

Town of Alexandria
 Regular Board Meeting
 December 18, 2024
 6:00 PM
 Alexandria.statdvr.com
 Audio/Video

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

Pledge to Allegiance

Roll Call:

Councilman Davidson - Present
 Councilman Hunneyman - Present
 Councilman Kring - Present
 Councilman Thomas - Absent
 Supervisor Sweet - Present

Motion by Councilman Kring to Pay abstract November 20, 2024, through December 18, 2024, with a grand total of \$300,736.16 including Payroll of \$34,658.73, this abstract to be paid of \$266,077.43 except those without first approval. Motion seconded by Councilman Davidson. No discussion. Motion carried all in favor.

Motion to approve minutes of November 18, 2024, by Councilman Davidson. Motion seconded by Councilman Hunneyman. No discussion. Motion carried all in favor.

Public Concerns: None

Reports:

1. Bolton Ave Recreation Center renovation status: In a hold status we have 3 grants waiting for results.

2. Engineer Report: Supervisor Sweet met with Rob to review the Redwood Sewer Ordinance. Rob explained the original sewer use ordinance was from 1992 and had an amendment in 1994 and a couple in recent years, but there are several things that are not addressed. For example, damage to a sewer pot currently is not addressed. Supervisor Sweet would like to come

Swan Bay Culvert: Supervisor Sweet and Rob & Nicole from Fourt Coast met with Molly Farrell from DEC and a wildlife biologist and went through the history of the Swan Bay Culvert and what the residents would like to see done. At first with discussion only the 2 visitors thought it might be no problem but after the site visit, they decided more research may be needed. Rob will reach out and see where they are with the culvert.

Swan Hollow Culvert: Rob reported that the Town has received their copy of the grant agreement for the culvert replacement / repair. Supervisor Sweet reported the Town Attorney has reviewed and signed off on the agreement. Once the contract is signed / executed the next step is to appoint / hire a DOT consultant. Rob recommended that Barton & Loguidice from Syracuse be hired as they were the company and helped with the inspection and grant writing. Rob has checked out their references and they are good to use. Rob has reached out to Barton & Loguidice for a contract agreement, and he will try to have by January for approval. The grant contract with NYS must be completed with all signatures before the next step can be completed.

Joint sewer plant letter to Swan Bay Resort: Supervisor Sweet asked Rob to help with a letter to be given to Rob Reddick at Swan Bay Resort, concerning the sewer and what is being done with the smell and what costs have been spent on this problem. This sewer district is the Joint district with Orleans and Clayton. The Board would like all parties to see and approve the letter.

Highway Barn: Rob reported Mike Kahrs is waiting for the main guts inside the panel board to finish up the electric. Once the electricity is completed Mike Hoover will come back and do the start up on the equipment. Everything else has been completed.

Route 12 Sewer # 2: Rob reported that the USDA application for funding has been submitted and there has been dialog between the organizations and there should be results for funding by the end of the year.

3. Assessor Report: Report presented from Marlene Norfolk for December 2024

The data collection by Jefferson County Real Property staff is continuing. Forty-eight percent of the Town has been completed. Thirteen percent of the Village is done. Data collection of village parcels is expected to begin this month and notification will be sent out to advise property owners that staff will be in their area. I am attaching a copy of the checklist for your review.

There were 170 building permits issued during 2024. Staff have been working on reviewing the permits and collecting the inventory for the new construction or demolition. Right now, the priority is to process the permits and have the valuation done for the 2025 assessment roll.

In anticipation of Allan Mace being appointed Sole Assessor, a resolution will be necessary. Once we have the resolution, we will advise the New York State Office of Real Property Services of his appointment. We will prepare the necessary documents to file his appointment with the State.

I have continued to mentor Allan on assessment procedures and practices. Allan is making great strides and is ready to assume the duties of the office of Sole Assessor. In the coming months I will continue to mentor Allan as we prepare for the 2025 assessment roll. This will include exemption administration, valuation and procedures for filing Alexandria's tentative roll on March 1, 2025.

The Gouverneur Savings & Loan Association, parcel number 7.37-1-47.1, certiorari case has been settled. The Stipulation of Settlement and Consent Order was signed on July 12, 2024. A copy of the stipulation is attached to your information. The settlement is as follows:

2023 Assessment: \$972,000

Stipulated Assessment for 2023, 2024, and 2025: \$672,000 Reduction of \$300,000.

