

Town of Lewis
Organizational Town Board Meeting

January 10, 2023

Lewis Town Hall – 7 PM

Present: Counselors Lanita Canavan, Terry Pulsifer Jr., John Blades, Steve Denton, Supervisor James Monty, Highway Superintendent Kevin Denton and Codes Officer Les Howard.

Public Present: Gerald Spooner and Glen Crowningshield

Called to Order: The Organizational Town Board Meeting was called to order at 7:00 PM.

Pledge of Allegiance

Resolution 23-1-1 Town Board Meeting of the Town of Lewis shall hold regular meetings on the second Tuesday of each month at 7:00 PM. A motion was made to accept resolution 23-1-1 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 23-1-2 The Town Board of Lewis hereby designates the Champlain National Bank and NYCLASS as the banks where deposits of the Town monies are to be made and further that the Supervisor is empowered to invest town money in any of the above banks. A motion was made to accept resolution 23-1-2 by Steve Denton and seconded by John Blades, 0 opposed, Supervisor Monty abstained, motion carried.

Resolution 23-1-3 The Supervisor is required to prepare and file an Annual Financial Report with the Town Clerk by February 1 after the close of each fiscal year and The supervisor is also required to file this report with the State Comptroller within sixty days after the close of each year. A motion was made to accept resolution 23-1-3 by Lanita Canavan and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-4 The Investment Policy of the Town of Lewis is to minimize risk, to insure that the investments mature when the cash is required to finance operations and to insure a competitive rate of return. A motion was made to accept resolution 23-1-4 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-5 The Town Board of Lewis hereby designated the SUN Community News as the official Town Newspaper for the 2023 calendar year. A motion was made to accept resolution 23-1-5 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 23-1-6 The Town Board of Lewis directs that the salaries of Elected Officials of the Town Hall shall be printed in the 2023 Town Budget, and that all other positions shall be shown on the Town of Lewis 2023 Wage Plan. A motion was made to accept resolution 23-1-6 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-7 The Expense and Mileage Allowance expenses, of Town Officials, incurred in the performance of powers and duties of the Town shall be a town charge with the current IRS rate of \$.655 per mile. A motion was made to accept resolution 23-1-7 by John Blades and seconded Steve Denton, 0 opposed, motion carried.

Resolution 23-1-8 Resolution to accept Juror's fees. A motion was made to accept resolution 23-1-8 by John Blades and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-9 Resolution that the Town of Lewis, will hire on a per diem basis, A Town Attorney, for the year 2023. A motion was made to accept resolution 23-1-9 by Lanita Canavan and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-10 Resolution to accept the Deputy Supervisor for the Town of Lewis. The Lewis Town Supervisor appoints Stephen Denton Jr. as the Deputy Supervisor for 2023. A motion was made to accept resolution 23-1-10 by John Blades and seconded by Terry Pulsifer, 0 opposed, Steve Denton Abstained, motion carried.

Resolution 23-1-11 Whereas the Town Board of Lewis on June 14, 1994 duly amended and adopted its purchasing policy for the town and whereas the Town Supervisor is empowered to act as treasurer of the town. A motion was made to accept resolution 23-1-11 by Terry Pulsifer and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 23-1-12 The Town Board of Lewis hereby appoints Les Howard to act as Building and Fire Safety Code Administrator for the calendar year 2023. A motion was made to accept resolution 23-1-12 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-13 The Town Board of Lewis hereby appoints Wendy Ewald to act as Water Rent Collector for the Lewis Water District #1, for the calendar year of 2023 at a salary of \$1167 payable quarterly. A motion was made to accept resolution 23-1-13 by Lanita Canavan and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-14 The Town Board of Lewis hereby appoints Jean W. Dickerson as historian for the Town of Lewis for the 2023 calendar year. A motion was made to accept resolution 23-1-14 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-15 The Town Board of the Town of Lewis directs the supervisor to sign a contractual Animal Control Agreement with Glenn Williams for the calendar year 2023 at \$2334.00. A motion was made to accept resolution 23-1-15 by Terry Pulsifer and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-16 The Town Board of the Town of Lewis appoints Andy Cassavaugh to the position of Chief Water Plant Operator at a salary of \$7800,

