

## **JANUARY 12, 2017 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, Councilperson Virginia Clemens, Councilman Lester Hobbs and Town Clerk/Tax Collector Melinda Milne. Absent was: Highway Superintendent Carl Dealing.

Citizens present were: Marty Tokos, John Howland 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 Tug Hill Report to the Board. There are upcoming Grant Writing Workshops in March and April of 2017. For a comprehensive list you can go to: <https://registration.exenegrade.com/moboces/searchResults.cfm>. The Nature Conservancy's Adirondack Chapter purchased 753 acres of forest in the Town of Lyonsdale. They will hold the land until it can find a conservation owner to manage the property and will support the tourism economy. 2<sup>nd</sup> Chance E-Waste Recycling Grant will be accepting applications Jan. 2 through Jan. 31<sup>st</sup> 2017 to help municipalities across the state address the costs associated with the collection & recycling of eligible electronic wastes. For Applications: [www.dec.ny.gov/chemical/107384.html](http://www.dec.ny.gov/chemical/107384.html). There are winter outings with Tug Hill Tomorrow Land Trust on Jan. 14<sup>th</sup>, and Feb. 11<sup>th</sup>. RSVP to Lianna Lee, Community Programs Manager @ [tughilloutreach@nnyemail.com](mailto:tughilloutreach@nnyemail.com) or call 315-779-2239. There are free webinars on Jan. 26 regarding GIS & its utility, Feb. 9<sup>th</sup> on Communicating with the Public about water infrastructure and Feb. 16<sup>th</sup> on Financing for the future.

### **COMMUNICATIONS & PETITIONS:**

- NYS Dept. of Taxation and Finance provided a summary of the status of the 2017 Reassessment Project for the Town of Lorraine.
- Association of Towns will be holding the 2017 Training School and Annual Meeting for town officials Feb. 19-22.
- NYS Dept. of State advised the Town of Lorraine was denied the 2016-2017 Local Government Efficiency Grant for the water district.
- NYS & Local Retirement System provided their semiannual bulletin.
- The Election Commissioners Association of NY provided their Dec 2016 newsletter.
- Jeff Co Soil & Water provided information on their annual seedling sale.
- JCIDA provided information on the proposed amendment to the Uniform Tax Exemption Policy and Guidelines.
- NYS Dept. of Environmental conservation provided the Town notification of enforcement actions being taken within the Town against a private citizen.

**ENFORCEMENT OFFICER:** John Howland was present and provided the Board with his Annual Report for 2016. The Town Board reviewed and accepted the Enforcement Officer's Annual Report. The report will be filed in the Town Clerk's office. Mr. Howland briefed the Board regarding his duties over the last month.

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

**PLANNING BOARD:** Marty Tokos was present and provided the Board with his annual report. The Town Board reviewed and accepted the Planning Board 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. The Annual Meeting was conducted Jan. 4. The Planning Board will hold meetings every other month in 2017 with special meetings scheduled as necessary. The Local Government Conference is March 30<sup>th</sup>. Jeff Co. Clerk will be sending map filing notices via e-mail in the future.

**ZONING BOARD OF APPEALS:** Tom Voss was not present but provided his Annual Report to the Board. The Town Board reviewed and accepted the Zoning Board of Appeals annual report. The report will be filed in the Town Clerk's office.

**COMMITTEES:**

- Cemetery-No new updates.
- Communities-No new updates.
- Drug & Alcohol-No new updates.
- Grants-Per Councilman Hodges he has been investigating various grant opportunities that may assist the town with potential projects. The Board discussed various projects that may benefit the Town of Lorraine. Supervisor Moore advised the SAM Grant is still pending for the municipal parking lot.
- Buildings-Per Councilman Johnson he will be obtaining a new quote for the flooring in the municipal building.

**APPROVAL OF MINUTES:**

The Dec. 8 Minutes were reviewed. **MOTION #1 OF 2017** 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 Dec. 8 Public Hearing Minutes were reviewed. **MOTION #2 OF 2017** 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 Dec. 21 Special Meeting Minutes were reviewed. **MOTION #3 OF 2017** was made by Councilman Johnson to accept the minutes as submitted. Councilperson Clemens seconded the motion. All present were in favor. Motion was carried.

