

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 16th day of December 2020, at the Town Hall in DeKalb Junction NY, there were present:

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		

All correspondence sent pertaining to this meeting, will be at or near the end of these minutes.

Members of the community present: No one from the community was in attendance. However, communication with SLC Legislator, Larry D Denesha, occurred during the first portion of the meeting.

Supervisor Frary opened the meeting at 7:02PM

Pledge of Allegiance was led by Supervisor Frary, followed by a moment of silent prayer and/or reflection.

Amendment: Constance Elen asked that the full sheet of information for NYS Standard Workday not be included in the minutes. The other members of the board agreed. It will continue to be posted for the required time, with all personal identifying information redacted.

Amendment: The total amount of the re-levy for sewer is \$9,227.00 and not the \$9,277.00 record in the body of November 18th, minutes, as this was a typo. 11/25/2020 correction date.

Constance Elen moved that the minutes of the Regular Meeting, of the Town Board, held on November 18, 2020, as submitted by the Town Clerk, be and hereby approved. Seconded by Michael Livingston and adopted unanimously.

Actions

1. Clerk to submit unpaid water and bills to Real Property to be levied on the appropriate 2021 Tax Bills. **Completed 11/20/2020.**
2. Post the approved Standard Workday for Constance Elen for the required 30 days prior to submitting to NYS Retirement. **Completed 11/19/2020.**
3. Signing of Amendment NO.2 by Supervisor Frary and a Notary. **Completed.**
4. Continue to move forward with ensuring all office employees will have the capability to work from home if necessary due to COVID.
5. Update road sign inventory and replace signs with high intensity reflection signs as appropriate. On-going.
6. Adapt a Computer/Email Use Policy.

Public Forum:

Larry D Denesha

-COVID, the number of new cases for today, was seventy-five (75), with one thousand five hundred seventy-eight (1578) cases recorded. There are currently sixteen (16) people in the hospital and there have been twenty-eight (28) deaths. By November 23rd, or up to the past three (3) weeks, there were only seven hundred ninety-four (794) cases recorded with nine (9) deaths. In this short amount of time, the numbers have doubled.

-The full legislator board passed a resolution to purchase two (2) rapid test units. Each unit can complete eighty-eight (88) test every twenty-four (24) hours. Each test results takes between 3-5 hours to complete. These units are also capable of completing testing for other infectious diseases, other than just COVID. Each unit cost \$50,000, one has been leased to St Lawrence Health System and the other to Claxton Hepburn Medical Center, at a lease fee of \$1.

-The County's Bond Rating has improved from A-3 to A-2. This is excellent, has any loans that may need to be obtained, will be received at a lower interest rate, due to such a good rating.

- The Organizational Meeting for the County Legislators will be held Monday, December 28, 2020 at 6PM.
- The Mortgage Tax amount the Town of De Kalb will be receiving is \$7,164.54. Supervisor Frary stated it was received today in the mail.

Financials:

Michael Livingston made the motion to accept the Town Clerk Audit for the clerk’s account, seconded by Constance Elen, with the following voting recorded.

Michael Livingston, yes	Ed Newcombe, yes	Constance Elen, yes
Andrew Fenton, yes	John Frary, yes	

Town Clerk Report: Barbara A. Creazzo

- A total of \$533.20 was collected during the month of November, and the town was able to retain \$512.20 for its coffers. The breakdown is as follows: Ag & Markets received \$21 for Animal Population Program and the town \$75 for dog licenses, town received \$379.20 for building permits, as well as, \$22 for a genealogy search, \$30 for copies made and \$6 for faxes sent.
- Deputy Clerk, Wanda Law, worked a total of 11 hours for November.
- There were no water or sewer collections during the month.

Monthly and year to date financial report has not been received for review. Supervisor Frary will distribute to board members as soon as he receives the report.

Water/Sewer Report:

DANC – a total of 549,200 gallons of water were metered in the month of November, with an average daily flow of 18,307 gallons. A total of 7 gallons of sodium hypochlorite was used in the treatment of the water produced. Daily, weekly, and monthly inspections/maintenances were completed as scheduled. All graph reports are included in the full report. A random distribution sample for bacteriological testing was conducted, and the result was satisfactory. Quarterly meter readings were completed.

