VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Meeting Minutes
February 21, 2024

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 21st, 2024 by Mayor Joseph Beagle.

Roll Call:

Meeting included the following board members:

Mayor Joseph Beagle *Trustee Charles Terrillion* *Trustee Danny Salmon*

Others:

Paul Denise	*Daryl Ortlieb*	*Brittany Vinette*	*Atty Jim Burrows*
Henry Avallone	*Vincent Nortz*	*Andrea Moroughan*	*Richard Defone*
Matt Cervini	*Nick Altmire*	*Joe Austin*	

Orders of the Day:

- None.

Approval of Minutes/Excuse Board Members:

- *Motion by Trustee Salmon, seconded by Trustee Terrillion to approve the minutes of the January 17th, 2024 regular meeting. All in favor.*
- *Motion by Trustee Terrillion, seconded by Trustee Salmon to approve the minutes of the February 13th, 2024 special meeting. All in favor.*
- *Motion by Mayor Beagle, seconded by Trustee Salmon to excuse Trustee Widrick and Trustee Adsit from the regular meeting. All in favor.*

Approval of Vouchers:

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

A #010	$ 124,930.54
F #0010	$ 193,106.04
G#010	$ 37,996.25
HA#010	$ 29,337.36

Unfinished Business:

a. **Phase II WWTP Upgrades:**

- Project Completion Certificate- SRF# 6029-05-01

  Motion by Trustee Salmon, seconded by Trustee Terrillion to authorize Mayor Beagle to sign Project Completion Certificate for Phase II of the Wastewater Treatment Plant. All in favor.

- Project Completion Resolution- 2024-1
  Motion by Trustee Salmon, seconded by Trustee Terrillion to authorize proposed resolution #2024-1. All in favor. The motion is carried.

b. **Groundwater Well Development Project:**

- Change order #2 from Manfred Construction presented resulting in a decrease of $83,096.60 for the project. The project is still ongoing as we are waiting for equipment and expect to see completion in March.

  Motion by Trustee Terrillion, seconded by Trustee Salmon on to authorize Mayor Beagle to sign Change Order #2 for Manfred Construction for Groundwater Project: Phase 1. All in favor.

- Mayor Beagle discussed moving forward with Phase II of the project to develop two more wells at the watershed per recommendation of the Municipal Board.

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

- Mayor Beagle read correspondence from New York Power Authority stating they will have a date within the next few weeks for installation.

d. **Zoning Change:**

- Mayor Beagle relayed Trustee Widrick reported that he has continued work with Kathy Manning to review 'Handicap Ramps' and 'Driveway' definitions as well as other items in preparation for DRI projects.

New Business:

a. **Kraft Surcharges:**
- Water: January 2024 – none
- Sewer: January 2024 – $9,250

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

b. **Budget Amendment- Water Fund:**

Motion by Trustee Terrillion, seconded by Trustee Salmon to approve Water Fund budget amendment as presented. All in favor.

c. **Draft Local Law- Tax Cap Override:**
Motion by Trustee Salmon, seconded by Trustee Terrillion to set a public hearing to be held for a proposed Tax Cap Override Local Law on March 20, 2024, at 4:00PM. All in favor.

d. **Exemption Impact Report:**
- Prior year Exemption Impact Report presented to board.

e. **Sewer Rate Increase:**
- In review of financial information concerning the sewer fund, an increase of 3% in sewer rates effective for the November 2024 billing was reviewed and recommended by the Municipal Board at their last meeting on February 13th.

Motion by Trustee Salmon, seconded by Trustee Terrillion to schedule a public hearing for the sewer rate increase on March 20th at 4:00 pm. All in favor.

f. **Holiday Leave Policy Statement- Election Day:**
- Holiday Leave Policy Statement for office personnel currently states office will close early at 11:30 on election day as guidelines dictate they cannot be present in the building. Now that elections have moved offsite, it has been proposed to convert this time to float time.

