**Town of Lewis**

**Organizational/Board Meeting**

**Lewis Town Hall**

**January 8, 2019**

**7:00 P.M.**

**Meeting called to order:**  By Supervisor James Monty at 7:00 p.m.

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

**Pledge of Allegiance**

**Guests:** None

**Resolution 19-1-1**

**Town Board Meetings**

**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 19-1-1 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-2**

**Official Bank**

**RESOLVED,** that the Town of Lewis designate the Champlain National Bank, Citizens Bank and Key Bank as the banks where deposits of town monies are to be made, and that the Supervisor is empowered to invest money in any of the above banks.

A motion was made to accept Resolution 19-1-2 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-3**

**Annual Financial Report**

**RESOLVED,** the Supervisor is required to file the report with the Town Clerk by February 1, and with the State Comptroller within sixty days after the close of the fiscal year, therefore the Town Board authorizes the Supervisor to use a copy of the report to the State Comptroller and that it need not be filed with the Town Clerk until sixty days after the close of the fiscal year, and that the Town Clerk will cause notice of such report to be published in the official newspaper.

A motion was made to accept Resolution 19-1-3 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-4**

**Investment Policy**

**RESOLVED,** the town Supervisor is authorized to invest all funds including proceeds of obligation and reserve funds, in either Certificates of Deposit or Time Deposit accounts with a bank or trust company authorized to do business in the State of New York.

A motion was made to accept Resolution 19-1-4 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-5**

**Official Newspaper**

**RESOLVED,**  that the Town Board of Lewis hereby designated the SUN COMMUNITY NEWS as the official Town Newspaper for the calendar year of 2019.

A motion was made to accept Resolution 19-1-5 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-6**

**Town Salaries and Pay Schedule**

**RESOLVED,**  that the Town Board of Lewis directs that the salaries of Elected Officials shall be printed in the 2019 Budget , and that all other positions shall be shown on the 2019 Wage Plan and the pay schedule shall be bi-weekly, with the exception of the Town Clerk, Town Justice Department, Assessor, Codes Officer, and Dog Control Officer, all of whom shall be paid monthly. Town Tax Collector, Chief Water Treatment Plant Operator and Councilman shall be paid quarterly.

A motion was made to accept Resolution 19-1-6 by Steve Denton and seconded by Jeff Scott, 0 opposed, motion carried.

**Resolution 19-1-7**

**Expense and Mileage Allowance**

**RESOLVED,**  that actual and necessary expenses of Town Officials incurred in performance of powers and duties of the Town shall be a town charge, and that mileage allowance is hereby set and allowed at the current IRS rate $.58 per mile for the use of using a privately owned automobile and operated by a Town Official on official business for the Town.

A motion was made to accept Resolution 19-1-7 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-8**

**Juror’s Fees**

**RESOLVED,** that the Town Board of 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 that the current IRS rate $.58 per mile is hereby set and allowed for required travel.

A motion was made to accept Resolution 19-1-8 by Dave Blades and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-9**

**Town Attorney**

**RESOLVED,**  that the Town of Lewis, will hire on per diem basis for the year 2019.

A motion was made to accept Resolution 19-1-8 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-10**

**Deputy Supervisor**

**RESOLVED,** the Supervisor has appointed Stephen Denton, Jr. as the Deputy Supervisor for the year 2019, and that the Deputy Supervisor Stephen Denton be authorized to sign checks and pertinent documents in the absence of the Supervisor.

A motion was made to accept Resolution 19-1-10 by Dave Blades and seconded by Lanita Canavan, Steve Denton abstained, 0 opposed, motion carried.

**Resolution 19-1-11**

**Director of Purchasing**

**RESOLVED,**  the Town Board of Lewis adopted on June 14, 1994 duly amended and adopted its purchasing policy for the town and the Town Supervisor is empowered to act as the treasurer of the Town and that the Town Board having created the position of Director of Purchasing does hereby re-appoint the Town Supervisor to Director of Purchasing and the agent to pre-approve and sign purchase orders.

A motion was made to accept Resolution 19-1-11 by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

**Resolution 19-1-12**

**Building and Fire Safety Code Administration**

**RESOLVED,**  that the Town Board of Lewis hereby appoints Mike Flynn to act as Building and Fire Safety Code Administrator for the calendar year of 2019.

