VILLAGE OF LOWVILLE
BOARD OF TRUSTEES

Special/Organizational Meeting Minutes
April 3, 2024

Call to Order

A special meeting of the Board of Trustees of the Village of Lowville was called to order at 3:58 PM on April 3, 2024, by Mayor Joseph Beagle.

Roll Call:

The following board members were present:

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

Others:

Daryl Ortlieb	*Brittany Vinette*	*Henry Avallone*
Joe Austin	*Bob Mullin*	*Richard Defone*
Nick Altmire	*Cassandra Buell*	*Cory Bendekovic*

Orders of the Day:

- **Public Hearing –Proposed 2024-2025 Budget**

  3:59 PM – Motion by Trustee Adsit, seconded by Trustee Terrillion to open the public hearing for the proposed 2024-2025 budget. All in favor.

  5:15 PM – Motion by Trustee Salmon, seconded by Trustee Adsit to close the public hearing. All in favor.

- **Organizational Meeting:**

a. Appointments:

1. Deputy Mayor - Dan Salmon, Term through April 2nd, 2025.
   Motion by Trustee Adsit, seconded by Trustee Widrick to appoint Trustee Salmon as Deputy Mayor through April 2nd 2025. All in favor.

2. Deputy Clerk-Treasurer – Wendy Snowden, Term through April 2nd, 2025.
   Motion by Trustee Terrillion, seconded by Trustee Adsit appoint Wendy Snowden as Deputy Clerk/Treasurer through April 2nd 2025. All in favor.
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3. Village Historian – Charlotte Beagle, Term through April 2nd, 2025.
   Motion by Trustee Salmon, seconded by Trustee Terrillion to appoint Charlotte Beagle as Village Historian through April 2nd 2025. All in favor.

4. Public Health Officer – Dyana Manning, Term through April 5th, 2028
   Motion by Trustee Widrick, seconded by Trustee Salmon to appoint Dyana Manning as Public Health Officer through April 2nd 2025. All in favor.

5. Committees
   a. Capital/Future Planning – Trustee Salmon / Trustee Adsit
      Motion by Mayor Beagle, seconded by Trustee Salmon to appoint Trustee Salmon and Trustee Adsit to the Capital/Future Planning Committee. All in favor.

b. Personnel – Trustee Salmon / Trustee Terrillion
Motion by Mayor Widrick, seconded by Trustee Adsit to appoint Trustee Salmon and Trustee Terrillion to the Personnel Committee. All in favor.

c. Finance – Trustee Terrillion / Trustee Widrick
Motion by Trustee Salmon, seconded by Trustee Adsit to appoint Trustee Terrillion and Trustee Widrick to the Finance Committee. All in favor.

6. Liaisons

a. Fire Department – Trustee Adsit
Motion by Trustee Salmon, seconded by Trustee Terrillion to approve Trustee Adsit as Fire Department Liaison. All in favor.

b. Police Department –Trustee Widrick
Motion by Trustee Terrillion, seconded by Trustee Adsit to approve Trustee Widrick as Police Department Liaison. All in favor.

c. Planning Bd. / ZBA – Trustee Adsit
Motion by Trustee Widrick, seconded by Trustee Terrillion to approve Trustee Adsit as Planning/ Zoning Board Liaison. All in favor.

d. Municipal Board – Trustee Terrillion
Motion by Trustee Adsit, seconded by Trustee Salmon to approve Trustee Terrillion as Municipal Board Liaison. All in favor.

e. Town – Trustee Terrillion
Motion by Trustee Widrick, seconded by Trustee Salmon to approve Trustee Terrillion as Town Liaison. All in favor.

f. County – Trustee Widrick
Motion by Trustee Adsit, seconded by Trustee Salmon to approve Trustee Widrick as County Liaison. All in favor.

g. Recreation – Trustee Salmon
Motion by Trustee Adsit, seconded by Trustee Terrillion to approve Trustee Salmon as Recreation Liaison. All in favor.

h. RACOG – Trustee Widrick/Trustee Adsit
Motion by Trustee Terrillion, seconded by Trustee Widrick to approve Trustee Widrick and Trustee Adsit as RACOG Liaisons. All in favor.

b. Official Undertakings:

1. Action to authorize appropriate insurance coverage (bonding) for relevant municipal officials.

Motion by Trustee Adsit, seconded by Trustee Widrick to approve Official Undertakings as listed above. All in favor.

c. Official Newspaper:
    1. Daily publications: Watertown Daily Times

Motion by Trustee Salmon seconded by Trustee Adsit to approve official Newspapers as listed above. All in favor.

d. Notification of Regular Meetings:
    1. Regular meetings of the Board of Trustees will be on the third Wednesday of each month at 4:00 PM.
    2. Location for meetings will be the Village municipal building.

