

TOWN OF SCHUYLER FALLS
TOWN BOARD
REGULAR MEETING FEBRUARY 26 , 2019

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>MEMBERS</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 | |

PUBLIC RECOGNITION , Ed Yando, Todd Yando, Justin Doner, Ricky White, Sherm Hamel, Michael Coon, Sean Lukas

All Board Members were provided with a copy of the Minutes of the Regular Meeting that was held on January 22, 2019 before this meeting.

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

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

ABSENT: Mr. White, Mr. Seymour

ADDRESSES/ Curt Gervich and Liou Xie introduced themselves and distributed handouts to the Board members regarding the proposed Comprehensive Plan that they and the Comprehensive Planning Committee which consists of six residents of the Town have been working on for the past year. The plan focuses on six key areas for the Town's future development which is; Land use, Economics, Businesses and Agriculture, Health and Wellbeing, Natural Environment, Culture, Arts Recreation and Entertainment and Governance and Infrastructure. Mr. Gervich presented a timeline of dates that they need to meet with various Boards before is presented to the County Planning Board and the Town Board for approval. All this will be done by April 4th.

Justin Doner, Friends of the North Country, was on hand to answer any questions that the Town Board might have regarding the two projects that are in the Board's resolution packets for approval.

COMMUNICATIONS

1. Letter from the NYS Teamsters Council stating that the Auditor has concluded the examination of employer payroll records and submitted his positive results of the examination.
2. E-mail from Sean Lukas who is the General Manager of Casella Waste Systems with a corrections of a misprint that was printed in the Press Republican regarding Zero sort at the facility.
3. Received from the Adirondack Architectural Heritage the Reconnaissance Level Survey Proposal for the Historical grant.
4. Received communications from Charter regarding upcoming channel changes.
5. Received a request from the North Country Population Health Improvement Program to consider offering a resolution of support to increase the minimum legal sale age for all tobacco products to 21.
6. Received an e-mail from the Town of Plattsburgh asking for help with some duties at the dog park; such as shoveling and a poop scoop once a week until the snow is gone.
7. Received the Municipal Shelter Inspection Report from NYS Agriculture and Markets.
8. Received from NYSDEC a copy of the State Pollutant Discharge Elimination Permit for The Champlain Valley Family Center in Schuyler Falls.
9. Received from the CC Treasurer's Office the 2018 report of monies paid to the Town and the sales tax payment on 1/17/19.

MONTHLY REPORTS Town Clerk, Supervisor, Morrisonville Water, Woods Mills Water, Macey Lane Water, Codes Enforcement, Tax Collector, Historian, Dog Control

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

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

ABSENT: Mr. White, Mr. Seymour

RECEIPTS Town Clerk/\$550.00 Judge Barber/\$2,956.00 Judge Van Nortwick/\$4062.00, Morrisonville Water/\$2,297.60, Woods Mills Water/\$981.17, Macey Lane Water/\$75.00, Tax Collector/\$1,210,847.25, Clinton County Treasurer-snow removal/\$52,639.00, NYSJACP Court Grant/\$9,557.54

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

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

ABSENT: Mr. White, Mr. Seymour

Mr. Perrotte made a motion to file the minutes of the Planning Board Meeting dated January 8, 2019. This motion was seconded by Mr. Perrotte and was Unanimously Approved.

DEPARTMENT REPORTS

Councilman/Mr. Newton told the Board members that he attended the Association of Towns Conference in NYC and sat in on very interesting seminars. He submitted a report and the information he received on the classes that he attended. He read his report out loud and said that there are some things that are being done in the Town that need to be addressed and changed. This will be discussed further at a Board work session.

Highway/ Mr. Rock reported that his crew has been busy plowing and sanding roads due to the many snow storms so far this year. There were a couple trucks that needed repair work. He said that the Highway crew has been doing a great job in keeping up with the roads.

Supervisor/ Mr. Potiker reported that he had a meeting with AES and Laurie Williams regarding the proposed River Street Park. AES will submit a new proposal for the property survey and a detailed layout of the trails and the park area as soon as spring arrives.

Mr. Potiker spoke with the Town of Plattsburgh's Water Department regarding final steps that need to be completed along with a time line for the conversion of the flat rates that are being charged currently to metered rates for the Morrisville Water District's residents.

Mr. Potiker told the Board members that John Rock approached him about changing the current lighting in the Highway garage to LED lights. He stated that the Town should see a substantial savings in the electric bill once the lighting is converted. Three quotes were received. The bulbs will be purchased and he will get Town employees to change them.

