VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
December 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 December 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 *Daryl Ortlieb* *Pam Roes* *Atty. James Burrows*
Henry Avallone *Vincent Nortz* *Matt Cervini* *Kevin Bamann*
Mickey Dietrich *Nick Altmire* *Joe Austin arrived @ 4:15 PM*

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 November 15th, 2023 regular meeting. All in favor.

Approval of Vouchers:

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

A #008	$ 46,159.31
F #008	$ 33,604.32
G#008	$ 41,019.76
HA#008	$ 63,454.73

Unfinished Business:

a. **Phase II WWTP Upgrades:**

- Mr. Bamann reported that they are working on closeout documents with the contractors.
- There has not been any word yet on Phase III funding.

b. **Groundwater Well Development Project:**

- Long-term bonding closed on December 5th.

- A no cost change order was requested by NYSEFC for wage rates and to insert the NYSEFC terms and conditions into the AquaLogics Systems contract.
    - Change Order #1 – AquaLogics Systems Inc. - $0.00

      Motion by Trustee Widrick, seconded by Trustee Salmon to approve of change order as listed. All in favor.

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

- Mayor Beagle contacted NYPA again and informed them that we have had our approval since April, and we are still waiting for the 2 new lights to be installed. They stated that they will take care of it in the New Year.

d. **Zoning Change:**

- No update.

New Business:

a. **Kraft Surcharges:**
- Water: November 2023 – none
- Sewer: November 2023 – none

b. **Budget Amendments – General, Water & Sewer Funds:**

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

c. **Municipal Board Appointments:**

- Mark Tabolt – Term to end 12/31/2028

  Motion by Trustee Salmon, seconded by Trustee Adsit to approve appointment of Mark Tabolt to the Municipal Board through 12/31/28. All in favor.

- Alternate – Dennis Bishop – Term to end 12/31/2024

  Motion by Trustee Salmon, seconded by Trustee Terrillion to approve appointment of Dennis Bishop to the Municipal Board through 12/31/2024. All in favor.

d. **Housing Authority Board Appointment – Kory Smith – Term to end 3/31/2028:**

Motion by Trustee Widrick, seconded by Trustee Adsit to approve appointment of Kory Smith through 3/31/28 to the Housing Authority Board. All in favor.

e. **Fiscal Year 2022-23 Agreed-Upon Procedures Report:**

Motion by Trustee Terrillion, seconded by Trustee Widrick to accept the 'Agreed-Upon Procedures Report' for the fiscal year of 2022-23 as presented. All in favor.

f. **Chemical Bids:**

- **Slack Chemical:**
  - Liquid Caustic 50% - $5.35/gal – 15 gal drum
  - Chlorine - $3.19 lb – 150 lb cylinder
  - Sodium Hypochlorite (Superchlor) - $4.09 gal – 55 gal drum
  - Zinc Orthophosphate (Carus) - $16.72 gal – 330 lb drum
  - SBS-38 Sodium Bisulfite - $4.91 gal – 30 gal drum
  - Dense Soda Ash - $$0.54 lb – 50 lb bag
  - Citric Acid 50% - $16.44 gal – 30 gal drum
  - Hydrogen Peroxide 50% (WWTP) - $3.979 gal – 330 gal tote
- **Holland Company Inc.**
  - Polyaluminum Chloride (WWTP) - $0.325 wet lb (SternPAC50).

Motion by Trustee Adsit, seconded by Trustee Salmon to award Chemical bids as listed. All in favor.

g. **Draft TAP Application Letter of Support:**

- The County requested a letter of support from the Village for a NYS TAP Application they are submitting regarding the Lewis County Rail Trail Development project. A non-motorized trail is being proposed through the Village. After discussion, no action was taken by the Board.

h. **Non-Competitive Promotional Exam – Police Chief:**

Motion by Trustee Adsit, seconded by Trustee Salmon to authorize a Non-Competitive Promotional Exam only for Police Chief to be offered by the Lewis County Civil Service Department. All in favor.

i. **Auctions International Bids:**
- *2016 Ford Explorer SUV/Police Vehicle - $3,700*
- *2014 Ford F250 Pickup w/plow - $7,400*

Motion by Trustee Adsit, seconded by Trustee Terrillion to accept bids as listed above. All in favor.

Correspondence:

a. NYS Parks, Recreation & Historic Preservation – re: Notification of award of CFA grant of $500,000 towards the Village of Lowville Veterans Park Project.

Officers & Committee Reports:

a. **Village Attorney:**

- Atty. Burrows presented the Board with a draft of a "Hold Harmless" paragraph to be included in the next Fire Department contracts.

b. **Mayor**:

- None.

c. **Clerk/Treasurer**:

- Mrs. Roes stated that the 2022-23 Annual Financial Report was submitted to the NYS Comptroller's Office.

d. **Chief of Police**:

- Chief Ortlieb reported they are working on some funding through Stop DWI to get the lettering covered on the new car. Emergency Management is working on covering the cost of a new radio for the car.
- They have been attending school safety meetings and will be doing walk-throughs on December 27th, and 28th with other law enforcement agencies to address safety issues.
- Chief Ortlieb reported that no one applied to the department as a lateral transfer, but he is working with Lewis County Civil Service office for potential candidates to hire.

e. **Superintendent**:

- Supt. Denise reported that the water meter for Kraft has been installed but is not operational as of yet. When operational, the Village will be able to monitor usage 24/7.

f. **Capital / Future Planning**

- None.

g. **Personnel:**

- Executive Session.

h. **Finance:**

- None.

i. **Liaisons:**

- Fire Department:
  - Joe Austin reported that the new frontline pumper engine is supposed to be delivered next week. The Fire Department was able to secure some funding through NY State which gave them a much lower interest rate. The truck won't be in service for about a month. The Fire Department is also looking at ways to recruit new members.
- Police Department:
  - Trustee Widrick reported that some forfeiture funds from the District Attorney were used to purchase some new duty coats for the police department and new digital cameras for the cars.
- Joint Planning Bd./ZBA:
  - None.

- Municipal Board:
    - The last meeting was held on December 12th, one member of the public attended with a request for adjustment to water/sewer bill.
- Town:
    - None.
- County:
    - The Year-End meeting will be held on the 21st.
- Recreation:
    - Mayor Beagle reported that the skating rink will open on December 23rd.
- RACOG:
    - The next meeting will be on January 24th, there will be a vote at that time on accepting the Town of Watson as a member.
    - Mickey Dietrich reported that they have had meetings with BOCES regarding Water / Wastewater Operator Certification courses for students.

Public Comment:

- None.

Executive Session:

Motion by Trustee Terrillion, seconded by Trustee Widrick to enter executive session for a personnel hiring issue at 4:52 PM. All in favor.

Motion by Trustee Salmon, seconded by Trustee Adsit to exit executive session at 5:12 PM. All in favor.

Action:

Motion by Trustee Terrillion, seconded by Trustee Widrick to hire Brittney Vinette as provisional Clerk/Treasurer trainee effective January 2, 2024. All in favor.

Adjournment:

5:13 PM - Motion by Trustee Terrillion, seconded by Trustee Widrick to adjourn the meeting. All in favor.

Minutes submitted by: _____
PJR