

Town of Lewis
Organizational Town Board Meeting &
Regular Town Board Meeting
January 9, 2024
Lewis Town Hall – 6:30 PM

Present: Counselors Lanita Canavan, John Blades, Steven Denton, and Supervisor James Monty. Councilman Terry Pulisfer - Excused

Public Present: Gerald Spooner

Called to Order: The meeting was called to order at 6:30 PM by Supervisor Monty.

Pledge of Allegiance

Guest: None

Resolution 24-1-1 Town Board Meetings 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 24-1-1 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-2 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 24-1-2 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-3 The Supervisor is required to prepare and file an Annual Financial Report with the Town Clerk by February 1st 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 24-1-3 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-4 The Town Supervisor is authorized to invest all funds including proceeds of obligations and reserve funds, in either Certificates of Deposits or Time Deposit Accounts with a Bank or Trust Company authorized to do business in the State of New York. 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 24-1-4 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-5 The Town Board of Lewis hereby designated the SUN Community News as the official Town Newspaper for the 2024 calendar year. A motion was made to accept resolution 24-1-5 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-6 The Town Board of Lewis directs that the salaries of Elected Officials of the Town Hall shall be printed in the 2024 Town Budget, and that all other positions shall be shown on the Town of Lewis 2024 Wage Plan. A motion was made to accept resolution 24-1-6 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-7 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 \$.670 per mile. A motion was made to accept resolution 24-1-7 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-8 Resolution to accept Juror's fees. A motion was made to accept resolution 24-1-8 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-9 Resolution that the Town of Lewis, will hire on a per diem basis, A Town Attorney, for the year 2024. A motion was made to accept resolution 24-1-9 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-10 Resolution to accept the Deputy Supervisor for the Town of Lewis. The Lewis Town Supervisor appoints Stephen Denton Jr. as the Deputy Supervisor for 2024. A motion was made to accept resolution 24-1-10 by Lanita Canavan and seconded by John Blades, 0 opposed, Steve Denton Abstained, motion carried.

Resolution 24-1-11 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 24-1-11 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Supervisor Monty asked for a brief Executive Session before the next Resolution. Went into Executive Session at 6:38, was motioned by Lanita Canavan and seconded by John Blades. Out of Executive Session at 6:41, motioned by Steve Denton and seconded by John Blades. No decision was rendered.

Resolution 24-1-12 The Town Board of Lewis hereby appoints Les Howard on an interim basis to act as Building and Fire Safety Code Administrator for the calendar year 2024, until a new codes officer can be hired. A motion was made to accept resolution 24-1-12 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-13 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 2024 at a salary of \$1250 payable quarterly. A motion was made to accept resolution 24-1-13 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-14 The Town Board of Lewis hereby appoints Jean W. Dickerson as historian for the Town of Lewis for the 2024 calendar year. A motion was made to accept resolution 24-1-14 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-15 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 2024 at \$2427.00. A motion was made to accept resolution 24-1-15 by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-16 The Town Board of the Town of Lewis appoints Andy Cassavaugh to the position of Chief Water Plant Operator at a salary of \$8000, payable on a quarterly basis. A motion was made to accept resolution 24-1-16 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-17 The Town Board of Lewis authorizes the Superintendent of the Department of Public Works to rent equipment as needed in 2024 with prior approval and signing of purchase order. A motion was made to accept resolution 24-1-17 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-18 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 2024. A motion was made to accept resolution 24-1-18 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-19 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 2024, 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 24-1-19 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-20 The Town of Lewis Town Board hereby appoints the Town Clerk, Pam Williams, to the position of Records Access Officer for the 2024 calendar year. A motion was made to accept resolution 24-1-20 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-21 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 24-1-21 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-22 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 24-1-22 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-23 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 24-1-23 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-24 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-24-xxxx, and for the control of snow and ice on County roads, contract # DPW-24-xxxx for calendar year 2024. A motion was made to accept resolution 24-1-24 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-25 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 2024 in the amount of \$60,000, and be it further resolved that the first payment to the Emergency Squad in the amount of \$30,000 be paid by January 31, 2024, with final payment for operation and maintenance in the amount of \$30,000 to be paid on or before April 1, 2024. A motion was made to accept resolution 24-1-25 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-26 The Town Board of Lewis has appointed Deborah Dougan/Olsen as Deputy Tax Collector for the calendar year of 2024. She will be paid \$250. A motion was made to accept resolution 24-1-26 by Lanita Canavan and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-27 The Town Board of Lewis appoints Kevin Denton, DPW Superintendent, as Superintendent of Water Maintenance for the 2024 calendar year at a salary of \$2250 per year, payable quarterly. A motion was made to accept resolution 24-1-27 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-28 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 2024. A motion was made to accept resolution 24-1-28 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

Resolution 24-1-29 The Town Board of Lewis appointments Brian Gough as Deputy Highway Superintendent for 2024 at a salary of \$800. A motion was made to accept resolution 24-1-29 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-30 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 24-1-30 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-31 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 24-2-31 by Lanita Canavan and seconded by John Blades, 0 opposed, motion

carried.

Resolution 24-1-32 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 2024. A motion was made to accept resolution 24-1-32 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-33 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 24-1-33 by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Resolution 24-1-34 The Town Board of Lewis approves the current 2024 Buildings and Codes Permit Fee Schedule. See attached for the current fee schedule. Supervisor Monty will be reviewing the fees schedule as he feels the Building and Codes Permit Fees aren't being charged properly. He may amend later in the year.

