

DECEMBER 8, 2016 OFFICIAL MINUTES

The Lorraine Town Board opened their monthly meeting at 7:03 pm at the Municipal Building.

Present were: Town Supervisor Vince Moore, Councilman David Johnson, Councilman Joe Hodges, Councilperson Virginia Clemens, Highway Superintendent Carl Dealing and Town Clerk/Tax Collector Melinda Milne. Absent was: Councilman Lester Hobbs.

Citizens present were: Marty Tokos, Town Justice Eric Sheldon and Kay Chapman from Tug Hill.

The Pledge of Allegiance was led by Supervisor Moore.

CITIZENS RECOGNITION:

The Town Board acknowledged the citizens present.

Judge Sheldon submitted vouchers on today's date to the Board. He advised funds were still available from the Justice Grant. He would like to install a lectern and he advised he has decided on a lockbox to be installed outside the Municipal Building for the Justice Court.

Kay Chapman from Tug Hill provided the Tug Hill Report to the Board. The Local Government Conference is scheduled for Thursday March 30. You now can pay by credit card through evenbrite website at <https://lgc2017evenbrite.com>. If you applied for the Consolidated Funding Grant awards are scheduled to be announced by email Dec. 8. The DOS has webinars scheduled for Dec 2016-Jan 2017 for Planning Board members, Zoning Board members and Enforcement officers. The new Tug Hill Snowfall Map has revealed Tug Hill has the heaviest snowfall east of the Rockies. According to a 2014-2015 map some areas received 230 inches of snow or a little over 19 feet. A map is available on the Tug Hill website: www.tughill.org/tug-hill-region/. In addition, Kay provided information regarding the requirements of the Town Clerk's signboard and information on Executive Sessions.

COMMUNICATIONS & PETITIONS:

- The Rohde Center sent the Town a thank you for their donation.
- Charter Communications provided an update of their services.
- Northern New York Community Foundation provided their 2016 Fall/Holiday Newsletter.
- New York Municipal Insurance Reciprocal provided their Fall 2016 Newsletter.
- The National Association of Realtors provided their Winter 2017 booklet on Walkable Neighborhoods.
- Suit-Kote sent an invitation to their 32nd Annual Xmas Party on Dec. 14th
- Fort Drum sent invitations to their Change of Responsibility Ceremony and Assumption of Command Ceremony.
- Jefferson County sent Tax Enforcement information.
- Pivot Foundation sent information on their services.

ENFORCEMENT OFFICER: John Howland was not present. Mr. Howland did advise that he is waiting for input from Jefferson County Codes regarding the Moore Road issue.

HEALTH OFFICER: The Town Clerk reported no new updates.

PLANNING BOARD: Mary Tokos was present and provided the Planning Board Report to the Board. Regarding the Shelmidine Minor Subdivision and Assemblage, a copy of the Survey Map Affidavit has not been received to date from the Jefferson County Clerk to confirm that the map was filed within 60-days. The applicants will be contacted to confirm status. Planning Board member Jeff Pratt's term expires December 2016. He will be accepting another 5-year appointment. Mr. Tokos attended the Land Use Planning Workshop on 11/14/16 on Article 10 Public Service Law...What you Should Know about the Siting of Major Electric Generating Facilities. Mr. Tokos provided an outline of the information obtained from the Workshop. The next Planning Board Meeting is January 4th 2017.

ZONING BOARD OF APPEALS: Mr. Tom Voss was not present but advised the Board that no new business has come before the ZBA. Their last meeting for the year will be on Dec. 14th.

COMMITTEES:

- Cemetery- No new updates.
- Communities- No new updates.
- Drug & Alcohol-Councilperson Clemens inquired about the protocol when a highway employee is involved in an accident. Councilperson Clemens has no new updates.
- Grants-Per Councilman Hodges the Town received a denial for the Restore NY Program Grant. There was a discussion regarding upcoming grant opportunities that may assist the town with future projects.
- Buildings-Councilman Johnson is awaiting a second quote for the flooring project. This project will likely wait until next year along with the LED lights for the Municipal Building.

APPROVAL OF MINUTES:

The Nov. 3 Public Hearing Minutes were reviewed. **MOTION #100 OF 2016** was made by Councilman Hodges to accept the minutes as submitted. Councilperson Clemens seconded the motion. All present were in favor. Motion was carried.

The Nov. 10 Minutes were reviewed. **MOTION #101 OF 2016** was made by Councilman Johnson to accept the minutes as submitted. Councilperson Clemens seconded the motion. All present were in favor. Motion was carried.

The Nov. 14 Special Meeting Minutes were reviewed. **MOTION #102 OF 2016** was made by Councilperson Clemens to accept the minutes as submitted. Councilman Hodges seconded the motion. All present were in favor. Motion was carried.

