VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
December 21, 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 December 21st, 2022, by Mayor Joseph Beagle.

Roll Call:

Meeting included the following board members:

Mayor Joseph Beagle *Trustee Charles Terrillion*
Trustee Dan Salmon *Trustee Ed Murphy*

Others:

Danielle St. Louis *Paul Denise* *Henry Avallone* *Joe Austin*
Matt Cervini *Mickey Dietrich* *Kevin Bamann*

Orders of the Day:

- None.

Approval of Minutes/Excuse Board Members:
Motion by Trustee Murphy, seconded by Trustee Terrillion to approve the minutes of the November 16, 2022, regular meeting. All in favor.

Motion by Mayor Beagle, seconded by Trustee Murphy to excuse Trustee Widrick from the regular meeting. All in favor.

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

A #07	$ 307,582.01
F #07	$ 27,957.58
G #07	$ 12,840.93
HA #07	$1,418,025.36

Unfinished Business:

a. **Five Street/Utility Reconstruction Project:**
- The project closed to long-term financing with NYS EFC for the sewer portion of the project on December 1, 2022.

b. **Phase II WWTP Upgrades:**
- Matt Cervini, GYMO, presented Change Order #2 for American Process Group Inc. The change order modifies the contract due to unexpected and unforeseen additional sludge quantities encountered and grants a time extension for substantial and final completion due to the increase in sludge amounts.

Motion by Trustee Salmon, seconded by Trustee Murphy to approve and authorize the Mayor to sign Change Order #2 for American Process Group Inc. as presented All in favor.

- The contractors are not currently onsite but will return after the holidays to continue progressing on the blower and chemical feed building. The lagoons are filling and balanced out.

c. **Groundwater Well Development Project:**
- Kevin Bamann, GYMO, noted that S.C. Spencer had hired Manfred Construction to install the electrical conduit which has been completed. Manfred Construction has been working inside the water plant bringing the piping to the clear well at this time. The new water main and pumps have been placed inside the wells also.

d. **Street Lighting LED Conversion Program:**
- The National Grid incentive has been received in the amount of $21,195. A few punch list items need to still be completed.

e. **Draft Local Law- Ongoing Garage/Yard Sales:**
- Mayor Beagle asked the Board to revisit this in January. He informed that Lewis County Planning has a few questions and options. Trustee Widrick has not had a chance to review.

Motion by Trustee Terrillion, seconded by Trustee Salmon to adopt and authorize the Mayor to sign Part 1 – Full Environmental Assessment Form for local law regarding ongoing garage/yard sales. All in favor.

f. **FCCLA Banners:**
- Mayor Beagle spoke with National Grid regarding the policy regarding banners. The municipality is responsible and must provide National Grid with the pole numbers and a certificate of insurance. Several ideas are being passed around and will be discussed with the school.

g. **General Code:**
- An estimate of $1900-$2200 was received for the General Code update. The current budget superseded this amount, therefore the estimate was approved. The update is in process and expected to take six to eight weeks to complete.

h. **Draft Local Law- RV's and Camping Trailers:**
- The draft that was presented previously received good feedback from the Board. However, this draft local law will be revisited at the January meeting.

New Business:

a. **Kraft Surcharges:**
- October 2022 - $0 (Sewer)
- November 2022 - $1,000 (Sewer)
- November 2022 -$0 (Water)

Motion by Trustee Murphy, seconded by Trustee Salmon to approve the surcharge as presented. All in favor.

b. **2023 Health Insurance Deductible Changes:**

Motion by Trustee Salmon, seconded by Trustee Murphy to approve that the increased deductible amounts be split equally between the Employee and the Village. All in favor.

c. **2022 Cyber Liability Insurance Renewal:**

Motion by Trustee Salmon, seconded by Trustee Murphy to accept the cyber liability insurance renewal as presented. All in favor.

d. **Tug Hill Artisan Roasters:**

- Mayor Beagle shared information regarding financial assistance under the Restore NY Communities Initiative and the submission of an application to Empire State Development on behalf of Tug Hill Artisan Roasters. He stated that the Village would need to post several notices in the paper including a notice of public hearing and proposed property assessment. The cost of publishing these notices would be at the expense of the Village.

  Motion by Trustee Terrillion, seconded by Trustee Murphy to move forward with the Empire State Development application and publish the necessary notices, as presented, to the newspaper. All in favor. Trustee Salmon abstained.

Correspondence:

- RACOG – re: December 2022 Newsletter
- Lowville Fire Department – re: Member's Banquet
- Village of Deferiet – re: Thank you letter

Officers & Committee Reports:

a. Village Attorney:
- None.

b. Mayor:
- A phone call was received regarding hanging more Christmas lights around the Village. At this time, there are no outlets on the remaining poles. Mayor Beagle contacted National Grid regarding installing additional outlets in order to add more Christmas lights among the Village next year.

c. Clerk/Treasurer:
- A health insurance change has been made. The Village will no longer use BBP and has switched the HSA/HRA funding to United Professional Advisors. A meeting will be held on December 28, 2022, to inform all retirees and employees of the change and discuss the next steps.

d. Chief of Police:
- None.

e. Superintendent:
- Supt. Denise informed the Board that the new playground has arrived and is stored at the sewer plant.
- He noted there have been changes to plowing State Street.

f. Capital / Future Planning:
- None.

g. **Personnel:**
- Mayor Beagle has requested an executive session.

h. **Finance:**
- Trustee Murphy noted he will be in to complete the audits of the office bank statements and bring them up to date.

i. **Liaisons:**

- Fire Department:
  - Joe Austin informed the Board that they are in the process of updating all of their Standard Operating Guidelines. He also stated that the new cameras have been installed and are working very well.
- Police Department:
  - None.
- Planning Bd./ZBA:
  - None.
- Municipal Board:
  - None.
- Town:
  - None.
- County:
  - Trustee Salmon reminded of the County's recent purchase of the railroad bed for $2.5M for tourism and recreation. Trustee Salmon would like to see the Board challenge the County to do something for the youth of the County.
- Recreation:
  - The ice rink is making ice and hoping to open on December 26, 2022. New skates have been ordered with the grant proceeds received.
- RACOG:
  - Mickey Dietrich informed the next meeting will be held January 25, 2023. He updated about the promotional videos and reviewed the current updates. He also spoke about the digital radar signs and will send information to all members.

Public Comment:

- Trustee Murphy acknowledged the passing of Carl Kellogg and John Ross with a moment of silence.

Executive Session:

4:48 PM - Motion by Mayor Beagle, seconded by Trustee Terrillion to enter executive session to discuss personnel matters. All in favor.

5:24 PM - Motion by Trustee Terrillion, seconded by Trustee Murphy to exit executive session. All in favor.

Motion by Trustee Terrillion, seconded by Trustee Salmon to appoint Kendall, Walton & Burrows Attorneys at Law as the Village Attorney regarding all general matters. All in favor.

Motion by Trustee Salmon, seconded by Trustee Murphy to appoint Hawkins, Delafield & Wood LLP as bond counsel. All in favor.

Adjournment:

5:25PM - Motion by Trustee Murphy, seconded by Trustee Terrillion to adjourn the meeting. All in favor.

Minutes submitted by: _____

DLS