VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
September 20, 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 September 20th, 2023 by Mayor Joseph Beagle.

Roll Call:

Meeting included the following board members:

Mayor Joseph Beagle *Trustee Anthony Adsit* *Trustee Charles Terrillion*
Trustee Timothy Widrick *Trustee Danny Salmon*

Others:
Paul Denise *L. Michael Tabolt* *Pam Roes* *Casandra Buell* *Nick Altmire*
Joe Austin *Henry Avallone* *Vincent Nortz* *Atty. James Burrows* *Matt Cervini*
Hartley Bonisteel Schweitzer

Orders of the Day:

- DRI – LaBella.
  - Hartley Bonisteel Schweitzer, LaBella representative, gave a presentation on the 'Three Trees Neighborhood Visioning' conceptuals which includes most of Forest Ave, Trinity Ave between Park Ave and James St and Shady Ave.. This project will be included in the DRI Application.

  - Casandra Buell, Lewis County Director of Planning & Community Development reported that the finishing touches are being worked on for the DRI Application and hopes to have a draft out to the Board in the next day or two. She also explained the process after a DRI grant is awarded.

Approval of Minutes/Excuse Board Members:

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve the minutes of the August 16th, 2023 regular meeting. All in favor.

Motion by Trustee Terrillion, seconded by Trustee Widrick to approve the minutes of the August 23rd, 2023 special meeting. All in favor.

- **September 21, 2022 Minutes Amendment**:

  Motion by Trustee Adsit, seconded by Trustee Salmon to amend the Sept. 21st, 2022 minutes to include the following: All in favor.

"Motion by Trustee Terrillion, seconded by Trustee Murphy to adopt the sewer rate increase of 7.5% to be split at a 2.5% increase for the billings of May 2023, November 2023 and May 2024. All in favor."

Approval of Vouchers:

Motion by Trustee Widrick, seconded by Trustee Terrillion to approve the vouchers as audited. All in favor.

A #004	$ 86,935.36
F #004	$ 110,395.40
G#004	$ 127,530.62
HA#004	$ 483,767.69

Unfinished Business:

a. **Phase II WWTP Upgrades:**

- Mr. Cervini reported that NCC, APG and Spencer Electric are down to the punch lists and final items. Henderson Bros. should have everything installed next week. Parkson will come out around the 2nd week of October to fine tune the diffusers. There will be training to be completed by Colin.

- Henderson Bros. Change Order #2 - $0.00:

  Motion by Trustee Adsit, seconded by Trustee Widrick to approve Change Order #2 in the amount of $0.00. All in favor.

- Henderson Bros. Change Order #3 - $23,770.50: EFC requested an additional 3 year extended warranty on the diffusers which won't be installed for a couple of years; also, diffuser hoses required shortening for Lagoon #1.

  Motion by Trustee Widrick, seconded by Trustee Terrillion to approve Change Order #3 in the amount of $23,770.50. All in favor.

b. **Groundwater Well Development Project:**

- Mr. Cervini reported that National Grid has power to the transformer. Spencer Electric has run power to the wells and is finishing up the wiring in the plant. The start-up for the wells is set up now for October 6th. Once the wells get started, they will do the disinfection and flushing of the transmission line.

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

- Mayor Beagle reported that they were supposed to be back in the Village in September to install the two new lights, but now it won't be until the first or second week of October.

d. **Zoning Change:**

- Further research will be done regarding handicap ramps.

e. **Homeless Housing:**

- Trustee Salmon stated his concerns regarding sites being considered for homeless housing.

New Business:

a. **Kraft Surcharges:**
   - Wastewater: July 2023 - $500

   Motion by Trustee Terrillion, seconded by Trustee Widrick to approve of the $500 wastewater surcharge. All in favor.

   - Wastewater: August 2023 – none
   - Water: August 2023 – none

b. **Water Contract Renewals:**
   - Town of Martinsburg – Term of 7 years (to April 2021)
   - Town of Watson Districts – Term of 3 years (to September 2023)
   - Town of Lowville Districts - Term of 5 years (to April of 2024)
   - Town of New Bremen - Term of a period of 1 year and continue each year unless terminated.

   Motion by Trustee Salmon, seconded by Trustee Adsit to approve of renewal of all water contracts with updated signatures. All in favor.

c. **Resolution 2023-13 – Procedures for Post-Issuance Compliance with Federal Tax Law:**

   Motion by Trustee Adsit, seconded by Trustee Salmon to adopt resolution for 'Procedures for Post-Issuance Compliance with Federal Tax Law' as required for IRS tax exemption after a bond has been issued by the Village. All in favor.

d. **Budget Amendments:**

   Motion by Trustee Adsit, seconded by Trustee Salmon to approve General, Water & Sewer Fund budget amendments as presented. All in favor.

e. **Workplace Violence Prevention Policy Program:**

   Motion by Trustee Terrillion, seconded by Trustee Widrick to approve the updated Workplace Violence Prevention Policy Program for 2023. All in favor.

f. **Scheduling of Special Meeting:**

   - Mayor Beagle reported that the Village will have a Groundwater project pay application from S.C. Spencer to pay prior to October 5th in order for a draw request to be made to NYSEFC. This will be required as part of the process of retiring the B.A.N. and going to long-term bonding. Therefore, a provision will need to be made in order for the Board to approve the S.C. Spencer pay application prior to October 5th. The Board will adjourn this meeting to October 2nd at 10:00.

g. **Disposition List:**

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve of the Disposition List as presented. All in favor.

h. **Request for Crosswalk – E. State St. / Shady Ave.:**

- Mr. Denise explained that there can be no crosswalk at this site, as it needs to be ADA compliant and there is no sidewalk on the Shady Ave side.

