

Town of Lewis, NY
Town Organizational Meeting/Board Meeting
January 9, 2018
Lewis Town Hall

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

The meeting was called to order by James Monty, Supervisor

Pledge of Allegiance

OPENING COMMENTS: Supervisor Monty welcomed Dave Blades to the Board and Vanessa Cross as Town Clerk. Vanessa stated Shari Morris would be her Deputy

RESOLUTIONS:

Resolution 18-1-1

Resolution to set the date of Monthly Meetings

RESOLVED, The Town Board shall hold regular meetings on the second Tuesday of each month at 7:00 P.M., and special meetings may be called by the Supervisor by giving at least two days of written notice to the Board.

A motion was made to accept Resolution 18-1-1 by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-2

Resolution Designation Official Banks

RESOLVED, That the Champlain National Bank, Citizens Bank and Key Bank as the banks where deposits of Town monies are to be made.

A motion was made to accept resolution 18-1-2 by Steve Denton and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-3

Resolution of Annual Financial Report

RESOLVED, 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 is also required to file this report with the State Comptrollers within sixty days after the close of each fiscal year.

A motion was made to accept resolution 18-1-3 by Lanita Canavan and seconded by Jeff Scott – 0 opposed – motion carried

Resolution 18-1-4

Resolution of Investment Policy

RESOLVED, that the Chief Fiscal Officer the Town Supervisor is hereby authorized to invest all funds including proceeds of obligations and reserve funds, in either Certificates of Deposit or Time Deposit Accounts.

A motion was made to accept resolution 18-1-4 by Dave Blades and seconded by Jeff Scott – 0 opposed – motion carried

Resolution 18-1-5

Resolution Designating an Official Newspaper

RESOLVED, The Town Board designate the SUN COMMUNITY NEWS as the official Town newspaper for 2018.

A motion was made to accept resolution 18-1-5 by Steve Denton and seconded by Lanita Canavan 0 opposed – motion carried

Resolution 18-1-6

Resolution of Town Salaries and Pay Schedule

RESOLVED, The salaries of elected officials be printed in the 2018 Town Budget, and all other positions shall be shown on the Town Wage Plan, and that the pay schedule shall be bi-weekly, with the exception of the Town Clerk, Town Justice, Assessor, Codes Officer, and Dog Control Officer, whom shall be paid monthly.

A typo was noted by Lanita Canavan

A motion was made to accept the amended resolution 18-1-6 by Lanita Canavan and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-7

Resolution Designating Expense and Mileage Allowances

RESOLVED, The mileage allowance is set at the current IRS rate \$.54.5 per mile

A motion was made to accept resolution 18-1-7 by Steve Denton and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-8

Resolution Designating Juror's Fees

UNRESOLVED, The Town of Lewis sets the amount of \$15.00 per day as the fee to be paid to a person who serves as juror in Town Justice Court, and the current IRS rate of \$.54.5 per mile is set and required for travel.

A motion was made to table the resolution, and research if the fees have ever been changed, by Dave Blades and seconded by Steve Denton 0 opposed – motion carried

Resolution 18-1-9

Resolution Designating a Town Attorney

RESOLVED, The Town of Lewis will hire an attorney on a per diem basis for the year 2018

A motion was made to accept resolution 18-1-9 by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-10

Resolution Designating Deputy Town Supervisor

RESOLVED, The Supervisor has appointed Stephen Denton Jr. as Deputy Supervisor for the year 2018.

A motion was made by Lanita Canavan and seconded by Dave Blades, Steve Denton abstained, 0 opposed- motion carried

Resolution 18- 1-11

Resolution Designating A Director of Purchasing

RESOLVED, The Town of Lewis appoints the Town Supervisor the agent to pre approve purchases and sign purchasing orders.

A motion was made to accept resolution 18-1-11 by Lanita Canavan and seconded by Steve Denton 0 – opposed – motion carried

Resolution 18-1-12

Resolution Designating Building and Fire Safety Code Administration

RESOLVED, The Town Board appoints Mike Flynn as Building and Fire Safety Code Administrator for 2018.

