

ORGANIZATIONAL AND REGULAR MEETING
TOWN OF LOUISVILLE, NEW YORK
JANUARY 11, 2017; 6:30PM

BOARD MEMBERS PRESENT: LARRY LEGAULT, SUPERVISOR
GAIL SCHNEIDER, COUNCILWOMAN
DAVID MOULTON, COUNCILMAN
PATRICK CARROLL, COUNCILMAN
DAN O'KEEFE, COUNCILMAN

HIGHWAY SUPERINTENDENT ABSENT: VERN FENLONG

Supervisor Legault called the organizational meeting to order at 6:30PM

Supervisor Legault read the organizational agenda for 2017 as follows:

That Patrick Carroll be appointed Deputy Supervisor authorized to sign checks, pay warrants and payroll-

That Patrick Carroll be appointed to the Auditing Committee-

That David Moulton be appointed to the Safety & Building Committee-

That Dan O'Keefe be appointed to the Recreation Committee-

That Dan O'Keefe be appointed to the Water District Committee-

That Larry Legault be appointed as Water Superintendent-

That Dan O'Keefe & Gail Schneider be appointed to the Sale of Surplus Land Committee-

That David Moulton be appointed to the Highway Committee-

That Larry Legault and Gail Schneider be appointed to the Local Government Task Force Committee-

That Gail Schneider be appointed as liaison with the Louisville Volunteer Fire Department-

That David Moulton be appointed liaison with the Massena Volunteer Rescue Squad-

That Thomas Carroll Jr. be appointed to the St. Lawrence River Valley Redevelopment Agency for the year-

That Gene Conte be appointed to the Shoreline Stabilization Board for the year-

That Joanne Cameron be appointed as Registrar of Vital Statistics for the year at a salary of \$2,320.00 and Lisa Orosz as Deputy Registrar for the year at a salary of \$0.00-

That Lisa Orosz be appointed as the Deputy Town Clerk for the year at a salary of \$0.00.-

That Larry Legault be appointed as Budget Officer for the year at a salary of \$3,000.00-

That Anthony McManaman be appointed as Code Enforcement Officer for the year at a salary of \$11,445.00-

That Carol Pulley be appointed as Historian for the year at a salary of \$1,070.00.

That Eric Gustafson be appointed as Town Attorney on a per call basis-

That Lorraine Salamon be appointed Acting Assessor at a salary of \$20,500.00 for the year-

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That Rosanne Bender be appointed as Dog Control Officer for the year at \$16.50 per call plus \$0.50 per mile-

That Lisa Orosz be appointed as Water Accounts Clerk and Deputy Clerk for the Code Officer for the year at a salary of \$14.35 per hour with an average of 30 hours per week-

That Michele Stone be appointed as Supervisor's Administrative Assistant, Deputy Water Clerk, Clerk for the Code Enforcement Officer, Board of Appeals, and Planning Board at a rate of \$14.35 per hour with an average of 20 hours per week for the year-

That Joanne Cameron be appointed as Deputy Tax Collector for the year at a salary of \$0.00-

That Michele Stone be appointed as Deputy Tax Collector for the year at a salary of \$0.00-

That Joanne Cameron be appointed as Supervisor's Administrative Assistant, Deputy Water Clerk, Deputy Clerk for the Code Enforcement Officer, Board of Appeals, and Planning Board at a rate of \$14.35 per hour for the year-

That Office Clerks Lisa Orosz and Michele Stone receive 2 weeks paid vacation for the year-

That Christina Barber be appointed as Justice Court Clerk at a salary of \$13,415.00 for the year-

That Michael Kerr and Jeff Laba be appointed Constables for the year at \$11.55 per hour and \$0.50 per mile-

That Dewey LaValley be appointed as Supervisor of Recreation and Maintenance for the year at a salary \$30,000.00 to be given 2 weeks vacation, same legal holidays as town employees, no sick days, no personal days and work week consisting of 40 hours with hours to be set as he sees fit-

That John Beattie be appointed as Recreation Maintenance worker will be paid \$32,985.00 according to his contract for the year-

