

Town of Alexandria
 Regular Meeting
 April 17, 2024
 6:00 PM
 Alexandria.statdvr.com
 Audio/Video

Supervisor Sweet called the meeting to order at 6:00pm

Pledge to Allegiance

Roll Call:

Councilman Davidson - Arrived at 7:15 p.m.
 Councilman Hunneyman - Present
 Councilman Kring - Absent
 Councilman Thomas - Present
 Supervisor Sweet - Present

Motion by Councilman Thomas to accept Abstract period 3/22/2024 thru 4/17/2024 in the total abstract amount of \$183,859.89. P/R items \$30,772.32 with Abstract \$153,087.37. Motion seconded by Councilman Hunneyman. Motion carried all in favor.

Motion by Councilman Hunneyman to accept minutes from March 25,2024. Motion seconded by Councilman Thomas. Motion was carried all in favor.

PUBLIC COMMENT/CONCERNS:

Ron Thompson spoke about an 8-page letter that was mailed to the Redwood Sewer District Residents by Dan Peterson. One portion stated, "This Board is not bound by previous Boards, or this Judges decisions. If you want answers, we must be united as a group, unless all of us stand together and demand the required truth we will probably not get it." Ron stated that he was a member of the previous board that Dan Peterson was referring to. Ron went on to outline the legal process that has been endured by the Previous Town Boards and the cost to the Redwood Sewer District. To start, the first step taken by Dan Peterson was to sue the Town in Supreme Court. Judge McClusky resided over the hearing and ruled in the Towns favor stating that Mr. Peterson's allegations were not valid. Mr. Peterson then exercised his right to appeal to 5th Appellate Court of Appeals in Rochester were there was a 5 to 0 unanimous decisions that upheld Judge McClusky's decision in favor of the Town. Dan Peterson applied to have his case reviewed to see if he could reargue it and was turned down by another panel of judges. In the State of New York that is the end of the road. Ron stated that it cost the Town and subsequently the Redwood Sewer District \$103,218. Ron went on to talk about some of the unpleasant events that happened during that time and hopes that this matter does not get reopened to cost the Town and Redwood Sewer District users more money.

Dan Peterson then addressed the Board and asked that the following statement be entered into the minutes.

Summary of facts:

I would like to take a few minutes to explain my understanding of the facts concerning what I am requesting this current board to consider. That request is mainly to honor what was promised to Redwood Citizens by previous boards and those promises are recorded in the towns meeting minutes.

1. On October 5, 2016, a Redwood water and sewer committee was formed as indicated by the meeting minutes for that day. It was stated in the minutes that the town council would look int past practices and the Money trail.
2. On February 15, 2017, the town council voted and approved a forensic audit of Redwood water and sewer district. \$13,000 was made available for the audit cost.

3. I would note that a forensic audit is a specific type of audit and should not be confused with other auditing types that are far less conclusive and reliable. A forensic audit provides the highest standard of reliability and accuracy. A forensic audit is what was discussed and promised to the dozens of Redwood citizens who attended the meeting on February 15, 2017. That night was packed with people standing in the room because all the chairs were taken.

4. On March 15, 2017, the meeting minutes stated that the Redwood water and sewer audit was to begin on March 17th. The town signed an engagement letter with EFPR to conduct that audit, however no audit report regarding that engagement letter was ever produced.

5. In July 2018 the town sent a letter to Redwood water and sewer customers making various claims. The first was that over \$100,00 was owed to the general fund, the second was that the comptroller had completed an audit that allegedly verified everything was okay. Unfortunately, those statements were inaccurate as admitted by the town council after the fact. There was no forensic audit conducted and the town was simply referring to a 2-hour meeting with the comptroller called a risk assessment. A risk assessment is not an audit of any type and does not verify anything as was explained by the NYS Comptroller when specifically asked about the town's claim of an audit.

6. As a result of the towns letter claiming an audit was performed by the comptroller and the backlash from citizens who were still expecting an audit of water and sewer as promised... The town board agreed again to perform an audit. The town then signed an engagement letter with Crowley and Halloran CPA (C&H) to perform an audit. When asked about the EFPR audit that was previously approved and started as stated in the meeting minutes, the town produced no response. What happened to that audit?

