VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
February 15, 2023

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 February 15th, 2023, by Mayor Joseph Beagle.

Roll Call:

Meeting included the following board members:

Mayor Joseph Beagle *Trustee Charles Terrillion* *Trustee Tim Widrick*
Trustee Ed Murphy *Trustee Dan Salmon (Via Phone)*

Others:

Danielle St. Louis *Paul Denise* *Atty. James Burrows* *Henry Avallone*
Joe Austin *Matt Cervini* *Mickey Dietrich* *Kevin Bamann*
Rich Defone *Randy Roggie* *Nick Altmire*

Orders of the Day:

- **Public Hearing- re: Local Law- Video Conferencing**
  4:01 PM – Motion by Trustee Murphy, seconded by Trustee Terrillion to open the public hearing for the proposed video conferencing law. All in favor.

  Rich Defone asked if the monthly meetings would still stay "in-person."

  Atty. Burrows discussed the NYS Open Meetings Law. The purpose of this proposed law allows those who face unforeseen circumstances to still participate remotely in the meetings. A quorum is still required to be in person, meaning three (3) of the five (5) board members must be present.

  4:30 PM – Motion by Trustee Widrick, seconded by Trustee Murphy to close the public hearing. All in favor.

Approval of Minutes/Excuse Board Members:
Motion by Trustee Murphy, seconded by Trustee Terrillion to approve the minutes of the January 18, 2023, 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 #09	$	147,347.48
F #09	$	121,833.88
G #09	$	19,119.28
HA #09	$	159,528.88

Unfinished Business:

a. **Phase II WWTP Upgrades:**
- Kevin Bamann, GYMO, updated the Board on the progress that has been occurring over the last month at the plant.
- Mayor Beagle stated that a proposed amendment to the Municipal Solutions agreement has been received. Due to the additional BAN issued in February and possible need to renew the outstanding BAN that matures in August 2023, additional project closeout work will be needed and the language for the BAN Borrowing Scope of Services will need to be updated. The amendment will increase the estimated fee by $14,000 for a total estimated fee of $47,500.

Motion by Trustee Terrillion, seconded by Trustee Widrick to approve and authorize the Mayor to sign the amended agreement as presented. All in favor.

b. **Groundwater Well Development Project:**
- No update.

c. **Street Lighting LED Conversion Program:**
- Mayor Beagle stated the three new light installations are still pending.

d. **Draft Local Law- Ongoing Garage/Yard Sales:**
- Trustee Widrick stated that Lewis County noted that if the Zoning Officer were to enforce this local law, then this should be included in the Zoning Law not in the Village Code.
- Atty. Burrows will review the local law previously prepared by Atty. Russell and revise accordingly to make this a standalone provision to be administered and enforced by the Village Police or Village DPW.

e. **FCCLA Banners:**
- Forming a formal written understanding was suggested to outline the responsibilities and duties of those involved with the banners to avoid any future miscommunication. Trustee Salmon will be setting a meeting with the Village, Lowville Academy, and Tim Hunt from the County.

f. **General Code:**
- The update has been completed and will be revisited for an update in June.

g. **Draft Local Law- RV's and Camping Trailers:**
- The Board reviewed a local law from another municipality and suggested changes. Trustee Widrick noted his concern for this local law being incorporated in the Zoning Law. Atty. Burrows will review and draft the local law with his recommendations for the Village.

h. **Draft Local Law- re: Video Conferencing:**
Motion by Trustee Widrick, seconded by Trustee Murphy to adopt Local Law #1-2023 for video conferencing. All in favor.

New Business:

a. **Kraft Surcharges:**
   - January 2023 - $0 (Water)

b. **General Fund Budget Amendments:**
   Motion by Trustee Terrillion, seconded by Trustee Widrick to approve General Fund budget amendments as presented. All in favor.

c. **Independent Accountants Agreed-Upon Procedures Report:**
   - Village of Lowville & Village of Lowville Justice Court:

   Motion by Trustee Murphy, seconded by Trustee Widrick to accept the Independent Accountants Agreed-Upon Procedures Report for fiscal year 2021-2022. All in favor.

Correspondence:

- RACOG – re: February 2023 Newsletter
- Historian's Report for 2022

Officers & Committee Reports:

a. **Village Attorney:**
   - Atty. Burrows requested an executive session to discuss personnel matters.

b. **Mayor:**
   - Mayor Beagle stated National Grid is installing the new outlets on the poles for additional Christmas lights next year. He noted that Spectrum will be installing wi-fi hotspot locations. He also stated KeyBank inquired about a larger awning over their ATM. Currently this is not allowed in their zone and may require a zoning change.

c. **Clerk/Treasurer:**
   - None.

d. **Chief of Police:**
   - None.

e. **Superintendent:**
   - None.

f. **Capital / Future Planning:**
   - None.

g. **Personnel:**
   - None.

h. **Finance:**
   - Trustee Murphy stated the audits of the office bank statements have been completed through December.

i. **Liaisons:**
   - Fire Department:
     - Mayor Beagle informed that the tax assessor learned that the Village would need to pass a resolution in order for fire department members to receive a partial exemption of up to 10% of the assessed value of residential property. There is a service requirement of at least two years.
   - Police Department:
     - None.
   - Planning Bd./ZBA:
     - None.

- Municipal Board:
  - None.
- Town:
  - None.
- County:
  - Trustee Salmon informed that the County will be donating $500 to Music in the Park.
- Recreation:
  - Mayor Beagle has sent an email to Michael Young to try to get a meeting set up regarding the Summer Recreation Program.
- RACOG:
  - Mickey Dietrich reviewed the monthly updates. He stated that funding was found for the digital radar signs and a meeting will be held to discuss potential options.

Public Comment:

- Rich Defone proposed the Village start upgrading the fire hydrants with 5-inch adaptors, starting with the streets that provide the heaviest fire protection such as State Street and Shady Avenue. He also suggested a "Meet the Candidates" night due to the upcoming elections.

Executive Session:

4:51 PM - Motion by Trustee Terrillion, seconded by Trustee Widrick to enter executive session to discuss personnel matters. All in favor.

5:22 PM - Motion by Trustee Widrick, seconded by Trustee Terrillion to exit executive session. All in favor.

Motion by Trustee Terrillion, seconded by Trustee Widrick to approve backpay for acting supervisor Timothy Moore to October 21, 2022. All in favor.

Adjournment:

5:23 PM - Motion by Trustee Widrick, seconded by Trustee Murphy to adjourn the meeting. All in favor.

Minutes submitted by: _____
DLS