UNFINISHED BUSINESS:

1. Amended Development Law (Wind Towers). Supervisor Moore provided a draft of Local Law #1 of 2017 for the Board to review. The Town Board members were requested to review and provide comment. Tabled until January meeting.
2. 2017 Budget. Supervisor Moore explained the 2017 tax bill implications based on the budget and current equalization rate.

NEW BUSINESS:

1. Petty Cash: Replenishing is needed for the purchase of office supplies.
2. Highway Superintendent: Carl Dealing advised the Board regarding an accident involving a Town vehicle and employee. There were no injuries to the driver or other motorist. The truck involved

was looked over and driven by Mr. Dealing. In addition Fulton Spring examined the vehicle. There was a discussion on the proper protocol when such an incident occurs. The cosmetic damage to the truck has been repaired and a new mirror has been installed. The 284 agreement was reviewed and discussed. Some projects were not completed due to unplanned projects. The new truck is expected within the next couple of weeks and the new mower has been shipped.

3. Updated Purchasing Policy. Supervisor Moore provided an updated purchasing policy. Various changes were made based on NYS OSC recommendations and current NYS Town Law. There was a discussion how this would relate to highway and town purchases and approval of vouchers. Tabled until January meeting.
4. The Town Board discussed potential projects and how it relates to the 2017 budget. There was a discussion of possible upcoming grant opportunities that may assist with these projects. Supervisor Moore received some recommendations from Fourth Coast Inc. Engineering. Councilman Hodges will investigate grant opportunities for the Town.

5. RESOLUTION #23 OF 2016 BUDGET TRANSFER OF FUNDS

Whereas through Motion #91 of 2016, the Town Board approved the Highway Superintendent request for a capital equipment purchase of a Tiger RBF-2C-63, 63” rear flail mower, and Whereas the cost of the mower was quoted at \$15,000, Whereas, other accounts have exceeded the 2016 appropriations, Now therefore, be it resolved, the Town Supervisor be, and here by is, authorized to make the following budgetary transfer:

From	To
	<u>Highway Fund</u>
DA97306.03.006.00 Debit on BAN \$15,500	DA51302.03.002.00 Machinery EQ \$15,500
	<u>General Fund</u>
A19904.01.004.00, Contingent \$838	A16704.01.004.00, Print & Mail \$15
	A19204.01.004.00, Municipal Assn Dues \$50
	SL51824.07.004.00, Street Lighting \$46
	A13554.01.004.004, Assessor CE \$702
	A11104.01.004.00, Justice CE, \$25

MOTION #103 OF 2016 was made by Supervisor Moore to introduce Resolution #23 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

6. RESOLUTION #24 OF 2016 APPOINTMENT OF THE PLANNING BOARD

Whereas local law #2 of 2010 established the Planning Board and Planning Board alternates and, Whereas, the staggered term of service allows for continuity on the Planning Board and, Whereas, the term of service for Jeffery Pratt is set to expire on December 31, 2016, be it hereby Resolved that the following citizens are appointed to the Planning Board effective January 1, 2017 for the following terms of service:

Jeffery Pratt, five years, terminating December 31, 2021

MOTION #104 OF 2016 was made by Supervisor Moore to introduce Resolution #24 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

7. RESOLUTION #25 OF 2016 APPOINTMENT OF THE BOARD OF ASSESSMENT REVIEW

Whereas, the Town of Lorraine shall establish a Board of Assessment Review (BAR) in accordance with New York Real Property Tax Law 523 and Whereas, the staggered term of service allows for continuity on the BAR and, Whereas, the term of service for Gordon Overton has expired as of 9/13/2016, be it hereby Resolved that the following citizens are appointed to the Board of Assessment Review effective October 1, 2016 for the following terms of service:

Gordon Overton residing at 22933 Wise Rd, Lorraine NY for a term ending September 15, 2021

MOTION #105 OF 2016 was made by Supervisor Moore to introduce Resolution #25 and seconded by Councilperson Clemens. All present were in favor. Motion was carried.

8. RESOLUTION #26 OF 2016 APPOINTMENT OF THE ZONING BOARD OF APPEALS

Whereas local law #1 of 2014, Lorraine Development Law, was adopted by the Lorraine Town Board and duly filed with the Secretary of State, and Whereas the Lorraine Development Law creates a three person Zoning Board of Appeals with a staggered term of three years, and Whereas, one member term expires on December 31, 2016, be it hereby Resolved that the following citizens are appointed for the following terms of service:

Joseph Wasilewski, three years, terminating December 31, 2019

MOTION #106 OF 2016 was made by Supervisor Moore to introduce Resolution #26 and seconded by Councilperson Clemens. Councilman Johnson voted aye. Councilman Hodges abstained from the vote. Motion was carried.