7. Back to C&H hired in Dec 2019 to audit Redwood water and sewer. Again, no audit was completed and released. Only this time we discovered through foil and by subpoena that C&H had performed significant work of more than \$30K. But no report was issued. However, a preliminary report was obtained by subpoena that was not favorable to the town's belief that the accounting was accurate. The C&H report made clear various errors including money deposited into the wrong bank accounts and improper recordings of Due to From.

8. Based on our belief various errors exist in Redwood Water and sewer accounting, we met with CPAs to review and discuss our concerns. The CPSs validated our concerns and stated an audit was needed. After the town's failure to complete and produce promised audits, a group of citizens decided it was necessary to file a lawsuit to request a court ordered audit. These citizens are not troublemakers for wanting a completed audit that was promised by the town and recommended by CPAs.

9. After the court agreed to order an audit the town attorney filed a motion to reargue claiming there was no need for an audit, and he argued that the court could not order or force the comptroller to perform an audit. Why did the town make that motion and argument? They had been promising an audit for 2 years that they even voted and approved to pay for an audit.... Why after the court orders an audit to be performed did the town block a free audit by the comptroller, and refuse to pay for a court appointed auditor? Why were the citizens forced to pay for this court audit of water and sewer funds? The citizens were left with no choice but to pay an independent auditor of the court's approval, based on the towns legal motion and now refusal to perform a forensic audit Redwood water and sewer as promised.

10. The town refused to accept or believe the independent audit report produced after extensive investigation. The town would not admit to a single mistake or error listed in a 500-page report. The court approved auditor conducted a forensic style investigation of all expenses and revenues as requested. The auditor concluded the town owed over \$500 to Redwood citizens.

In conclusion,

I believe the Citizens of Redwood deserve what they were promised by town officials. And a report from a consultant who did not even perform his own recommended procedures is not what was promised. I hope this board will do the right by the Redwood citizens and perform a forensic audit or at a minimum review the findings of the only professionals who performed serious investigations of the Redwood water and sewer and those are C&H and D&M.

Muriel Davis addressed the Town Board and asked why no money was made in the Redwood Sewer District and where did the money go. As a 75-year-old that is still working and on a fixed income she is concerned about the cost of water and sewer.

REPORTS:

1. Bolton Avenue Recreation Center renovation status: No Report

2. Engineer Report: Rob Campany spoke to the Town Board about who should be lead agent for the dredging / improvements at the Holland Street Boat ramp. There needs to be additional dredging of about 200 yards and a couple more sections of ramp to extend the length of the boat ramp. There is currently only about a foot of water there and if something isn't done boats will not be able to use the ramp this summer. After discussion since the Town was lead agent on the last project they should probably be in this also. The following Resolution was passed, and the Village and DEC will be contacted to make sure they agree.

**Council Resolution # 05-2024
Resolution to Declare Lead Agency Status**

At a regular meeting of the Town Council of the Town of Alexandria, Jefferson County, New York, held at The Municipal Building at 46372 County Route 1, Alexandria Bay, NY 13607 on April 17, 2024, at 6:00 p.m.

The meeting was called to order by Supervisor Sweet and upon roll being called, the following were:

PRESENT:

Brent Sweet, Supervisor
Shawn Thomas, Deputy Supervisor
Dale Hunneyman, Councilmember

ABSENT:

Greene Kring, Director of Finance
Timothy Davidson, Councilmember

WHEREAS the Town of Alexandria is undertaking the Holland St. Boat Ramp Project (the "Project"); and

WHEREAS the Council of the Town of Alexandria must evaluate all proposed actions submitted for the proposed construction of the Project and consider any impacts it may have on the environment considering the State Environmental Quality Review Act and the regulations promulgated thereunder (SEQR); and

WHEREAS the Council of the Town of Alexandria desires to serve and act as the lead agency for the purposes of SEQR; and

WHEREAS, to aid the Council of the Town of Alexandria in determining whether the Action may have a significant impact on the environment, Part 1 of a Short Environmental Assessment Form ("EAF") dated April 17, 2024, has been prepared by the Town's engineer and a copy of which has been filed with the Town Clerk.

