

TOWN OF CONSTANTIA
MINUTES –TOWN BOARD – January 19, 2021
7:30 pm Constantia Town Hall

Present: Kenneth Mosley - Supervisor
Richard Colesante, John Metzger Thomas Moran, Frank Tomaino – Council Members
Clare Haynes – Town Clerk
Wayne Woolridge – Highway Superintendent
Warren Bader - Town Attorney-Via Zoom
Dustin Clark and David Powers – Barton & Logudice – Via Zoom
Paul Baxter – Tug Hill Commission -Via Zoom

CALL TO ORDER:

At 7:30 pm Mr. Mosley called the town board meeting to order with the pledge of allegiance. As per recommended procedures during COVID-19 all persons in attendance were seated 6ft apart. Mr. Metzger was joining the meeting via Zoom.

SEWER:

Mr. Clark and Mr. Powers were in attendance to update the board on the sewer project. Mr. Powers sent a checklist that will need to be completed to secure the funding that the project has received.

NYS EFC WIA Grant

Amount: \$5M grant

Expiration Date: 6/25/2021

Necessary actions to secure funding:

- | | <u>Responsibility</u> |
|--|-----------------------|
| 1. Sewer debt exclusion approval from OCS | Town Attorney |
| 2. Copies of Bond Anticipation Notes (if any) | B&L |
| 3. District Formation Documents (12-A: OSC approval not required) | |
| a. Proof of filing of a certified copy of the Public Hearing Notice | |
| b. Proof of filing of certificate of no permissive referendum w/County Clerk | |
| c. Proof of filing Final Order w/County Clerk & OSC within 10 days of adoption | |
| 4. Copy of Notice of Intent with NYSDAM and “no adverse effect” letter | B&L |
| 5. Confirm no claims/litigation identified with respect to project | Town Attorney |
| 6. Confirm no private use/private operator agreement with respect to project | Town Attorney |
| 7. Fully executed Engineering Agreement | B&L |
| 8. MWBE Work Plan | B&L |
| 9. Acceptable MBE utilization plan for one contract, engineering agreement | B&L |
| 10. All Cost documentation incurred to date for project | B&L/Town |

NYS EFC Hardship Loan

Amount: \$20M interest free loan

Expiration Date: 6/25/2021

Necessary actions to secure funding:

- | | <u>Responsibility</u> |
|------------------|-----------------------|
| 1. Same as above | B&L/Town/Attorney |

USDA RD Grant and Loan Package

Amount: \$3.015M grant, \$4.535M Low-Interest Loan

Expiration Date: Construction must be started by 8/20/2021

Necessary actions to secure funding:

- | | <u>Responsibility</u> |
|--|-----------------------|
| 1. Environmental Requirements | B&L |
| 2. Execute Engineering Agreement | B&L/Town |
| 3. Contract Documents, Final Plans, and Specifications | B&L |
| 4. Execute Legal Services Agreements | B&L |
| 5. Acquisition of Necessary Easements and Permits | Town Attorney |
| 6. System Policies, Procedures, Contracts, and Agreements | Town Attorney |
| 7. Fully executed Engineering Agreement | B&L |
| 8. Execute Closing Instructions | B&L |
| 9. Secure Interim Construction Financing | B&L |
| 10. Certification of Proposed User Base | B&L/Town |
| 11. Verification of Approval from other Funding Sources | B&L/Town |
| 12. Submit Final Operation Budget | B&L/Town |
| 13. Completion of Vulnerability Assessment and Emergency Response Plan | B&L |

Mr. Clark told the board members that no money will be received by the Town at this point, the Town will just be formally accepting the money. If the Town does not close by the expiration date for both (June 25, 2021) then the money will go back to the agencies, the Town will then need to reapply for the funding. With no funding opportunity in 2020 Mr. Clark is hopeful they will be opening applications soon. If the board is in agreement, B&L and Mr. Bader can start working on the steps needed above. All board members agree that they should move forward to not lose the funding already awarded.

Mr. Bader has a concern about the USDA RD Grant and Loan section and the necessary easements needed, this alone will take time as each property will need an easement. Mr. Clark stated at the present time the USDA RD Grant and Loan Package will not be worked on, just the NYS EFC WIA Grant and the NYS EFC Hardship Loan.

