

JANUARY 11, 2018 OFFICIAL MINUTES

The Lorraine Town Board opened their monthly meeting at 7:01 pm at the Municipal Building.

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

Citizens present were: Kay Chapman from Tug Hill, Virginia Clemens, Robin Dealing, Taylor Dealing, Marty Tokos, Eric Sheldon and John Howland.

The Pledge of Allegiance was led by Supervisor Moore.

CITIZENS RECOGNITION:

The Town Board acknowledged the citizens present.

Robin Dealing came to express some concerns with road conditions. She is inquiring about the salting/sanding of roads. She advised a family member had a car accident on Co. Rte. 189 due to slippery roads.

Virginia Clemens has concerns about the height of the snow banks making visibility difficult. Mr. Wasilewski advised the blower has been repaired which will assist with this issue.

Judge Eric Sheldon came to advise the Board he is ready for his annual audit at anytime.

Kay Chapman from Tug Hill provided the Tug Hill Report to the Board. The Village of Lyons Falls drafted their first zoning law. The zoning effort is a result of a program to initiate redevelopment of the former Lyons Falls Paper Mill site. There is a free workshop on the Hemlock Woolly Adelgid Jan. 27th. This is an invasive forest pest causing hemlock mortality. Contact Megan Pistolese @ 315-387-3600 X7724 or @ megan.pistolese@tnc.org. Newly elected official training will be held Jan. 25th @ Town of Trenton offices. Assistance to Firefighters Grants: Applications are due 2/2/18. For more information: www.fema.gov/welcome-assistance-firefighter-grantprogram. For all Tug Hill towns and villages the match amount is 5%.

COMMUNICATIONS & PETITIONS:

- NYS Unified Court System sent a letter requesting a copy of the justice court audit for fiscal year ending Dec. 31, 2017.
- NYS Board on Electric Generation sent notice that Atlantic Wind LLC filed a preliminary scoping statement.
- Bernier Carr sent a sympathy card to the Town for the loss of Mr. Carl Dealing.
- ASOT sent information for the 2018 newly elected town officials schools
- NYS Dept of Environmental Conservation advised we were not selected for the WQIP Program.
- NYMIR sent information for online training courses.
- NYG&E sent information on generation fuel sources and emissions in our area.
- Mark Rust sent information on his services.
- South Jeff Historical Association sent their January-February 2018 Newsletter.

ENFORCEMENT OFFICER: John Howland was present and provided his 2017 Annual Report. The Town Board reviewed and accepted the Enforcement Officer's Annual Report. The report will be filed in the Town Clerk's office. In addition, he updated the Board on open cases.

HEALTH OFFICER: The Town Clerk reported no new updates.

ASSESSOR: Jim Rounds was not present but provided his 2017 Annual Report. The Town Board reviewed and accepted the Assessor's Annual Report. The report will be filed in the Town Clerk's office. .

PLANNING BOARD: Marty Tokos provided his 2017 Annual Report along with a 2018 proposed fee schedule. The Town Board reviewed and accepted the Planning Board's Annual Report. The report will be filed in the Town Clerk's office. In addition, Mr. Tokos provided his report on actions of the Planning Board.

ZONING BOARD OF APPEALS: Anthony Cronk was not present but provided the 2017 Annual report. The Town Board reviewed and accepted the ZBA Annual Report. The report will be filed in the Town Clerk's office. There continues to be an open position on the ZBA.

COMMITTEES:

- Cemetery-Supervisor Moore advised the new sign has been built and is ready for installation in the spring.
- Communities-Councilman Hobbs advised no new updates.
- Grants-Councilman Hodges advised the Town was not selected for the Six Town Community or NYS grant to construct a new salt shed. He will investigate if the Town is eligible to apply for an upcoming Arbor Day Grant.
- Buildings-Councilman Johnson advised no new updates.

APPROVAL OF MINUTES:

The December 14th Public Hearing minutes were reviewed. **MOTION #1 OF 2018** was made by Councilman Hodges and seconded by Councilman Hobbs to accept the minutes as submitted. All present were in favor. Motion was carried.

The December 14th Town Board minutes were reviewed. **MOTION #2 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.

The December 18th Special Meeting minutes were reviewed. **MOTION #3 OF 2018** was made by Councilman Hobbs and seconded by Councilman Hodges to accept the minutes as submitted. All present were in favor. Motion was carried.

The December 29th Special Meeting minutes were reviewed. **MOTION #4 OF 2018** was made by Councilman Hobbs and seconded by Councilman Johnson to accept the minutes as submitted. All present were in favor. Motion was carried.

