

Town of Lewis
Organizational Meeting
And
Board Meeting
Lewis Town Hall
January 14, 2020

Present: Councilors: Lanita Canavan, Dave Blades, Jeff Scott, Steve Denton and Supervisor James Monty

Called to Order: The Organizational Meeting was called to order at 6:45 p.m.

Pledge of Allegiance:

Resolutions:

Resolution 20-1-1

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

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

Resolution 20-1-2

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 be further resolved that the Supervisor is empowered to invest town money in any of the above banks.

A motion was made to accept resolution 20-1-2 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-3

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 file this report with the State Comptroller within sixty days after the close of each fiscal year.

A motion was made to accept resolution 20-1-3 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-4

Whereas the objective of the Investment Policy of the Town of Lewis is to minimize risk, to insure that 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 20-1-4 by Jeff Scott, and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-5

Be it resolved that the Town Board of Lewis hereby designated the SUN Community News as the official Town Newspaper for the 2020 calendar year.

A motion was made to accept resolution 20-1-5 by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

Resolution 20-1-6

Be it resolved that the Town Board of Lewis directs that the salaries of elected officials of the Town shall be as printed in the 2020 Town Budget, and that all other positions shall be as shown on the Town of Lewis 2020 wage plan.

A motion was made to accept resolution 20-1-6 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-7

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 20-1-7 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-8

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

A motion was made to accept resolution 20-1-8 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-9

Be it resolved that the Town of Lewis, will hire a Town Attorney on a per diem basis for the year 2020.

A motion was made to accept resolution 20-1-9 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-10

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 2020.

A motion was made to accept resolution 20-1-10 by Dave Blades and seconded by Jeff Scott, Steve Denton abstained, 0 opposed, motion carried.

Resolution 20-1-11

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 20-1-11 by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

Resolution 20-1-12

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 2020.

A motion was made to accept resolution 20-1-12 by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-13

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 2020 at a salary of \$1133 payable quarterly.

A motion was made to accept resolution 20-1-13 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-14

Be it resolved that the Town Board of Lewis hereby appoints Jean W. Dickerson as historian for the Town of Lewis for the 2020 calendar year.

A motion was made to accept resolution 20-1-14 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-15

Be it resolved that the Town Board of the Town of Lewis directs the supervisor to sign a contractual Animal Control Agreement with Kevin Jacques for the calendar year 2020 at \$2884.

A motion was made to accept resolution 20-1-15 by Jeff Scott and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-16

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 20-1-16 by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-17

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 20-1-17 by Steve Denton and seconded by Jeff Scott, 0 opposed, motion carried.

Resolution 20-1-18

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 of 2020.

A motion was made to accept resolution 20-1-18 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-19

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 Elizabethtown/Lewis Youth Commission Board, and whereas the Youth Commission has been authorized to expend \$8000 to be paid in two installments.

A motion was made to accept resolution 20-1-19 by Jeff Scott and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-20

Whereas certain records in the Town of Lewis are subject to the Freedom of Information Law, 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, Vanessa Cross, to the position of Records Access Officer for the 2020 calendar year.

A motion was made to accept resolution 20-1-20 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-21

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.

A motion was made to accept resolution 20-1-21 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-22

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 appropriate line items.

A motion was made to accept resolution 20-1-22 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-23

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.

A motion was made to accept resolution 20-1-23 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-24

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-20-0039, and for the control of snow and ice on County roads, contract #DPW-20-0055 for calendar year 2020.

A motion was made to accept resolution 20-1-24 by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-25

Be it resolved that 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 2020 in the amount of \$49,000.

After some discussion about the wording of the resolution and the contract, a motion was made to accept resolution 20-1-25 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-26

Be it resolved that the Town Board of Lewis has chosen to not appoint a Deputy Tax Collector for the calendar year 2020.

A motion was made to accept resolution 20-1-26 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-27

Be it resolved that the Town Board of Lewis appoints Kevin Denton, DPW Superintendent, as Supervisor of Water Maintenance for the 2020 calendar year at a salary of \$2186 per year, payable quarterly.

A motion was made to accept resolution 20-1-27 by Dave Blades, and seconded by Jeff Scott 0 opposed, motion carried.

Resolution 20-1-28

Be it resolved that the Town Board of Lewis directs the Supervisor to sign the modification and continuation agreement for control of snow and ice on county roads for the calendar year 2020 – Essex County Contract No. DPW-20-0055.

A motion was made to accept resolution 20-1-28 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 20-1-29

Be it resolved that the Town Board of Lewis approves the Superintendent of DPW to enter into a shared service Agreement for Emergency Assistance with the New York State Department of Transportation for/and to include non-snow and ice emergency's for services, equipment and materials not to exceed \$10,000.

A motion was made to accept resolution 20-1-29 by Dave Blades and seconded by Steve Denton, 0 opposed motion carried.

Resolution 20-1-30

Be it resolved that the Town Board of Lewis approve the appointment of Brian Gough as Deputy Highway Superintendent for 2020 at a salary of \$800.

