

Town of De Kalb Board Meeting

At a regular meeting of the Town Board, of the Town of De Kalb, St. Lawrence County, New York, held on the 19th day of March 2020, at the Town Hall in De Kalb 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		

Members of the community present: Chris Stransky, Hermon Vol. Rescue Squad, and Larry D. Denesha, St. Lawrence County Legislator

Supervisor Frary opened the meeting at 7:00 PM

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

Andrew Fenton moved that the minutes of the regular meeting, of the Town Board, held on February 18th, 2020, as submitted by the Town Clerk, be and hereby approved. Seconded by Ed Newcombe and adopted unanimously.

Actions

1. Send Senator Patti Ritchie a copy of Resolution # 3 for the reduction of the speed limit at the intersection of US Highway 11 and the East De Kalb Road. **Completed 02/21/2020**
2. Send signed letter to Barclay Damon (Joseph W Russell) for bond application. **Completed 02/24/2020**
3. Send signed copy of Resolution # 2 (Hold Harmless), to Don Chambers, Superintendent of Highways for St. Lawrence County. **Completed 02/24/2020**

Public Forum:

Chris Stransky, of the Hermon Volunteer Rescue Squad, presented the Board with a copy of the monthly contract invoice that is used for providing BLS Staffing. The total cost per month is \$3,742.68. The billing process is completed by E5 Support Services, LLC., located in Glens Falls, NY. Mr. Stransky also reported that since staffing has been provided five (5) days per week, there have been a total of seven (7) calls during the day for the Town of De Kalb that were completed. The regular volunteers had six (6) calls after regular staffed hours. One call was missed, and another squad needed to respond. This was due to the short period of time at the end of the day with the day staff's shift is over and local volunteers have not yet arrived home from work. So far for the year, a total of 28 calls have been received from the three (3) towns that are supporting the day staff. Each of the three (3) towns are also providing drivers for twenty-four (24) hour coverage.

There is a daily cleaning, and duties schedule, that the BLS staff person is following during down hours while at the station. So far, this service is working well.

The County Emergency Services recently came to the station (Hermon), and fit tested staff for N-95 respirators that are to be used if they are responding to a possible COVID-19 Virus victim. The squad has also received appropriate Personal Protective Equipment (suits) for staff's protection. DOH is keeping the squad up to date as information becomes available to ensure everyone's safety.

Mr. Stransky also let the Board know that he has purchased extra chlorine for the water system, so if a higher level is detected, that is why.

Larry D Denesha, SLC Legislator

-He was at the Russell Town Board meeting the previous night, and he was pleased to see the room had been setup to accommodate **Social Distancing**.

-Due to the recent COVID-19 concerns, dispatchers and Office of the Aging are being inundated with phone calls asking questions. All communal dining sites have been closed. The Nutrition

Centers are trying to provide at least two weeks of meals that can be frozen and delivered to those who receive Meals-On-Wheels. Not only are they working toward this, the number of requests for meals have more than double, due to the communal meal sites closing. Volunteers are greatly needing, as meals are prepared Monday through Friday. Even if a person can volunteer one day per week would be helpful. Assistance is needed in both meal prep and deliveries. De Kalb's Nutritional Center phone number is 315-347-3079. The phone number for the Office of the Aging is 315-386-4730 if you have a few hours per week that you can donate. Ruth Doyle has been given the go-ahead by the Board of Legislators to do what she needs to do to keep everyone safe during this challenging time. Thank goodness the County has been able to create a good Reserve Fund Balance.

-As of this evening, there are 12 quarantine in the County with no positives reported.

-Volunteers are also needed at Emergency Services. The volunteers will not be taking 911 calls, but instead, general calls that are coming in concerning the COVID-19 virus.

-Household Hazardous Waste Collection is scheduled to be collected May 16th, and September 19th at the Canton Human Services Building located on Route 310.

-There will be no free tire disposal any place in the County this year. The grant that Senator Patti Ritchie was able to obtain for this service, has run out.

-The SLC Property Auction will be held September 12, 2020. The location of the auction has been moved to the Golden Dome in Ogdensburg.