A motion was made to accept Resolution 19-2-12 by Steve Denton and seconded by Jeff Scott, 0 opposed, motion carried.

**Resolution 19-1-13**

**Water Rent Collector**

**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 2019 at a salary of $1100 payable quarterly.

A motion was made to accept Resolution 19-1-13 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-14**

**Town Historian**

**RESOLVED,**  that the Town Board of Lewis hereby appoints Jean W. Dickerson as historian for the Town of Lewis for the calendar year of 2019.

A motion was made to accept Resolution 19-1-14 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-15**

**Animal Control Agreement**

**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 of 2019 at $2,800

A motion was made to accept Resolution 19-1-15 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-16**

**Water Treatment Plant Operator**

**RESOLVED,**  that the Town Board of the Town of Lewis appoints Andy Cassavaugh to the position of Chief Water Treatment Plant Operator at a salary of $7,427. To be paid on a quarterly basis

A motion was made to accept Resolution 19-1-16 by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

**Resolution 19-1-17**

**Equipment Rental**

**RESOLVED,**  that the Town Board of Lewis hereby authorizes the Superintendent of the Department of Public Works to rent equipment as needed in 2019 with the prior approval and signing of purchase order by the Director of Purchasing.

A motion was made to accept Resolution 19-1-17 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-18**

**Cylinder Lease Agreement**

**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 2019.

A motion was made to accept Resolution 19-1-18 by Steve Denton and seconded by Jeff Scott, 0 opposed, motion carried.

**Resolution 19-1-19**

**Youth Recreation Program**

**RESOLVED,**  the Town of Lewis supports a Youth Recreation Program for the youth of Lewis, and the Town Board has approved the appointments from the Town of Lewis to serve on the Elizabethtown/Lewis Youth Commission Board, and the Youth Commission has been authorized to expend $8000. to cover the match required by the NYS Division of Youth for the year 2019, and that the Town Clerk send a copy of this resolution to the Essex County Youth Bureau Director.

A Motion was made to accept the amended Resolution 19-1-19 changing the resolution to state expending $4000 in June and $4000 at the end of May. By Dave Blades and seconded by Steve Denton, Jeff Scott opposed, motion carried.

**Resolution 19-1-20**

**Records Access Officer**

**RESOLVED,** that the Town Board of Lewis appoints the Town Clerk, Vanessa Cross, to the position of Records Access Officer for the 2019 calendar year.

A motion was made to accept Resolution 19-1-20 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-21**

**Service Charges**

**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 19-1-21 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-22**

**Petty Cash Fund**

**General Fund**

**RESOLVED,** that the Town Board of Lewis establishes a Petty Cash Fund in the amount of $100 for the General Fund for materials, supplies and services furnished to the Town to conduct its affairs, chargebacks to be made periodically to appropriate line items.

A motion was made to accept Resolution 19-1-22 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-23**

**Drug and Alcohol Program**

**And Designee**

**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 19-1-23 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-24**

**County Road Maintenance Agreement**

**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 #DPW-19-0042, and for the control of snow and ice on County Roads, contract DPW-19-0059 for the calendar year of 2019.

A motion was made to accept Resolution 19-1-24 by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

**Resolution 19-1-25**

**Elizabethtown/Lewis Emergency Squad Contract**

**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 of 2019 in the amount of $34,000. Further resolved that the first payment in the amount of $10,000 be paid upon signing of the contract, with final payments for operation and maintenance in the amount of $24,000 to be paid in two installments of $12,000 payable on or before April 15, 2019 and June 17, 2019.

A motion was made to accept Resolution 19-1-25 by Jeff Scott and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-26**

**Deputy Tax Collector**

**RESOLVED,** that the Town Board of Lewis approve the appointment of Robert Sussey as Deputy Tax Collector for the calendar year of 2019 at a salary of $406.

A motion was made to accept Resolution 19-1-26 by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

**Resolution 19-1-27**

**Water Maintenance Supervisor**

**RESOLVED,**  that the Town Board of Lewis appoints Kevin Denton, DPW Superintendent as Supervisor of Water Maintenance for the 2019 calendar year at a salary of $2122 per year, payable quarterly

A motion was made to accept Resolution 19-1-27 by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

**Resolution 19-1-28**

**County Snow and Ice Contract**

**RESOLVED,**  that the Town Board of Lewis directs the Supervisor to sign the modification and continuation agreement of control of snow and ice on County Roads for calendar year 2019- Essex County Contract No. DPW-19-0059.

