

## **DECEMBER 14, 2017 OFFICIAL MINUTES**

The Lorraine Town Board opened their monthly meeting at 7:02 pm at the Municipal Building.

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

Citizens present were: Joe Wasilewski, Marty Tokos, Gordon Hutton and Kay Chapman from Tug Hill.

The Pledge of Allegiance was led by Supervisor Moore.

### **CITIZENS RECOGNITION:**

The Town Board acknowledged the citizens present.

Kay Chapman from Tug Hill provided the December 2017 Tug Hill Report. Four villages have joined Tug Hill Region's council of government including Lyons Falls, Port Leyden, Constableville and Turin. The County-wide shared services initiative law was enacted to prompt counties and municipalities to reduce property taxes while improving local government efficiency. 60% of the 57 counties in NYS chose to adopt a plan by Sept. 15 2017. The remaining counties chose to delay adoption until Sept. 15 2018. There will be training school for newly elected officials Jan 10-12 in Albany and Jan 17-19 in Rochester. Winter Webinar courses are scheduled for December 2017 and January 2018. For more training information: <http://www.dos.ny.gov/lg/lut/index.html>.

### **COMMUNICATIONS & PETITIONS:**

- NYS Ag & Markets provided their Municipal Shelter Inspection Report completed 11/14/17.
- Jeff. Co Supreme Court supplied notice of commencement of foreclosure proceedings on various Jefferson County properties.
- NYS Dept. of Public Service provided information to obtain consumer education materials on energy use/help controlling energy bills.
- Charter Communications provided information on upcoming changes affecting subscribers.
- Suit-Kote sent an invitation to their 33<sup>rd</sup> Annual Xmas Party.
- NYS Retirement sent their Fall 2017 Semiannual Newsletter.
- National Grid sent information on Natural Gas Pipeline Safety.
- Assoc. of Realtors sent their Winter 2018 Newsletter "The New Neighborhood".
- NNYCF sent their Fall/Holiday 2017 Newsletter "Thoughtful Giving".
- NYMIR sent their Fall 2017 Newsletter.

**ENFORCEMENT OFFICER:** John Howland was not present but did advise Supervisor Moore by email that he had nothing new to report.

**HEALTH OFFICER:** The Town Clerk reported no new updates.

**ASSESSOR:** Office hours are the last Tuesday of the month from 1:00 to 4:00 pm.

**PLANNING BOARD:** Marty Tokos provided his report on actions of the Planning Board. Mr. Tokos advised the Board that his Annual Report will be prepared and submitted prior to the January Town Board Meeting.

**ZONING BOARD OF APPEALS:** Joe Wasilewski advised no new updates.

**COMMITTEES:**

- Cemetery- Supervisor Moore advised the material has been purchased for the new sign. It will be built over the winter and installed in the spring.
- Communities-Councilman Hobbs advised the new sign for the playground has been obtained. Installation will be in the spring. In addition he will be obtaining prices for new basketball hoops.
- Special Projects-Councilperson Clemens advised windows have been boarded up on one of the vacant properties. There was a discussion on the insurance audit.
- Grants-Councilman Hodges advised there has been no word on the outcome of the pending grants. He is expecting to hear soon. In addition, he will be investigating other grant opportunities that may benefit the Town.
- Buildings-Councilman Johnson advised a seal has been installed around the door to eliminate water/rain seeping in. The CO2 detectors have been installed. He will be getting another quote on the fire alarm system and he is looking to update the security system. There was an issue with the heat in the Fire Dept. Siemens came up and adjusted setting to correct problem.

**APPROVAL OF MINUTES:**

The November 8<sup>th</sup> Budget Workshop minutes were reviewed. **MOTION #104 OF 2017** was made by Councilman Hodges and seconded by Councilperson Clemens to accept the minutes as submitted. All present were in favor. Motion was carried.

The November 9<sup>th</sup> Public Hearing minutes were reviewed. **MOTION #105 OF 2017** was made by Councilman Johnson and seconded by Councilperson Clemens to accept the minutes as submitted. All present were in favor. Motion was carried.

The November 9<sup>th</sup> Town Board minutes were reviewed. **MOTION #106 OF 2017** was made by Councilman Hodges and seconded by Councilperson Clemens to accept the minutes as submitted. All present were in favor. Motion was carried.