-Sales tax receipts this February was \$400,000 more than last year for the same month. The total sales tax collected for last year was \$61,595,000 plus.

-The County have accounts that are able to accrue interest, for 2017, \$128,000 was received, 2018, \$142,000 was received, and in 2019, \$668,000 was received. This is certainly better than having to borrow money that the County must pay interest on. This money also helps to support the Reserve Fund Balance.

-The Board of Legislators have passed a resolution to extend the collection of the sales tax rate at 4%.

-National Grid will be replacing the old wooden power poles that run from Massena to Lewis County and further south to Marcy. The old poles were set in the mid 1940's and will be replaced with metal. The investment for the total project that will run to the lower part of the state is pumping \$800,000,000 investment into the infrastructure of New York.

Financials:

-There is no Court Clerk Audit this month.

Michael Livingston made the motion to accept the Town Clerk Audit for Taxes Account and Clerk Account, seconded by Constance Elen.

Motion vote: John Frary – yes
Michael Livingston – yes
Ed Newcombe – yes
Constance Elen – yes
Andrew Fenton – yes

Town Clerk Report: Barbara A. Creazzo

A total of \$290.10 was collected during the month of February, with the Town receiving \$192.28 of the monies collected. The breakdown of revenue and expenditures are as follows: the town received \$ 5.18 from DEC licenses sold, while DEC received \$88.82, dog licenses brought in \$36 and Ag & Markets received \$9, building permits brought in \$88, one application for a certified marriage licensed received \$10, copies made, generated \$46.10 for the town and faxes sent received \$7.

Water/Sewer Collections for the third (3rd) month of collections for the first (1st) billing quarter received the following: water collected \$320.75 and sewer collected \$462.91. For the quarter, a total of \$8,924.20 was collected for water and sewer collected \$9,248.09.

Taxes collected for February was \$129,883.81.

Deputy Clerk, Wanda Law, worked a total of 12.5 hours for the month of February.

Supervisor Frary distributed copies of the year to date financial report for Board members to review. Other reports will be scanned by Supervisor Frary and emailed to Board members for their review.

Nick Eels, the town's account, asked Supervisor Frary to request a 60-day extension for the End of the Year Financial Report. Supervisor Frary has received acceptance of the extension as requested.

Water & Sewer Report: DANC

-Water, a total of 551,700 gallons of water were metered in the month of February, with an average daily flow of 19,024 gallons. A total of 5 gallons of sodium hypochlorite were used in the treatment of the water produced. Daily flow charts are enclosed in the full report. Daily, weekly, and monthly inspections and maintenances were completed as scheduled. One random distribution sample for bacteriological testing was submitted and the results was satisfactory.

There were no extra expenses other than the base contract cost of \$844.75 for the month of.

-Sewer, a total of 1,166,000 gallons of wastewater were treated in the month of February, with an average daily flow of 40,207 gallons. There were no SPDES permit violations. Daily flow charts are enclosed in the full report. Daily, weekly, and monthly inspections and maintenances were completed as scheduled. Blower #2 was repaired and reinstalled. Also replaced a non-working RBC 3 horsepower motor with a spare 3 horsepower motor. There were no extra expenses other than the base contract cost of \$1,592.42 for the month.

-Thomas Haynes, project engineer, has been working on preparing technical service for the disinfection system improvement.

One of the RBC motors quit, a replacement has been installed. However, Wayne Holland was able to purchase a 5-horsepower motor at a reasonable cost. This will be installed as soon as possible. This was one of the items on the Grant-Wish-List.

Highway Department Report: Wayne Holland February 19, to March 17, 2020

-Plowed and sanded twice.

-All staff attended the DIG SAFE meeting on March 10, 2020.

-All staff attended a meeting in Gouverneur on March 16, 2020 about picking roadsides and how to handle what they believe to be Meth Making Paraphernalia. This was presented by the SLC Sheriff's office.

-Wayne attended the advocacy meeting in Albany on March 4, 2020.

-Received new drill press and installed it in the shop.

-Received new plow for the silver Chevy.

-Cold patching when weather permits.

-Put stone down on some dirt roads and filled culvert drops with sand.