A motion was made to approve resolution 20-1-30 by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

Resolution 20-1-31

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 approve resolution 20-1-31 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 20-1-32

Be it resolved that the Town Board of the Town of Lewis per the Town of Lewis Procurement Policy, approves the Superintendent of DPW to expend up to \$500 for purchases without the approval of the Towns Chief Fiscal Officer.

A motion was made to approve the amended resolution 20-1-32 by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

Resolution 20-1-33

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 2020.

A motion was made to accept resolution 20-1-33 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

2020 Town of Lewis Committee Assignments:

Youth Commission Liaison	Jeff Scott
Parks and Recreation	Lanita Canavan/Jeff Scott
Chamber of Commerce	Lanita Canavan
Landfill	Lanita Canavan
Department of Public Works	Dave Blades/Stephen Denton
Buildings and Grounds	Jeff Scott/Dave Blades
Cemetery	Lanita Canavan

A motion was made to adjourn the Organizational Meeting and move into the Town Board Meeting by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

Guests: Bryce Hanson of Northern Insuring discussed Cyber Security Coverage and gave an overview about some issues such as Ransomware. The insurance has a \$1000 deductible and they pay up to \$1,000,000.00.

A motion was made to enter into an agreement with Beasley for Cyber Security Insurance by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

Approval of Meeting Minutes:

A motion was made to approve the December 10, 2019 Board Meeting Minutes by Steve Denton and seconded by Jeff Scott, 0 opposed, motion carried.

A motion was made to approve the Close Out Meeting Minutes by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

Supervisors Financial Report:

A motion was made to accept the Supervisors Financial report by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Budget Transfers:

A motion was made to approve budget transfers of \$442.00 to cover end of year fuel costs for 2019 budget, \$3906.00 to cover end of year landfill costs for 2019 budget, \$2242.48 to cover additional end of year fuel costs for 2019 budget and \$975.33 to cover end of year salt costs for 2019 budget, by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

DPW/Water Report:

Kevin Denton stated that Upstone Materials, Inc. in Lewis will not open this year, so he will have to get Blacktop from another company, maybe Plattsburgh or Chestertown and the price has not come out yet for this year. Because of having to travel for the Blacktop this will add an extra day to put roads down, so it is going to be more expensive.

Water Report came back normal.

Public Commentary: None

Correspondence:

- a. County Expense Report – in packet
- b. County Calendar – in packet
- c. Landfill Report – A motion was made to accept the Landfill Report by Jeff Scott, and seconded by Steve Denton, 0 opposed, motion carried.
- d. Charter Changes – in packet
- e. IRS Rate 2020 – in packet
- f. Town Holidays 2020- in packet – typo on Independence Day - date needs to be changed to July 4 from July 34.

- g. Stop Domestic Violence – In packet
- h. Updated Town Wage Plan – A motion was made to accept the updated Wage Plan changing the minimum wage by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.
- i. APA Public Project Notices – in packet
- j. NYSDOT Culvert Projects – Supervisor Monty stated this could have an effect on the Town Water Line. The project will start in 2021.
- k. Mt. Inez Official
- l. Lake Harris Lodge – info in packet
- m. Essex County Sheriff's Report for 2019 in packet
- n. Essex County Office of the Aging Report for 2019 in packet
- o. Essex County OFA January News Letter in packet
- p. Essex County Caregiver news in packet
- q. County Wide EMS Program Update

Old Business: None

New Business:

1. Codes Report – Mike Flynn stated the total income for 2019 was \$5390.00 and 47 entries were done for the year.
The construction on the Jefferies Way bridge making it serviceable to emergency equipment, was stopped when a landowner called the police. There was discussion that it could be a fire hazard if it is not fixed, and the possibility of a Right of Way that may be recorded at the County Clerks Office.
Mike stated another resident was supposed to have plans to the APA by January 1, 2020 – due to a septic that is not appropriate for the building.
2. Animal Control Report – None
3. Youth Commission Meeting Minutes – Jeff Scott stated the Youth Commission ordered shirts that have ELYC on them. They have applied for Stewarts and Dicks Sporting Goods Grants. They will be meeting with the Westport Youth Commission to see if they want to work together on School year activities. A motion was made to accept the Youth Commission Meeting Minutes by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.
4. Guide to Emergency Management
5. Department of Labor Violations – Many Landfills in Essex County received violations. The Union filed a grievance against the County. The County has until February to have violations fixed.

Resolutions:

Resolution 20-1-34

Be it resolved that the Town Board of Lewis, in accordance with the requirements of 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, program or activities.

A motion was made to accept resolution 20-1-34 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Other:

Lanita Canavan stated there will be a Womens March this Saturday from 11:00 to 1:00 at the Cemetary. Lanita has taped off the Fox Run Entrance and put a trash can out.

A motion was made to move next months Board Meeting to the first Tuesday of the Month, February 4, 2020 at 7:00 p.m. by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Audit and Pay Bills:

A motion was made to audit and pay the bills by Steve Denton and unanimously seconded, 0 opposed, motion carried.

Highway Fund	\$13,829.06
General Fund A	\$2,591.87
General Fund	\$23,520.90
CDBG Housing	\$132,349.23

A motion was made to adjourn at 8:08 p.m. by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

Respectfully submitted,

Vanessa Cross

Town Clerk