9. RESOLUTION #27 OF 2016 REPEAL OF LOCAL LAW #2 OF 2016: A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW SECTION 3-C

Whereas Local Law #2 of 2016 was adopted by the Lorraine Town Board authorizing an override of the tax levy limit established in General Municipal Law section 3-c is a type two action pursuant to 6 NYCRR Part 617.5 (20) and (27); and Whereas the Lorraine Town Board has adopted the 2017 Town budget and has established a tax levy below the NYS tax levy limit for 2017, Be it therefore Resolved that the Town Board of the Town of Lorraine makes the following determinations:

1. Local Law #2 of 2016 is hereby repealed
2. Local Law #3 of 2016 is hereby adopted as written effective December 1, 2016
3. The Lorraine Town Clerk shall file a copy of Local Law #3 of 2016 with the NYS Secretary of State.

MOTION #107 OF 2016 was made by Supervisor Moore to introduce Resolution #27 and seconded by Councilperson Clemens. All present were in favor. Motion was carried.

10. RESOLUTION #28 OF 2016 – 2017 ELECTED AND EMPLOYEE SALARIES

Whereas The Town of Lorraine has adopted a fiscal budget for the year 2017, and whereas the salaries of elected officials and employees must be published in the adopted budget, now, therefore, be it Resolved, that the salaries and pay schedule for the Town of Lorraine officials and employees are as follows:

Harold Downey, Working Foreman	\$18.13 hourly, paid bi-weekly
Devin Filson, MEO 1	\$17.38 hourly, paid bi-weekly
John Tessier, MEO 1	\$17.38 hourly, paid bi-weekly
Mike Dobbins, MEO 2	\$16.19 hourly, paid bi-weekly

Tim Tryon, MEO 2

\$16.19 hourly, paid bi-weekly

- Highway Superintendent, \$45,500 annually, paid bi-weekly
- Supervisor, \$14,500, annually, paid monthly
- Town Clerk, \$6,500 annually, paid monthly
- Councilmen, \$2,000 annually, paid annually
- Assessor, \$8,000 annually, paid monthly
- Part-time Clerk (Junk Enforcement/Development Official), \$5,100 annually, paid monthly
- Justice, \$8,000 annually, paid monthly
- Health Officer, \$300 annually, paid annually
- Planning Board Members, \$700, paid annually
- Planning Board Chairman, \$1,000, paid annually

Bi-weekly payroll is effective January 1, 2017.

All elected and appointed salaries are effective January 1, 2017.

MOTION #108 OF 2016 was made by Supervisor Moore to introduce Resolution #28 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

- 11. Water District. Supervisor Moore met with Senator Ritchie’s office along with Bernier & Carr regarding the proposed Water District. The Senator is requesting a scope statement. The Board discussed.
- 12. Employee Health Insurance-HSA Funding. The Board discussed the issue as it relates to the revised purchasing policy and prefunding employee HSA accounts.

MOTION #109 OF 2016 was made by Councilperson Clemens for Supervisor Moore to prefund the HSA employee accounts based on available funds from the 2016 budget. The motion was seconded by Councilman Hodges. All present were in favor. Motion was carried.

- 13. Special Meeting-Year-End Bills. There will be a Special Meeting on December 21st at 6:00 pm to review year end vouchers.
- 14. Volunteer Fire Department applicant Steve Overton. The Board reviewed and discussed the application for Mr. Overton.

MOTION #110 OF 2016 was made by Councilperson Clemens and seconded by Councilman Hodges to accept Steve Overton as a new member to the Lorraine Volunteer Fire Department. All present were in favor. Motion was carried.

- 15. The Financial Statements for November were provided and reviewed by the Town Board.

BALANCES ON ACCOUNTS:

Highway:	\$483,104
General:	\$175,168

AUDIT & AUTHORIZATION OF BILLS:

Councilman Johnson noted a typographical error on a voucher from Judge Sheldon. Councilman Hodges inquired about the benefits of the Highway Superintendent Group/Association and the Town Supervisor Association. The Board discussed.

The Board approved payment of General Abstract #12 of 2016 with a total of: \$8,164.97

The Board approved payment of Highway Abstract #12 of 2016 with a total of: \$10,194.71

The Board approved payment of Street Lighting Abstract #12 of 2016 with a total of: \$210.62

MOTION # 111 OF 2016 was made by Councilman Hodges and seconded by Councilperson Clemens to accept and pay the bills. All present were in favor. Motion was carried.

ADJOURNMENT:

MOTION #112 OF 2016 was made by Councilman Hodges and seconded by Councilman Johnson to adjourn the meeting at 9:51 pm. All present were in favor. Motion was carried.