

TOWN OF SCHUYLER FALLS
TOWN BOARD
REGULAR MEETING JANUARY 23, 2018

Supervisor Potiker called the Regular Meeting of the Town of Schuyler Falls Town Board to order at 6:00 p.m.

	<u>Present</u>	<u>Absent</u>
<u>MEMBER</u>		
George Seymour		X
Barry White	X	
Howard Newton	X	
Martin Perrotte	X	
Richard Potiker	X	
Donna Hamel	X	
John Rock		X
Michael McCormick	X	

ATTENDEES Susan Picard, Barb Benkwitt, Gary Drollette, Sherm Hamel

All Board Members were provided with a copy of the Minutes of the Regular Meeting that was held on December 19, 2017 before this meeting.

Mr. Newton made a motion to approve and accept the Minutes as presented, Seconded by Mr. White.

AYES: Mr. Potiker, Mr. White, Mr. Newton, Mr. Perrotte

ABSENT: Mr. Seymour

All Board Members were provided with a copy of the Minutes of the Organizational Meeting that was held on January 2, 2018 before this meeting.

Mr. Newton made a motion to approve and accept the Minutes as presented, Seconded by Mr. White.

AYES: Mr. Potiker, Mr. White, Mr. Newton, Mr. Perrotte

ABSENT: Mr. Seymour

ADDRESSES Gary Drollette, Town Assessor, told the Board members that he received notification from the NYS Office of Real Property Tax Services that the Town's equalization rate is at an overall ration of 91.58%. He said that the Town can either opt not to do an update of assessments or update the Town to achieve the 95%-100% equalization rate. If an update was not done, the equalization rate would drop to 92%. The Town could also see a decrease in Sales Tax money. Residents may also see a decrease in their Star Program. He mentioned that Land values will stay the same, but home assessments may be increased. He said that in some instances, some home assessments may go down. The last update was done in 2014 where the Town achieved the 100% equalization rate. He thinks that an update should be done although there is a lot of work involved. Residents will get a notice if their assessment would go up. They would have the chance to grieve their increase in assessment at a specific time period. If the update was done, residents whose houses are assessed at \$165,000 will see an approximate increase of \$300.00 in their taxes.

COMMUNICATIONS 1. Received notification that there will be changes in the Charter Communication channels.

2. Received notification that NYSEG is conducting a survey to determine if there is interest in natural gas. Surveys were sent to homes in the hamlet of Morrisonville and homes in close proximity to existing gas lines.

3. Received a notice from the CC Health Department stating that they are missing a water report from 2016. This notification was forwarded to the Town of Plattsburgh's water department.

MONTHLY REPORTS Town Clerk, Supervisor, Morrisonville Water, Woods Mills Water, Macey Lane Water, Dog Control Officer, Codes Officer, Ambulance District

Mr. Newton made a motion to file the reports; Seconded by Mr. White.

AYES: Mr. White, Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour

Mr. Newton made a motion to file the Minutes of the Planning Board Meeting that was held on December 5, 2017. Mr. White seconded the motion and motion was Unanimously Approved.

Mr. White made a motion to file the Minutes of the Zoning Board of Appeals Meeting that was held on December 18, 2017. Mr. Perrotte seconded the motion and motion was Unanimously Approved.

RECEIPTS Town Clerk/\$235.00, Judge Van Nortwick/\$, Morrisonville Water/\$14,624.47, Woods Mills Water/\$3,348.67, Macey Lane Water/\$416.54, Refund from BSNS Ports/\$454.73, CC Treasurer-Snow Removal/\$51,864.50, Judge Van Nortwick/\$5,131.00

Mr. Perrotte made a motion to file the receipts; Seconded by Mr. Newton.

AYES: Mr. White, Mr. Newton, Mr. Perrotte, Mr. Potiker

ABSENT: Mr. Seymour

DEPARTMENT REPORTS

Councilman/ Mr. Newton told the Board members that he received a phone call regarding a business that is set up at Airborne Speedway that has not been approved by the Town. He said that cars are being stored at that site.

Water/ Donna Hamel told the Board members that included in their packet of resolutions are two resolutions for the increase in metered water rates for the Macey Lane and Woods Mills District. These rates were discussed several

times with the Board members. The big change is that the minimum charges for both districts have changed from up to 9,000 gallons to up to 7,000. This is the same as what the Town of Beekmantown and the Town of Plattsburgh charges.