4. Highway Report Zach: Zach provided Highway Report for December as follows:

- All trucks are finally put together as plow trucks
- Been out plowing or sanding as needed
- Seasonal winter help has been adjusting well
- Cleaning out beaver pipes as needed
- Cleaned out downed trees and branches from high winds last week.
- Screws in the barn roof have been replaced.
- There is a concrete bunk out front of the town barn with sand salt mix for people to help themselves to. We ask the public to stay out of the salt barn.

Discussion from board to put an ad in newspaper that the salt and sand is available for taxpayers or put a sign on the bunker. Next year we should look at putting a roof over the bunker.

5. Zoning Report: None

6 & 7. Water & Sewer Report: Jamie Papin and Jay Gascon reported for December as follows:

- Performed all daily, weekly, monthly duties and reports for water and sewer departments.
- Repaired valve on a sewer pot
- Changed 1 sewer pump.
- Prepped trucks for plowing.
- Pulled first section of dock at Butterfield Lake for repair.
- Plowed and sanded as needed.
- Helped at rink change blades on Zamboni.

8. Clerk Report: Sandy reported that today is the day for on-boarding for the utilities portion of G-Works. All monthly reports have been completed and filed. I've worked with the County Auditor on a couple of small issues, and everything seems to be a go for us and the 2025 Taxes, so as soon as I hear from Jefferson County Treasurer, I will sign the tax warrant, and we will be

ready for tax collection. It’s been slow in the office. Discussed postage machine that has not been working properly.

Old Business:

1. MSPEN Grants, comprehensive plan, Status – DRI NY Forward and other grant applications. Supervisor Sweet reported just waiting for the results on the grant applications that have been submitted.

2. Floating dock for sale spring 2025. Floating docks have been declared surplus and are at the town barn. They will be put up for sale in the spring.

3. DANC agreement for GIS Web-Based Hosting Services Agreement. DANC is the Development Authority of the North Country. The agreement is to continue providing GIS (Geographic Information System) used to store, display, and query spatial information for the Town of Alexandria for the next 5 years. The hosting fee is \$900 for 2025, 2026, and 2027 in 2028 and 2029 it goes up to \$950. Motion by Councilman Hunneyman to have Supervisor Sweet sign the agreement with DANC. Motion seconded by Councilman Kring. Discussion Supervisor Sweet reported that the Town attorney has reviewed and has no problem with the agreement. Motion carried all in favor.

4. Board of Assessment Review: Supervisor Sweet reported that the ad has been in the paper for three weeks and there has been no interest in the empty position. Assessor Marlene has been in contact with Jefferson County, and they will give us another person when the time comes.

New Business:

1. Appoint Allan Mace as the Sole Assessor:

Resolution 2024-20

Resolution Appointing Allen Mace as Town Assessor

At a regular meeting of the Town Board of the Town of Alexandria, held at the Town office, 46372 County Route 1 on 18 December 2024 the following resolution was presented

BE RESOLVED THAT the Town Board of the Town of Alexandria, New York hereby appoints Allen Mace as the Town Assessor for the Town of Alexandria.

BE RESOLVED that the term in for 6 years ending December 31, 2030.

BE RESOLVED that this Resolution would take effect on 18 December 2024.

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

Supervisor Sweet	Yes <u> X </u>	No <u> </u>	
Councilman Davidson	Yes <u> X </u>	No <u> </u>	
Councilman Hunneyman	Yes <u> X </u>	No <u> </u>	
Councilman Kring	Yes <u> X </u>	No <u> </u>	
Councilman Thomas	Yes <u> </u>	No <u> </u>	ABSENT <u> X </u>

CERTIFICATION:

I, Sandra Caputo, Town Clerk of the Town of Alexandria, do hereby certify that the above resolution was adopted at a regular meeting of the Town Council of the Town of Alexandria held on 18 December and it is on file and of record and that said resolution has not been altered, amended, or revoked and it is in full force and effect.

Sandra Caputo, Town Clerk

2. Results of surplus equipment from Auctions International:

Industrial Tractor sold for \$10,900 has been picked up.

Rotary cutter/lawn mower sold for \$2,750 as been picked up.

Zamboni sold for \$1,375 waiting to be picked up.

Motion to accept the bid from Councilman Davidson. Motion seconded by Councilman Kring. Motion carried all in favor.