That Matt Molnar be appointed as Recreation Maintenance worker will be paid \$11.25 per hour, 40 hours a week to be given 2 weeks vacation, same legal holidays as Town employees, no sick days, no personal days, hours to be set by the Supervisor of Recreation and Maintenance for the year-

That Winter Recreation Employees (part-time help at the Community Center during the ice season) be paid \$11.25 per hour for the year-

That Part-Time help at the Community Center not during the ice season will be paid \$10.00 per hour for the year-

That John Beattie will be paid \$4,346.00 for maintenance work in Water District #1 for the year-

That John Beattie will be paid \$2,897.00 for maintenance work in Water District #2 for the year-

That John Beattie will be paid \$3,902.00 for maintenance work in Water District #3 for the year-

That Tina Huto be appointed as Custodian to clean the Town Municipal Building at a rate of \$120.00 per week for the year-

That Highway Superintendent Vern Fenlong be authorized to pay full-time Highway employee's wages according to the Teamsters Union Contract for the year-

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That Ken Pike be appointed Deputy Highway Superintendent at a salary of \$0.00 for the year-

That Highway Superintendent Vern Fenlong is being authorized to pay part-time highway employees (not plowing) \$11.25 per hour. Temporary employees plowing snow will be paid \$18.99 per hour with no benefits for the year-

That Highway Superintendent Vern Fenlong is authorized to make purchases of tools, equipment and implements without prior approval from the Town Board, not to exceed \$1,500.00 per each purchase-

That Highway Superintendent Vern Fenlong be authorized to make purchases of topsoil as needed not to exceed \$5,000.00 per purchase-

That Highway Superintendent Vern Fenlong is authorized to assist St. Lawrence County and any Town in St. Lawrence County by using town equipment in helping out with Town or County work-

That the Town of Louisville has a hold harmless for the St. Lawrence County Highway Department-

WHEREAS, the Town of Louisville is desirous of St. Lawrence County Department of Highways providing shared services such as paving, shoulder work, signage, road stripping, blasting and other routine maintenance activities to the Town, and

WHEREAS, both the Town of Louisville and the County of St. Lawrence are desirous of promoting partnering efforts for the safety of the traveling public in St. Lawrence County, and

WHEREAS, in this joint cooperative endeavor, the Town of Louisville and the County of St. Lawrence to be reimbursed for their expenditures, and

WHEREAS, the Town is aware that the County may incur liability in the providing of the services and wishes to indemnify the County in this regard,

NOW, THEREFORE, BE IT RESOLVED that the Town of Louisville hereby agrees to defend, indemnify and hold harmless the County of St. Lawrence from and against liability, loss, damage, claim or action resulting from the work performed by St. Lawrence County Department of Highways. The Town of Louisville does not indemnify and harmless the County for any liability, loss, damage, claim or action with arises during the actual performance of services by the St. Lawrence County Department of Highways. Said St. Lawrence County Department of Highways and the County of St. Lawrence assumes the liability for losses, damages and claims for the actual performance of the work, and

BE IT FURTHER RESOLVED that the following request for General Liability (GL) coverage is as follows:

General Liability Insurance on an "Occurrence" basis, with the following limits: \$1,000,000 Each Occurrence, \$3,000,000 General Aggregate, \$1,000,000 Products Aggregate, \$1,000,000 Personal Injury, \$50,000 Fire Damage Legal Liability, \$5,000 Medical Payment Expense,

BE IT FURTHER RESOLVED, that St. Lawrence County shall be an additional insured on the GL policy, via ISO endorsement CG2026.