Supervisor/ Mr. Potiker told the Board members that on January 4th, he hosted a Zoning Board webinar at the Town Office. He invited all the Zoning Board members. Bob Wichowski was the only Board member that attended. On January 11th, he hosted a Planning Board webinar at the Town office. All planning Board members were contacted. No one attended. He printed out the power points of the webinars and left them with the appropriate Boards. Howard Newton viewed the CDBG Webinar that was offered.

Mr. Potiker attended the State of the State Address that was held in Plattsburgh.

He will be attending a meeting with Melissa McManus regarding possible Town grant opportunities.

Mr. Potiker attended a breakfast meeting that was held in Plattsburgh. County Town and State representatives were in attendance.

RESOLUTIONS

RESOLUTION #18-16

MOTION BY: Mr. Newton

RESOLVED, that the renewal agreement between the Emergency Medical Transport of CVPH, Inc. and the Town of Schuyler Falls, be and the same hereby is approved for the period of January 1, 2018 through December 31, 2018; and it is further,

RESOLVED, that the Town of Schuyler Falls Town Board authorizes the Supervisor to sign said agreement for the Town.

SECONDED BY: Mr. White

DISCUSSION: NO INCREASE FROM LAST YEAR

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-17

MOTION BY: Mr. Newton

WHEREAS, the Association of Town Annual Meeting will be held on February 18-1, 2018 in New York City, and

WHEREAS, the Town Board must name a voting delegate to represent the Town of Schuyler Falls in voting during the Annual Business Session, it is hereby,

RESOLVED, that the Town board appoints Richard Potiker as delegate to cast the vote for the Town, pursuant to Section 6 of Article 3 of the Constitution and by-laws of said Association.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-18

MOTION BY: Mr. Perrotte

RESOLVED, that the Town of Schuyler Falls enter into an agreement with the Elmore SPCA in the amount of 3,146.00 for the calendar year of 2018.

SECONDED BY: Mr. White

DISCUSSION: Amount of Contract the same as last year

AYES: Mr. Newton, Mr. Potiker, Mr. Perrotte, Mr. White

ABSENT: Mr. Seymour

RESOLUTION #18-19

MOTION BY: Mr. Newton

WHEREAS, pursuant to Section 284 of the Highway Law requires that prior to expending any funds appropriated for improvement or repair of highways, the Town Board and the Highways Superintendent is required to execute an agreement dictating how and where expenditures made for improvement and repair of highways, and

WHEREAS, under the statutory framework, the Highway Superintendent is responsible for preparing an annual budget for mandated items for the fiscal year, while the Town board is responsible for receiving and securing the public funds and may modify the budget prepared by the Highway Superintendent: be it therefore,

RESOLVED, that the Town Board along with the Superintendent of Highways enter into the agreement attached for the repair and improvement of highways for the year 2018, and be it further

RESOLVED, that any changes to this agreement must be modified by all parties.

SECONDED BY: Mr. White

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-20

MOTION BY: Mr. White

WHEREAS, the Town Board did provide in its 2018 budget an appropriation in the amount of \$500.00 for LIFE FLIGHT; be it

RESOLVED, the Town Board authorizes the Supervisor to sign the contract between the Town of Schuyler Falls and North Country Life Flight, Inc. for the year 2018.

SECONDED BY: Mr. Perrotte

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-21 TABLED

MOTION BY:

WHEREAS, the Town Board would like to explore the possibility of a development of a proposed recreational trail area on the vacant land along the Saranac River at the foot of River Street, and

WHEREAS, AES has submitted a proposal for engineering services for a conceptual design for the proposed project at a fee proposal not to exceed \$8,500.00, not including reimbursable expenses that will be billed at their standard rates, be it therefore

RESOLVED, that the Town of Schuyler Falls Town Board authorizes the Supervisor to sign the agreement with AES for professional engineering services for this project.

SECONDED BY:

DISCUSSION: Agreement attached to resolution Proposal does not include wetland delineation or survey. There were questions regarding this resolution on whether to wait pending wetland delineation that would be done by the Corp of Engineers before entering into this contract. If after the property is not considered wetland and can be used for a park, the Board would discuss whether to enter into this agreement. It was said that it was not feasible to spend this money if nothing can be developed in that area. Mr. White made a motion to table this resolution pending wetland determination from the Corp of Engineers. This motion was seconded by Mr. Newton and unanimously approved.

