

Town of DeKalb Board Meeting

At a regular meeting of the Town Board, of the Town of DeKalb, St. Lawrence County, New York, held on the 15th, day of April 2020, at the Town Hall in DeKalb Junction NY, there were present either in person or via teleconferencing:

This meeting was conducted via telephone conferencing. The individuals listed below were in attendance via telephone. Each person identified themselves, when joining the conferencing.

John Frary	Supervisor	Michael Livingston	Board Member
Ed Newcombe	Board Member	Connie Elen	Board Member
Wayne Holland	Highway Superintendent	Andrew Fenton	Board Member
Barbara Creazzo	Town Clerk/Collector	Charles Nash	Town Attorney
Larry D Denesha	SLC Legislator		

Supervisor Frary and Clerk Creazzo were at the Town Hall.

Supervisor Frary opened the meeting at 7:00 PM. The recording of this meeting began at 6:52 PM, when Supervisor Frary, began the teleconference process, here at the Town Hall. The recording ended at the adjournment of the meeting.

Pledge of Allegiance was led by Supervisor Frary, followed by a moment of silent prayer and/or reflection. He asked that we keep in mind, those who are on the front line meeting the needs that arise from COVID-19.

Andrew Fenton moved that the minutes of the Regular Board Meeting, of the Town Board, held on March 18, 2020, as submitted by the Town Clerk, be and hereby approved with the change of the motion for the Health Insurance Buy-out be moved to a resolution. Seconded by Constance Elen and adopted unanimously.

Actions

1. Set date and guidelines for Public Referendum pertaining to equipment trade-ins. **Completed.**
2. Superintendent and Supervisor to discuss 50% workforce reduction during COVID-19 outbreak. **Completed 03/19/2020**
3. Board Members to read and be prepared to respond to policy drafts at next board meeting.
4. Code Officer to make copies of Oswegatchie waterway. **Completed**
5. Constance Elen to email each Board member the checklist survey of the Oswegatchie waterway that traverses the township of De Kalb.
6. Town Clerk to reduce office hours April 1, 2020 due to COVID-19 concerns.

Public Forum:

Larry D Denesha, SLC Legislator

-David Haggard, from District 10, has resigned his position as SLC Legislator. Chairman, Joe Lightfoot, of the Legislators, has appointed a committee of Democrats, to seek a replacement for the vacated position in District 10.

-Sales tax for the first quarter of 2020, is 6.2% higher than for the same time last year. This is good news, as it is anticipated the second quarter will take a significant drop, due to the COVID-19 pandemic.

-As of this coming Friday, Governor Cuomo, as put into place, the requirement of wearing some type of face mask in public, whenever a social distance of six (6) feet, cannot be maintained.

-SLC Highway Department is closed for at least one week, due to an employee testing positive for COVID-19. All highway facilities have been thoroughly cleaned by a professional cleaning contractor.

Supervisor Frary thanked Mr. Denesha for passing along the daily up-dates regarding the news and insights regarding the pandemic.

Financials:

The audit reports for the Justice Court Clerk and Town Clerk will resume once everything is back to normal and pandemic precautions are no longer in place.

Town Clerk Report: Barbara A. Creazzo

-March was a slow month, as only a total of \$176.40 was collected by the clerk. The distributions of collections is as follows: the town received \$1.10 from a DEC license, while DEC received \$18.90, town received \$40 for dog licenses and \$10 was submitted to NYS Ag & Markets, one building permit was paid for at a total of \$53.40. This was issued last year but was picked up in March. The town received the amount paid, along with \$10 for a requested copy of a Certified Marriage License, \$10 for a requested copy of a Certified Death Record, \$30 for copies made and \$3 for faxes that were sent for the public. Therefore, the town received \$147.50 for the month.

-Water and Sewer collections for the second quarter began in March. For the Water District, \$8,061.42 was collected and for the Sewer District, \$9,221.83 was collected. Aged Balances for the two districts combined is \$14,272.89. This is a total of 66 unpaid balances. Current balances due is \$8,331-39 and over 30 days is \$5,941.50.