**ANNUAL APPOINTMENTS:**

1. Appointment of Officers: David Johnson was appointed Deputy Town Supervisor, Debra LaRock was appointed Deputy Town Clerk/Tax Collector, Bilkey Moore was appointed Town Historian and Virginia Clemens was appointed Deputy Drug & Alcohol Compliance Officer.
2. Committee Appointments:
  - a. Cemetery: Vince Moore
  - b. Buildings: David Johnson
  - c. Special Projects: Virginia Clemens
  - d. Community (Playground, Youth Program, Use of Town Bldgs.): Lester Hobbs
  - e. Grants: Joe Hodges
3. Review of Town Policies:

- a. Purchasing Policy. The Board reviewed and discussed the Purchasing Policy. **MOTION #4 OF 2017** was made by Councilman Hodges to accept the purchasing policy with the agreed upon edits. Councilman Johnson seconded the motion. All present were in favor. Motion was carried.
  - b. Employee Leave Policy. The Board reviewed and discussed the Employee Leave Policy. **MOTION #5 OF 2017** was made by Councilman Johnson and seconded by Councilman Hodges to accept the Employee Leave Policy. All present were in favor. Motion was carried.
  - c. Personnel Policy was discussed. The Board discussed meeting with the Highway Dept. Safety Officer annually to discuss safety protocol. **MOTION #6 OF 2017** was made by Councilman Hodges and seconded by Councilman Johnson to accept the personnel policy. All present were in favor. Motion was carried.
  - d. The Board affirmed other Town policies as is.
  - e. The Town Supervisor will publish the modified policies and provide to appropriate personnel.
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. Wind Law. The Town attorney reviewed the wind law draft. The attorney recommends a more detailed law and supplied a sample that may be more appropriate for the Town of Lorraine. Tabled until February meeting.

**NEW BUSINESS:**

1. Petty cash: No replenishing is needed at this time.
2. Hwy Supt: Tabled due to Highway Superintendent's absence.
3. **RESOLUTION #1 OF 2017 TOWN FEES**  
Whereas, the Town Board of the Town of Lorraine has held an organization meeting on January 12, 2017 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 2017; **MOTION #7 OF 2017** was made by Supervisor Moore to introduce Resolution #1 and seconded by Councilman Johnson. 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.
4. **RESOLUTION #2 OF 2017 TOWN BOARD MEETINGS**  
Whereas, the Town Board of the Town of Lorraine has held an organization meeting on January 12, 2017; 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 2017 and audit the abstract of vouchers at 6:30 pm. The Town Board Meeting will commence at 7:00 pm. **MOTION #8 OF 2017** was made by Supervisor

Moore to introduce Resolution #2 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

**5. RESOLUTION #3 OF 2017 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 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 be jointly and severally liable for any amount disallowed by the Town Board. **MOTION #9 OF 2017** was made by Supervisor Moore to introduce Resolution #3 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

6. Special/Capital Projects for 2017. The Board discussed possible Town projects and potential grant opportunities that may assist with these. There was a discussion regarding highway equipment.
7. The Board agreed to hold a special meeting Jan. 26 at 6:30 pm to audit the Justice and Town Clerk financial records from 2016.
8. Financial Statements for 2016 year and January 2017 Ops Statement were provided and reviewed.
9. The Board discussed the various positions held in the Town of Lorraine and their status as an appointed position vs. an elected position along with necessary qualifications.

**BALANCES ON ACCOUNTS:**

Highway:	\$523,476
General:	\$159,220

**AUDIT & AUTHORIZATION OF BILLS:**

Supervisor Moore advised the computer generated vouchers for payroll will be included with the monthly bills.

The Board approved payment of General Abstract #1 of 2017 comprised of vouchers 1663, 1684-1698 with a total of: \$4,437.45.

The Board approved payment of Highway Abstract #1 of 2017 comprised of vouchers 1663, 1665-1683 and 1699-1705 with a total of: \$207,224.35

The Board approved payment of Street Lighting Abstract #1 of 2017 comprised of voucher 1664 with a total of: \$236.62.

**MOTION #10 OF 2017** was made by Councilperson Clemens and seconded by Councilman Hobbs to accept and pay the bills. All present were in favor. Motion was carried.

**ADJOURNMENT:**

**MOTION #11 OF 2017** was made by Councilperson Clemens and seconded by Councilman Hodges to adjourn the meeting at 10:20 pm. All present were in favor. Motion was carried.