RESOLUTION #18-22

MOTION BY: Mr. White

WHEREAS, the Town Board would like to explore the possibility of the consolidation of the five established lighting districts to create a single wide lighting district, and

WHEREAS, LaBerge Engineering Group has submitted a proposal of a lump sum of \$5, 500.00 to prepare the map, plan and report, attend meetings, and conduct an environmental review for this proposed project, be it therefore

RESOLVED, that the Town of Schuyler Falls Town Board authorizes the Supervisor to sign the contract for professional services with the LaBerge Group.

DISCUSSION: Additional reimbursable expenses to complete the defined scope of services will be charged. Contract attached to resolution. It was asked if there were any more quotes given for this project. Mr. Potiker stated that the LaBerge Group completed the Town of Plattsburgh's lighting consolidation. He said that the Town could enter into an agreement for professional services without obtaining quotes. This resolution was discussed as to what would happen after the initial research is done by the LaBerge Group. Mr. Potiker explained that Special Counsel would need to be hired to complete the project. He mentioned that this project would pay for itself in a few years.

SECONDED BY: Mr. Newton

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-23

MOTION BY: Mr. Newton

WHEREAS, the Town of Schuyler Falls Town Board recognizes the need to develop an Employee Handbook to be in compliance with government regulations, establish better communication with employees, and to gain consistency in the application of work rules, and

WHEREAS, the Supervisor had attended a seminar where Public Sector HR Consultants, LLC was a speaker and,

WHEREAS, the Supervisor requested the company to submit a proposal to the Town for their highly recommended services, be it therefore

RESOLVED, that the Town Board authorizes the Supervisor to sign the contract with the company for the development and implementation of an Employee Handbook for the Town. The cost of this handbook would be a minimum of \$3,800.00 with a maximum of \$5,450.00 plus mileage.

SECONDED BY: Mr. Perrotte

DISCUSSION: It was asked if the Town could obtain a copy of another Town's Employee Handbook and revise it to fit the Town. Mr. Potiker replied that they could but every Town is different and it should be designed for our Town specifically.

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-24

MOTION BY: Mr. Perrotte

RESOLVED, that the records of the records of the following Town officials who receive or disburse any money of the Town will be accepted and approved as presented:

Richard Potiker, Supervisor

SECONDED BY: Mr. White

DISCUSSION: Year end for 2017 is now complete

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-25

MOTION BY: Mr. Newton

WHEREAS, the Town applied for a grant from the United States Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) Small Cities Program, administered by the New York State Housing Trust Fund Corporation of Office of Community Renewal (OCR), and

WHEREAS, the Town was awarded Project # 1047HR335-17 for the general purposes of rehabilitating housing and notice to that effect was provided to the Town by OCR on December 18, 2017 for the amount of Two Hundred Forty Thousand Dollars(\$240,000),

RESOLVED, that the Town Board wishes to accept the award and authorizes the Town Supervisor to execute an Agreement between the Town of Schuyler Falls and the Office of Community Renewal (NYS HTFC), and

RESOLVED, that the Town Board wishes to engage Friends of the North Country, Inc. (Friends) to administer the 2017 Town of Schuyler Falls Housing Rehabilitation Program award and authorizes the Town Supervisor to execute an Agreement between the Town of Schuyler Falls and Friends who will, for the standard Program Delivery and Administrative fee schedule allowed by the OCR, perform as Sub recipient on behalf of the Town in accordance with OCR guidelines.

SECONDED BY: Mr. White

DISCUSSION: Sue Picard explained to the Board that eight units are scheduled to be done. There is a waitlist for applicants on a first come, first serve basis. She mentioned that her staff will assist with anyone that needs help filling out the application.

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-26

MOTION BY: Mr. Newton

WHEREAS, this Town Board supports the creation and maintenance of affordable housing in the Town of Schuyler Falls, and

WHEREAS, the Town was awarded Project # 1047HR335-17 for the general purposes of rehabilitating housing,

RESOLVED that the Town Supervisor is authorized to act as Fair Housing Officer and Section 3 Coordinator for the Town's Office for Community Renewal Community Development Block Grant project #1047HR335-17 Housing, and

RESOLVED that the Town Supervisor is authorized to act as Certifying Officer for the environmental review process to be completed in conjunction with the Town's Office for Community Renewal Community Block Grant project # 1047HR355-17 Housing Rehabilitation Program.

