

NOVEMBER 9, 2017 OFFICIAL MINUTES

The Lorraine Town Board opened their monthly meeting at 7:03 pm at the Municipal Building.

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

Citizens present were: Joe Wasilewski, Stephanie Kellar, Gordon Hutton, John Howland, Kay Chapman and Marty Tokos.

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 November 2017 Tug Hill Report. The Commission held its annual dinner on Nov. 2nd. There was a tribute to late commissioner Ken Vigus and his family was presented an award. There was a preview of a new book about Tug Hill and a review of the commission's activities and accomplishments. The public draft for Fort Drum joint land use study will be released on the Development Authority's website Nov. 6th. Open Houses are scheduled for Nov. 13th at Lowville Academy and Nov. 14th at Watertown High School. Governor Cuomo recently signed into law a legislation proposed by the Office of the State Comptroller which relates to fire protection contracts between incorporated fire companies and fire districts, towns and villages respectively. For more information: <http://www.osc.state.ny.us/legislation/2017-18/Oscb-pc-201718.htm>. The Association of Towns and the Office of the State Comptroller will be holding a webinar for newly elected officials on Thurs. Dec. 7th from 6:30-8:30 pm. Visit: www.nytowns.org.

COMMUNICATIONS & PETITIONS:

- NYS Ag & Markets provided their Municipal Shelter Inspection Report completed 10/5/17.
- NYS Dept. of Financial Services sent information on new legislation regarding vacant and abandoned properties.
- NYS Retirement sent their Fall 2017 Newsletter.
- Watertown Urban Mission sent information on their STOP DWI Victim Panel.
- DHPS sent their Fall 2017 Newsletter.
- FDRLO sent an invitation to a Membership Meeting on Nov. 2nd.
- National Grid sent information on the policy and procedure for attachments to poles.
- Bank of Greene County provided a letter on their services.
- NYS GFOA sent information on their Fall Seminar.
- NYS AOT sent training information for newly elected officials.
- NYWEA sent an informational booklet.
- Historical Assoc. of South Jeff sent their Nov-Dec 2017 Newsletter.

ENFORCEMENT OFFICER: John Howland was present and discussed open cases. In addition, he discussed training he attended regarding foreclosed properties.

HEALTH OFFICER: The Town Clerk reported no new updates.

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

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

ZONING BOARD OF APPEALS: Joe Wasilewski advised no new updates. The ZBA continues to seek new members.

COMMITTEES:

- Cemetery-Supervisor Moore advised work has been concluded for the season. Pending projects will be restarted in the spring. In addition, he supplied the Board with proposed sign options to identify the cemetery. Installation will be in the spring.
- Communities-Per Councilman Hobbs there are no new updates. Pending projects will resume in the spring.
- Special Projects-Supervisor Moore advised Legislator Maxon has become involved regarding the abandoned property issue. There was a discussion on actions to be completed for the insurance audit.
- Grants-Councilman Hodges advised the paperwork for the Six Town Community Fund Grant has been prepared and is ready for submission. The town should receive an answer on the pending grant application for a salt shed by mid December.
- Buildings-Councilman Johnson advised the heating issue in the building has been resolved. The tax exempt form has been sent to Siemens for the project. The rafter leak in the highway department has been repaired. In addition, Councilman Johnson will be obtaining a second quote for the fire alarm system update.

APPROVAL OF MINUTES:

The October 11, 2017 Budget Workshop Minutes were reviewed. **MOTION #96 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 October 12, 2017 Town Board Minutes were reviewed. **MOTION #97 OF 2017** was made by Councilperson Clemens and seconded by Councilman Hodges to accept the minutes as submitted. All present were in favor. Motion was carried.