A motion was made to accept resolution 18-1-12 by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-13

Resolution Designating Water Rent Collector

RESOLVED, The Town Board appoints Wendy Ewald as Water Rent Collector for 2018 at a salary of \$1045.

A motion was made to accept resolution 18-1-13 by Lanita Canavan and seconded by Dave Blades – 0 opposed – motion carried

Resolution 18-1-14

Resolution Designating Town Historian

RESOLVED, The Town Board appoints Jean W Dickerson as Historian for the Town of Lewis for 2018.

A motion was made to accept resolution 18-1-14 by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-15

Resolution Designating Dog Control

RESOLVED, The Town Board directs the supervisor to sign a contract with Kevin Jacques for Dog Control at \$2717 for 2018.

Discussion – Title Animal Control – Dog Control

A motion was made to accept resolution 18-1-15, as amended to say Animal Control, by Lanita Canavan and seconded by Jeff Scott 0 opposed – motion carried

Resolution 18-1-16

Resolution Designating a Water Treatment Plant Operator

RESOLVED, The Town Board appoints Andy Cassavaugh as Chief Water Plant Operator at a salary of \$7427.

A motion was made to accept resolution 18-1-16 by Steve Denton and seconded by Jeff Scott, 0 opposed – motion carried

Resolution 18-1-17

Resolution Designating Equipment Rental Authorization

RESOLVED, The Town Board authorizes the Superintendent of the Department of Public Works to rent equipment as needed in 2018 with prior approval of the Director of Purchasing.

A motion was made to accept resolution 18-1-17 by Lanita Canavan and seconded by Jeff Scott – 0 - opposed – motion carried

Resolution 18-1-18

Resolution for the Cylinder Lease Agreement

RESOLVED, The Town Board authorizes the Supervisor to sign an agreement with Airgas, East, Inc. for rental of oxygen cylinders and acetylene cylinders for 2018.

A motion was made to accept resolution 18-1-18 by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-19

Resolution for the Youth Recreation Program

RESOLVED, The Town Board has approved the appointments to the Elizabethtown/Lewis Youth Commission, and the Youth Commission is authorized to expend \$8000 to cover the required NYS Division of Youth match for 2018.

A motion was made to accept resolution 18-1-19 by Lanita Canavan and seconded by Jeff Scott – 0 opposed – motion carried

Resolution 18-1-20

Resolution Designating the Records Access Officer

RESOLVED, The Town Board appoints the Town Clerk, Vanessa Cross to the position of Records Access Officer for 2018.

A motion was made to accept resolution 18-1-20 by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-21

Resolution for Service Charges

RESOLVED, The Town Board of Lewis imposes a charge of \$35.00 on each returned check for insufficient funds.

A motion was made to accept resolution 18-1-21 by Lanita Canavan and seconded by Jeff Scott 0 opposed – motion carried

Resolution 18-1-22

Resolution for a Petty Cash Fund

RESOLVED, The Town Board establishes a Petty Cash fund in the amount of \$100 for materials, supplies, or services furnished to the Town for the conduct of its affairs.

A motion was made to accept resolution 18-1-22 by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-23

Resolution Designating the Drug and Alcohol Program

RESOLVED, The Town Board appoints the Town Supervisor to the Position of Drug/Alcohol Program Manager, and Wendy Ewald as his designee to receive confidential inquiries and information on behalf of the DAPM.

A motion was made to accept resolution 18-1-23 by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-24

Resolution for County Road Maintenance Agreement

RESOLVED, The Town Board directs the Supervisor to sign an agreement between the Town and Essex County for maintenance of County Roads and for the control of snow and ice on County roads.

A motion was made to accept resolution 18-1-24 by Steve Denton and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-25

Resolution for an Agreement with the Elizabethtown/Lewis Emergency Squad

RESOLVED, 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 in the amount of \$34,000 for 2018, the first payment in the amount of \$10,000 upon signing the contract with final payments for operation and maintenance in the amount of \$24,000 to be paid in two installments of \$12,000 on or before April 15, 2018 and June 15, 2018.

