

## **JULY 13, 2017 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, Councilperson Virginia Clemens, Councilman Lester Hobbs, Highway Superintendent Carl Dealing and Town Clerk/Tax Collector Melinda Milne. Absent was Councilman Joe Hodges.

Citizens present were: Tim Tryon, Joe Wasilewski, Kitana and Mike Shelmidine, Jim Rounds, John Howland, Mike Dobbins, Marty Tokos and Kay Chapman from Tug Hill.

The Pledge of Allegiance was led by Supervisor Moore.

### **CITIZENS RECOGNITION:**

The Town Board acknowledged the citizens present.

Ms. Kitana Shelmidine introduced her "Clean Up Your Act" initiative and discussed her goals for the project. She is inquiring about receiving Town support to assist with the project. Mr. Dealing or Supervisor Moore will meet with her at a later date regarding the project.

Mr. Tryon was inquiring regarding a private personnel/payroll issue. Supervisor Moore recommended this issue be discussed privately after the Town Board meeting.

Mr. Jim Rounds, nominee for Town of Lorraine assessor, introduced himself and gave the board and citizens present some information on his credentials for the position.

Kay Chapman from Tug Hill provided the Tug Hill Report. The Boylston Justice Court Legislation was signed into law by the Governor June 29<sup>th</sup>. The 8<sup>th</sup> Annual Black River Trash Bash for 2017 will be in September & October. To participate in the project contact: [Jennifer@tughill.org](mailto:Jennifer@tughill.org). NYSERDA published NY Wind Energy to help local decision makers & community members prepare for and understand wind energy development. There is an Electronic Waste Assistance Grant. Municipalities can receive up to 50% off eligible expenses incurred for collection & recycling of E-waste between 4/1/17 – 12/31/17. Deadline is 1/13/18. [RecyclingGrants@dec.ny.gov](mailto:RecyclingGrants@dec.ny.gov).

**HIGHWAY SAFETY UPDATE:** Mr. Mike Dobbins was present and provided safety updates to the Board which included:

- The shield for the welder has been purchased
- Eye wash stations have been installed.
- Fire extinguishers have all been inspected.
- Morning safety briefings for employees are to begin this Monday.
- OSHA classes have been completed. Paperwork will be given to Mr. Dealing.
- Safety vests are being worn.

In addition, Mr. Dobbins advised he is working on the risk-assessment which he will review with Mr. Dealing and the safety data sheets are being updated. Councilperson Clemens inquired about safety cabinets for solvents/combustibles. Mr. Dobbins will be checking into these.

**COMMUNICATIONS & PETITIONS:**

- Lorraine/Worth Community Picnic will be August 16 from 5pm-8pm. Rain Date August 17<sup>th</sup> @ Lark Field.
- NYS Dept. of Taxation & Finance sent a status report advising the Town of Lorraine 2017 preliminary assessments were at a level of 100% of market value and have met criteria uniformity.
- NYS Dept. of Public Service sent information regarding public statement hearings being held throughout National Grid's service territory to discuss a proposed increase in electric and gas delivery rates.
- Rohde Center provided the schedule for Fresh Food Distribution for the remainder of 2017.
- Charter Communications provided information on changes affecting subscribers.
- NYMIR provided sample policies and procedures regarding anti-harassment policies.
- Assoc. of Towns provided information regarding their opposition of the New York State Volunteer Firefighter Enhanced Cancer Disability Benefits Act.
- NYS & Local Retirement sent their Summer 2017 Employer Forum.
- Labarge Group sent a memo outlining their services.
- Historical Association of South Jefferson sent their July-August 2017 Newsletter.
- Jeff Co Dept. of Planning provided project summaries from their June 27 2017 meeting.

**ENFORCEMENT OFFICER:** Mr. John Howland was present and discussed open cases.

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

**PLANNING BOARD:** Marty Tokos provided his report on actions of the Planning Board.

**ZONING BOARD OF APPEALS:** Per Mr. Joe Wasilewski, no new updates. He did advise the Board he attended the meeting in Redfield regarding zoning/wind mills.

**COMMITTEES:**

- Cemetery-Supervisor Moore advised of headstone work completed. There was a discussion regarding the Town providing services/repairs at the cemetery and possible fees being added to next year's fee schedule.
- Communities-Councilman Hobbs advised he would like to seal the tennis court. He will investigate costs and discuss further at a later date. There was a discussion regarding pending reservations.
- Special Projects-Councilperson Clemens provided her Special Project report on vacant properties. Jefferson Co. Code Enforcement advised of process for dealing with the issue. The Board discussed. **MOTION #52 OF 2017** was made by Councilman Hobbs and seconded by Councilman Johnson to have Councilperson Clemens contact Jefferson County Code Enforcement and collect further information on moving forward.
- Grants-Councilman Hodges was not present but provided an update via email to the Board. He is working on a grant with the assistance of Mr. Dealing who gave the Board an update. Supervisor Moore advised the Town of Lorraine was granted \$50,000 from the SAM Grant for the parking lot repaving project. Upon Board approval, the final contract will be sent to the state for approval.

