

DECEMBER 13, 2018 OFFICIAL MINUTES

The Lorraine Town Board opened their monthly meeting at 7:00 pm at the Municipal Building.

Present were: Town Supervisor Vince Moore, Councilman David Johnson, Councilman Gordon Hutton, Highway Superintendent Joe Wasilewski and Town Clerk/Tax Collector Melinda Milne. Absent: Councilman Joe Hodges and Councilman Lester Hobbs.

Citizens present were: John Howland, 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 advised he would like to put a sign on the door of the Municipal Buildings stating "No Guns Allowed".

Kay Chapman from Tug Hill provided the Winter Webinar Series schedule covering various topics. For more training information: <http://www.dos.ny.gov/lg/lut/index.html>.

COMMUNICATIONS & PETITIONS:

- BOCES sent a letter advising information on random selections for Drug and Alcohol Testing.
- A citizen sent an e-mail expressing concern regarding plowing being done by a resident close to the cemetery on Mooney Gulf Road.
- Jefferson County sent notice of foreclosures and petition of foreclosures.
- Suit- Kote sent an invitation to their Annual Christmas Party.
- NYS Urban Development Corp sent notice of public hearings regarding the New NY Broadband Program Phase 3.
- NYS Dept of Labor sent a survey which was completed & submitted by Supervisor Moore.
- Advocate Drum sent notice of FDRLO Board and Membership Meeting.
- NNY Community Foundation sent their Year-End/Holiday Newsletter.
- DHPS for NY sent their Fall Newsletter.

ENFORCEMENT OFFICER: John Howland was present and discussed open cases. He provided his 2018 report which included all the permits issued and funds he received. There was a discussion regarding Nelson Law Firm expressing interest in representing the Town. Councilman Johnson or Supervisor Moore will obtain the appropriate files from Conboy Law Firm.

ASSESSOR: No new updates.

HEALTH OFFICER: The Town Clerk reported no new updates.

PLANNING BOARD: Marty Tokos was not present but provided his report on actions of the Planning Board.

ZONING BOARD OF APPEALS: No new updates.

COMMITTEES:

- Cemetery-Supervisor Moore will look into the issue regarding a resident plowing close to Mooney Gulf Cemetery.
- Communities-No new updates.
- Special Projects-No new updates.
- Grants-No new updates.
- Buildings-Councilman Johnson advised there was an issue with the alarm system. STAT made the appropriate repairs. The lock on the Municipal Building door is not working. Councilman Johnson will arrange for the repair to be made. In addition, he will check into having an automatic feature installed for the generator. Mr. Wasilewski advised he would like to paint the walls in the Hwy. Dept. after the 1st of the year. He and Councilman Johnson will coordinate this.

APPROVAL OF TOWN CLERK MONTHLY REPORT:

The Town Clerk Monthly Report for November was presented to the Board for their review. **MOTION #128 OF 2018** was made by Councilman Johnson and seconded by Councilman Hutton to accept the report. All present were in favor. Motion was carried.

APPROVAL OF MINUTES:

The November 8th Public Hearing Minutes were reviewed. **MOTION #129 OF 2018** was made by Councilman Hutton and seconded by Councilman Johnson to accept the minutes as submitted. All present were in favor. Motion was carried.

The November 8th Town Board Minutes were reviewed. **MOTION #130 OF 2018** was made by Councilman Johnson and seconded by Councilman Hutton to accept the minutes as submitted. All present were in favor. Motion was carried.

UNFINISHED BUSINESS:

1. Solar farms. Supervisor Moore provided examples of Town Laws on this subject for the Board to review and discuss. A committee will be formed for further investigation into possibly including this topic in town law.

NEW BUSINESS:

1. Petty cash: Town Clerk advised replenishing is needed for postage.
2. Hwy Supt.: Mr. Wasilewski provided the Hwy Dept Report to the Board. He reviewed various communications and gave an overview of equipment issues and repairs completed. He is planning with the County for 2019 work. There was a discussion regarding the purchase of radios. This was tabled pending end of year fund availability.
3. Draft Personnel Policy & Employee Leave Policy. Supervisor Moore advised the current policies could be vacated and/or amended due to the current union agreement. This will be tabled pending further review.
4. 2018 Summer Recreation Report. Supervisor Moore advised we have the option of paying per a three year average vs. each year by how many Lorraine children are participating. A three year average would be a reduction in the fee. The Board discussed and will go with the three year average.

5. **RESOLUTION #28 OF 2018 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 Keith Hockey is set to expire on December 31, 2018, be it hereby Resolved that the following citizens are appointed to the Planning Board effective January 1, 2019 for the following terms of service:

Keith E. Hockey residing at 20687 Co. Rte. 93, Lorraine 13659 for five years terminating December 31, 2023

MOTION #131 OF 2018 was made by Supervisor Moore to introduce Resolution #28 and seconded by Councilman Hutton. All present were in favor. Motion was carried.

