

Town of Lewis  
Organizational Meeting

And

Board Meeting

January 11, 2022

Lewis Town Hall

Present: Counselors Lanita Canavan, Terry Pulsifer Jr., John Blades and Steve Denton, Supervisor James Monty, Highway Superintendent Kevin Denton and newly appointed Dog Control Officer Glenn Williams. Counselor Steve Denton was excused at 7:05

Called to Order: The Organizational Meeting was called to order at 7:00 PM. Supervisor Monty welcomed the new counselors, John Blades and Terry Pulsifer Jr.

Pledge of Allegiance:

Resolutions 22-1-1

Be it resolved, that the Town Board of Lewis shall hold regular meetings on the second Tuesday of each month at 7:00 PM.

A motion was made to accept resolution, 22-1-1 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 22-1-2

Be it resolved, that the Town Board of Lewis hereby designated the Champlain National Bank and NYCLASS as the banks where deposits of the town monies are to be made, and further resolved that the Supervisor is empowered to invest town money in any of the above banks.

A motion was made to accept resolution 22-1-2 by Lanita Canavan and seconded by Terry Pulsifer Jr, 0 opposed, Supervisor Monty abstained, motion carried.

Resolution 22-1-3

Whereas 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 whereas the supervisor is also required to filed this report with the State Comptroller within sixty days after the close of each year.

A motion was made to accept resolution 22-1-3 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-4

Whereas the objective of 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 22-1-4 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-5

Be it resolved, that the Town Board of Lewis hereby designated the SUN Community News as the official Town Newspaper for the 2022 calendar year.

A motion was made to accept resolution 22-1-5 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-6

Be it resolved that the Town Board of Lewis directs that the salaries of Elected Officials of the Town Hall shall be printed in the 2022 Town Budget, and that all other positions shall be shown on the Town of Lewis 2022 Wage Plan. By John Blades

A motion was made to accept resolution 22-1-6 by Lanita Canavan and seconded by Terry Pulsifer Jr, 0 opposed, motion carried.

#### Resolution 22-1-7

Be it resolved that actual and necessary expenses of Town Officials incurred in performance of powers and duties of the Town shall be a town charge.

A motion was made to accept resolution 22-1-7 by Terry Pulsifer Jr. and seconded John Blades, 0 opposed, motion carried.

#### Resolution 22 -1-8

Whereas pursuant to the Uniform Justice Court Act, section 1106 and 2012, the fees and mileage for jurors "shall be provided by the municipality".

A motion was made to accept resolution 22-1-8 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-9

Be it resolved that the Town of Lewis, will hire on a per diem basis for the year 2022.

A motion was made to accept resolution 22-1-9 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 22-1-10

Whereas Office of Deputy Supervisor has been created by the Lewis Town Board and whereas the Supervisor has appointed Stephen Denton Jr. as the Deputy Supervisor for 2022.

A motion was made to accept resolution 22-1-10 by Supervisor Monty and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 22-1-11

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 22-1-11 by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Resolution 22-1-12

Be it resolved that the Town Board of Lewis hereby appoints Mike Flynn to act as Building and Fire Safety Code Administrator for the calendar year 2022.

A motion was made to accept resolution 22-1-12 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-13

Be it resolved that 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 2022 at a salary of \$1167 payable quarterly.

A motion was made to accept resolution 22-1-13 by Lanita Canavan and seconded by Terry Pulisfer Jr., 0 opposed, motion carried.

Resolution 22-1-14

Be it resolved that the Town Board of Lewis hereby appoints Jean W. Dickerson as historian for the Town of Lewis for the 2022 calendar year.

A motion was made to accept resolution 22-1-14 by Terry Pulsifer Jr. and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-15

Be it resolved that 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 2022 at \$2200.

A motion was made to accept resolution 22-1-15 by Terry Pulsifer Jr. and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 22-1-16

Be it resolved that the Town Board of the Town of Lewis appoints Andy Cassavaugh to the position of Chief Water Plant Operator at a salary of \$7650. Salary to be paid on a quarterly basis.