RESOLUTION #19-26

MOTION BY: Mr. Newton

WHEREAS, according to section 29(10) of the Town Law, the Supervisor must prepare and file with the Town Clerk within 60 days after the close of the fiscal year an annual financial report accounting for all monies received and disbursed by him, together with the certificates of the banks or trust companies where Town monies are deposited, showing the amount of monies on deposit, and

WHEREAS, the Accountant has requested an extension of the filing of the 2018 report with the Office of the State Comptroller for an additional 30 days, be it

RESOLVED, that the Town Board authorizes the request and the Supervisor shall submit to the Town Clerk and the State Comptroller a copy of the Annual Financial Report on or before April 30, 2019.

SECONDED BY: Mr. Perrotte

DISCUSSION: Mr. Newton wanted to know who the accountant is and why there is a request for an extension every year. Mr. Potiker told him that Carolyn Tetrault is a CPA that prepares the report. He will find out why there is an extension filed every year, but he thinks it has something to do with reports.

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

ABSENT: Mr. White, Mr. Seymour

RESOLUTION #19-27

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 2019, and be it further

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

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. White, Mr. Seymour

RESOLUTION #19-28

MOTION BY: Mr. Newton

RESOLVED, that the Town Board of the Town of Schuyler Falls authorizes the capital expenditure of \$37,550.00 plus administrative, project delivery, and other soft costs in accordance with the Town of Schuyler Falls Housing Rehabilitation Program for Project #SF-17-01.

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. White Mr. Seymour

RESOLUTION #19-29

MOTION BY: Mr. Newton

WHEREAS, The Town Board authorized the addition of a buildings and grounds position to be shared by the Parks Department and Town at large with an hourly rate set at the current seasonal laborer rate. The Recreation Director and Supervisor have observed that this position with its increased duties, responsibilities as well as a supervisory position should be compensated at a higher hourly rate; and

WHEREAS, the position to which the employees have been assigned have historically thru out the county and other towns have been evaluated at higher rate with increased pay; and

WHEREAS, an increase in the rate, for this employee is necessary due to the increase in the demands and responsibilities in this positions Recreation budget and Town hall buildings and grounds budget currently does have the necessary funds to cover the increase; and the position has reduced the number of part-time employees by 1 from past years for the 2019 season and beyond.

WHEREAS, the cost of said hourly increase is as follows:

NOW, THEREFORE BE IT RESOLVED, by this Schuyler Falls Town Board is authorized to process the salary increases for said position to \$16.00 from the current \$13.91 per hour

BE IT RESOLVED, that the approval of this resolution will not establish a past practice, and

BE IT FURTHER RESOLVED that this Resolution shall be in full force and effect immediately upon its adoption starting with the next pay period and the Town Clerk shall distribute a certified copy of this to the appropriate department.

SECONDED BY: Mr. Perrotte

DISCUSSION: Mr. Potiker read a letter of support and praise for this employee from Sam Campbell. Mr. Newton asked what supervisory position this employee holds. Mr. Potiker said that he supervises the employees that are hired for the Recreation Department in the summer. Mr. Newton stated that he was not hired for a Supervisory position; the position was for a Buildings and Grounds worker. Mr. Perrotte said that it was not that long ago that this employee got a raise. Mr. Potiker said that when the position was created, the starting salary was minimum wage. The position falls under a different category under Civil Service. The first increase in pay was requested due to this. Mr. Potiker mentioned that this employee feels that the job is worth more than the current hourly rate he receives. A discussion followed on minimum wage in NYS and what the increased will be for the next five years. Mr. Potiker said that when the position was created, there was no indication on what kind of a worker the Town would get. The Town is lucky to have hired a person that can do almost anything. He went on to say that there are jobs such as trimming the trees in the park that would cost the Town a lot more than the \$3.00 an hour increase that is being asked for. Mr. Perrotte asked if there was a job description for this position on what the employee can do. Mr. Potiker feels if a raise is not given, the employee will leave.

Mr. Perrotte asked if this resolution can be tabled to discuss this further. After conferring with the Town Attorney, Mr. Newton made a motion to withdraw his motion on Resolution #19-29 and table this resolution for further consideration. Mr. Perrotte seconded the motion and the motion was approved by Mr. Newton, Mr. Perrotte and Mr. Potiker. Mr. Seymour and Mr. White were absent.

RESOLUTION #19-30

MOTION BY: Mr. Perrotte

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

INCREASE: Revenue Acct. # A.3089.020 UCS Justice Court Grant \$ 9,557.54
Expense Acct. # A.1110.413 Justice Court Grant Expense \$ 9,557.54

To allow for the expenditures of funds received from JCAP Court Grant.