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve notification of regular meetings as listed above. All in favor.

e. Special Meetings:
    1. May be called by the Mayor, or by agreement of two Trustees.
    2. Trustees will be notified individually by the Village Clerk.
    3. Notification to the public and the media will be made as soon as possible after the scheduling of the meeting, with a minimum of seventy-two hours' notice, if that time is available.

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve notification of special meetings as listed above. All in favor.

f. Resolutions to Adopt:
    1. **#2024-4** Advance Approval of Claims - attached
    Motion by Trustee Adsit, seconded by Trustee Salmon to approve proposed Resolution 2024-4 as presented. All in favor.

    2. **#2024-5** Designation of Depositories Allowance - attached
    Motion by Trustee Terrillion, seconded by Trustee Widrick to approve proposed Resolution 2024-5 as presented. All in favor.

    3. **#2024-6** Mileage Allowance - attached
    Motion by Trustee Adsit, seconded by Trustee Widrick to approve proposed Resolution 2024-6. As presented All in favor.

    4. **#2024-7** Attendance at Training – attached
    Motion by Trustee Terrillion, seconded by Trustee Salmon to approve proposed Resolution 2024-7 as presented. All in favor.

g. Rules of Procedure:
    1. Attached.

Motion by Trustee Salmon, seconded by Trustee Adsit to approve the "Rules of Procedure". All in favor.

h. Date of Next Organizational Meeting:
    1. Next Organizational Meeting will be on Wednesday, April 2nd, 2025.

Motion by Trustee Widrick, seconded by Trustee Adsit to approve the next organizational meeting for April 2, 2025. All in favor.

Approval of Minutes/Excuse Board Members:

Motion by Trustee Adsit, seconded by Trustee Terrillion to approve the minutes of the March 20, 2024, regular meeting. All in favor.

Approval of Vouchers:

- None

Unfinished Business:

a. **Restore NY Grant- Food Pantry**

Cody Bendekovic from CDM spoke about his company's plans to purchase the old food pantry building and develop it into a mixed-use building with apartments and retail space. This project was originally part of the DRI application but was excluded when the footprint was reduced for final approval for the award. The developer is now working with the county and the village to apply for a Restore NY Grant.

Motion by Trustee Salmon, seconded by Trustee Adsit to schedule a public hearing for proposed project and grant application for April 17th at 4:00PM. All in favor.

New Business

a. **Municipal Board: Resignation and appointment:**

Motion by Trustee Adsit, seconded by Trustee Widrick to appoint Dennis Bishop to Municipal Board to fulfill the resigning Michael Comet's term, and to appoint Peter Cecconi as alternate member to fulfill the outgoing alternate member Dennis Bishop's term, both through December 31, 2024. All in favor.

b. **Fire Department Appointments**

Motion by Trustee Adsit, seconded by Trustee Salmon to approve appointments to Fire Department as presented. All in favor.

c. **Housing Authority Appointment**

Motion by Trustee Adsit, seconded by Trustee Terrillion to appoint Trustee Widrick to Housing Authority through March 31, 2028. All in favor.

d. **Solar Eclipse**

Police Chief Ortlieb reported they will have six officers on duty for the eclipse. There have already been one thousand RSVPs for the event at the Fairgrounds.

Motion by Trustee Salmon, seconded by Trustee Terrillion to allow non-essential employees to leave after a half day for observance of the solar eclipse. All in favor.

Correspondence:

- NY State Comptroller – re: Fiscal Stress Score

Officers & Committee Reports:

a. **Village Attorney:**
   - Absent.
b. **Mayor:**
   - The LED lights are energized and we are waiting for a final invoice and financing options from NYPA.

c. **Clerk/Treasurer:**
   - None.
d. **Chief of Police:**
   - None.
e. **Superintendent:**
   - Absent.
f. **Capital/Future Planning:**
   - Trustee Salmon has been working to put together a list of equipment for future planning.
g. **Personnel:**
   - Executive Session.
h. **Finance:**
   - None.

i. **Liaisons:**
   - Fire Department – Trustee Salmon reported the Fire Department is continuing its efforts for fundraising.
   - Police Department – Police Chief Ortlieb reported that the new officer has begun full-time and will be doing Phase 2 of training in a couple weeks and should be trained and ready by the Fair.
   - Planning Bd./ZBA – None.
   - Municipal Board – None.
   - Town – None.
   - County – None.
   - Recreation – Mayor Beagle hopes to have an estimate for the summer recreation program next week.
   - RACOG- Trustee Widrick and Trustee Terrillion attended the Summit last week.

Public Comment:

- Joe Austin relayed new contact information for Fire Department

Executive Session:

Motion by Trustee Adsit, seconded by Trustee Widrick to enter executive session for a personnel appointment discussion at 5:17 PM. All in favor.

Motion by Trustee Terrillion, seconded by Trustee Adsit to exit executive session at 6:14 PM. All in favor.

Adjournment:

6:15 PM - Motion by Trustee Salmon, seconded by Trustee Adsit to adjourn the meeting. All in favor.

Minutes submitted by: _____
BJV