ANNUAL APPOINTMENTS:

1. Appointment of Officers: Joe Wasilewski was appointed as a Tug Hill Commission Representative, David Johnson was appointed Deputy Town Supervisor, Debra LaRock was appointed Deputy Town Clerk, Bilkey Moore was appointed Town Historian and Joe Wasilewski was appointed Deputy Drug & Alcohol Compliance Officer.
2. Committee Appointments:

- a. Cemetery: Vince Moore
 - b. Buildings: David Johnson
 - c. Special Projects: Gordon Hutton
 - d. Community (Playground, Youth Program, Use of Town Bldgs.): Lester Hobbs
 - e. Grants: Joe Hodges
3. Review of Town Policies:
The Board affirmed all town policies with the exception of the Personnel Policy. Highway Supt. Wasilewski provided recommendations for updates to the Personnel Policy. The Board discussed. Supervisor Moore and Highway Supt. Wasilewski will prepare a draft of updates for the Board to review at a later date.
4. Mileage reimbursement: .55 cents per mile.
 5. Designation of newspaper of record: Watertown Daily Times.
 6. Designation of depository: Watertown Savings Bank.

UNFINISHED BUSINESS:

1. Supervisor Moore advised some improvements have been made to the vacant property owned by Mr. Burnham. The homeowner has been keeping the Board updated on the progress.

NEW BUSINESS:

1. Petty cash: Replenishing is needed for postage.
2. Hwy Supt.:
 - Joe Wasilewski advised the new pickup is here. There was a discussion regarding a plow for the truck. The license plates will be in next week.
 - There was a discussion on potential material/equipment that can be scrapped.
 - There was a discussion about the HSA contribution by the Town. Supervisor Moore explained the calculation regarding Town contributions to the employee's HSA. The increased premium costs have affected the Town's share of the HSA contribution.
 - Verizon Network Fleet. Mr. Wasilewski advised the Board of the cost and benefits of the system. There was a discussion on the Town's salting/sanding procedure and how this program can monitor these details.
 - Mowing tractor. There was a discussion about the benefits and potential revenue if the Highway Dept. was to purchase a new mowing tractor.
 - Employee evaluation procedure was discussed.
 - Disposition of 2014 Pickup. There was a discussion regarding the procedure to surplus the truck and then auction.
3. Councilman Johnson advised of some electrical issues in the old town barn. He will investigate and make the appropriate repairs.
4. Cyber Insurance Quote. Supervisor Moore obtained a quote for the package. The Board discussed. This will be tabled.
5. **RESOLUTION #1 OF 2018 TOWN FEES**
Whereas the Town Board of the Town of Lorraine has held an organization meeting on January 11, 2018 and adopted various fees for services provided by the Town and whereas the State Comptroller has opined that, generally speaking, a fee would be a matter of administrative

detail which could be imposed by resolution (22 Opns St Comp, 1966, p 161; 17 Opns St Comp, 1961, p 253; AA & M Carting Service v. Town of Hempstead (2 Dept. 1992) 183 A.D.2d 738, 583 N.Y.S.2d 473. Municipal Corporations 106(1); be it therefore resolved the following fee schedule is adopted for the calendar year 2018; **MOTION #5 OF 2018** was made by Supervisor Moore to introduce Resolution #1 and seconded by Councilman Hodges. All present were in favor. Motion was carried. An official copy of this resolution will be filed in the Town Clerk's Office including specific fees. The fees will also be posted on the Town website.

6. **RESOLUTION #2 OF 2018 TOWN BOARD MEETINGS**

Whereas, the Town Board of the Town of Lorraine has held an organization meeting on January 11, 2018 and Whereas the Town Board shall establish a date and time for regular Town Board meetings; be it therefore Resolved the Lorraine Town Board shall meet on the second Thursday of the calendar month for the year of 2018 and audit the abstract of vouchers at 6:30 pm. The Town Board Meeting will commence at 7:00 pm. **MOTION #6 OF 2018** was made by Supervisor Moore to introduce Resolution #2 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

7. **RESOLUTION #3 OF 2018 PAYMENT IN ADVANCE OF AUDIT**

Whereas the Town receives invoices from utilities with due dates prior to the regularly scheduled Town Board meeting; and Whereas, NYS Town Law § 118 Form of Claims authorizes the payment in advance of audit of claims for public utility services, postage, freight and express charges, be it therefore Resolved, the Chief Fiscal Officer is hereby authorized to make payment prior to the regular scheduled Town Board meeting for the following suppliers:

National Grid-Electricity
Frontier-Telephone

And be it further resolved, all such claims shall be presented at the next regular meeting for audit, and the claimant and the officer incurring or approving the same shall jointly and severally liable for the any amount disallowed by the Town Board. **MOTION #7 OF 2018** was made by Supervisor Moore to introduce Resolution #3 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

8. **RESOLUTION #4 OF 2018 DECLARATION OF SURPLUS EQUIPMENT**

Whereas the Town possesses a variety of equipment that is no longer safe for use, functional, or of any value to the Town and Whereas the Town Board has declared the following asset to be surplus equipment:

- (1) Compaq Computer, PS513AA, serial number CNH4511BYY (Hwy Supt)
- (1) Compaq monitor PS513AA, serial number CNH4511BYY (Hwy Supt)
- (1) Printer, HP Laser Jet 1012 serial number CNFB207858 (Hwy Supt)
- (1) Printer, PSC 1210, serial number MY33LB6245 (Hwy Supt)

Resolved, the equipment shall be declared surplus and removed from the Highway Department inventory and resolved the Highway Superintendent is authorized to properly dispose of the electronic waste at an approved collection point. **MOTION #8 OF 2018** was made by Supervisor Moore to introduce Resolution #4 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

9. **RESOLUTION #5 OF 2018 SNIRT AGREEMENT**

Whereas the Barnes Corners Sno-Pals Snowmobile Club has approached the Town of Lorraine to enter in an agreement in regards to the 2018 SNIRT Run, and Whereas the sponsor is a membership club formed for the purpose of promoting safety education regarding the use of snowmobiles in Lewis County and Jefferson County and Whereas the Town Board has received a request from the sponsor to open a portion of their Town Roads for a one day all-terrain vehicle (ATV) rally event to be held on April 21, 2018 and Whereas Vehicle and Traffic Law § 2408 authorizes a governmental agency to review and approve requests for holding special events that involve the operation of ATV's and whereas the Sponsor has agreed to indemnify and hold the Town of Lorraine, its officers, agents and employees harmless from any claim, liability, damage or cost of any nature whatsoever, including reasonable attorney fees incurred by reason of the conduct of the event or use of those portions of the Town Roads; and Whereas the parties wish to set forth the terms of their agreement, be it therefore resolved the Town Supervisor is authorized to approve and execute the agreement as presented and be it resolved the sponsor shall provide a copy of the Certificate of Liability Insurance with Town of Lorraine named as a certificate holder, and be it resolved the Town Supervisor shall hold the agreement until which time a copy of the insurance certificate has been provided to the Town of Lorraine. **MOTION #9 OF 2018** was made by Supervisor Moore to introduce Resolution #5 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

10. New Fire Dept. Member. The Board reviewed the application for membership from Mr. Jacob Hollis. **MOTION #10 OF 2018** was made by Councilman Hodges and seconded by Councilman Johnson to accept Mr. Hollis's application. All present were in favor. Motion was carried.

11. Capital Plans were provided and discussed.

12. Special meeting for audit of the Justice and Clerk records. The meeting will be scheduled for January 31st at 7:00 pm.

13. The financial statements for 2017 year end and January 2018 were provided and reviewed.

14. **RESOLUTION #6 OF 2018 BUDGET TRANSFER OF FUNDS**

Whereas the Highway Supt. Contractual Expense has exceeded budgeted appropriations for 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:

FROM	<u>GENERAL FUND</u>	TO
A19904.01.004.00, Contingent \$111		A50104.01.004.00 Hwy Supt CE \$111

MOTION #11 OF 2018 was made by Supervisor Moore to introduce Resolution #6 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

BALANCES ON ACCOUNTS:

Highway:	\$492,695 (not closed)
General:	\$223,762 (not closed)

AUDIT & AUTHORIZATION OF BILLS:

The Board approved payment of General Abstract #1 of 2018 comprised of vouchers 2242, 2247-2248, 2252-2266, 2271, 2283, 2291-2293 with a total of: \$26,021.20.

The Board approved payment of Highway Abstract #1 of 2018 comprised of vouchers 2236-2241, 2243, 2246, 2251, 2267-2270, 2272-2281, 2284-2290, 2293 with a total of: \$55,331.65.

The Board approved payment of Street Lighting Abstract #1 of 2018 comprised of voucher 2282 with a total of: \$226.88

MOTION #12 OF 2018 was made by Councilman Johnson and seconded by Councilman Hodges to accept and pay the bills as submitted. All present were in favor. Motion was carried.

ADJOURNMENT:

MOTION #13 OF 2018 was made by Councilman Hodges and seconded by Councilman Hutton to adjourn the meeting at 10:16 pm. All present were in favor. Motion was carried.