3. Budget Transfers:

General A	ACCOUNT	DR	CR	Explanation
	11101.02.000.02 Justices PS (Johnston)	\$ 2,550.00		To cover increased payroll due Raise given in prior months.
	12204.01 Supervisor CE	\$ 800.00		To cover cost of financial Part of new software.
	13551.01 Assessor – PS	\$ 8,000.00		To cover Payroll to End of year.
	14304.01 Personnel – CE (M Lisson)	\$13,000.00		To cover cost of CPA Consultant for all
	14604.01 Records Mgmt. – CE	\$31,500.00		New account set up to cover Jefferson County chargebacks
	16204.01.000.67 Buildings – RW SS Bldg.	\$ 1,000.00		To cover cost for RW SS bldg.
	50104.01 Supt of Highways – CE	\$ 300.00		To cover cost of dues
	51322.01 Hwy Garage – EQ	\$30,000.00		For more improvements made In the town barn.
	51324.01 Hwy Garage – CD	\$ 700.00		To cover cost of update to Interior of town barn.
	71404.01 Arena / Rec – CE	\$ 5,000.00		Extra cost for removal of turf And ice startup.
	81604.01 Refuse / Garbage – CE	\$ 8,000.00		Extra cost for removal of trash EOY.
	90508.01 Unemployment Ins.	\$ 100.00		To cover extra UI.
	13554.01 Assessor – CE		\$ 8,000.00	Assessor pd thru PS, not CE
	16202.01 Buildings – EQ		\$59,950.00	No updates made to bathrooms
	69894.01 Community Enhancement CE		\$25,000.00	Nothing spent on this acct
	71402.01 Arena / Rec EQ		\$ 8,000.00	Had budgeted for renovations
General B				
	36201.02 Safety Inspection – PS	\$ 245.00		To cover safety inspectors pay
	36204.02 Safety Inspection – CE	\$ 100.00		to cover costs incurred by Safety officer.
	40104.02 Board of Health – CE		\$ 345.00	
Highway DA				
	51301.03 Machinery – PS	\$12,000.00		To cover payroll costs for Equipment repairs
	51481.03 Serv to Other Gov'ts – PS	\$ 150.00		To cover payroll costs
	51421.03 Snow Removal – PS		\$12,150.00	
Highway DB				
	51101.04 General Repairs – PS	\$25,000.00		To cover payroll cost for road Maintenance.
	90308.01 Social Security	\$ 800.00		To cover SS for extra payroll Cost
	51101.04 General Repairs – CE		\$17,400.00	
	90608.04 Medical Insurance		\$ 8,400.00	

3. Budget Transfers: Cont.

RW Sewer	ACCOUNT	DR	CR	Explanation
81104.09 Administration – CE		\$ 600.00		Went over due to software Costs.
81201.09 San Sewers – PS		\$ 5,500.00		Due to more hours spent in SS Then other places.
90308.09 Social Security		\$ 400.00		To cover SS for extra payroll Cost
81204.09 Sanitary Sewer – CE			\$ 6,500.00	
RT 12 Sewer				
81104.13 Administration – CE		\$ 176.00		To cover cost of new software
81204.13 Sanitary Sewers – CE		\$ 8,837.00		Town of Orleans sent an extra bill they said we owed.
2120.13 Sewer Rents (Revenue)			\$ 9,013.00	
Rt 12 Water				
83204.22 Source Power Pump		\$17,005.00		To cover cost of water from Village.
97107.22 Interest in Debt Service		\$ 187.00		To cover interest on loa
83402.22 Trans & Dist. – EQ			\$17,192.00	
EW Water				
83204.20 Source Power Pump		\$ 746.00		To cover cost of water from Village.
83402.20 Trans & Dist. – EQ			\$ 746.00	

Motion by Councilman Davidson to approve budget transfers. Motion seconded by Councilman Kring. Motion carried all in favor.

4. November Financials: Supervisor Sweet reported that financials had been emailed to everyone from Nicole earlier in the day. Board members concurred.

5. Bonnie Castle Stables Sale: Supervisor Sweet reported that the sale is complete.

6. Certificate of liability for snowmobile trail on town property: Supervisor Sweet reported that Town attorney, Andy Silver, had looked over the insurance and is satisfied with the document. Motion by Councilman Kring to allow Supervisor Sweet to sign the document. Motion seconded by Councilman Hunneyman. Motion carried all in favor.