A motion was made to accept Resolution 19-1-28 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-29**

**Registrar of Vital Statistics**

**RESOLVED,**  that the Town Board of the Town of Lewis appoints Vanessa Cross, Registrar of Vital Statistics and Judy French, Deputy Registrar for the calendar year 2019.

A motion was made to accept Resolution 19-1-29 by Lanita Canavan and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-30**

**Deputy Highway Superintendent**

**RESOLVED,**  that the Town Board of the Town of Lewis approve the appointment of Brian Gough as Deputy Highway Superintendent for the calendar year of 2019 at a salary of $800.

A motion was made to accept Resolution 19-1-30 by Jeff Scott and seconded by Dave Blades, 0 opposed, motion carried.

**Resolution 19-1-31**

**Petty Cash Fund**

**RESOLVED,** that the Town Board of the Town of Lewis establishes a Petty Cash Fund in the amount of $50 for the Town Clerk

A motion was made to accept Resolution 19-1-31 by Jeff Scott and seconded by Lanita Canavan, 0 opposed, motion carried.

**Resolution 19-1-32**

**Town of Lewis Purchasing Policy**

**RESOLVED,**  that the Town Board of the Town of Lewis per the Town of Lewis Procurement Policy. Approve the Superintendent of DPW to expend up to $500 for purchase without approval of the Town Chief Fiscal Officer

A motion was made to accept Resolution 19-1-32 by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Resolution 19-1-33**

**Deputy Town Clerk**

**RESOLVED,** that the Town Board of the Town of Lewis shall appoint Judy French, Deputy Town Clerk for the year 2019, with a stipend of $200

A motion was made to accept Resolution 19-1-33 by Lanita Canavan and seconded by Jeff Scott, 0 opposed, motion carried.

**Resolution 19-1-36**

**RESOLVED,**  that the Town Board of the Town 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 emergency’s for services, equipment and materials not to exceed $10,000

A motion was made to accept Resolution 19-1-36 by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

A motion was made to close the Organizational meeting by Lanita Canavan and seconded by Dave Blades, 0 opposed, motion carried.

A motion was made to open the Regular Board meeting by Steve Denton and seconded by Lanita Canavan, 0 opposed, motion carried.

A motion was made to approve the December 11, 2018 Board Meeting Minutes by Steve Denton and seconded by Dave Blades, Lanita Canavan abstained, 0 opposed, motion carried.

A motion was made to approve the December 27, 2018 Closeout meeting Minutes with amended typo by Steve Denton and seconded by Dave Blades, Lanita Canavan abstained, 0 opposed, motion carried.

A motion was made to accept the Supervisor s Financial Report by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

**Public Commentary:**  Jerry Spooner stated the trees over the power lines near his property still have not been removed and he asked who he should contact. Supervisor Monty stated that it is a County Road and he should contact Essex County DPW or the Public Service Commission. Mr. Spooner also stated he is upset that the surplus property he submitted a bid for was taken off the surplus list, and he wanted to know what the funds received from the surplus properties was earmarked for. Supervisor Monty stated that the money is not earmarked for anything any money received would go into the General Fund.

**DPW/Water Report:** Supervisor Monty stated that the Water Report came back good and the meter at the Public Safety Building was up and running and will be read quarterly.

A motion was made to accept the Water Report by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

**Correspondence:**

1. County Expense Report
2. County Calendar
3. Landfill Report – Supervisor Monty stated there is a $19,000 profit that will be split between the two towns, (Elizabethtown-Lewis) they are waiting for the final statement. Have seen an increase in electronics, sales on Saturday are going well and tonnage is going down.

A motion was made to accept the Landfill Report by Steve Denton and seconded by Dave Blades, 0 opposed, motion carried.