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Alexandria that:

The Council of the Town of Alexandria makes the following findings and determinations with respect to the proposed project:

1. The foregoing recitations are incorporated herein and made a part hereof as if fully set forth hereafter.
2. The Project is classified as an Unlisted action for the purposes of SEQR.
3. Part 1 of the EAF as prepared by the Town Engineer is accepted as presented.
4. The Council hereby declares lead agency status for the purposes of the SEQR review for the Project.

- 5. The Town’s Engineer is hereby directed to forward Part 1 of the EAF to the other involved agencies together with notice that this Council desires to serve as lead agency and seek the consent thereto.
- 6. This resolution shall take effect immediately.

A motion to adopt the foregoing resolution was made by Councilmember Thomas and seconded by Councilmember Hunneyman and upon a roll call vote of the Council was duly adopted as follows:

Brent Sweet, Supervisor	Voting <u>YES</u>
Shawn Thomas, Deputy Supervisor	Voting <u>YES</u>
Greene Kring, Director of Finance	Voting <u>ABSENT</u>
Timothy Davidson, Councilmember	Voting <u>ABSENT</u>
Dale Hunneyman, Councilmember	Voting <u>YES</u>

Dated: April 17, 2024

Sandra Caputo, Town Clerk

Rob reported that grant funding applications are due in June and July for water and sewer grants. We will be applying for Route 12 Sewer # 2 again and they had a conference call and what is needed to help in the application process. One item that they can get extra points on the application is to do a sanitary survey. That would include doing on-site inspections of existing septic systems and their deficiencies. The potential issue with this is the landowner must allow the tests to be completed. This is the best time of year to do the survey because the ground is saturated with water. Rob is going to contact people within the district and do the tests. He would also like to do this on Otter Street also. The Department of Health used to do this process but now it is our responsibility. SEQR Part 2 Form also must be done on the Otter Street Sewer District.

Rob read the 10-page Part 2 SEQR for Otter Street Sewer District and questions were answered. This will be needed in the funding / grand process. The following Resolution 06-2024 was completed.

RESOLUTION # 06 - 2024
SEQR NEGATIVE DECLARATION
OTTER ST SEWER DISTRICT

At a regular meeting of the Town Council of the Town of Alexandria, Jefferson County, New York, held at The Municipal Building at 46372 County Route 1, Alexandria Bay, NY 13607 on April 17, 2024.

The meeting was called to order by Supervisor Sweet and upon roll being called, the following were:

- PRESENT:** Brent Sweet, Supervisor
Shawn Thomas, Deputy Supervisor
Dale Hunneyman, Councilmember
Timothy Davidson, Councilmember
- ABSENT:** Gene Kring, Director of Finance

WHEREAS the Town of Alexandria is undertaking the Town of Alexandria Otter St. Sewer District Project (the "Project"); and

WHEREAS the Project is an Unlisted Action pursuant to the State Environmental Quality Review Act and the regulations promulgated therewith ("SEQR) but the Town Council has elected to conduct a Coordinated Review; and

WHEREAS the engineer for the Town has prepared and submitted to the Council of Councilmembers a Long Form EAF relative to such improvements to the Otter St. Sewer District; and

WHEREAS, at regular meeting of this Council held on July 19, 2023, Part I of the Long Form EAF was duly accepted for filing by this Council, this Council declared itself lead agency for the SEQR review, and directed the attorney or engineer for the Town to circulate that notice together with Part I of the EAF to the other involved agencies; and

WHEREAS, by letters dated August 22, 2023, Part I of the EAF was forwarded to each of the other involved agencies this Council has either received the consent of the other involved agencies to serve as lead agency, or more than thirty (30) days have elapsed; and

WHEREAS, pursuant to 6 NYCRR part 617, this Council has reviewed Part II of the Long Form EAF to determine whether the Otter St. Sewer Project will have a significant effect on the environment; and

WHEREAS, pursuant to Article VIII of the Environmental Conservation Law and the regulations adopted pursuant thereto by the Department of Environmental Conservation, to wit: 6 NYCRR Part 617, this Council has determined that the Action will not have a significant effect on the environment and will not cause a significant impact on the environment, and therefore, the preparation of an Environmental Impact Statement is not required.