6. **RESOLUTION #29 OF 2018 / 2019 ELECTED AND EMPLOYEE SALARIES**

Whereas the Town of Lorraine has adopted a fiscal budget for the year 2019 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:

| | |
|-----------------|--------------------------------|
| Working Foreman | \$18.86 hourly, paid bi-weekly |
| MEO-1 | \$18.09 hourly, paid bi-weekly |
| MEO-2 | \$16.84 hourly, paid bi-weekly |
| MEO-3 | \$15.36 hourly, paid bi-weekly |
| MEO-4 | \$14.74 hourly, paid bi-weekly |
| Laborer | \$13.52 hourly, paid bi-weekly |

Highway Superintendent, \$58,000 annually, paid bi-weekly

Supervisor, \$14,500 annually, paid monthly

Town Clerk, \$9,000 annually, paid monthly

Councilmen, \$2,000 annually, paid annually

Assessor, \$8,240 annually, paid monthly

Part-time Clerk (Junk Enforcement/Development Official), \$5,200 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

2019 Bi-weekly payroll is effective as of December 31, 2018 All elected and appointed salaries are effective as of January 1, 2019

MOTION #132 OF 2018 was made by Supervisor Moore to introduce Resolution #29 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

7. **RESOLUTION #30 OF 2018 BUDGET AMENDMENT**

Whereas both Highway and General fund accounts have exceeded expected appropriations during fiscal year 2018 and whereas in accordance with NYS Town Law § 119, no fund and no appropriation account shall be overdrawn, Now therefore be it resolved the Supervisor be, and hereby is, authorized to make the following budgetary transfer:

HIGHWAY FUND

| | |
|---|---|
| From | To |
| DA51104.03.004.00, General Repairs, CE \$18,000 | DA51304.03.004.00 Machinery CE \$18,000 |

| | |
|---|---|
| DA51104.03.004.00, General Repairs, CE \$250 | DA51304.03.004.07 Uniforms \$250 |
| DA90108.03.008.00, State Retirement, \$5,700 | DA51424.03.004.00 Snow Removal CE \$5,700 |
| DA51101.03.001.00, General Repairs PS \$6,500 | DA51421.03.001.00 Snow Removal PS \$6,500 |

GENERAL FUND

| From | To |
|---------------------------------------|---|
| A19904.01.004.00 Contingency \$1,729 | A14204.01.004.00 Attorney, \$1,607 |
| | A16204.01.004.05 Bldgs. \$12 |
| | A16704.01.004.00 Printing & Mailing \$110 |
| A90108.01.008.00, Retirement \$2,000 | A16204.01.004.04 Bldgs. \$2,000 |
| A12204.01.004.00, Supervisor CE \$270 | A16204.01.004.01 Bldgs. Telephone \$270 |
| A12204.01.004.00, supervisor CE \$300 | A19204.01.004.00 Assoc. Dues \$300 |
| A90108.01.008.00, Retirement \$300 | A90308.01.008.00 Social Security \$300 |

STREET LIGHTS

| | |
|--------------------------------------|--|
| A12204.01.004.00, Supervisor CE \$60 | SL51824.07.004.00, Street Lights CE \$60 |
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MOTION #133 OF 2018 was made by Supervisor Moore to introduce Resolution #30 and seconded by Councilman Hutton. All present were in favor. Motion was carried.

8. Financial Statements for November 2018 were provided and reviewed.

BALANCES ON ACCOUNTS:

| | |
|----------|-----------|
| Highway: | \$701,203 |
| General: | \$273,924 |

AUDIT & AUTHORIZATION OF BILLS:

The Board discussed the health insurance bills for 2019 that have a due date in December. **MOTION #134 OF 2018** was made by Councilman Johnson and seconded by Councilman Hutton to authorize payment of these bills at the January meeting. All present were in favor. Motion was carried.

The Board approved payment of General Abstract #12 of 2018 comprised of vouchers 2802, 2805-2807, 2810-2827, 2849-2850, 2857 with a total of: \$24,761.99.

The Board approved payment of Highway Abstract #12 of 2018 comprised of vouchers 2802, 2805, 2810, 2828-2848, 2852-2856 with a total of: \$46,384.53.

The Board approved payment of Street Lighting Abstract #12 of 2018 comprised of voucher 2851 with a total of: \$231.93.

MOTION #135 OF 2018 was made by Councilman Johnson and seconded by Councilman Hutton to accept and pay the bills including an additional bill submitted by Judge Sheldon for the purchase of a sign. All present were in favor. Motion was carried.

ADJOURNMENT:

MOTION #136 OF 2018 was made by Councilman Johnson and seconded by Councilman Hutton to adjourn the meeting at 8:34 pm. All present were in favor. Motion was carried.

Respectfully submitted by:

Melinda Milne
Town Clerk/Tax Collector