The October 25, 2017 Budget Workshop Minutes were reviewed. **MOTION #98 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. **RESOLUTION #19 OF 2017 ADOPTION OF 2018 TOWN OF LORRAINE FISCAL BUDGET**

Whereas, the Town of Lorraine Town Board has amended the Supervisors Tentative budget through budget workshops, and Whereas, the preliminary budget accurately represents expected revenue and appropriations to properly fund the business of the Town and Whereas a Public Hearing on the Preliminary Budget was held on November 9th, 2017, now, be it hereby Resolved the Preliminary Budget shall be adopted, and be it further Resolved, the Town Supervisor shall have the adopted budget certified and provide a copy to the Jefferson County Auditor.

MOTION #99 OF 2017 was made by Supervisor Moore to introduce Resolution #19 and seconded by Councilman Hodges. All present were in favor. Motion was carried.

2. Insurance audit. This was reviewed and discussed by the Board.

NEW BUSINESS:

1. Petty cash: Replenishing is needed for postage expenses.
2. Hwy Supt.: Mr. Dealing advised the 2009 truck is back after having repairs done to the turbo and muffler system. He advised of repairs done on the 2013 which was under warranty. Mr. Dealing has found a used stainless steel sander that he would like to purchase for town use. In addition, he advised of a driveline issue on one of the trucks which may also be under warranty. The culvert pipes were completed on Middle Rd. There have been some issues on the roads due to the heavy rain.
3. Quote for financial audit. Supervisor Moore requested four quotes from various agencies. One agency is interested in the project to date. A contract will be drawn up for an audit of procedures to review calendar year 2017 once an accounting firm is selected.
4. A Public Hearing will be scheduled for 6:30 pm on Dec. 14th for Local Law #4.
5. Drafts for Town Policy #15 were reviewed and discussed. This will be tabled until the next meeting.

6. RESOLUTION #18 OF 2017 BUDGET TRANSFER OF FUNDS

Whereas, the Jefferson-Lewis BOCES invoiced the Town in July 2017 for services provided in calendar year 2016, and, Whereas, this invoice in addition to pre-screening for the new hire, has caused 2017 expected appropriations to be underfunded, Whereas, the use of a contractor assessor and appointing a full time assessor has created unexpected costs, Now Therefore, be it Resolved the Supervisor be, and hereby is, authorized to make the following budgetary transfer:

From	To
<u>GENERAL FUND</u>	
A3089.01.000.00, State Aid, Grants \$442	A59894.01.004.00, Drug Testing \$442
A16204.01.004.00, Bldgs, Fuel Oil \$333.33	A13551.01.001.00, Assessor PS \$333.33
<u>HIGHWAY FUND</u>	
DA51421.03.001.00 Personal Services \$1200	DA51304.03.004.07 Uniforms \$1200

MOTION #100 OF 2017 was made by Supervisor Moore to introduce Resolution #18 and seconded by Councilperson Clemens. All present were in favor. Motion was carried.

7. The financial statements for October 2017 were provided and reviewed.

BALANCES ON ACCOUNTS:

Highway: \$539,005
General: \$289,134

AUDIT & AUTHORIZATION OF BILLS:

The Board approved payment of General Abstract #11 of 2017 comprised of vouchers 2124-2125, 2150-2165, 2168, 2172 with a total of: \$9,719.21.

The Board approved payment of Highway Abstract #11 of 2017 comprised of vouchers 2128, 2149, 2166, 2169-2171, 2175, 2177 with a total of: \$72,326.11.

The Board approved payment of Street Lighting Abstract #11 of 2017 comprised of voucher 2176 with a total of: \$198.77.

The Board approved payment of Trust/Agency Abstract #11 of 2017 comprised of voucher 2167 with a total of \$43.57.

The Board noted an error on the voucher for Jeff-Lewis BOCES.

MOTION #101 OF 2017 was made by Councilman Hodges and seconded by Councilman Johnson to accept and pay the bills once the correction is made to the Jeff-Lewis BOCES voucher. All present were in favor. Motion was carried.

ADJOURNMENT:

MOTION #102 OF 2017 was made by Councilman Hodges and seconded by Councilman Johnson to adjourn the meeting at 8:20 pm. All present were in favor. Motion was carried.