NOW, THEREFORE, be it resolved by the Council of the Town of Alexandria as follows:

1. Based upon the examination of the Long Form EAF and the criteria set forth in 6 NYCRR Part 617, this Council makes the following findings.
 - A. The foregoing recitations are incorporated herein and made part hereof as if fully set forth hereafter.
 - B. The proposed Action constitutes an Unlisted Action pursuant to 6 NYCRR Part 617 and this Council has conducted a coordinated review.
 - C. No potentially significant adverse impacts on the environment are noted on the EAF and none are known to this Council.
 - D. There will be no substantial adverse change in existing air or water quality.
 - E. There will be no hazard to human health.
 - F. There will be no substantial change in the use or the intensity of use on the land.
 - G. There will not be a material conflict with the community's current plans or goals as officially adopted. None of the criteria listed in 6 NYCRR section 617.11 will be present in the proposed Inspection and no similar criteria will be present which will adversely impact on the environment.
2. The notice of Determination of No significance attached hereto is hereby adopted and accepted by this Council as its Negative Declaration in connection with this inspection.
3. The Town Clerk for the Town of Alexandria is hereby directed to file in the Town Clerk's office in the file readily accessible to the public the Negative Declaration attached hereto and forward a copy of the Negative Declaration to the other involved agencies.
4. All subsequent notices concerning this inspection shall note that this Council has

issued a negative declaration.

A motion to adopt the foregoing resolution was made by Councilmember Hunneyman and seconded by Councilmember Thomas and upon a roll call vote of the Council was duly adopted as follows:

Brent Sweet, Supervisor	Voting <u>YES</u>
Shawn Thomas, Deputy Supervisor	Voting <u>YES</u>
Gene Kring, Director of Finance	Voting <u>ABSENT</u>
Timothy Davidson, Councilmember	Voting <u>YES</u>
Dale Hunneyman, Councilmember	Voting <u>YES</u>

Dated: 17 April 2024

Sandra Caputo, Town Clerk

Work at highway barn was discussed. Trench drains the angles that hold the grates have rutted out and need to be replaced. Currently the drains run out of both ends of the building and Rob explained that they should go to one end and have a catch basin of about 1000 -1500 gallons with an oil/ water separator and a sand trap then the water will go from there into the sanitary sewer system. This is what has been recommended by DEC. Rob explained the maintenance would need to be done on at least an annual basis normally after the winter season.

Ventilation there is none except a 36" paddle fan that was put in for welding. In previous years siding the building and putting in installation it has become airtight and then the cold trucks come into the warm building in the winter it makes for a lot of humidity. A Ventilation system needs to be installed. Rob recommends putting in a couple of energy efficient recovery ventilators and they will come on when the humidity level hits a certain level. It will pre-heat the incoming air. A damper needs to be put on the other end of the building when they are welding. Consider putting heat and a door in the parts room and office.

Counselman Davidson asked about pricing. Rob guessed the ventilation system \$50,000 - \$100,000 range. Drains around \$40,000. And the oil/ water separating system between \$20,000 - \$30,000 depending on if the Highway Department did some of the work or if they outsourced it all.

An electrical problem with an undersized circuit has been fixed. Supervisor Sweet asked about the generator. Rob explained that the generator is only about half the size of what is needed.

Butterfield Lake pipes for pavilion. The quote was for \$40,000 to put in 9 pipes and the decking. Rob thought that was very high.

3. Assessor Report:

Date: April 16, 2024
 To: Brett Sweet, Supervisor
 From: Marlene Norfolk, Assessor
 Subject: April Monthly Report

April is a busy month for the assessment community. I am finishing all the changes for the 2024 assessment roll. Legal notices regarding the 2024 tentative roll have been completed and published. I will be available to answer any questions from property owners on May 6 from 10 p.m. to 2:00 p.m. and from 4:00 p.m. to 8:00 p.m. I will also be available on May 7th and 13th to address questions and concerns. I am available by appointment only on Saturday, May 11th from 12:00 p.m. to 4:00 p.m.