A motion was made to accept resolution 22-1-16 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-17

Whereas it is necessary to rent certain equipment for use of the Town of Lewis Department of Public Works to be used in construction maintenance.

A motion was made to accept resolution 22-1-17 by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Resolution 22-1-18

Be it resolved that 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 2022.

A motion was made to accept resolution 22-1-18 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-19

Whereas the Lewis Town Board supports a youth recreation program for the youth of Lewis, and whereas, the Lewis Town Board has approved the appointments from the Town of Lewis to serve on the Boquet Valley Youth Commission Board, and whereas the Youth Commission has been authorized to expend \$8500, to be paid in two installments, \$4000 in January and \$4500 in May to cover the match required by the NYS Division for Youth for the year 2022.

A motion was made to accept resolution 22-1-19 by Terry Pulsifer Jr. and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-20

Whereas certain records in the Town of Lewis are subject to the Freedom of Information Law (Public Officers Law, section 84-90) provisions must be made to appoint a Records Access Officer. Therefore, be it resolved that the Town Board of Lewis hereby appoints the Town Clerk, Pam Williams, to the position of Records Access Officer for the 2022 calendar year.

A motion was made to accept resolution 22-1-20 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-21

Be it resolved that 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 22-1-21 by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Resolution 22-1-22

Be it resolved that 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 22-1-22 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-23

Whereas 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 22-1-23 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 22-1-24

Be it resolved that 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-22-0083, and for the control of snow and ice on County roads, contract # DPW-22-0060 for calendar year 2022.

A motion was made to accept resolution 22-1-24 by Terry Pulsifer Jr. and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-25

Be it resolved that the Town Board of Lewis directs the Supervisor to sign an Agreement between the Town of Water Lewis and the Elizabethtown-Lewis Emergency Squad for services for the calendar year 2022 in the amount of \$47,500, and be it further resolved that the first payment to the Emergency Squad in the amount of \$20,000 be paid by January 31, 2022, with final payment for operation and maintenance in the amount of \$20,000 to be paid on or before April 1, 2022, 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 withhold \$5000 from the initial payment to invest with NYSCLASS as well. 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 22-1-25 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-26

Be it resolved that the Town Board of Lewis has chosen to not appoint a Deputy Tax Collector for the calendar year of 2022.

A motion was made to accept resolution 22-1-26 by Terry Pulsifer Jr. and seconded by John Blades, 0 opposed, motion carried.

#### Resolution 22-1-27

Be it resolved that the Town Board of Lewis appoints Kevin Denton, DPW Superintendent as Superintendent of Water Maintenance for the 2022 calendar year at a salary of \$2186 per year, payable quarterly.

A motion was made to accept resolution 22-1-27 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

#### Resolution 22-1-28

Be it resolved that the Town Board of Lewis approve 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.

A motion was made to accept resolution 22-1-28 by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Resolution 22-1-29

Be it resolved that the Town Board of Lewis approve the appointment of Brian Gough as Deputy Highway Superintendent for 2022 at a salary of \$800.

A motion was made to accept resolution 22-1-29 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-30

Be it resolved that 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 22-1-30 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-31

Be it resolved that 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 22-2-31 by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Resolution 22-1-32

Be it resolved that 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 2022.

A motion was made to accept resolution 22-1-32 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-33

Be it resolved that 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 22-1-33 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 22-1-34

Be it resolved that the Town Board of Lewis, per Governor Hochul's Executive order 11.1, Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax Law, and Subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, to the extent necessary to permit the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2022 assessment roll to all property owners who received that exemption on the 2021 assessment roll, thereby dispensing with the need for renewal applications from such persons, and further dispensing with the requirement for assessors to mail renewal applications to such persons.