SECONDED BY: Mr. Newton

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

ABSENT: Mr. White, Mr. Seymour

RESOLUTION #19-31

MOTION BY: Mr. Newton

RESOLVED, that the Town Board of the Town of Schuyler Falls authorizes the capital expenditure of \$32,950.00 plus administrative, project delivery, and other soft costs in accordance with the Town of Schuyler Falls Housing Rehabilitation Program for Project #SF-17-05.

SECONDED BY: Mr. Perrotte

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

ABSENT: Mr. White, Mr. Seymour

CLAIMS

| | |
|--|--------------|
| General Abstract for the Month of February | \$ 42,111.85 |
| Highway Abstract for the Month of February | \$ 22,858.94 |
| Morrisonville Water Abstract for the Month of February | \$ 51,932.91 |
| Woods Mills Water Abstract for the Month of February | \$ 48,998.65 |
| Macey Lane Water Abstract for February | \$ 30,247.19 |
| Audit only Abstract for the Month of February | \$ 3,762.98 |

Vouchers for Claims (#201900202-#201900302)

Vouchers for Audit Only (#201900185-#201900195)

Payroll Claims for Month of February (#201900158-#201900163)

(#201900171-#201900184)

(#201900196-#201900201)

Mr. Newton told the Board members that he had a problem with the voucher submitted for mileage by the Dog Control Officer. He said that he thought it should be revised. He said that mileage is supposed to be submitted on a monthly basis and this voucher is for four months; two months being in 2018. He said that Town's 2018 books have been closed out. It was said that if this was to be paid out, it would be going against the Employee Handbook. Mr. Potiker said that there has been a past practice of paying mileage regardless of how many months submitted. He thought that there should be a warning to him that from this point that he would not be able to submit for mileage months at a time. The Town Clerk said that to his defense, he just picked up his Employee Handbook today. Mr. McCormick said that he had a vague recollection that about three years ago, the same problem was addressed. He added that if other employees were submitting mileage late, that might be another story.

After conferring with the Town Attorney on how to handle a situation if a voucher is denied, it was decided to pay all the General Fund claims with the exception of the one claim submitted for the mileage.

Mr. Newton made a motion to pay the General Fund Claims minus Voucher #201900298 for \$117.00 with the understanding that this voucher for mileage could be resubmitted for the mileage for 2019 at the next regular meeting with monthly vouchers for mileage thereafter. This motion was seconded by Mr. Perrotte and was unanimously approved.

General Abstract for the Month of February was amended to reflect the new amount of \$41,994.85. New Voucher numbers for the General Abstract for the month of February is (#201900202-#201900297) (#201900299-#201900302).

Mr. Newton made a motion to pay the claims as amended, which was seconded by Mr. Perrotte.

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

ABSENT: Mr. White, Mr. Seymour

PUBLIC FORUM Todd Yando told Mr. Newton that he did an excellent job on his report regarding the NYC Conference. Mr. Yando thought that it should be mandatory that a report be submitted from all the employees who attended the NYC Conference. Mr. Potiker added that the conference is not just for an education experience for the employees who attend; it is sharing the information received with the prospective Boards.

Mr. Yando said that at the December meeting, money was being moved to balance the budget for the year. He questioned the Morrisonville Water Purification Fund. He stated that at that time Donna Hamel mentioned that there were no bills paid for the year from that account. He asked if that was accurate. Mr. Potiker told him that that money was budgeted for equipment that was supposed to be purchased in 2018 for the water tower. This equipment is mandatory to keep the water circulating in the tower and is required by the Health Department. He added that this money was not spent for the equipment last year and was put in the 2019 budget as it will be purchased this year. Mr. Yando wanted to know where the money went that was budgeted for the piece of equipment. Donna Hamel said that it went back into the Morrisonville Water District Fund. She added that this piece of equipment had been ordered this year and will be installed in the spring. Mr. Yando asked if this amount was doubled or just carried over. Mr. Potiker told him that it was carried over. Mr. McCormick explained that the Town did not use any of the money allocated as the piece of equipment was not ordered as anticipated in 2018 so the same amount was placed back in the 2019 budget for the purchase in 2019. Mr. Yando thought that the original \$52,000 that was in the budget for 2018 now doubled to \$104,000 in that account. It was explained that this is not the case.

NEXT MEETING

Work Sessions (if Needed)

Monday March 4, 2019 6:00 p.m.

Monday March 18, 2019

Regular Meeting

Tuesday March 26, 2019 6:00 p.m.

ADJOURNMENT Mr. Perrotte made a motion to adjourn, which was Seconded by Mr. Newton; and was UNANIMOUSLY APPROVED Adjournment/ 7:40p.m.

Donna Hamel/Town Clerk