1. Stop Domestic Violence Minutes
2. DEC Camper Scholarship – Dave Blades stated that Essex Count Fish and Game provides up to 5 slots for this program if anyone knows of anyone they can apply online.
3. Essex County Recycles
4. Charter Communications Changes
5. APA news
6. Tobacco 21 – Supervisor Monty stated as of January 1, 2019 Stores in Essex County can no longer sell anyone under 21 tobacco.

**Old Business:**

1. Supervisor Monty stated if anyone wants to review the bid documents for the Water Project to stop by the Town Hall.
2. Committee Assignments – Supervisor Monty stated he met with Mike Mascarenas and Dan Sadowski of the Essex County Youth Bureau and was told that Lewis is the lead agency between Elizabethtown and Lewis and can accept the appointment of Sarah Smith for the Youth Commission Board.

A motion was made to appoint Sarah Smith to the Elizabethtown/Lewis Youth Commission Board by Jeff Scott and seconded by Dave Blades, 0 opposed, motion carried.

Supervisor Monty suggested until the Youth Commission Board has 5 full time members that the Town have over site, and he asked Dave Blades to assist Jeff Scott with the Youth Board.

**New Business:**

1. Codes Report – Mike Flynn was absent
2. Animal Control Report – Supervisor Monty stated that the Animal Control Officer had a complaint of a dog being tied out all night and the dog was not licensed. The dog is now licensed.
3. Youth Commission Meeting - Will be next week
4. Trident Insurance Cyber Security and Data Compromise – the Board discussed what this insurance would cover and if it is necessary. It was decided that Steve Denton will look into the insurance his work has and Supervisor Monty will check with Dan Palmer at the County and see if there is a way the Town can use the County insurance.
5. Other –

Jeff Scott stated they still need a name for one trail at Thrall Dam and it was decided to name it after the person who gave the land to the town.

A motion was made to name a trail at Thrall Dam, Merton Thrall Trail by Dave Blades and seconded by Steve Denton, 0 opposed, motion carried.

Steve Denton stated he attended the last EMS meeting and they elected new officers, but did not discuss the plowing.

Supervisor Monty stated he would like to know who authorized the coverage on I87 to 103Mile Marker. Supervisor Monty also received a call from Patty Bashaw upset that they had received a tax bill. Supervisor Monty looked into it and it was a coding mistake and will be corrected.

Steve Denton stated that he was told that the Town of Westport was going to pay for EMS coverage, Steve asked to have this in writing. Supervisor Monty stated he would call the Town of Westport Supervisor.

Jeff Scott asked that the Surplus Properties still out to bid be part of the agenda in February.

Jeff Scott also asked Supervisor Monty for copies of resolutions for the Capital Reserve Fund and Machinery Fund

**Resolution 19-1-34**

**Conveying Property Designated as Town of Lewis Tax Map No. 55.4-2-6.000 Containing 19.2 Acres to Carl Aiken and Inge Aiken**

**RESOLVED,** that the Town Board of the Town of Lewis hereby authorize the sale of property designated as Town of Lewis Tax Map No. 55.4-2-6.000 containing 19.2 acres located on Roscoe Road for the principal amount of $5,200.00 to Carl Aiken and Inge Aiken

A motion was made to accept Resolution 19-1-34 by Dave Blades and seconded by Steve Denton, Roll Call Vote: Dave Blades Yes

 Lanita Canavan Yes

 Steve Denton Yes

 Jeff Scott Yes

 James Monty Yes motion carried.

**Resolution 19-1-35**

**Town of Lewis Water Main Reconstruction**

**Project #634PW45-17**

**New York State Environmental Quality Review Act**

**Notice of Determination: Unlisted Action, Negative Declaration**

**RESOLVED,** the Town of Lewis has received a NYS Office of Community Development Block Grant to replace a section of water main along Route 9 within water district #1

A motion was made to accept Resolution 19-1-35 by Jeff Scott and seconded by Lanita Canavan, Roll Call Vote: Dave Blades Yes

 Lanita Canavan Yes

 Steve Denton Yes

 Jeff Scott Yes

 James Monty Yes motion carried.

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

General Fund A $2,458.46

General Fund $128,171.61

Water Fund $106.39

Water Fund SW $458.69

Water Fund CDBG $7,518.56

Highway Fund $743.62

Meeting adjourned 8:30 pm

Respectfully submitted

Vanessa Cross

Lewis Town Clerk