Change notices will be mailed to property owners on the 1st of May. All the information regarding access to tentative roll will be stated on the assessment change notices that Jefferson

County Real Property will be preparing for us. The Board of Assessment Review will be meeting on Tuesday, May 28th from 12:00 p.m. to 4:30 p.m. and in the evening from 6:00 p.m. to 8:00 p.m. Today members of our board are attending the required training at the Jefferson County Real Property offices.

I have been informed that the Board is considering an exemption for fire fighters. I believe this would not have a significant impact on our taxable total on the assessment roll. An example of a 10% exemption on a \$200,000 residence would be as follows:

\$200,000 assessment @ 10% = \$2,000 exemption

Currently a residence valued at \$200,000 would pay \$185.15 in town taxes.

This is based on our current rate of \$.925761 per thousand assessed values.

With the exemption in place the taxable value would be \$180,000

Using our current rate of \$.925761 per thousand the homeowner would now pay \$166.64. This results in an exemption worth \$18.51 to the volunteer firefighter.

If you had twenty volunteers in our assessing unit, using the example of a 200,000 assessment, the results would be approximately \$370.20 in lost revenue to the town by granting this exemption. This is an example only.

4. Highway Report: Zach Calhoun reported that the men have been checking beaver pipes regularly. They have pulled all their delineators. We have also started tearing trucks down and servicing them to get them ready for road work season. Truck # 216 is getting a complete brake job on the rear axles. Once more trucks are put back to dump trucks we will start hauling for the road jobs. Broom tractor is out sweeping roads and intersections. The dozer is at the brush pit for the season. Ed has been there and getting it cleaned up from winter. We hauled 9 loads of 4" crusher run there to try and encourage people to back farther off the road. Bobby, Greg and Jim equipped the new tandem with new sander, that is done other than a few minor things which will be finished when it is rigged in the fall. Bobby has started to get the sand barn filled back up with sand and salt for next winter. The guys were also at Walton Street Cemetery and Point Vivian Cemetery helping to get brush from the winter out of them.

5. Zoning Report: No Report

6. Water & Sewer Report: Weekly monthly testing. 2 Sewer pumps have been changed out. 2" water meter head was replaced at the Big M. Water turn On's have started. Today they worked on Hax ball fields it is very wet still.

7. Water Report: Tennis Island Realty LLC owns the parcel at 45492 NYS RT 12, Alexandria Bay, NY 13607. (old Gionett's garage) The building has been torn down and the area cleared. They are currently paying 1 EDU in the Otter Street Water District and at the current time they do not have a meter or meter pit. They do have a lateral line with curb stop which is classified as 0.5 EDU. Motion by Councilman Thomas to lower Acct # 1055 from 1 EDU to 0.5 EDU. Second by Councilman Hunneyman. Motion carried all in favor.

8. Clerk Report: March Reports are completed with \$305.30 in clerk Fees and conservation Fees being turned over to the Supervisor.

3 Commercial brush pit permits have been issued / sold to Garrett Bass – St Lawrence Landscaping, Jeff Papin – JP Excavation, Ryan Keeler

NYALGRO – New York Association of Local Government Records Officers is holding training at Riveredge June 9-11. I would like Donna and I both to attend. We will not need lodging or the breakfast or dinner package. The office will be closed on Monday and Tuesday June 10 & 11.