Correspondence:

a. Notification: Budgeting and Accounting Training (NYS Tug Hill Commission) on September 26th and 27th at Howard G. Sackett Technical Center.

b. William C. Brown & Son Inc.: Letter of Appreciation for the Village DPW crew.

c. Casandra Buell, Director of Planning & Community Development – re: "Pro-Housing Communities" Resolution 2023-14. Ms. Buell explained the purpose of the resolution and stated that adoption of the resolution increases the chances of obtaining DRI funding.

Motion by Trustee Widrick, seconded by Trustee Terrillion to adopt the 'Pro-Housing Communities Resolution' as presented. All in favor.

d. Lowville Fire Department – re: New Department members:

Motion by Trustee Adsit, seconded by Trustee Widrick to accept Emma Bahr-Kelly and Ruth Lehman as new fire department members. All in favor.

Officers & Committee Reports:

a. **Village Attorney:**

- None.

b. **Mayor**:

- Mayor Beagle reported that the server and evidence computer are to be replaced tomorrow.

- Mayor Beagle reported that an estimate has been received to strip and wax the floors in the Police Department building at the cost of $1,500. The floors have not been done since the building was constructed.

Motion by Trustee Salmon, seconded by Trustee Adsit to approve of floor maintenance of the Police building as stated above. All in favor.

c. **Clerk/Treasurer**:

- Account Expenditure and Revenue listings to the end of August were presented to the Board for the General, Water and Sewer Funds.

d. **Chief of Police**:

- Chief Tabolt reported that it has been a very busy fall with school starting, "Night Out", the Cream Cheese Festival and football games.
- Chief Tabolt reported that 5 portable radios that include Fire and EMS have been received through a grant from the Office of Emergency Management.
- Chief Tabolt talked to the Board regarding the replacement of vehicles and stated that they have not been replaced for several years. He requested permission to look into purchasing two units. He also stated that the department is understaffed and makes it very hard to work, they need more manpower. He asked for permission to hire three more police officers.

  Motion by Trustee Adsit, seconded by Trustee Terrillion give Chief Tabolt permission to begin process to advertise for the hiring of two police officer positions. All in favor.

  Motion by Trustee Terrillion, seconded by Trustee Adsit to declare the 2016 Ford Explorer as surplus and for the Chief to pursue the purchase of one new vehicle. All in favor.

e. **Superintendent**:

- Supt. Denise reported that the Auctions International auction closed last night. Items listed were blowers, bikes, electric motors and speed radar that were bid at a total of $861.36.

  Motion by Trustee Adsit, seconded by Trustee Terrillion to authorize Mr. Denise to accept bids on auction items. All in favor.

f. **Capital / Future Planning**

- Trustee Salmon reported that they will work on developing a capital equipment plan.

g. **Personnel:**

- Trustee Widrick reported that they have 5 applications for Chief of Police. They will be doing interviews in the next couple of weeks.
- Request for an Executive Session for personnel wage issues.

h. **Finance:**

- None.

i. **Liaisons:**

- Fire Department:
  - Joe Austin reported that the department received notification from the Town of Montague that they were not interested in renewing the contract. He understands that tentatively, Montague is going with the Martinsburg Fire Department, but nothing has been finalized.
  - Trustee Salmon stated that the fire department is in need of mortar repair on the south side of the building. The Fire Department will get estimates for that.

- Police Department:
    - None.
- Joint Planning Bd./ZBA:
    - Trustee Adsit stated that the next meeting is scheduled for next week.
- Municipal Board:
    - The next Municipal Board meeting will be held on October 10th, 2023 at 6:00 pm.
- Town:
    - None.
- County:
    - None.
- Recreation:
    - Mayor Beagle reported that the summer recreation program is completed for this year. Double Play reported 182 participants with 50 of them residents outside of the Town and Village. The County has been billed for those outside participants.
- RACOG:
    - None.

Public Comment:

- None.

Executive Session:

Motion by Trustee Adsit, seconded by Trustee Salmon to enter executive session for personnel wage issues at 6:02 PM. All in favor.

Motion by Trustee Terrillion, seconded by Trustee Widrick to exit executive session at 6:25 PM. All in favor.

Action:

Motion by Trustee Adsit, seconded by Trustee Salmon to allow a maximum of 80 hours comp time and holiday pay to the Chief of Police and Clerk/Treasurer to the end of this year. All in favor.

Adjournment:

6:35 PM - Motion by Trustee Salmon, seconded by Trustee Terillion to continue this meeting on October 2nd, 2023 at 10:00 AM. All in favor.

Minutes submitted by: _____
PJR