-a total of 755,000 gallons of wastewater were treated during the month of November, with an average daily flow of 25,167 gallons. There were no SPDES permit violations. Daily, weekly, and monthly inspections/maintenances were completed as scheduled. All graph reports are included in the full report. Rotating the RBC in reverse an hour a day to allow the weight to decrease. Waiting on #2 blower to be replaced, as it is on back order.

Sewer Plant – a discussion regarding the wording in the notice to be sent to homeowners regarding the dos and don’ts of helping to maintain a healthy sewer plant. (See end of minutes.)

Water Billing – a number of meters did not read again during this latest meter reading. Work is being done to try and get a handle on why meters are not reading. For the meters that did not read, a letter was sent to the homeowner, explaining the meter did not read and that the bill is an estimate. They have been asked to contact Scott McConnell, to set a time when he can come and inspect and repair their meter as needed. Workorders have been generated for all meters that do not read. Tom Manley, IT, and Clerk Creazzo went out and read all the trouble meters, some of which appear to read and give a reading. With others, the reader indicated no meter could be found. Mr. Manley will be discussing these findings with the software company.

Highway Report: Wayne Holland 11/18/2020 to 12/16/2020

- The crew has plowed and sanded twice since the last board meeting.
- Fixing signs and replacing where needed. A nighttime inspection has been done, and several signs needed to be replaced due to their reflected ability has deteriorated.
- Have worked in the shop to make a flatbed for the blue Ford. The box was shot, so constructed a flatbed.
- Servicing equipment is on-going.
- Installed a 20-foot culvert on the Ideuma Road.
- Continue to cold-patch when weather permits.

- Have received training videos from Safety Joe, and the crew have begun to view. Training videos are being used instead of face-to-face training because of COVID-19.
- First Aid and CPR training was completed on November 25, 2020.

Communication:

Supervisor Frary received notice from NYS DEC, regarding the proposed Mined Land Permit Application Richville Quarry, Permit Application # 6-4030-00054/00001 Town of De Kalb, St. Lawrence County. The letter asked that the town endorse the application if there was no objection. If the application is not returned with signature, it would be assumed the Town has not objection. A full copy of this application had been emailed to all Board Members for their review prior to tonight’s meeting.

After discussion of the application, Michael Livingston motioned to sign and support the proposed Mined Land Permit Application Richville Quarry, Permit Application # 6-4030-00054/00001 Town of De Kalb, St. Lawrence County, seconded by Constance Elen, with the following voting recorded.

Michael Livingston, yes	Ed Newcombe, yes	Constance Elen, yes
Andrew Fenton, yes	John Frary, yes	

Permit mailed via certified return receipt on 12/18/2020.

Gary Eggleston’s term for the Board of Assessment Review has expired. Mr. Eggleston was contacted and asked if he would be willing to serve another 5-year term, which he said he would.

A motion was made by Andrew Fenton and seconded by Ed Newcombe to appoint Gary Eggleston to a 5-year term, to the Board of Assessment Review, for the Town of De Kalb, with the following voting recorded.

Michael Livingston, yes	Ed Newcombe, yes	Constance Elen, yes
Andrew Fenton, yes	John Frary, yes	

Supervisor Frary informed the Board, that National Grid is now requesting notice be signed by him, indicating the Town of De Kalb, will purchase from National Grid, the fifty-nine (59) existing streetlights, that will be replaced during the up-grade. Also, that the Board gives the Supervisor, the authority to sign all documents associated with the LED street lighting project.

A motion was made by Constance Elen and seconded by Andrew Fenton for Supervisor Frary to send said notice to purchase the fifty-nine (59) lights, as well as the appointed designee to sign all documents for the lighting up-grade, with the following voting recorded.

Michael Livingston, yes	Ed Newcombe, yes	Constance Elen, yes
Andrew Fenton, yes	John Frary, yes	

Notice mailed via certified return receipt and emailed on 12/18/2020.

LWRP – a virtual meeting was held on 12/14/20 with the following information provided by Constance Elen:

- The new boundaries which now will include the Richville area, have been added to the mapping.
- In need of as many people as possible to take the survey. Do not need to live along the river to take part in the survey.
- By doing groundwork now, even if it does not produce the result that is hoped for, it will help in the future for any other grant applications.
- There will be a community inclusive virtual meeting held in March. A date has not been set but will pass along the date as soon as it has been obtained.
- Due to COVID, the filing deadline has been extended to June for submission of the plan to the State of New York.

Supervisor Frary informed the members of the board that they should be receiving their email addresses soon.