payable on a quarterly basis. A motion was made to accept resolution 23-1-16 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-17 The Town Board of Lewis authorizes the Superintendent of the Department of Public Works to rent equipment as needed in 2023 with prior approval and signing of purchase order. A motion was made to accept resolution 23-1-17 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-18 The Town Board of Lewis authorizes the Supervisor to sign an agreement with Airgas East, Inc., for rental of oxygen cylinders and acetylene cylinders for the calendar year 2023. A motion was made to accept resolution 23-1-18 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-19 The Lewis Town Board supports a youth recreation program for the youth of Lewis and the Lewis Town Board has approved the appointments from the Town of Lewis to serve on the Boquet Valley Youth Commission Board, and the Town of Lewis has funded \$8500, to be paid in two installments, \$4000 in January and \$4500 in May to cover expenses required by the NYS Division for Youth for the year 2023, and that the Town of Elizabethtown and the Town of Westport will also contribute \$8500 each to the operation of the Youth Commission. A motion was made to accept resolution 23-1-19 by Terry Pulsifer and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-20 The Town of Lewis Town Board hereby appoints the Town Clerk, Pam Williams, to the position of Records Access Officer for the 2023 calendar year. A motion was made to accept resolution 23-1-20 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-21 The Town Board of Lewis hereby imposes a charge of \$35.00 on each check tendered as payment and returned for insufficient funds per General Municipal Law, Section 85. A motion was made to accept resolution 23-1-21 by Steve Denton and seconded by John Blades, 0 opposed, motion

carried.

Resolution 23-1-22 The Town Board of Lewis establishes a Petty Cash fund in the amount of \$100 for the General Fund for materials, supplies or services furnished to the Town for the conduct of its affairs, chargebacks to be made periodically to the appropriate line items. A motion was made to accept resolution 23-1-22 by Terry Pulsifer and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-23 The Town of Lewis Highway Department is bound by law under the Omnibus Transportation Employee Test Act (OTETA) of 1991 which requires drug and alcohol testing of safety-sensitive employees, and has entered into a contract with Standard Medical Care, PC of Queensbury, New York, to provide same, therefore be it resolved, that the Town Board of the Town of Lewis hereby appoints the Town Supervisor to the position of Drug/Alcohol Program Manager, and appoints Wendy Ewald, Clerk to the Supervisor as his designee to receive confidential inquiries and information on behalf of the DAPM. A motion was made to accept resolution 23-1-23 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-24 The Town Board of Lewis directs the Supervisor to sign an agreement between the Town and Essex County for Maintenance of County Roads, contract # DPW-23-0083, and for the control of snow and ice on County roads, contract # DPW-23-0042 for calendar year 2023. A motion was made to accept resolution 23-1-24 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-25 The Town Board of Lewis directs the Supervisor to sign an Agreement between the Town of Lewis and the Elizabethtown-Lewis Emergency Squad for services for the calendar year 2023 in the amount of \$50,000, and be it further resolved that the first payment to the Emergency Squad in the amount of \$25,000 be paid by January 31, 2023, with final payment for operation and maintenance in the amount of \$17,500 to be paid on or before April 1, 2023, Be it further resolved that the Town of Lewis will establish a Capital Reserve Line with NYCLASS with an initial deposit of \$7500 for the purchase of an ambulance