A motion was made to accept resolution 22-1-34 by Lanita Canavan and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

A motion was made to adjourn the Organizational Meeting and move into the Town Board Meeting at 7:25 PM by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

2022 Town of Lewis Committee Assignments:

Youth Commission Liaison:	Terry Pulsifer Jr.
Parks and Recreation:	Lanita Canavan/Terry Pulsifer Jr.
Chamber of Commerce:	Lanita Canavan
Landfill:	Lanita Canavan
Department of Public Works:	John Blades/Steve Denton Jr.
Buildings and Grounds:	John Blades/Terry Pulsifer Jr.
Cemetery:	Lanita Canavan
Emergency Squad Liaison:	Steve Denton Jr.

**Approval of Meeting Minutes:**

Minutes for December 14 and December 30, 2021 will be tabled as Counselors John Blades and Terry Pulsifer Jr. were not present as Board Members at the time.

**Supervisors Financial Report:**

A motion was made to accept the Supervisors Financial Report by Terry Pulsifer Jr. and seconded by Lanita Canavan, 0 opposed, motion carried.

**Public Commentary:** None



**DPW/Water Report:**

Kevin Denton stated his main project this year will be the Hyde Road from Jeff Scott's to the town line and deal with the culverts and blacktop breaking up.

Water report came back normal.

A motion was made to accept the water report by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

**Correspondence:**

- a. County Expense Report – in packet
- b. County Calendar – in packet
- c. Landfill Report – The landfill did well this year, a bit down from last year. We are waiting for the final bill from the County.

A motion was made to accept the Landfill Report by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

- d. Essex County IDA – Newsletter in packet
- e. ADK Harvest – in packet
- f. NYSEG – Newsletter in packet
- g. APA permits/agendas – in packet
- h. Social Security News – in packet
- i. Homeowners assistance funding – in packet
- j. Associations of Towns conference – in packet
- k. ARPA funding – in packet
- l. Cannabis opt out information – Town of Lewis opted out
- m. 480a stumpage – The Town has received some 480a monies, this money will be placed in the Equipment Line.
- n. 2022 Town Officials listing – in packet
- o. 2022 Committee assignments – in packet

**Old Business:**

Ambulance contract authorizes Supervisor Monty to sign the contract with them.

A motion was made to accept the Ambulance contract by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

**New Business:**

Codes report – A motion was made to accept the Codes report by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Animal Control Report – Brad Moulton submitted his resignation.

A motion was made to accept by John Blades and seconded by Terry Pulsifer Jr., all in favor, none opposed, motion carried.

A motion was made to accept Glenn Williams as the new dog control officer by Terry Pulsifer Jr. and seconded by John Blades, all in favor, none opposed, motion carried.

Youth Commission meeting minutes – Counselor Pulsifer stated a virtual meeting was held 1/6/22. Meetings will continue to rotate. Next meeting will be held at the Town Hall in Elizabethtown. A motion was made to accept the Youth Commission Meeting Minutes by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Court Audit - in packet

County ARPA funds – The Town of Lewis received funds from the County ARPA funds.

**Resolutions:**

Resolution 22-1-35

Be it resolved that the Town Board of the Town of Lewis has agreed to a one year contract with the Elizabethtown-Lewis Emergency Squad for the calendar year 2022; be it further resolved the Town of Lewis will make the initial payment of \$20,000 on or before January 31, 2022, a second payment of \$7500 to be place into NYCLASS account on behalf of the Emergency Squad, to be paid on or before January 31, 2022, a third and final payment of \$20,000 to be paid on or before April 1, 2022. The total of the contract is \$47,500.

A motion was made to accept resolution 22-1-35 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

**Audit and Pay Bills:**

A motion was made to audit and pay bills by Lanita Canavan and unanimously seconded, 0 opposed, motion carried.

General Fund	\$28,438.95
Highway Fund	\$278.42
Youth Commission	\$9,091.00

A motion was made to adjourn at 8:15 PM by John Blades and seconded by Terry Pulsifer Jr., 0 opposed, motion carried.

Respectfully submitted,  
Pam Williams, Town Clerk

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