That the Town purchase number 2 fuel oil, diesel fuel and gasoline under New York State contract-

That all Town Officials be allowed to attend any schools held for the purpose of better government at the expense of the Town with Town Board approval for the year-

That NBT Bank, Chase Bank, Key Bank and Community Bank be named depositors for Town funds for the year-

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That Supervisor Legault is authorized to deposit surplus funds into insured certificate deposits at Community Bank, Chase Bank, Key Bank, and NBT Bank-

That the Town of Louisville permanent asset cost be set at \$500.00-

That mileage for all Town officials be set at \$0.50 per mile for the use of personal autos for town duties-

That all elected officials be paid weekly, monthly, quarterly or annually at their request for the year-

That monthly Town Board meetings be set for the second Wednesday of the each month at 6:30 pm at the Louisville Town Office, public comment sessions will be limited to 10 minutes per person, per meeting for the year-

That the Massena Courier-Observer be the official newspaper for the town public notices for the year -

That Wilfredo Perez (Java Veterinary Clinic) be appointed as Town Veterinarian for the year-

That the Board of Assessment and Review members be paid \$180.00 per year and the Chairman of the Board be paid \$205.00 per year and \$0.50 per mile for the use of their personal auto for the year-

That the accounts for the Town Clerk and the Town Justice be reviewed monthly for the year-

That all other Town Accounts be audited annually –

That the Investments Programs and Procurement Policies have been reviewed and adopted for the year-

That the Emergency Plan for the Town of Louisville be reviewed and adopted for the year-

That the Town of Louisville Job descriptions be reviewed and adopted for the year-

That bids will be taken for any purchase over \$20,000.00 for the year-

That three quotes are required for any purchase between \$5,000.00 and \$20,000.00 for the year-

That the Town Clerk be allowed to pay utility, postage and freight bills throughout the month as due. The paid invoices will be reviewed at the next regular Town Board meeting as part of the abstract-

That employees' expense reports be turned in to the Town Clerk by the first of the month for payment at the upcoming Board meeting-

That the salaries for the town elected officials for the year 2017 will be:

Supervisor:	\$27,000.00
Highway Superintendent:	\$53,910.00
Town Clerk:	\$26,900.00
Tax Collector:	\$ 5,840.00
Town Justice:	\$ 9,670.00 each
Town Council Members:	\$ 2,930.00 each

That Highway rates for work to be performed by Highway Department for the year 2017-
Superintendent as per the NYS rate

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Machine Operator	as per the NYS rate
Equipment	\$60.00 per hour
Sand	\$ 9.50 per yard
Topsoil	\$18.00 per yard
#2 Stone	at cost
Crusher run	at cost

These rates will be used for re-billing all work performed by the Highway Department for capital projects, property cleanups, water department hook-ups, etc.

Paid holidays for Town Employees who are not under Teamsters Contract-

January 1 New Year's Day
February 20 President's Day
April 14 Good Friday
May 29 Memorial Day
July 4 Independence Day
September 4 Labor Day
October 9 Columbus Day
November 7 Election Day
November 10 Veteran's Day
November 23 Thanksgiving Day
December 25 Christmas
December 26 Day after Christmas

Moved by Councilwoman Schneider, seconded by Councilman O'Keefe and duly carried to accept the organizational agenda as corrected for the year 2017.

Supervisor Legault called the regular meeting to order.

Moved by Councilwoman Schneider, seconded by Councilman O'Keefe and duly carried to accept the December 14, 2016 meeting minutes.

PUBLIC COMMENT

Randy Ward and Emily Witkop are in attendance. They will contact Cornell Cooperative Extension concerning the Emerald Ash Bore and report back to the Town Clerk or the Board. They will also be helping with the Winter Chill events being held in Louisville on Feb. 25th.

COMMUNICATIONS AND PETITIONS: Christmas cards, letter from National School Choice week, Water Wise Inc., SLC Real Property Tax Service Agency, NYS Parks, Recreation and Historical Preservation, SLC Real Property Tax Service Agency, letter from Save the River/Upper SL River Keeper, Association of Towns, NYSDOH, mortgage tax in the amount of \$15,690.33, NYPA Annual Payment in the amount of \$179,200.00, information on Willson-Willson cemetery, December Supervisor's report, Capital balance sheets, Valley Water Solutions and letter from Assessor Salamon

Moved by Councilman O'Keefe, seconded by Councilman Moulton and duly carried to issue an official proclamation commemorating January 22-28, 2017 as Town of Louisville School Choice Week as follows:

Whereas all children in the Town of Louisville should have access to the highest-quality education possible; and

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Whereas the Town of Louisville recognizes the important role that an effective education plays in preparing all students in the Town of Louisville to be successful adults; and
Whereas quality education is critically important to the economic vitality of the Town of Louisville; and
Whereas the Town of Louisville is home to a multitude of excellent education options from which parents can choose for their children; and
Whereas, educational variety not only helps to diversify our economy, but also enhances the vibrancy of our community; and
Whereas our area has many high-quality teaching professionals who are committed to educating our children; and
Whereas, School Choice Week is celebrated across the country by millions of students, parents, educators, schools and organizations to raise awareness of the need for effective educational options;
Now Therefore, We, The Louisville Town Board do hereby recognize January 22-28, 2017 as Town of Louisville School Choice Week, and call this observance to the attention of all of our citizens.

Moved by Councilwoman Schneider, seconded by Councilman Moulton and duly carried to allow Supervisor Legault to sign the Water Treatment Service Contract with Water Wise, Inc. for a three year period (11/1/2016 – 10/31/2019) at an annual rate of \$1,750.24.

The 2017 Exemptions/Income Ceiling changes were reviewed and following the recommendation of the Louisville Assessor the motion was made: Moved by Councilman Carroll, seconded by Councilwoman Schneider and duly carried to not change the income limits for 2017.

NYS Parks, Recreation and Historic Preservation sent a formal letter to inform the Town that the campground grant application was not selected for funding.

The 2017 Town and County Chargebacks for the Town of Louisville are: Workers Compensation- \$39,371.00, Real Property Tax Office charges- \$12,039.11, Board of Elections charges- \$25,246.57, and Community College Tuition charges- \$31,197.04

The Louisville Tax Collector warrant for the 2017 Town and County taxes equals: \$2,169,464.31

Moved by Councilman Moulton, seconded by Councilwoman Schneider and duly carried to designate Supervisor Legault to attend the Association of Towns annual business Meeting with the purposes of electing the President, five vice Presidents and voting on the Association's annual legislative platform.

On October 19, 2016 the NYS Dept. of Health inspected the water system serving Louisville Water Districts. Their summary letter listed numerous discussion/recommendations- including the recommendation of monitoring orthophosphate residuals at various locations in the distribution system. Clerk Cameron will ask Steve Siddon if this recommendation should be implemented.

The second payment for mortgage tax was received and deposited in the amount of \$15,690.33.

The annual NYPA payment of \$179,200.00 was received and deposited.

Clerk Cameron researched the history of the Willson-Willson Cemetery account. The Board asked for accounting on the bank account from the year 2000 until now. It will be forwarded to them by email.

The December Supervisor's report and budget update was reviewed. Supervisor Legault stated that the General fund owes Capital \$35,000.00 at year end but we are meeting the 2017 budget for the unexpended balance for all other departments.

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Assessor Salamon sent a letter updating the Board. Supervisor Legault will discuss the possibility of getting the Town ready for a reevaluation and Assessor Salamon attending a meeting.

REPORT FROM ARENA SUPERVISOR DEWEY LAVALLEY

The Louisville portion of the annual WinterChill will be held at the Louisville Community Center February 24th and 25th, 2017. Events will include a 5K run, squirt hockey tournament, human foosball, EMS first responder hockey tourney, outside concession stand, bonfire and fireworks. The girl's sectionals and Wounded Warriors hockey will be held the weekend of the 18th.

The arena ice is being rented and the adult rental is making up for most of the loss of revenue from LMHA.

Arena Supervisor LaValley and the Board discussed John Beattie and Matt Molnar duties and hours.

OLD BUSINESS

The RVRDA meeting will be held at the Louisville Municipal Building on January 17, 2017 at 6:00pm.

The NYPA task force continues to work on the \$1.8 million project for the Massena Intake improvements.

Supervisor Legault will ask Karen White from NYPA about when the emergency funds that will be going to the LVFD should be received.

The signed closing paperwork has not been received back to Attorney Gustafson's office from Surico.