A motion was made to accept resolution 18-1-25 by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-26

Resolution Designating the Deputy Tax Collector

RESOLVED, The Town Board of Lewis approves the appointment of Robert Sussey as Deputy Tax Collector for 2018 at a salary of \$406.

A motion was made to accept resolution 18-1-26 by Dave Blades and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-27

Resolution Designating Water Maintenance Supervisor

RESOLVED, The Town Board of Lewis appoints Kevin Denton, DPW Superintendent as supervisor of Water Maintenance for 2018 at a salary of \$2122 per year

A motion was made to accept resolution 18-1-27 by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-28

Resolution of NYS DOT Shared Service Agreement

RESOLVED, The Town Board approves the Superintendent of DPW to enter into a shared service agreement for emergency assistance with New York State 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 18-1-28 by Lanita Canavan and seconded by Dave Blades – 0 opposed – motion carried

Resolution 18-1-29

Resolution appointing Registrar of Vital Statistics

RESOLVED, The Town Board appoints Vanessa Cross, Registrar of Vital Statistics and Shari Morris, Deputy for 2018

Discussion - typo

A motion was made to accept resolution 18-1-29, as amended, by Jeff Scott and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-30

Resolution to accept Community Service Clients

RESOLVED, The Town Board authorizes the Supervisor to enter into an agreement with Essex County Probation Department to accept Community Service Clients for the purpose of performing designated work projects for 2018

A motion was made to accept resolution 18-1-30 by Lanita Canavan and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-31

Resolution to authorize the Town of Lewis Wage Plan

RESOLVED, The Town Board authorizes the 2018 Wage Plan for employees, FURTHER RESOLVED, that the wage plan will be initiated upon approval of the 2018 budget and implemented January 1, 2018

A motion was made to accept resolution 18-1-31 by Jeff Scott and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-32

Resolution designating the Deputy Highway Superintendent

RESOLVED, The Town Board approves the appointment of Brian Gough as Deputy Highway Superintendent for 2018 at a salary of \$800.

A motion was made to accept resolution 18-1-32 by Steve Denton and seconded by Lanita Canavan – 0 opposed – motion carried

Resolution 18-1-33

Resolution establishing a Petty Cash Fund for the Town Clerk

RESOLVED, The Town Board establishes a Petty Cash fund in the amount of \$50 for the Town Clerk for the conduct of affairs with charge backs made periodically.

Discussion – wrong date

A motion was made to accept resolution 18-1-33, as amended, by Lanita Canavan and seconded by Steve Denton – 0 opposed – motion carried

Resolution 18-1-34

Resolution establishing the Town of Lewis Purchasing Policy

RESOLVED, The Town Board approves the Superintendent of DPW to expend up to \$500. For purchases without the approval of the Town Chief Fiscal Officer

A motion was made to accept resolution 18-1-34 by Steve Denton and seconded by Dave Blades – 0 opposed – motion carried

A motion was made to adjourn the Organizational Meeting by Steve Denton and seconded by Lanita Canavan – 0 opposed – motion carried

Regular Board Meeting was opened at 7:35 P.M.

A motion was made to approve the December 28, 2017 Closeout Meeting Minutes, as amended, by Steve Denton and seconded by Jeff Scott – 0 opposed – motion carried

A motion was made to accept the monthly statement of the Supervisor by Dave Blades and seconded by Lanita Canavan – 0 opposed – motion carried

Public Commentary: None

Reports:

DPW – Kevin Denton gave a water report – Started reading meters today
Dealing with the cold weather/snow – will be salting roads tomorrow before it rains
The water report that was sent to Public Health came back normal

Water Rent Collector – Susie is sending out today

Correspondence:

County Calendar

Trash Transport Report

Mushroom Workshop

Essex County Committee List

APA Board Meeting Agenda
Essex County Fish Game Newsletter
Charter upcoming changes
Burnham donation
Real Property Senior Citizens and Veterans Exemptions

A motion was made to accept the Landfill report by Lanita Canavan and seconded by Steve Denton – 0 opposed – motion carried

Supervisor stated he has not receive the Stop Domestic Violence minutes yet

Burnham Benefit Advisors gave the Town a donation of \$250 for a Town program, project or service. Supervisor Monty stated anyone looking for funds for a town project or program to contact him.