**UNFINISHED BUSINESS:**

1. Harassment Policy. The Board reviewed and discussed a Draft Harassment Policy. **MOTION #107 OF 2017** was made by Councilman Hodges to finalize and move forward with the agreed upon policy. The motion was seconded by Councilperson Clemens. All present were in favor. Motion was carried.
2. Insurance audit-update on actions. Supervisor Moore will finalize the response to the insurance audit and prepare for submission.
3. Approval for Bowers Audit. **MOTION #108 OF 2017** was made by Councilman Hodges and seconded by Councilperson Clemens to have Supervisor Moore sign the contract to move forward on the behalf of the Town.
4. Pick-up truck delivery. The delivery date is still unknown at this time. Councilman Hodges will attempt to contact Hoselton to find out when the truck is scheduled for delivery.

5. Councilman Johnson advised he will order the "Maximum Allowed Occupancy" sign as per the insurance audit.

**NEW BUSINESS:**

1. Petty cash: Replenishing is needed for postage and office supplies.
2. Hwy Supt.: Carl Dealing was not able to be present tonight. Supervisor Moore spoke on behalf of the Town to express our gratitude for 34 years of Mr. Dealing's hard work and dedication to the Town of Lorraine. A plaque acknowledging Carl's service will be presented at a later time.
3. Teamsters: Supervisor Moore provided a copy of a letter dated November 10<sup>th</sup> from the Teamsters Local Union #687. A majority of the MEO's have voted to have the Teamsters represent them in collective bargaining negotiations. **MOTION #109 OF 2017** was made by Councilman Johnson and seconded by Councilman Hobbs to recognize the Teamsters as the bargaining unit for the MEO's. All present were in favor. Motion was carried.
4. Employee reporting. Supervisor Moore advised quotes have been obtained to install a time clock system. Training is included along with online support. **MOTION #110 OF 2017** was made by Councilman Hobbs and seconded by Councilman Hodges to proceed with obtaining the system and paying the additional voucher. All present were in favor. Motion was carried.
5. Spectrum Business Internet Service. There was a discussion about internet speed issues the Fire Department is having making it difficult to run necessary software. The Fire Department has agreed to contribute to any additional expense. **MOTION #111 OF 2017** was made by Councilman Hodges and seconded by Councilman Hobbs to proceed with the upgraded service. All present were in favor. Motion was carried.
6. Fire Dept. new member. The Board reviewed the application for membership from Ms. Cassie Johnson. **MOTION #112 OF 2017** was made by Councilman Hobbs and seconded by Councilman Hodges to accept Ms. Johnson's application. All present were in favor. Motion was carried.
7. **RESOLUTION #20 OF 2017 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 be it hereby resolved that the following citizen (s) are appointed to the Board of Assessment Review effective September 14, 2017 for the following terms:  
Leone Stinson residing at 5839 Co Rte 97 Adams NY 13605 for a term ending September 13, 2022  
**MOTION #113 OF 2017** was made by Supervisor Moore to introduce Resolution #20 and seconded by Councilperson Clemens. All present were in favor. Motion was carried.
8. **RESOLUTION #21 OF 2017 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 Leone Stinson is set to expire on December 31 2017 be it hereby Resolved that the following citizens are appointed to the Planning Board Effective January 1, 2018 for the following terms of service:

Leone Stinson, residing at 5839 Co Rte 97 Adams NY 13605 for five years terminating December 31, 2022.

**MOTION #114 OF 2017** was made by Supervisor Moore to introduce Resolution #21 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

**9. RESOLUTION #22 OF 2017 RESOLUTION FOR THE APPROVAL OF THE COOPERATIVE TUG HILL COUNCIL INTERMUNICIPAL AGREEMENT 2018-2022**

Whereas, the Town of Lorraine reaffirms that continued membership in the Cooperative Tug Hill Council (CTHC) is important to both the Town and the region, Whereas the CTHC has approved a revised draft inter-municipal agreement at a full CTHC meeting on September 28, 2017 for consideration by its member municipalities, Whereas the CTHC recommends that the revised changes to the inter-municipal agreement be approved as soon as is practicable by its member municipalities, be it Resolved the Town of Lorraine approves the revised inter-municipal agreement, and be it further Resolved the Town Clerk shall transmit a copy of this resolution to the CTHC for its records.

**MOTION #115 OF 2017** was made by Supervisor Moore to introduce Resolution #22 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

**10. RESOLUTION #23 OF 2017 REPEAL OF LOCAL LAW #3 OF 2017: A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW SECTION 3-c**

Whereas Local Law #3 of 2017 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 2018 Town budget and has established a tax levy below the NYS tax levy limit for 2018, be it therefore Resolved, that the Town Board of the Town of Lorraine makes the following determinations:

1. Local Law #3 of 2017 is hereby repealed
2. Local Law #4 of 2017 is hereby adopted as written effective December 1, 2017
3. The Lorraine Town Clerk shall file a copy of Local Law #4 of 2017 with the NYS Secretary of State.