The following Items were presented for destruction:

<u>Record Series</u>	<u>Dates of Records</u>	<u>Schedule Item</u>	<u>Retention</u>
Box of completed bid / contracts	1991-1999	C022 599 (547)	Destroyed 4/2024
Box of Town clerk booklets and leaflets, copies of draft leg.	2009-2016	CO226 (62)	Destroyed 4/2024
DEC booklets, returned mail, correspondence	2005-2010	co230 (66)	Destroyed 4/2024
Tax payment envelops (empty)	2006-2014	CO230(66)	Destroyed 4/2024
Blank (never used) comptroller forms	1991	Miscellaneous	Destroyed 4/2024
Dog Licenses	2015-2017	co22219(327)	Destroyed 4/2024
Parking ticket receipts, copies of assessment reviews(2010)	2007	co2695(1088)	Destroyed 4/2024
Miscellaneous papers for arena	2007	Miscellaneous	Destroyed 4/2024
Box of used landfill ticket stubs	Various Years	Miscellaneous	Destroyed 4/2024
Copies of paid tax stubs	2012	co230(66)	Destroyed 4/2024
2 boxes of copies of emails and correspondence for Supervisor Sutton	2005-2006	co210(53)	Destroyed 4/2024
Copies of general fund deposit slips, checks	1988-1991	co2376(5280)	Destroyed 4/2024
The following were asked to be kept by the Town Board			
Sewer payment stubs	1990-1995	co2315(519)	
Sewer payment slips	1993-1998	co2315(519)	
Operating statements for town, personnel change forms	2014	co2277(502)	
Copies of requests for vital records, copies of clerk Deposit slips	2009-2014	co2302(487)	

Motion by Councilman Hunneyman to approved destruction of old records seconded by Supervisor Sweet. After discussion it was decided to keep the 4 boxes listed above. Motion carried with all in favor.

Brief discussion on the history of the Chilton Lawsuit. Chilton was the company that installed the Redwood Sewer District. There were problems with the pumping station or grinder pumps Something. The Town sued Chilton and won. Either Chilton or their insurance company paid the Town. This was in the early 90's. Bach and Company were hired to do the repairs.

OLD BUSINESS:

1. 2 digital signs for the hamlet of Redwood, and Supervisor Sweet would like to add two in Plessis on NYS Rt 26. Rob Campany has been working on the DOT permit required by the state to be able to do this. Motion by Councilman Thomas to buy 2 more digital signs for Plessis. Motion was seconded by Councilman Davidson. Motion carried all in favor. Rob explained you need a map of where the signs are to go.

2. Attorney Silver explained the Volunteer Firefighters and Ambulance Workers tax exemption (Tax Law § 466-a) local law. Local Law was introduced by Councilman Davidson.

Introduced 4.17.24

Local Law No 5 of the year 2024

Town of Alexandria, County of Jefferson

Title: Volunteer Firefighter and Volunteer Ambulance Workers Real Property Tax Exemption

BE IT ENACTED BY THE TOWN BOARD OF THE TOWN OF ALEXANDRIA, COUNTY OF JEFFERSON AS FOLLOWS:

SECTION 1. Legislative Intent

It is the intent of the town board of the Town of Alexandria, County of Jefferson to provide a real property tax exemption to qualifying volunteer firefighters and ambulance workers as set forth in Real Property Tax Law § 466-a.

SECTION 2. Authority

Real Property Tax Law § 466-a authorizes the town board to adopt a local law providing a real property tax exemption of up to ten percent of the assessed value of real property owned by qualifying volunteer firefighters and ambulance workers.

SECTION 3. Grant of Real Property Tax Exemption for Volunteer Firefighters and Volunteer Ambulance Workers

The Town Board of the Town of Alexandria, County of Jefferson hereby provides a real property tax exemption of Ten Percent (10%) of the assessed value of real property for individuals that meet the following qualifications:

The individual is an enrolled and certified* member of an incorporated volunteer fire company, fire department, or volunteer ambulance service that serves the Town of Alexandria and has a minimum of Five (5) years of service; and

- The individual resides in the town and the property receiving the benefit is the primary residence of the individual and is used exclusively for residential purposes, and any portion of the property not used for residential purposes shall be subject to taxation.

SECTION 4. Grant of Lifetime Real Property Tax Exemption for Certain Volunteer Firefighters and Volunteer Ambulance Workers

The Town Board of the Town of Alexandria, County of Jefferson hereby provides a lifetime real property tax exemption of Ten Percent (10%) of the assessed value of real property for any individuals that have been certified by the authority having jurisdiction over an incorporated volunteer fire company, fire department or incorporated volunteer ambulance service as having accrued twenty or more years of active service, so long as their primary residence remains within the Town of Alexandria.