WATER:

Mr. Bader asked if the board members saw the approved copy of the revised inter-municipal agreement (IMA) with West Monroe pertaining to the North Shore Water District and the Bernhards Bay Water District. This new agreement will allow the payments to be levelized properly. No attachment was received, Mr. Bader will resend in the morning, West Monroe did approve the agreement. In short, total the amount of the debt service due for both districts, then divide by the total number of edu's. Once received the board members will need to formally approve and sign the new IMA.

Potential extension district - a map was given to the board with results of the survey the Town did as a result of a petition received from residents of Auringer Rd. Other roads that were surveyed are Cemetery Rd, Saunders Dr, County Rt 17, Railroad St. and parts of County Route 23. Majority of the roads with the exception of Auringer Rd were not in favor. There is a portion of County Route 23 that might have enough interest, Mr. Powers will update the map for the board to review at their next meeting.

MINUTES:

Mr. Tomaino made the motion to accept the minutes of the December 15th town board meeting, December 31st end of year meeting and the January 5, 2021 organizational meeting, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley - Yes

VOUCHERS:

Mr. Metzger made the motion to accept the following vouchers as listed on Abstract #1 Dated January 19, 2021:

General Fund	1-32	\$13,219.03
Highway Fund	1-18	\$26,101.83
Bernhards Bay Water District	1	\$ 2,757.21
North Shore Water District	1	\$ 6,470.81
Sewer	1	\$ 273.50

Seconded by Mr. Colesante.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley - Yes

BUDGET TRANFER:

Mr. Moran read the following into the minutes: Referring to general fund budget transfer #5 for December 2020, account A1420.4 Attorney CE is over budget \$2,918.19. I therefore make a motion to transfer \$2,918.19 from Contingency Account A1990.4 to replenish the aforementioned over budget account. This leaves \$78,832.85 balance in contingency. Continuing my motion and referring to Highway Fund Budget Transfer #2 for December 2020, the following accounts are over budget:

DB5110.1 Gen Repairs PS	\$ 2,546.10
DB5140.1 Misc Br Weed PS	\$ 422.00
DB5142.4 Snow Removal CE	<u>\$ 9,568.11</u>
Total Over Budget	\$12,536.21

Therefore, this motion also includes transferring \$12,536.21 from DB5148.1 Svc Other Gov PS account to replenish the three overbudget accounts. This will leave \$14,889.09 balance in account DB5148.1. This concludes my motion, seconded by Mr. Metzger.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley – Yes

SUPERVISOR:

Mr. Moran made the motion to approve the Supervisor's report dated December 31, 2020, seconded by Mr. Metzger.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley - Yes

APPROVAL OF DEPARTMENT REPORTS:

Mr. Moran made the motion to accept the following reports as received for December, seconded by Mr. Metzger.

- a. Code Enforcement received \$906.60
- b. Justice Pelon and Justice Simpson
- c. Town Clerk received \$1,291.60
- d. Tax Collector received \$1,080,495.18

Carried: Moran – Yes Tomaino– Yes Colesante – Yes Metzger – Yes Mosley – Yes

HIGHWAY:

The highway men have been working on tree and brush work.

DEC has drilled 4 wells at the old town dump. Mr. Colesante asked why now, Mr. Woolridge just believes it was just our time. Mr. Baxter read a news item that the DEC is doing this statewide.

United Radio has completed work on the radio system, they installed a repeater on the County tower. The County will be sending a fee for the use of the tower, but the system is up, running and working great.

Mr. Woolridge will be ordering 20 flags, park and recreation usually pays for these. Also Mr. Woolridge would like the board members to think about paving the walkway at the park, right now it is oil and stone. The approximate cost is \$8,000 for the materials.

Mr. Woolridge would like approval to start looking for a sewer jet, usually the Town rents from the County but the County is looking to sell theirs. Mr. Woolridge has been looking on Auctions International, but needs

approval to bid. After discussion the board members approved Mr. Woolridge to spend up to \$15,000 on the purchase of a used sewer jet.

Mr. Mosley has been approached about the increase in insurance as it relates to the highway employees, the highway employees did not receive a raise this year. Mr. Woolridge does look back at previous increases while working on the budget, and also compares hourly rates to neighboring towns and unions. Mr. Woolridge believes Constantia pay is in line with other Towns. A majority of board members rely on input from Mr. Woolridge when considering the highway budget which includes pay increases. Mr. Woolridge told the board he usually has a discussion with highway employees as he is doing the budget, this year mainly because of COVID he did not. Mr. Tomaino suggested that the Town could increase their contribution to health insurance, this will help offset any increase, something to discuss for upcoming budgets.