SECONDED BY: Mr. White

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-27

MOTION BY: Mr. Perrotte

WHEREAS, this Town Board supports the creation and maintenance of affordable housing in the Town of Schuyler Falls, and

WHEREAS, the Town was awarded Project # 1047HR335-17 for the general purposes of rehabilitating housing,

RESOLVED , that the Town adopts the Section 3 Participation Plan for the purposes of the Town's Offices for the Community Renewal Block Grant project #1047HR355-17 Housing Rehabilitation Program.

SECONDED BY: Mr. White

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-28

MOTION BY: Mr. White

RESOLVED, that the Town Board of the Town of Schuyler Falls approves the following General Fund Budget Transfer.

From: A.1990.400 Contingent Account	.	\$	772.00
To: A.1110.411 Barber Cont. Expense		\$	16.00
To: A.1420.400 Attorney Cont. Expense		\$	232.00
To: A.1420.410 Attorney Cont. Legal Advise		\$	88.00
To: A.1910.400 Unallocated Insurance		\$	436.00

SECONDED BY: Mr. Perrotte

DISCUSSION: To cover the cost expenses through the 2017 year end.

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-29

MOTION BY: Mr. Newton

WHEREAS, in accordance with the water supply agreement between the Town of Plattsburgh and the Town of Schuyler Falls Macey Lane Water District, the Town of Plattsburgh notified the Town that the annual metered water rate for the 2018 calendar year will be raised to \$2.02 per thousand gallons, and

WHEREAS, the Town of Schuyler Falls needs to raise the water rate charge to the customers in that district to reflect the increase, be it therefore

RESOLVED, that the new water rates for the District will be \$ 22.20 for the first 0-7,000 gallons and \$2.20 a thousand for anything over the initial charge.

SECONDED BY:

DISCUSSION: This rate is 10% over the cost of what the Town of Plattsburgh is charging the Town.

SECONDED BY: Mr. White

DISCUSSION: This rate is 10% over the cost of what the Town of Plattsburgh is charging the Town.

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

RESOLUTION #18-30

MOTION BY: Mr. Perrotte

WHEREAS, in accordance with the water supply agreement between the Town of Plattsburgh and the Town of Schuyler Falls Woods Mills Water District, the Town of Plattsburgh sent a letter to notify the Town that the annual metered water rate for the 2018 calendar year will be raised to \$1.84 per thousand, and

WHEREAS, the Town of Schuyler Falls needs to raise the water rate charge to the customers in that district to reflect the increase, be it therefore

RESOLVED, that the new water rates for the District will be \$20.20 for the first 0-7,000 gallons and \$2.20 a thousand for anything over the initial charge.

SECONDED BY: Mr. White

DISCUSSION: This rate is 10% over the cost of what the Town of Plattsburgh is charging the Town.

AYES: Mr. Newton, Mr. Perrotte, Mr. White, Mr. Potiker

ABSENT: Mr. Seymour

CLAIMS

General Abstract for the Month of January	\$ 136,296.79
Highway Abstract for the Month of January	\$ 75,115.59
Morrisonville Water Abstract for the Month of January	\$ 6,582.99
Woods Mills Water Abstract for the Month of January	\$ 4,246.50
Macey Lane Water Abstract for January	\$ 383.33
Audit only Abstract for the Month of January	\$ 4,797.45
Ambulance Dist. #1 Abstract for the Month of January	\$ 106,713.00
Fire Districts Abstract for the Month of January	\$ 422,468.60

Vouchers for Claims (#201800017- 201800136)

Vouchers for Audit Only (#20180002--201800016)

Mr. Newton made a motion to pay the claims, which was seconded by Mr. White.

AYES: Mr. White, Mr. Newton, Mr. Todd, Mr. Potiker

ABSENT: Mr. Seymour

NEXT MEETING

Work Sessions (if Needed)	Monday	February	5, 2018	6:00 p.m.
Regular Meeting	Tuesday	February	27, 2018	6:00 p.m.

ADJOURNMENT Mr. Newton made a motion to adjourn, which was Seconded by Mr. White; and was UNANIMOUSLY APPROVED ADJOURNMENT/8:00p.m.

Donna Hamel/Town Clerk