**RESOLUTION #13 OF 2017 STATE AND MUNICIPAL FACILITIES PROGRAM GRANT, PROJECT #7861**

Whereas, in June 2016, the Town of Lorraine submitted a grant application through the State and Municipal Facilities Program to repave the roadway and parking area at the Town of Lorraine municipal building and Whereas on July 5 2017 the Town was advised that we were awarded \$50,000 towards the project and Whereas, the Town has been provided the final award contract for approval and the contract has been reviewed by the municipal attorney with no concerns noted, be it hereby Resolved that the Town Supervisor is authorized to sign acceptance of the grant award on behalf of the Town of Lorraine and be it further Resolved, the Town Board and Lorraine Highway Department will support the project with the necessary financial requirements and be it further Resolved the Town Supervisor shall prepare the estimated project budget and execute the Grant Disbursement Agreement, and any other documents necessary to the receipt of the grant funds and administration of the grant, and provide to the NYS Dormitory Authority any such documents they require, on behalf of the Town of Lorraine.

**MOTION #53 OF 2017** was made by Supervisor Moore to introduce Resolution #13 and seconded by Councilman Johnson. All present were in favor. Motion was carried.

- Buildings-Councilman Johnson will be setting up a date to get an estimate on the boiler system controls. In addition, he will be obtaining up-to-date price quotes on the flooring project.

**APPROVAL OF MINUTES:**

The June 8 2017 Minutes were reviewed. **MOTION #54 OF 2017** was made by Councilperson Clemens and seconded by Councilman Hobbs to accept the minutes as submitted. All present were in favor. Motion was carried.

**UNFINISHED BUSINESS:**

1. WECS-Revised Development Law. The Board discussed and agreed upon a Public Hearing date next month August 10<sup>th</sup> at 6:30.
2. NYS County-Wide Shared Service Mandate. The Board discussed. Supervisor Moore advised the next meeting with the County is July 26<sup>th</sup>.

**NEW BUSINESS:**

1. Petty cash: Replenishing is needed for the purchase of postage stamps.
2. Hwy Supt.: Mr. Dealing sent out a mini bid for a new 1500 pickup truck. RAM had lowest bid with most of the required specifications. He would need a letter of intent to proceed. The Board discussed. Councilman Hobbs inquired about getting bids for a 2500 and was concerned about losing a truck that can have a plow on it. Mr. Dealing will obtain additional quotes for comparison. There will be a GIS Meeting on the 19<sup>th</sup> that Mr. Dealing will be attending. The map has been completed showing all our culverts. There was a discussion regarding the open highway position.
3. Health Insurance, PFL. Excellus is seeking a potential rate increase for the Fall. The insurance broker will be in contact regarding this. There was a discussion regarding PFL (Paid Family Leave). The Board will review details of the plan and discuss further. If the Town Board approves offering PFM, the Town Supervisor will arrange a briefing for the full time employees.

4. **RESOLUTION #11 OF 2017 BUDGET TRANSFER OF FUNDS**

Whereas the Assessor position has yet to be filled and the Town is still utilizing the services of a contractor to conduct the assessor functions, and Whereas the re-evaluation effort has consumed additional labor hours to conduct assessment review sessions with residents, Now therefore, be it resolved the Supervisor be, and here by is, authorized to make the following budgetary transfer:

From:	<u>GENERAL FUND</u>	To:
A19904.01.004.00 Contingent \$1,447		A013554.01.004.00, Assessor CE \$1,447
A19104.01.004.00 Unallocated Ins. \$331		A013554.01.004.00, Assessor CE \$331
A90408.01.008.00 Workers Comp \$65		A59894.01.004.00, Drug Testing \$65

**MOTION #55 OF 2017** was made by Supervisor Moore to introduce Resolution #11 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

5. **RESOLUTION #12 OF 2017 APPOINTMENT OF THE TOWN OF LORRAINE ASSESSOR**

Whereas the Town of Lorraine is currently without a Assessor due to the resignation of Peter Rogers and Whereas the Town Board is authorized to appoint an assessor in accordance with NYS Real Property Law §310 and Whereas the applicant has completed the minimum requirements to be appointed a sole assessor in accordance with 20 NYCRR 8188, § 8188-2.2, and Whereas an interview committee consisting of members of the Town of Lorraine and the Town of Rodman Town Boards conducted interviews with potential applicants May 20, 2017, be it hereby Resolved that the following be appointed as the Assessor for the Town of Lorraine:

Mr. James G. Rounds, Jr. residing at 14033 Snowshoe Rd, Henderson, NY 13650

and be it further resolved the term of office shall commence July 13, 2017 through September 30, 2019.

**MOTION #56 OF 2017** was made by Supervisor Moore to introduce Resolution #12 and seconded by Councilman Hobbs. All present were in favor. Motion was carried.

6. The financial statements for June were provided and reviewed by the Board.

**BALANCES ON ACCOUNTS:**

Highway:	\$574,934
General:	\$264,161

**AUDIT & AUTHORIZATION OF BILLS:**

The Board approved payment of General Abstract #7 of 2017 comprised of vouchers 1947-1956, 1964, 1967-1975, 1988-1989 with a total of: \$6489.05.

The Board approved payment of Highway Abstract #7 of 2017 comprised of vouchers 1947, 1957-1963, 1967, 1976-1987 with a total of: \$11,255.17

The Board approved payment of Street Lighting Abstract #7 of 2017 comprised of voucher 1964 with a total of: \$165.13

**MOTION #57 OF 2017** was made by Councilman Hobbs and seconded by Councilperson Clemens to accept and pay the bills. All present were in favor. Motion was carried.

**ADJOURNMENT:**

**MOTION #58 OF 2017** was made by Councilman Hobbs and seconded by Councilman Johnson to adjourn the meeting at 8:55 pm. All present were in favor. Motion was carried.