Supervisor Frary also read the letter that has been written regarding the safety concern at the intersection of US 11 and the East De Kalb Road. There were no suggested changes, so the letter will be sent as read. Letter mailed via certified return receipt on 12/18/2020.

A motion was made by Constance Elen and seconded by Michael Livings to send correspondences via certified return receipt, as so many sent letters this past year did not seem to arrive at the designated address. The vote for motion is recorded as follows.

Michael Livingston, yes Ed Newcombe, yes Constance Elen, yes
 Andrew Fenton, yes John Frary, yes

Correspondence that has been mailed in response to this meeting:

CARE OF YOUR SEWAGE TREATMENT PLANT

WHAT TO DO AND DON'T DO, CONNECTED TO THE SEWER SYSTEM

You can help to ensure the sewage treatment plant is working at it best by controlling what you put down your toilets or drains. Odor problems and poor performance from a sewage treatment plant, is frequently caused by grease and fats.

DON'T	Use your toilet and kitchen sink as a trashcan by dumping non-degradable items down your toilet or drains. Non-degradable items include cooking grease and fats, cigarette butts, disposable diapers, disposable wipes, sanitary napkins, hair, plastics, lint, metal, rubber products, coffee/tea grounds, flour, etc.
DON'T	Pour harmful CHEMICALS down the toilet or drain. They can kill the beneficial bacteria that treat wastewater. These include gasoline, oil, antifreeze, paint, paint thinner, bleach, cleaning compounds, Lysol, lye, photographic inks, pesticides, herbicides, antibiotics, and expired medications.
DON'T	Pour any disinfectant down the drains if there is a strong odor from a drain. It may mean the trap is not functioning properly or is dry. Report the odor problems to us and we will do our best to analyze and solve the problem.
DO	Pour frying pan fat into a container, then dispose of it in the garbage can.
DO	Put fat you trim from your food in the garbage can, before or after cooking.

Most of the items mentioned above, do not breakdown. Therefore, they remain as a solid, which then takes up room in the sludge storage tanks. This in turn, requires more frequent pumping of these tanks, which becomes more costly each time the need arises. The closest place that will accept this sludge, is the City of Watertown Wastewater Treatment Plant.

The report for the sewer plants annual DEC inspections has been received. All board members were emailed a copy for their review. "The observations at the facility reflected good operational maintenance standings under DANC oversight with an effluent that appeared to be of good, clear quality. The rating for this facility is **satisfactory**." The cover letter also thanked Scott McConnell for his time and assistance, as well as a well explained tour of the facility.

This will be sent with the next Water/Sewer Billing at the end of February.

NEW YORK STATE DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Division of Environmental Permits, Region 6
Dales State Office Building, 317 Washington Street, Watertown, NY 13601-3787
P: (315) 785-2245 | F: (315) 785-2242
www.dec.ny.gov

November 23, 2020

John Frary, Town Supervisor
Town of DeKalb
P.O. Box 133
DeKalb Junction, NY 13630

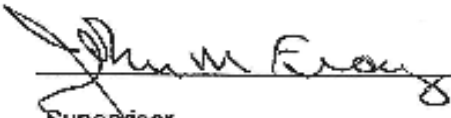
RE: **Lead Agency Determination - Mined Land Permit Application**
Richville Quarry, Permit Application # 6-4030-00054/00001
Town of DeKalb, St. Lawrence County

Dear Supervisor Frary:

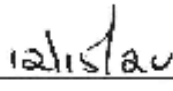
The Region 6 Office of the New York State Department of Environmental Conservation (DEC) has received an application for a mining permit in your town. The applicant J. E. Sheehan Contracting Corporation, proposes to mine metamorphic bedrock consisting of schist and gneiss from a 29.2 acre surface mine on an approximately 118.7 acre parcel located on NY State Route 11. This project is subject to the State Environmental Quality Review (SEQR). I have enclosed the application and Part 1 of a Full Environmental Assessment Form for your review.

This letter is to inform you that DEC proposes to act as Lead Agency for this action. The Mined Land Reclamation Law states that only the state can regulate mining operations. Therefore, we believe that DEC has principal environmental review responsibility for the proposed operation.

If the Town of DeKalb has no objections to this request, please endorse this letter in the space provided below and return a copy to our office. The Town has 30 days from this date to respond to this request, after which I will assume the Town has no objection. If the Town has no objection and can respond sooner, I will be able to proceed processing the application.