SECTION 5. Severability

If any clause, sentence, paragraph, subdivision, or part of this local law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgment shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, firm or corporation or circumstance, directly involved in the controversy in which such judgment or order shall be rendered.

SECTION 6. Effective date

This local law shall be effective immediately upon filing with the Secretary of State.

Councilman Thomas made a motion to schedule the public hearing on Local Law # 5 for May 16, 2024, at 6 p.m. Motion was seconded by Councilman Hunneyman and carried with all in favor.

3. Engagement Letter with EFPR: Motion by Councilman Thomas with a second by Councilman Davidson to allow Supervisor Sweet the sign the EFPR Group engagement letter to provide audit and related services to Town of Alexandria for the year ended December 31,2023, Attorney Silver is going to make an amendment to the letter before signing. After discussion motion carried with all in favor.

NEW BUSINESS:

1. New Policies and procedures (5): Amendments need to be looked at by the Town Board.

2. Budget Transfers:

<u>General A</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>	<u>Explanation</u>
51322.01	Highway Garage – EQ	\$100,000.00		Mold Remediation &
599.01	Fund Balance		\$100,000.00	Repairs to Hwy Barn
39894.01.000.57	Village Improvements – CE	\$ 5,155.46		Board decision to give.
A599	Appropriated Fund Balance		\$ 5,155.46	ARPA \$ to ABCIA – Village Improvement.

Motion by Councilman Thomas to approve Budget Transfers. Motion Seconded by Councilman Davidson. Motion carried all in favor.

3. Supervisor Sweet presented Town Board members with a copy of the March Financial Statements.

4. Grant writing report MSPEN to be looked at more in depth by the Town Board.

5. Motion by Councilman Thomas to move the three remaining CD at Watertown Savings Bank that mature on 19 April 2024 to Community Bank and put them into a 6-month CD at a rate of 5%. The amounts of the CD's are \$314,102.19, \$326,712.16, and \$218,087.01. Motion was seconded by Councilman Hunneyman. Motion passed all in favor.

6. Motion by Supervisor Sweet to have Councilman Thomas be the second signer on the CDs at Community Bank. Motion was seconded by Councilman Hunneyman. Motion carried all in favor.

7. Job Description for Town Code Enforcement Officer:

Compensation - \$450 / month (for months worked) paid with town monthly employees' payroll dates.
Mileage \$0.67 / mile, payable monthly with submission of town mileage report form
Hours: as needed to be determined by Mr. Gardner and Town Supervisor
The Town Code Enforcement Officer is responsible for enforcement of town zoning codes.
Before violations are sent, they must be approved by the Town Attorney.
Violations should be sent certified mail return receipts requested (receipts go in file)
Town will reimburse for certified mail costs once/month with submission of proof of payment.
File folders will be kept on each property with all paperwork and pictures.
Tom Gardner will have use of town supplies (i.e. paper, envelopes etc.)
Any questions regarding the new junk law (local law # 1 2023) should go to the Town Attorney.
Need open communication with court as to violation process and execution with non-compliance properties.

Weekly Report: (to Supervisor, Zoning Office, and Town Attorney)

- 1. Violation update report to supervisor, town attorney and zoning office
- 2. Report new violations, name, location, violation(s)
- 3. Cited violations complied with, name, location, compliance
- 4. Cited violations over 30 days from mailing NOT resolved

Monthly Report: (to Town Board, Zoning Office, and Attorney Silver)

- 1. New violations cited, list name, location, violation (s), date cited
- 2. New violations not cited, work in progress
- 3. Violations resolved
- 4. Violations NOT resolved, aging dates (i.e. 30 days, 45 days 60 days etc.)
- 5. Next action on unresolved violations past compliance date
- 6. Submit pictures with monthly violation report
- 7. Submit new violation(s) paperwork to zoning office and Attorney Silver
- 8. Report documented complaints on properties
- 9. Report all documents (letter-emails etc.) regarding violations

Motion to accept the job description for the Town Code Enforcement Officer by Councilman Davidson.
Motion Seconded by Councilman Hunneyman. Motion carried all in favor.