**MOTION #116 OF 2017** was made by Supervisor Moore to introduce Resolution #23 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

**11. RESOLUTION #24 OF 2017 2018 ELECTED AND EMPLOYEE SALARIES**

Whereas, the Town of Lorraine has adopted a fiscal budget for the year 2018, 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	\$ 18.49 hourly, paid bi-weekly
MEO-1	\$ 17.73 hourly, paid bi-weekly
MEO-2	\$ 16.51 hourly, paid bi-weekly
MEO-3	\$ 15.06 hourly, paid bi-weekly
MEO-4	\$ 14.32 hourly, paid bi-weekly
MEO-5	\$ 13.24 hourly, paid biweekly

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 as of December 31, 2017.

All Elected and appointed salaries are effective January 1, 2018.

**MOTION #117 OF 2017** was made by Supervisor Moore to introduce Resolution #24 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

**12. RESOLUTION #25 OF 2017 BUDGET TRANSFER OF FUNDS**

Whereas various accounts have exceeded budgeted appropriations for fiscal year 2017, and whereas the Town Board is not allowed to authorize payment without sufficient funding in the respective account, now therefore, be it Resolved, the Supervisor be, and here by is, authorized to make the following budgetary transfer:

From	To
<u>GENERAL FUND</u>	
A3089.01.000.00, State Aid, Grants \$800	A16204.01.004.02, Bldgs Material, \$800
A3089.01.000.00, State Aid, Grants \$600	A16204.01.004.02, Bldgs Repairs, \$600
A3089.01.000.00, State Aid, Grants \$305	A16704.01.004.00, Print & Mail, \$305
A14204.01.004.00, Attorney \$8	A59894.01.004.00, BOCES, \$8
A14204.01.004.00, Attorney \$50	A88104.01.004.00, Cemetery CE, \$50
A3089.01.000.00, State Aid, Grants \$820	A50104.01.004.00, Hwy. Supt. CE \$820
<u>HIGHWAY FUND</u>	
DA51101.03.001.00, Personal Services \$430	DA51304.03.004.07, Uniforms, \$430
DA51101.03.001.00, Personal Services \$2,255	DA51304.03.004.00, Machinery CE, \$2,255
DA51101.03.001.00, Personal Services \$5,000	DA51421.03.001.00, Snow Removal PS \$5,000

**MOTION #118 OF 2017** was made by Supervisor Moore to introduce Resolution #25 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

- 13. Year-end special meeting. There was a discussion regarding bills/purchases that may need to be paid for by the end of the year. This will be setup via email if deemed necessary.
- 14. Financial Statements-Nov 2017 were provided and reviewed.
- 15. Councilperson Clemens was presented with a plaque to thank her for her dedicated service to the Town of Lorraine.

**BALANCES ON ACCOUNTS:**

Highway: \$502,917

General: \$250,164

**AUDIT & AUTHORIZATION OF BILLS:**

The Board approved payment of General Abstract #12 of 2017 comprised of vouchers 2178-2179, 2183, 2190-2200, 2205-2212, 2224-2225, 2227, 2229-2230, 2234 with a total of: \$38,442.39.

The Board approved payment of Highway Abstract #12 of 2017 comprised of vouchers 2179, 2182, 2184-2189, 2203, 2213-2223, 2226, 2228, 2231-2233, 2235 with a total of: \$48,442.86.

The Board approved payment of Street Lighting Abstract #12 of 2017 comprised of voucher 2204 with a total of: \$227.15

**MOTION #119 OF 2017** was made by Councilman Hobbs and seconded by Councilman Johnson to accept and pay the bills as submitted. All present were in favor. Motion was carried.

In addition, Supervisor Moore advised the Board of old invoices from Stadium dating back to September that were submitted for payment with incurred finance charges. **MOTION #120 OF 2017** was made by Councilman Hobbs and seconded by Councilman Hodges to pay the outstanding bill. Supervisor Moore will work to have the finance charges waived. All present were in favor. Motion was carried.

**ADJOURNMENT:**

**MOTION #121 OF 2017** was made by Councilman Hobbs and seconded by Councilman Hodges to adjourn the meeting at 8:42 pm. All present were in favor. Motion was carried.