Supervisor



Date



TOWN OF DE KALB



Town Supervisor

John Frary
315-347-3331

Highway Superintendent

Wayne Holland
315-347-3323
Cell 315-771-4767

Town Clerk

Barbara A. Creazzo
315-347-3331

PO BOX 133 DE KALB JCT., NY 13630
PHONE 315-347-3331

Fax: 315-347-4477

NYS Relay for TTY Users:

1-800-662-1220

Town Website:

www.townofdekalb.org

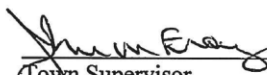
Town Justice

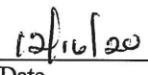
Howard Putney
315-347-2071

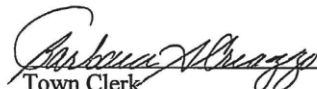
Town Council

Michael Livingston
Ed Newcombe
Constance Elen
Andrew Fenton

A motion was made by Constance Elen, and seconded by Andrew Fenton, for the Town of De Kalb to purchase the existing streetlights (59), located in our two (2) lighting districts from National Grid. The board also gives the authority for the Town Supervisor, John M Frary, to sign all documents associated with the LED street lighting upgrade project.


Town Supervisor


Date


Town Clerk


Date

TOWN OF DE KALB



Town Supervisor

John Frary
315-347-3331

Highway Superintendent

Wayne Holland
315-347-3323
Cell 315-771-4767

Town Clerk

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Town Council

Michael Livingston
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Andrew Fenton

12/16/2020

Ernest Olin
Resident Engineer of NYS DOT
7280 US Highway 11
Potsdam, New York 13676

At the regular meeting of the De Kalb Town Board, held on November 18, 2020, a concern was brought to the attention of the board, regarding the intersection at US Highway 11 and East De Kalb Road.

While we appreciate the work done to improve safety at the intersection, it is now noted, entering the intersection from the Hermon section of the East De Kalb Road, the potential of a new safety hazard may have developed. It is now difficult to see traffic in the northbound lane on US Highway 11, if traveling in a smaller car (height for visibility to the south). The through traffic has moved away from the center of the roadway, moving it closer to the outer portion of the road. This makes the oncoming northbound lane less visible and the traffic can be on top of the intersection before it is clearly seen.

Drivers who are in larger vehicles, allowing them to sit higher, may not see this as a hazard. However, for those us who driver smaller vehicles, it is a concern.

Thank you in advance for taking this letter under consideration.

Respectfully,

A handwritten signature in black ink, appearing to read "John M Frary".

John M Frary
Supervisor, Town of De Kalb

TOWN OF DEKALB IS AN EQUAL OPPORTUNITY PROVIDER/EMPLOYER
TOWN OFFICES ARE ACCESSIBLE

The Organizational Meeting for the Town of De Kalb, will be held January 6, 2021, beginning at 7 PM at the Town Hall.

Future Board Meetings will be available via zoom. Supervisor Frary informed the board that the information will be posted one time in the Watertown Daily Times to inform the public, as well as, posted on the Town's Website each month.

After reviewing all bills presented, and signing all bills over \$500.00, a motion was made by Michael Livingston and seconded by Andrew Fenton, to approve payment of the bills as entered on Abstract #12-2020, with the following voting recorded.

Michael Livingston, yes
Andrew Fenton, yes

Ed Newcombe, yes
John Frary, yes

Constance Elen, yes

A motion was made by Andrew Fenton and seconded by Ed Newcombe, to adjourn, with the following voting recorded.

Michael Livingston, yes	Ed Newcombe, yes	Constance Elen, yes
Andrew Fenton, yes	John Frary, yes	

Meeting adjourned at 8:26 PM

Respectfully submitted by

Barbara A. Creazzo
Town Clerk

Actions

1. Send year to date financial report to members of the board. **Completed 12/18/2020.**
2. Send sewer plant notice at the end of February.
3. Continue to address nonreading water meters.
4. Send Mine Permit to DEC. **Completed 12/18/2020.**
5. Send letter of appointment to Gary Eggleston. **Completed 12/18/2020.**
6. Send notice to National Grid. **Completed 12/18/2020.**
7. Send letter of concern to NY DOT regarding US 11 and East De Kalb. **Completed 12/18/2020.**
8. Advertise Organizational Meeting.
9. Advertise zoom availability for meetings.