A motion was made to adjourn the Organizational Meeting and move into the Regular Town Board Meeting at 6:52 PM by John Blades and seconded by Steve Denton, 0 opposed, motion carried.

Due to the weather the Regular Board Meeting started immediately following the Organizational Meeting. The Board approves the early start, with the intention of going over what has been said in the meeting, if someone is to come in for the original Regular Town Board Meeting start time of 7:00 PM.

Public Present: Gerald Spooner

Guests: None

Approve Board Minutes:

- 1. December Regular Board Meeting Minutes:** A motion was made to accept the December, 2024 Regular Town Board meeting minutes by Steve Denton and seconded by John Blades, 0 opposed, motion carried.
- 2. December Closeout Board Meeting Minutes:** A motion was made to accept the December, 2024 Closeout Town Board meeting minutes by John Blades and

seconded by Steve Denton, 0 opposed, motion carried.

Supervisor's Financial Report: A motion was made to accept the Supervisor's Financial report by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

1. Updated Budget – 2023 year ending budget is in the packet for review.

Public Commentary: Gerald Spooner had a questions pertaining to Resolution 24-1-8 (Juror Fees) and the rate of pay a juror would get if they are to serve. He is inquiring about the rate of \$15. He states the pay is inadequate as it has been \$15 for a longtime. Supervisor Monty stated he will look into it and try to have an answer for the next meeting.

DPW/Water Report: \$75,000.00 estimated in damages was submitted to FEMA from the recent storm.

Water Rent Collection Report – Came back normal. A motion was made to accept the Water Report by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

Correspondence:

- a. County Expense Report – None
- b. County Calendar – In Packet
- c. Landfill Report – Waiting to close-out the 2023 landfill report. A motion was made to accept by Steve Denton and seconded by John Blades, 0 opposed, motion carried.
- d. Town Holidays for 2024 – In Packet (Added Juneteenth)
- e. Committee Assignments – In Packet

Supervisor Monty will check with the Assessment review, pertaining to the Board of Assessment and Review Committee Assignments.

- f. Essex County Soil and Water Tree Sale/Job opening – In Packet
- g. Charter Changes – In Packet
- h. APA Announcements – In Packet. There is an application from NYCO Minerals for a project to go underground and blast underground. Supervisor Monty asked for the Boards permission to respond as he is concerned that the mine sits on a large aquifer and if they blast underground that could disturb wells and the Towns water supply. The Board supports his concern.

- i. DEC Stumpage – Town of Lewis received \$241.53 in stumpage.
- j. 2024 Essex County Town Supervisor Information – In Packet
- k. 2024 County Committee Assignments – In Packet

Old Business: None

New Business:

1. Codes Report – Waiting for report from Codes Officer, Les Howard.
2. Animal Control Report – Glenn has been busy working due to the weather. He has finally caught the dog that people have been reporting for a few weeks, that was

- running loose. The dog was delivered to the SPCA.
3. Youth Commission Report – Supervisor Monty attended the meeting as the Youth Commission was approached to bring Willsboro’s summer program into our Youth Commission program. Willsboro will pay the bill for their own program and provide their own transportation. The Youth Commission Board is looking into it. A motion was made to accept by John Blades and seconded by Lanita Canavan, 0 opposed, motion carried.
 4. Charter Franchise Agreement – The Town’s Attorney is concerned that it is a 15-year agreement. He would like it to be limited it to 7 or 10 years and a few other things he’d like to see changed. He will change a few things then send it back to Supervisor Monty who will the send it to Sam Parker to get his input on the suggested changes and then will bring it back to the Board. The Town will need a public hearing in order to sign a new franchise agreement.
 5. Landfill Testing – In Packet

Resolution 24-1-35 The Town Board of the Town of Lewis and substantiated by the New York State Department of Environmental Conservation, has determined that the deer population in Essex County is suffering from the severe depredation due to dogs attacking, chasing or worrying deer. The duty to the Town of Lewis to protect the natural resources of this County from unnecessary depredation. Pursuant to Section 120 of the Agriculture and Markets Law, that this Town Board hereby orders that all dogs in the Town of Lewis shall be securely confined during the period of time beginning with the required publication of this notice and ending on May 1, 2024. If any dog shall kill or cripple any deer, the owner of such dog shall be subject to a civil penalty in the amount of \$100 for the first deer killed or crippled and \$150 for each additional deer so killed or crippled, to be recovered in an action brought by the Commissioner of Environmental Conservation. A motion was made to accept resolution 24-1-35 by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Resolution 24-1-36 The Town Board of the Town of Lewis approves the request from the Lewis Volunteer Fire Department to pay for four members of the Fire Department to take a first responders course being offered by North Country Community College and taught at the Essex County Public Safety Building by using ARPA Funds. A motion was made to accept resolution 24-1-36 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 Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Highway Fund	\$211.49
General Fund	\$7,983.49
General Fund A	\$495.00

Adjournment: A motion was made to adjourn at 7:20 PM by Steve Denton and seconded by John Blades, 0 opposed, motion carried.

Respectfully submitted,

Pam Williams
Town Clerk