Mr. Moran made the motion to accept the Highway Superintendent's report, seconded by Mr. Tomaino.
Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley – Yes

TUG HILL COMMISSION:

Mr. Baxter submitted the following report:

- The Tug Hill Commission offices are still operating at a 50% occupancy level, with a schedule with Watertown-based staff where at any given time, half of the staff is in the Watertown office is in the office, and the rest are still working from home. Actual occupancy may be lower depending on need, as Tug Hill staff operate to minimize spread of COVID-19 during this period of transmission and infection on the upswing with colder weather. Commission staff continue to be available for meetings with your municipality.
- The Governor's executive order allowing remote meetings and public hearings (via means such as Zoom) has been extended through January 29, 2021. If you have any upcoming meetings where that may be a help to you. I can facilitate a Zoom meeting with a little advance notice. Advance notice will also help with figuring out the logistics of notification and how to conduct the meeting via Zoom, either completely or with Zoom as an additional method of attendance and participation.
- We are still seeking contractors to assist in meeting coverage in the Salmon Rivers area, so if you have anyone in mind who might be able and interested in doing this, we'd be happy to hear of potential candidates.
- The Tug Hill Commission conducted a webinar on the required public employer health emergency plans on Tuesday, December 29, and the webinar is now available via a link on the Tug Hill web site and via the Tug Hill YouTube channel.
- Speaking of the Tug Hill web site, in response to comments and suggestions received, it has been updated and reorganized to make it easier to find the information you're looking for there. Check out www.tughill.org to see what it looks like now!

PARK AND RECREATION:

Mrs. Zehr submitted the following:

- Mr. Wisinski is getting the insurance paperwork and a date for when he will start work on the playground
- The decorating contest was a success, we reached over 18,000 people, great exposure for the park
- They will be watching the COVID news closely – hopefully they will be able to open the beach and pavilions this year if not everything. They will submit an operating plan as things become more clear

CORRESPONDENCE:

-2021 Tax Warrant received

-County Wide Shared Service Panel

-Letter received from Judges and Unified Court System – informing the Justice Court is ready for annual audit.

Mr. Metzger and Mr. Moran will perform the audit.

-Petition received from residents from State Route 49 requesting the speed limit be lowed, after discussion the following resolution was offered:

COUNCILMAN: **Tomaino**

Introduced the following and moved its adoption:

The town board for the Town of Constantia has received a petition from property owners on State Route 49 requesting a speed limit reduction on a section of State Route 49. The Town Board has instructed Mrs. Haynes, Town Clerk to send the petition to New York State Department of Transportation for review.

Seconded by Councilman: **Moran**

The question of the adoption of the foregoing resolution was duly put to a vote, and upon roll call, the vote was as follows:

Kenneth Mosley	Voted	Yes
Richard Colesante	Voted	Yes
John Metzger	Voted	Yes
Tom Moran	Voted	Yes
Frank Tomaino	Voted	Yes

The board members instructed Mrs. Haynes to forward the petition along with the resolutions to NYS for review and consideration.

BOARD INITIATIVES AND COMMENT:

-Emergency Operation Plan needs to be created and approved by April 1st

- Final Bid Contract, Mr. Moran gave the board members a copy with his questions
- Discussion on moratorium on container building, similar to the one passed for wind and solar. Mr. Bader was asked to get the local law together for a nine month moratorium.
- Mr. Colesante brought up the foot bridge that is located on State property to access Scriba Park from Hatchery Rd. This bridge is in need of maintenance, Mr. Colesante has spoken to Mr. Domachowske from the fish hatchery, he is in agreement with fixing the bridge. Mr. Tomaino thinks the structure might be fine, just the decking might need to be removed and replaced. Mr. Woolridge will go look at the bridge.

SUPERVISOR MEETING:

The February 1st Supervisor meeting will be changed to February 8th at 9am as it is the last day to pay taxes without penalty. Both the storage moratorium and the Emergency Operation Plan will be reviewed at that meeting.

ADJOURN:

At 9:48 pm Mr. Tomaino made the motion to adjourn, seconded by Mr. Moran.

Carried: Moran – Yes Tomaino – Yes Colesante – Yes Metzger – Yes Mosley - Yes