Old Business:

Have received feedback on the Town Newsletter, some people did not receive a Newsletter, some came back – overall the Newsletter was well received. Dave stated it takes a lot of work to do a Newsletter, Jim stated it was completed under budget, and he thanked the committee on their effort to get it out.

Codes Report: Did not receive

Animal Report: One dog fine of \$25., and It has been reported that 3 hounds have come up missing in North Lewis in a 2 week span.

Youth Commission Report:

Meeting was held last night, working on a Stewarts grant for basketball uniforms, this Sunday is a trip to YMCA, Hope to get last year Director again for this summer, They want to increase the Director salary from \$2500 to \$2860., they would like a storage shed, Planning a Winter Carnival in February, Ice Skating on the 19th, want to update By-Laws, Have received questions concerning youth participating if not meeting certain academic requirements, Jim stated the Youth Program is a Town program not a School Program, Dave Suggested the Youth Commission could consider some kind of homework study group, Questions on if Background checks are required on coaches. Vanessa will check with the Youth Bureau.

The Town has received a FEMA award for Stella for \$13,523, \$10,112 from the Feds and the rest from the State. Jim recommended this money go into the equipment line.

A motion was made by Dave Blades and seconded by Lanita Canavan to put the FEMA award into equipment – 0 opposed – motion carried

2018 Committee Assignments:

Youth Commission Liaison Jeff Scott

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|-----------------------|---------------------------|
| Parks and Recreation | Lanita Canavan/Jeff Scott |
| Chamber of Commerce | Lanita Canavan |
| Landfill | Dave Blades/Steve Denton |
| Dept. of Public Works | Dave Blades/Steve Denton |
| Building and Grounds | Jeff Scott/Dave Blades |
| Cemetery | Lanita Canavan |

Jim recommended committees come back to the Board with reports

Jeff Scott requested Supervisor Monty make arrangements for Jeff to meet with Jim and Todd from Essex County DPW to devise a plan for the Thrall Dam Bridge

Dave Blades asked if the County has a Deer Tick eradication program. Supervisor Monty will ask

Resolution 18-1-35

Resolution to amend 2018 Town General Budget

RESOLVED, The Town Board amends the 2018 budget by increasing the fund balance used from \$85,000 to \$93,000. Thus lowering the amount to be raised by taxes on the Town General Line from \$144,513 to \$136,513

A motion was made to accept resolution 18-1-35 by Jeff Scott and seconded by Dave Blades – 0 opposed – motion carried

A motion was made that the following vouchers be audited and approved for payment:

General Fund A \$27,781.90, Highway Fund \$2,380.55, Water Fund \$831.21, General Fund \$44,981.18 and Youth Commission \$257.10 by Dave Blades and seconded by Lanita Canavan 0- opposed – motion carried

A motion was made appointing Larry Hulbert to act as a liaison on the water project by Dave Blades and seconded by Jeff Scott – 0 opposed – motion carried

A motion was made to accept a one year lease with the Children’s Development Center for \$650 a month for the bottom floor of the old school building by Dave Blades and seconded by Steve Denton – 0 opposed – motion carried

A motion was made to accept \$375 a month from ACAP to rent the upper space at the old school by Lanita Canavan and seconded by Dave Blades – 0 opposed – motion carried

The next Board meeting is scheduled for February 13, 2018.

Meeting adjourned 8:15 P.M.

Respectfully submitted

Vanessa Cross, Town Clerk