VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
November 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 November 15th, 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 *Daryl Ortlieb* *Pam Roes* *Atty. James Burrows* *Matt Martin*
Henry Avallone *Vincent Nortz* *Matt Cervini* *Kevin Bamann* *Mickey Dietrich*
Scott Gilbert *Richard Defone* *Casandra Buell* *Nick Altmire*

Orders of the Day:

- None.

Approval of Minutes/Excuse Board Members:

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve the minutes of the October 18th, 2023 regular meeting. All in favor.

Approval of Vouchers:

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

A #007	$ 296,013.73
F #007	$ 114,609.09
G#007	$ 33,628.84
HA#007	$ 136,202.05

Unfinished Business:

a. **Phase II WWTP Upgrades:**

- Mr. Cervini reported that they are working on getting the as-built manuals and calibrating the blowers and diffusers. The project will be complete.
  - S. C. Spencer Change Order #3 – $4,887.50

Motion by Trustee Widrick, seconded by Trustee Adsit to approve the S. C. Spencer Change Order #3 in the amount of $4,887.50. All in favor.

- North Country Contractors Change Order #1 – $4,165.76

Motion by Trustee Widrick, seconded by Trustee Salmon to approve the NCC Change Order #1 in the amount of $4,165.76. All in favor.

b. **Groundwater Well Development Project:**

- Mr. Bamann reported that they are wrapping up punch-list items. The lines have been tested and the water is now getting from the wells to the filtration plant. He reported that it seems to be working smoothly. Mayor Beagle reported that Long-Term bonding is scheduled for this project in December.

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

- Mayor Beagle reported that there are still two new lights to be installed. The materials are here and waiting for installation.

d. **Zoning Change:**

- Trustee Widrick presented draft information regarding handicap ramps and driveway definitions for the Borad's review.

New Business:

- **Kraft Surcharges:**
  - Water: October 2023 – $1,000

Motion by Trustee Terrillion, seconded by Trustee Widrick to approve water surcharge for October as listed above. All in favor.

  - Sewer: September 2023 - $250

Motion by Trustee Terrillion, seconded by Trustee Widrick to approve sewer surcharge for September as listed above. All in favor.

  - Sewer: October 2023 - none

- **Restore NY ESD Grant – Tug Hill Artisan Roasters:**
  - Attorney Burrows explained the process for the ESD grant and the two agreements that will need to be executed.
    - Project Agreement between Village of Lowville & Tug Hill Artisan Roasters:

Motion by Trustee Adsit, seconded by Trustee Salmon to authorize the Mayor to sign the project agreement with Tug Hill Artisan Roasters. All in favor.

    - NY ESD Grant Disbursement Agreement:

Motion by Trustee Adsit, seconded by Trustee Widrick to approve and enter into the proposed grant development agreement with NYS ESD. All in favor.

- **Tax Relevy 2023:**

  Motion by Trustee Salmon, seconded by Trustee Terrillion to approve the Tax Relevy for 2023 in the amount of $58,034.23. All in favor.

- **Permission to Dispose:**

  Motion by Trustee Adsit, seconded by Trustee Salmon to approve of "Permission to Dispose" listing as presented. All in favor.

- **Budget Amendments – General & Water Funds:**

  Motion by Trustee Adsit, seconded by Trustee Terrillion to approve budget amendments as presented. All in favor.

- **Child Protection Policy:**

  - Mayor Beagle explained that there have been two grant applications submitted for the winter skating recreation program. A Child Protection Policy was requested to be submitted with one of the applications.

    Motion by Trustee Salmon, seconded by Trustee Adsit to approve of the Child Protection Policy. All in favor.

  - Trustee Salmon spoke concerning background checks for any involved persons in the summer and winter recreation programs.

Correspondence:

a. CTEC Solar – re: proposal to lease a portion of land on the Village's Number Four Rd. property.

   Motion by Trustee Salmon, seconded by Trustee Terrillion to send a letter informing CTEC that the Village is not interested in leasing any land to them. All in favor.

b. NYMIR – re: Recommendations and findings of survey. A number of items have been listed for correction that the Village will be responding to.

Officers & Committee Reports:

a. **Village Attorney:**

   - Atty. Burrows reported that he had been contacted by NYSEFC attorneys that were doublechecking on the AquaLogics sole source resolution.

b. **Mayor**:

- None.

c. **Clerk/Treasurer**:

- October Treasurer's Report was presented to the Board.

d. **Chief of Police**:

- Chief Ortlieb reported that Car #4 (2016 Ford Explorer) has been decommissioned. A new car has been ordered with a 4 – 6 month wait time till delivery.

  Motion by Trustee Salmon, seconded by Trustee Adsit to declare the 2016 Ford Explorer as surplus. All in favor.

- A meeting was held with Sheriff Carpinelli's office that went very well.
- Police employees went to the range today and were qualified for another year. They also had use of force training. Chief Ortlieb stated that they will be working on getting everyone recertified in CPR.

e. **Superintendent**:

- Supt. Denise reported that Fall Cleanup will be continuing until we have a significant snowfall.
- E. State Street drainage work project has been completed and has been paved.
- A new 2023 Ford F250 has been purchased and he proposed getting rid of the 2014 Ford F250 Fuel Truck.

  Motion by Trustee Adsit, seconded by Trustee Terrillion to declare the 2014 Ford F250 as surplus. All in favor.

- The DPW crew installed the Christmas Lights downtown.

f. **Capital / Future Planning**

- None.

g. **Personnel:**

- Request for an Executive Session for personnel issues.

h. **Finance:**

- None.

i. **Liaisons:**

- Fire Department:
  - Trustee Salmon reported that Montague has approved the fire contract.
- Police Department:
  - Executive Session.
- Joint Planning Bd./ZBA:
  - None.

- Municipal Board:
    - Supt. Denise reported that the school had provided preliminary drawings of their project that he had presented to the Municipal Board. The Village's main concern is drainage. The Village will be involved.
- Town:
    - None.
- County:
    - Trustee Salmon reported on the proposed County tax decrease.
    - Trustee Salmon spoke regarding the proposed Homeless supportive project.
- Recreation:
    - Mayor Beagle reported on the winter skating grants as discussed earlier.
- RACOG:
    - The next meeting will be in January.

Public Comment:

- None.

Executive Session:

Motion by Trustee Adsit, seconded by Trustee Terrillion to enter executive session for personnel issues at 4:49 PM. All in favor.

Motion by Trustee Salmon, seconded by Trustee Terrillion to exit executive session at 5:46 PM. All in favor.

Action:

Motion by Trustee Salmon, seconded by Trustee Adsit to increase part-time hourly wage for part-time Police Officers at $28 starting the next pay period. All in favor.

Adjournment:

5:46 PM - Motion by Trustee Salmon, seconded by Trustee Adsit to adjourn the meeting. All in favor.

Minutes submitted by: _____
PJR