-Taxes collected for the month was \$129,833.81. Sixty thousand (\$60,000) was paid to the County Treasurer's office and \$6,644.93 was also paid to the office, as this is the amount that was collected for surcharges. This surcharge money is collected when taxpayers opt to pay installments. At the conclusion of March, 80.67% of the tax money due for this year has been collected.

-Deputy Clerk, Wanda Law, did not work any hours in March.

Monthly and year to date financial reports, along with the monthly audit for incoming/outgoing funds were emailed to Board members for review. The approval for this audit will be obtained next month, as not all members have had the opportunity to review the audit prior/during this meeting. Supervisor Frary encourages everyone to contact him, if they have any questions regarding the monthly or year to date reports.

Water/Sewer:

DANC Report, all board members were emailed this report prior to the meeting.

Water report: a total of 634,500 gallons of water were metered in the month of March, with an average daily flow of 20,468 gallons. Therefore, a total of 6 gallons of sodium hypochlorite were used in the treatment of the water produced. All daily, weekly, and monthly inspections/maintenances were completed as scheduled. Daily graphs are included in the complete report.

Wastewater report: a total of 3,066,000 gallons of wastewater were treated in the month of March, with an average daily flow of 98,903 gallons. There was one SPDES permit violation which was caused by monthly average flow that exceeded the SPDES permit parameters. Immediate corrective action is to wait for the rains to stop and the saturated ground to dry up from the snow fall. All daily, weekly, and monthly inspections/maintenances were completed as scheduled and daily graphs are included in the complete report. Cost above and beyond the base contract amount paid was accrued due to a power outage, which sets alarms that the RBCs have disengaged. As a rule, it takes two persons to restart them, and one staff needed to travel to the plant to assist; therefore, mileage was also accrued by that DANC employee.

Received notice this morning that the emergency generator at the wastewater plant would not start during its weekly start-up test. Kingsley will be on site in the morning for servicing the generator. (Had lost its' prime due to a loose valve – repaired)

Supervisor Frary, and Constance Elen, recently attended a teleconference meeting with DANC regarding the planned work at the wastewater plant. The UV disinfection system continues to be the best method to install. Chlorine disinfecting would require constant modifying, due to the amount of water which varies daily, depending on such things as to how much rain has occurred in a twenty-four (24) hour period. The DEC SPDES permit for next year has been renewed. DANC mentioned however, the discharge requirements from the wastewater plant has changed. In the past, the acceptable amount of BOD for run-off into the stream was set to not exceed 30. Now the permits indicate the acceptable amount of run-off is set to not exceed 5 and is recorded as emptying into a beaver pond. Not sure how this plant is going to be able to reduce the BOD in the run-off to meet this new standard. There is a one-year time period to meet the new requirement. Weekly testing will occur to establish a base line, as the amount always fluctuates.

Highway Department Report: Highway Superintendent, Wayne Holland (March 18 – April 15)

- Worked in shop unharnessing trucks, as well as, servicing equipment for spring work.
- Hauling stone, have hauled 193 tons so far for dirt roads and culverts.
- We were off for two (2) weeks due to COVID-19 (March 20 – April 2).
- Returned to work on April 6, 2020, with the following schedule: three (3) employees work Monday and Tuesday and the other two (2) work on Wednesday and Thursday, ten (10) hour days each.
- Working on cold patching as weather permits.
- Checking and clearing beaver grates.
- Chipped brush in the Village of Richville on April 8th and 14th.
- Sweeping roads and intersections.

The Permissive Referendum response time frame will end at the conclusion of the day on April 28, 2020. No one has contacted Supervisor Frary regarding the referendum. If no one responds by the end of the 28th, Supervisor Frary will notify Highway Superintendent Holland, that he has approval to move forward with the purchasing of the new frontend loader and mowing tractor, which has been discussed and approved by the full board.

The roads that Highway Superintendent Holland plans to blacktop this year are portions of the Old Canton Road, Maple Ridge Road, Ritchie Road, and Old State Road. The total mileage for the summer project is 3.10 miles. Pricing for blacktop needs to be obtained and the surface area will be two inches compressed to 1 and one-half inch.