8. **Resolution to hire Town Code Enforcement Officer:**

BE IT RESOLVED that Tom Gardner be hired as a Town Code Enforcement Officer effective April 17, 2024, and

BE IT FURTHER RESOLVED that his salary will be \$450 per month.

The foregoing resolution was offered by Councilman Hunneyman and seconded by Councilman Davidson, and upon roll call of the Board was duly adopted as follows:

Supervisor Sweet	YES <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Councilman Davidson	YES <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Councilman Hunneyman	YES <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Councilman Kring	YES <input type="checkbox"/>	No <input type="checkbox"/> ABSENT <input checked="" type="checkbox"/>
Councilman Thomas	YES <input checked="" type="checkbox"/>	No <input type="checkbox"/>

BATHROOM RENOVATION: Town Clerk Caputo has provided the Town Board with a sketch of the remodel of the bathrooms and to put in a small kitchenette/ breakroom with water. After review Councilman Hunneyman said he would rather not see linoleum but LVT – Luxury vinyl tile. Rob commented that the LVT is waterproof and good for bathrooms and kitchens. Discussion was had on how to put the project out to bid. Hourly versus project price. Motion by Councilman Davidson to bid the project on an hourly base with the Town paying for material. Motion was seconded by Councilman Thomas. Motion carried all in favor.

Gutter drain materials price quotes: Councilman Kring has another possible idea of where to get the materials. So, this is tabled until he gets back in town.

Ladder at Butterfield Docks: A ladder at Butterfield Lake is needed for the end of the dock for safety reasons, if someone falls into the water they can get out. Supervisor Sweet has priced wooden ones at the building supply places and they are running between \$700 - \$1,200. He got a quote from the Amish for \$500 for a wooden ladder. Wood material was questioned as to whether this would be the best material and suggested we look at aluminum or composite material instead. Supervisor Sweet will do some more research.

Fuel Tank Replacement: Zack Calhoun, Highway Superintendent informed the Town Board that our Fuel Tanks are 28 years old. They are warrantied for 30 years and this needs to be looked at in the coming future for replacement. Docteur Environmental are our current supplier and they gave a quote of \$36,500. To replace tanks including installation. The software is new within about 5 years, it is still good and will not need replacing. Councilman Thomas questioned if this would fulfill our procurement policy. The board agrees to get quotes on tanks for other sources and continue to use Docteur as the vendor. Docteur Environmental has always provided excellent service.

Surplus Equipment: Zack provided the Town Board with the following list of surplus Highway Department Equipment.

1. Porter Cable standup air compressor.
2. Dayton shop air compressor.
3. Husqvarna Zero turn lawn mower
4. York rake
5. Miscellaneous tires
 - a. 7-Zamboni tires
 - b. 4 -275/65R18 Continental pick-up tires
 - c. 20 various tandem truck tires
6. Henderson Steel one way snowplow
7. Miscellaneous Compu-spread equipment.

Motion by Councilman Thomas to put the surplus equipment on Auctions International. Motion seconded by Councilman Davidson. Motion carried all in favor.

Resolution to support USA High School Clay Target League: Tabled until Councilman Kring gets back.

Holland Street ramp dredging: Discussion to join with Village to do dredging at Holland Street. Rob said nothing will be able to be done until after 15 July. Unless the water comes up 3 feet this boat ramp will not be usable this year unless something is done.

Motion at 8:35 p.m. by Councilman Thomas to go into executive session to discuss the employment history of a current & future town employee. Seconded by Councilman Davidson. Motion carried all in favor.

Moton at 9:37 p.m. by Councilman Thomas to come out of executive session. Motion Seconded by Councilman Davidson. Motion carried all in favor.

Motion by Councilman Thomas to hire Bill Stine the as the summer part-time mower for the Highway Department. To be paid \$20 May – Sept. Motion seconded by Councilman Davidson. Motion carried all in favor.

Motion by Councilman Thomas to adjourn at 9:39 until April 23, 2024, at 5 p.m. for town business. Motion seconded by Councilman Davidson. Motion carried all in favor.