Motion by Trustee Salmon, seconded by Trustee Terrillion to allocate a half day of float time for Election days. All in favor.

Correspondence:

a. NYDOS- Regarding Notification of DRI award
- Trustee Salmon thanked all those who played a pivotal role in the DRI process and award presentation.
- Mayor Beagle stated that project proposals are still welcome for the DRI and a committee will established to review the previously submitted projects as well as any new proposals to determine allocation of the funds.

b. RACOG Updates (February 2024)

Officers & Committee Reports:

a. **Village Attorney:**

- Atty Burrows reported that the Town attorney is drafting a written agreement to formally memorialize responsibilities between town and village for a joint recreation commission.

b. **Mayor**:

- Lewis County Hockey Association is in need of a new chiller. This will help the rink from having to shut down due to the inability to keep the ice and will be more energy efficient. The town plans to put $30,000 of their ARPA funds towards the chiller.

Motion by Trustee Terrillion, seconded by Trustee Salmon to allocate $30,000 of ARPA funds to Lewis County Hockey Association for a new chiller. All in favor.

c. **Clerk/Treasurer**:

- None.

d. **Chief of Police**:

- Chief Ortlieb reported he is ready to move forward with hiring a full-time patrolman. The candidate is currently in the academy and is expected to complete training requirements to be full-time by mid-July. Chief Ortlieb would like to have him start on April 1st to start train with Sgt. Martin.

  Motion by Trustee Terrillion, seconded by Trustee Salmon to hire Shane Gladle as a full-time police officer pending successful agility test and civil service approval. All in favor.

- Chief Ortlieb reported that there is a previous part-time police officer who has shown interest in coming back to work for us, which will provide us with more coverage as well.

- Trustee Salmon expressed concerns about occurrences at BOCES. Chief Ortlieb expressed that the situation has improved now that they have hired a part-time SRO at the school.

e. **Superintendent**:

- Supt. Denise reported that we have started the process of planning for the Veteran Park project with the grant funds. Once preliminary plan and paperwork is completed they will present the plan to the public for input and ideas for the project. There has also been discussion about protection for the property owners along the property line, a splash pad, and bathrooms. The current intent of the project funds are drainage, the walkway around the park, and the pad in front of the bandstand.

f. **Capital / Future Planning**

- Absent.

g. **Personnel:**

- Executive Session.

h. **Finance:**

- Absent.

i. **Liaisons:**

- Fire Department:
  - Trustee Salmon reported the fire department has held successful chicken barbecues and spaghetti dinner. They have also been working on issues with the roof.
  - Joe Austin confirmed that the new fire truck is now in service.
- Police Department:
  - None.
- Joint Planning Bd./ZBA:
  - Absent.

- Municipal Board:
  - None.
- Town:
  - None.
- County:
  - None.
- Recreation:
  - None.
- RACOG:
  - None.

Public Comment:

- Richard Defone asked for clarification if the two new wells discussed earlier were to be used for reserve or to boost production. Supt. Denise clarified the goal is increase production of groundwater by eventually adding a total of six wells and reduce the amount of surface water needed.

- Richard Defone commented on some incidents he had seen at the crosswalks in front of the school and the barber shop. Chief Ortlieb commented that a lot of emphasis has been placed on the crosswalks and believes putting signs in the warmer weather will help. He also stated many parking tickets have been written for people parking on the crosswalks. He expressed that there has seen improvement at the school with a second crossing guard and spotters.

Executive Session:

Motion by Trustee Terrillion, seconded by Trustee Salmon to enter executive session for a personnel matter at 4:45 PM. All in favor.

5:03 PM - Motion by Trustee Salmon, seconded by Trustee Terrillion to exit executive session. All in favor.

Adjournment:

5:04 PM - Motion by Trustee Terrillion, seconded by Trustee Salmon to adjourn the meeting. All in favor.

Minutes submitted by: _____
BJV