7. Resolution for DOT Swan Hollow Culvert grant agreement:

Resolution 2024-21

At a regular meeting of the Town Board of the Town of Alexandria, held at the Town office, 46372 County Route 1 on 18 December 2024 the following resolution was presented

WHEREAS project eligibility for the Bridge NY Program, and other State Aid Program funds is determined by NYSDOT; and

WHEREAS, under related authorizations, NYSDOT and the Town of Alexandria are desirous of progressing the Project under State Aid Programs; and

WHEREAS, under New York General Municipal Law § 99-r, the governing board of any municipal corporation may contract with NYSDOT for services and work including design and construction of the nature contemplated by the Project; and

WHEREAS, the Town Board of the Town of Alexandria by Resolution No.2024-21, adopted at a meeting held on December 18, 2024, approved the Project, and

WHEREAS, the Town of Alexandria has appropriated necessary funds in connection with any Town of Alexandria share identified in Schedule A; and

WHEREAS, the Town Board of the Town of Alexandria has further authorized the Town Supervisor of the Town of Alexandria to execute this Agreement and the applicable Schedule A on behalf of the Town of Alexandria and a copy of such Resolution is attached to and made part of this Agreement.

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 checked="" type="checkbox"/>	No <input type="checkbox"/>	
Councilman Thomas	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>

CERTIFICATION:

I, Sandra Caputo, Town Clerk of the Town of Alexandria, do hereby certify that the above resolution was adopted at a regular meeting of the Town Council of the Town of Alexandria held on 18 December and it is on file and of record and that said resolution has not been altered, amended, or revoked and it is in full force and effect.

Sandra Caputo, Town Clerk

8. Discussion to invest dollars in CD's

RESOLUTION 2024-22

CERTIFICATE OF DEPOSIT

At a regular meeting of the Town Board of the Town of Alexandria, held at the Town office, 46372 County Route 1 on 18 December 2024 the following resolution was presented and passed.

BE RESOLVED by the Town Board of the Town of Alexandria to deposit \$1,000,000 into a Certificate of Deposit at Americu Credit Union for 6 months at a rate of 6.5%.

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

Brent Sweet, Supervisor	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Shawn Thomas, Councilman	YES <input type="checkbox"/>	NO <input type="checkbox"/>	ABSENT <input checked="" type="checkbox"/>
Gene Kring, Councilman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Timothy Davidson, Councilman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	
Dale Hunneyman, Councilman	YES <input checked="" type="checkbox"/>	NO <input type="checkbox"/>	

BY ORDER OF THE TOWN BOARD OF THE TOWN OF ALEXANDRIA

Dated: December 18, 2024

Sandra Caputo, Town Clerk

9. Contract with Volunteer Transportation Center, Inc. Supervisor Sweet reported this is an organization that the Town has provided support to, and they provide volunteer transportation to residents in our community. Motion by Councilman Kring to pay the \$1,400 and sign contract with the Volunteer Transportation Center. Motion seconded by Councilman Davidson. Motion carried all in favor.

10. Comprehensive Plan meeting. Supervisor Sweet suggested that they do it on January 15, 2025, at 5 pm with Morgan Spencer before the regular board meeting. Councilman Hunneyman did not think this was a good idea, because if we get 20 people with questions, he does not want them to be cut off after an hour for the board meeting to start. After discussion, it was decided that the regular meeting will not start until after the Comprehensive Meeting even if that is 7 or 7:30. The Comprehensive Meeting is very important and will not be rushed. Doing it this way maybe they will get even more people.

11. Fuel Oil Bids: 2 bids were opened by Supervisor Sweet from Christman Fuel Service and Mirabito Energy Products.

<u>PRODUCT</u>	<u>CHRISTMAN</u>	<u>MIRABITO</u>
Diesel Fuel	.14 cents over rack	.1775 cents over rack
Gasoline	.30 cents over rack	.2995 cents over rack
Heating Oil	.24 cents over rack	.2995 cents over rack
Kerosene	.24 cents over rack	.1775 cents over rack

Bids quoted different rack prices and needed them to be reviewed more closely. No action taken at this time.

Motion to go into executive session at 6:50 for personnel concerns past and present by Councilman Kring. Motion seconded by Councilman Davidson. Motion carried all in favor.

Motion to come out of executive session at 7:15 by Councilman Davidson. Motion seconded by Councilman Kring. Motion carried all in favor.

Motion by Councilman Davidson to move Shane Umstead to Labor position and rate on effective 1 January 2025. Motion seconded by Councilman Kring. Motion carried all in favor.

Motion to reconvene the meeting on Friday December 27, 2024, at 4:30 for end of year business by Councilman Davidson. Motion seconded by Councilman Kring. Motion carried all in favor.