The playground equipment has arrived and Clerk Cameron will apply for partial reimbursement of grant funds from RVRDA and DASNY.

Mark Slade continues to work on refunding the Town for past expenses.

The kayak dock grant paperwork: all paperwork has been forwarded to NYPA for a dock permit and the SAM grant is progressing through the state system.

The Louisville Community Center will be renamed in honor of Ray Hurlbut. A committee will be put together to discuss a ceremony.

The next Grasse River Blueway Corridor meeting will be held on January 30th.

An email has been received from Bill LeFevre concerning donating a plot of land to the Town. Supervisor Legault will discuss the possible donation with Attorney Eric Gustafson. Councilwoman Schneider and Councilman Moulton would like Code Officer McManaman to look over the lot concerning the leech field and drain tile. Councilman O'Keefe and Councilman Carroll do not think we should accept the land unless we have a use for it or we could sell it as a building lot.

Chair lift at the Community Center: Councilman O'Keefe asked USDA Rural Development for funding but they stated that we are over the mean household \$'s for federal funding. They could grant us a loan. He will continue to research possible funding.

The Board continued their discussion on the percentages to be used in the Fund Balance Policy. No decisions were made.

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NEW BUSINESS:

Moved by Councilwoman Schneider, seconded by Councilman Carroll and duly carried to advertise for summer employment one time during the month of January and once in February.

Supervisor Legault will see about updating the water agreement with the Village of Massena and check with our attorney to see if it can be drafted for more than one year.

There is a question as to who is responsible for the culvert on Country Club Lane and the Massena Country Club parking lot.

REPORT FROM COUNCILMEMBERS:

Councilwoman Schneider- will meet with MED concerning the electric bill for water tower #2 after the Clerk gives her supporting documents.

Councilman Carroll will be starting the audits for all departments. If someone wants to sit in that would be very good. He believes that Councilman Moulton and Councilman O'Keefe should do the Recreation audit.

Councilman O'Keefe reminded the Board that the book of Town Policies has a new page to be signed for 2017.

REPORT FROM TOWN CLERK:

The Scott family rented the Community Center upstairs for their Christmas gathering and wanted the Town Board to know that the upstairs was very clean and a wonderful place to hold a party.

Cameron's donated a Christmas tree to the Community Center. It had to be removed because the NYS Labor Department sited it as a fire hazard.

The boiler system for the municipal building was inspected today by the Hartford Steam Boiler Inspection and Insurance Co at the request of our insurance company. Supervisor Legault will see that the mechanical room is rearranged to allow for easier inspections and work to be done on the boilers.

CEO McManaman completed the annual census report. The Town of Louisville had one new dwelling unit constructed in 2016 for \$175,000.00. He would like to remind the Board that manufactured housing is excluded from the count per the US Census Bureau.

John Beattie answered 160 dig safely requests in 2016.

Water Clerk Orosz reported that the EDU percentages have not changed for the 2016 billings. Therefore we can continue splitting the accounts payable at: Water District #1- 39%, Water District #2 -26% and Water District #3 -35%.

There was discussion of a no parking area on CR 39 around the corner of Lincoln Drive.

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Moved by Councilwoman Schneider, seconded by Supervisor Legault and duly carried to sign the NYS Dept. of Highway's work permit application for utility work for the year 2017.

Justice Gettmann's December 2016 report in the amount of \$2,044.00 was audited.

The Town Clerk report for the month of December in the amount of \$808.45 was reviewed.

General voucher #1X-#38X in the amount of \$44,856.75, Highway voucher #1VZ-#20V in the amount of \$99,779.65 (this includes Edge of Town voucher #7V paid in protest by Councilman Carroll), Water voucher #1WD-#18WD in the amount of \$122,601.24 and Capital voucher #1M in the amount of \$673.39 were reviewed and ordered paid.

PUBLIC COMMENT

Moved by Councilman Moulton, seconded by Councilman Carroll and duly carried to adjourn the meeting at 9:08pm.

Respectfully Submitted,

Joanne Cameron
Town Clerk