Supervisor Frary, received a call from the new owners of the railway that was recently purchased from CSX. The person wanted to introduce himself, and to let area towns and fire departments know that they do not intend to make any radical changes to the number of trains that travel through daily. Supervisor Frary did mention the failing culvert, that runs under the tracks near the fire station. A trip along the entire line portion that has been purchased, is planned for some time in the future and it is this sort of concern he would like to see and discuss.

Dog Control Report: Daniel Moyer

- Responded to several complaints in the Village of Richville for stray dogs, spoke with owners about the leash law.
- Responded to complaint of dog chasing cows.
- Completing patrols of the town roads.

Code Enforcement Report: Bill Chambers

There is no report at this time; however, building permits have been requested.

Mr. Chambers has received a phone call regarding the solar arrays, with little forward movement occurring. Have not had any notification from the local IDA, most likely due to the pandemic.

Assessor Report: Robert Ball

There is no report; however, Supervisor Frary has received guideline options for Towns holding grievance day. Supervisor Frary will be speaking with Assessor Ball to establish how Mr. Ball plans to conduct Grievance Day.

Communications:

Board member, Constance Elen reported that she had spoken with Justice Clerk, Sheila Gardner. Ms. Gardner has expressed her concern about how the State may be thinking about court consolidations. Supervisor Frary responded, by indicating it is a concern that keeps coming up from time to time. When the State does decide to move forward with any type of consolidation, the Board will need to comply.

LWRP was to meet in May, but everything is on hold. Mr. Chambers has made copies of the maps Ms. Elen requested. She will see that the Village of Richville receives a copy. She will keep the Board posted with updates.

Supervisor Frary asked if everyone had copies of the Credit Card Policy and Procedure draft and the Sick Leave Policy and Procedure draft in front of them. Also, does anyone have suggestions or concerns for either policy? Attorney Nash did not have copies; these will be sent tomorrow. The question was asked if names should appear in the Credit Card Policy as they do now. If they

remain, the policy will need to be revised each time there is a name change. For now, the names will be omitted, and Attorney Nash will give his thoughts to each of the two policies. Other concerns were a card limit should be in the policy. The amount the card is limited too, is not available at this time, the limit amount, needs to be looked up and it is in the Supervisor's office. Also, should there be a dollar limit established for when the Highway Superintendent uses the card for ordering parts at the garage. The amount will be set by the Town's Procurement Policy.

For the Sick Leave Policy and Procedure draft, Ms. Elen asked, if there should be anything more specific, as to who is entitled to the coverage provided in the policy. Again, Attorney Nash, will review and give his advice.

Supervisor Frary asked the members of the board, to spread the word that food boxes are available at the De Kalb Junction United Methodist Church. Food boxes are being made available to cut down on the travel and people contact who normally would receive free food from Canton's Church & Community Center. People can call him if they wish to receive a food box. If they request to be placed on the receiving list, there is no choosing of food. Instead, members of the church will put together nutritious items that are available. There is no guarantee as to what will be available.

Mr. Denesha wanted to remind people the De Kalb Fire Department will be sponsoring a drive-thru, good-will chicken or pork BBQ, on Saturday the 18th.

After reviewing all bills presented by receiving copies of vendor's list, which has dollar value listed, and Supervisor Frary, signing all bills over \$500.00, a motion was made by Constance Elen, and seconded by Andrew Fenton, to approve payment of the bills as entered on Abstract #4-2020. Vote: C Elen – yes, A Fenton – yes, E Newcombe – yes, M Livingston – yes, and J Frary – yes.

A motion was made by Andrew Fenton and seconded by Constance Elen, to adjourn.
Vote: C Elen – yes, M Livingston – yes, A Fenton – yes, E Newcombe – yes, J Frary – yes.

Meeting adjourned at 8:00 PM and recorder was turned off and teleconference phone was disconnected.

Respectfully submitted by

Barbara A. Creazzo
Town Clerk

Actions

1. Email copies of Credit Card Policy & Procedure and Sick Leave Policy & Procedure to Attorney Nash. **Completed 04/16/2020**