or other emergency equipment deemed necessary. The Ambulance Squad will also be afforded the opportunity to transfer money from their existing fund to the newly established Capital Reserve Line. A motion was made to accept resolution 23-1-25 by Lanita Canavan and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-26 The Town Board of Lewis has appointed Deborah Dougan/Olsen as Deputy Tax Collector for the calendar year of 2023. She will be paid \$200. A motion was made to accept resolution 23-1-26 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-27 The Town Board of Lewis appoints Kevin Denton, DPW Superintendent, as Superintendent of Water Maintenance for the 2023 calendar year at a salary of \$2186 per year, payable quarterly. A motion was made to accept resolution 23-1-27 by Steve Denton and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-28 The Town Board of Lewis approves the Superintendent of DPW to enter into a shared service Agreement for Emergency Assistance with New York State Department of Transportation for/and to include non-snow and ice emergencies for services, equipment and materials not to exceed \$10,000 for the calendar year 2023. A motion was made to accept resolution 23-1-28 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-29 The Town Board of Lewis appointments Brian Gough as Deputy Highway Superintendent for 2023 at a salary of \$800. A motion was made to accept resolution 23-1-29 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-30 The Town Board of Lewis establishes a Petty Cash Fund in the amount of \$50 for the Town Clerk for the conduct of affairs with charge backs made periodically to the appropriate line items. A motion was made to accept resolution 23-1-30 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 23-1-31 The Town Board of the Town of Lewis per the Town of Lewis Procurement Policy, of Lewis approves the Superintendent of DPW to expend up to \$750 for purchases without the approval of the Towns Chief Fiscal Officer. A motion was made to accept resolution 23-2-31 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 23-1-32 The Town Board of Lewis authorizes the Supervisor to enter into an agreement between the Town of Lewis and Essex County Probation Department to accept community service clients for the purpose of performing designated work projects as directed by the agency for 2023. A motion was made to accept resolution 23-1-32 by John Blades and seconded by Terry Pulsifer, 0 opposed, motion carried.

Resolution 23-1-33 The Town Board of Lewis, in accordance with the requirements of the Title II of the Americans with Disabilities Act of 1990 (ADA), the Town of Lewis will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs or activities. A motion was made to accept resolution 23-1-33 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

A motion was made to adjourn the **Organizational Meeting** and move into the **Town Board Meeting** at 7:15 PM by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Guest: None

Regular Board Meeting Minutes: A motion was made to approve the December 29, 2022 Board Minutes by John Blades and seconded Steve Denton. Lanita Canavan abstained.

Supervisors Financial Report: A motion was made to accept the Supervisors Financial Report by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Public Commentary: None

DPW/Water Report: Kevin Denton stated the 2017 International has an antifreeze leak. Should be covered by warranty once it's diagnosed. The 1996 single axel freightliner is getting hard to find parts for. Kevin talked to the same truck builder that built the last truck. He stated it's taking 18 months once the truck is ordered to when it's built. Kevin asked the Board if they could surplus the Ford 2010, 550, one ton as it's only good for parts. A motion was made to surplus the Ford 2010, model 550, one-ton truck by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Supervisor Monty stated the water report is in. The usage is down to roughly 26,000 gallons per day. A motion was made to accept the water report by Terry Pulsifer and seconded by John Blades, 0 opposed, motion carried.

- 1. Notice of Violation:** The Town of Lewis received notice that water system has an elevated copper level. Chemicals are ordered to treat the system. Notices will be hand delivered prior to the water treatment.

Correspondence:

- County Expense Report – in packet
- County Calendar – in packet
- Landfill Report – Revenue is down but we are still to the plus. A motion was made to accept the Landfill Report by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.
- APA information – in packet
- Volunteer Fireman Property Tax Reduction – in packet
- Army Corp of Engineers, I-87 permit NYSDOT – in packet
- 2023 Tax Warrant – in packet
- Association of Towns Meeting – in packet
- Office of the Aging – in packet
- County Deer Herd Resolution – in packet

Old Business: None

New Business:

Codes report – Les Howard stated it has slowed down due to winter. He has had a few calls for buildings in the spring.

Animal Control Report – Supervisor Monty stated Glenn only had one call for someone concerned about a cat. Janet from Ag & Market called and had to cancel the meeting with Glenn. They will re-schedule soon. Glenn will start calling people, that have licensed dogs, to see if they still have their dog. Supervisor Monty also stated that there will be two citations issued.

Youth Commission Meeting Minutes – Counselor Pulsifer they are beginning to work on getting the summer program ready as it did very well last year. A motion was made to accept the Youth Commission Meeting Minutes by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolutions:

Resolution 23-1-34 The Town Board of Lewis approves the 2023 Buildings and Codes Permit Fee Schedule. See attached. A motion was made to accept resolution 23-1-34 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Audit and Pay Bills:

General Fund	\$28,483.05
Highway Fund	\$1,534.14
Trust & Agency – TA	\$254.29
General Fund A	\$13,098.78
Water Fund	\$547.09

A motion was made to audit and pay bills by John Blades and seconded by Terry Pulsifer, 0 opposed, motion carried.

A motion was made to adjourn at 8:00 PM by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Respectfully submitted,
Pam Williams, Town Clerk