Part 1

Motion by Trustee Salmon, seconded by Trustee Widrick to ratify answers on Environmental Assessment Form – Part 1. All in favor.

Motion by Trustee Widrick, seconded by Trustee Salmon to send a copy of the comprehensive plan to the County Planning Board for review. All in favor.

New Business:

a. **Kraft Sewer Surcharges:**
- November 2021 - $0 (Water)
- December 2021 - $0 (Water)
- December 2021 - $2,000 (Sewer)

Motion by Trustee Salmon, seconded by Trustee Widrick to approve the December 2021 Kraft surcharge. All in favor.

b. **Local Law Amendment – re: Sidewalks:**

- Mayor Beagle stated that a discussion was held at last month's meeting regarding vehicles parking on and blocking sidewalks. However, there is currently no way of enforcing this. He presented an amendment to the current Local Law.

Motion by Trustee Widrick, seconded by Trustee Terrillion to schedule a public hearing for local law amendment as listed above for February 16, 2022, at 4:00 PM. All in favor.

c. **Resolution - NYS Retirement Standard Workday and Reporting for Elected and Appointed Officials:**

Motion by Trustee Salmon, seconded by Trustee Terrillion to approve the resolution as presented.

Mayor Beagle, Trustee Salmon, Trustee Terrillion, aye. Trustee Widrick recused. Motion passed.

Correspondence:

a. RACOG – re: January 2022 Newsletter

b. Naturally Lewis – re: Uniform Tax Exemption Policy Revisions

c. Lewis County Real Property – re: Taxable Values for 6/1/2022 Taxes

Officers & Committee Reports:

a. **Village Attorney:**

- Atty. Russell noted receipt of a letter from Joan McNichol, Lewis County Attorney, regarding the county's facilities improvement projects and the request for exemption from host governmental unit's zoning and site plan regulations.

- Mayor Beagle and the Board will address this letter next month to allow for everyone to adequately review the letter.

b. **Mayor:**

- Mayor Beagle informed that Martinsburg Fire Department had a fire and were given permission to tap into a fire hydrant on the corner of Cascade Avenue. However, the firemen tapped into the hydrant on top of the hill that belongs to the Town of Lowville. The Town of Lowville sent a bill to Martinsburg Fire Department for the water usage. Mayor Beagle would like the Village of Lowville, when it's time to read water meters and the master meter, to subtract the amount of water that the Town of Lowville billed Martinsburg. The Town of Lowville will then cancel out the bill to Martinsburg and the fire department will not be billed for water.

  Motion by Trustee Salmon, seconded by Trustee Terrillion to subtract the water billed to Martinsburg by the Town of Lowville when reading the master meter for the upcoming water billing. All in favor.

- Mayor Beagle noted that the Village was awarded $941,250 through the WQIP program to put towards the wastewater treatment facility disinfection upgrades.

- Mayor Beagle stated that Atty. Joseph Russell was separating from Barclay Damon LLP effective February 1, 2022, and would be opening his own law firm.
- Mayor Beagle informed the Board that Bowers & Company has completed their Agreed Upon Procedures audit and final copies will be provided to the Board once received.

c. **Clerk/Treasurer:**

- None.

d. **Chief of Police:**

- Chief Roggie provided the monthly report. Mayor Beagle stated that discussions have begun regarding a part-time dog control officer.

e. **Superintendent:**

- Supt. Denise reminded all Village residents that it is their responsibility to shovel the snow off of the sidewalks in front of their residences.

f. **Capital / Future Planning:**

- None.

g. **Personnel:**

- None.

h. **Finance:**

- Trustee Salmon stated that the bills have been audited. He has not gotten a report from Trustee Murphy regarding the status of the reconciliation of funds. Trust Salmon did close out Rikki Stanton and will close out the remaining court records in March once the Justice Court is abolished.

i. **Liaisons:**

- Fire Department:
  - Chief Austin stated they were in the process of making some changes to the kitchen. He also stated a new member, Tyler Thomas, was accepted at the last meeting and asked for Board approval for him to be a member.

  Motion by Trustee Salmon, seconded by Trustee Widrick to approve new member Tyler Thomas to the Lowville Fire Department. All in favor.

- Police Department:
  - None.
- Joint Planning Bd./ZBA:
  - None.
- Municipal Board:
  - None.
- Town:
  - None.
- County:
  - Trustee Salmon reminded that on January 25, 2022 the County is holding their joint meeting with all the municipalities on the water study that was conducted. He shared that Supt. Denise and Joseph Zehr would be attending on behalf of the Village.

- Recreation:
  - None.

- RACOG:
  - Trustee Widrick stated that the next meeting is January 25, 2022 at 6:00 PM via Zoom.

Public Comment:

- None.

Executive Session:

- None.

Adjournment:

5:01 PM - Motion by Trustee Widrick, seconded by Trustee Terrillion to adjourn the meeting. All in favor.

Minutes submitted by: _____
DLS