-Brush pick-up for the Village of Richville will be April 9th.

-Hauling stone; as of 3/17/20, have drawn 238 ton.

-Boiler was inspected on March 16, 2020.

-Servicing trucks and equipment, as we are getting ready for Spring.

-There will be a one day drop off service at the Town Barn to be scheduled. Fall pick-up day will be set later and a letter will be mailed to each residence, listing what will and will not be picked up by the highway crew.

Superintendent, Wayne Holland, asked the Board for a Public Referendum to purchase a new front-end loader and new tractor for roadside mowing. This is the year the loader is scheduled to be traded. The loader which is a John Deere will be traded for a Caterpillar if approved. The current tractor, which is a Kubota, will be traded for a John Deere, with a \$12,000 trade-in if approved.

A motion was made by Constance Elen and seconded by Andrew Fenton, to set a time for a Public Referendum for the above-mentioned equipment trades.

Motion vote: John Frary – yes
Michael Livingston – yes
Ed Newcombe – yes
Constance Elen – yes
Andrew Fenton – yes

Supervisor Frary will contact Attorney, Charles Nash, to get clarification as how this can be done with the current State of Emergency requirements that have been set forth by Governor Cuomo, which restricts the number of people in attendance.

Dog Control Officer Report: Daniel Moyer

Not much going on last month in De Kalb. Picked up one (1) dog on County Route 17. No owner came forward after advertising the dog; therefore, the dog was taken to Friends for Pound Paws. Did patrol of town roads and continue working on unlicensed dog list that was received from the Town Clerk.

Building and Code Officer: Bill Chambers

There is no report for this evening, as there have not been many requests for building permits. Mr. Chambers did attend training earlier this month in Lake Placid. He will share any new regulations at the next regular Board meeting. Due to the current circumstances with COVID-19, Mr. Chambers will be meeting with the public only as needed and by appointment only. He can be reached by calling 315-244-5724.

Assessors Report: Robert Ball

There is no report for this evening. Mr. Ball will be in the township on Wednesdays, as he is spending time in the field looking at properties. Due to the current circumstances with COVID-19, he can be reached by calling 315-347-3899 for his office number. His cell number is 315-771-6342. His email address is robertball79@yahoo.com

Communications:

-The phone system has been switched over; however, still have spectrum for internet, as there have been issues. Supervisor Frary and Clerk Creazzo are unable to send emails. Both can receive; therefore, they both are using personal email accounts when needed to send emails. Faxes are also being used when available. Tom Manley continues to work on the issue.

-Supervisor Frary followed up with St. Lawrence Insurance Agency regarding what exactly is needed to cover Youth Sports. The additional yearly cost is \$615.76 and will be covered by monies in the budget for Your Programs.

-Nonunion Employees Health Insurance Buy-out. Members of the Board had received at last month’s meeting, a copy of the 2021 Health Insurance Buy-out Plan for review and questions. Supervisor Frary would like to move forward so all necessary paperwork can be ready and put in place for next year (2021).

Be it resolved that the Town Board of De Kalb, approves the Health Insurance Buy-out Plan as written and presented for the year 2021.

Resolution vote: John Frary – yes
Ed Newcombe – yes
Andrew Fenton – yes

Michael Livingston – yes
Constance Elen – yes

Supervisor Frary distributed two (2) newly drafted policies for members of the Board to review and be prepared to ask questions or request changes at next month’s regular meeting. The first policy to review is **Credit Card Policy and Procedure for Town of De Kalb**, and the second is **Sick Leave Policy and Procedure for the Town of De Kalb**. The sick leave policy pertains to full-time employees only.

-LWRP update, Constance Elen informed the Board about the last meeting she attended. She has two maps of the Oswegatchie waterway, that is to be analyzed before the next meeting. Bill Chambers will be asked to use the new plot printer to make two (2) copies of the two (2) maps she received at the last meeting. Ms. Elen will email each Board member, a copy of the survey, that ask for an inventory of the river. Each Board member is asked to read and complete the checklist, so their input can be presented at the next LWRP meeting. An extension has been requested until October for this round’s due date, and it is anticipated it will be granted.

Supervisor Frary asked the Board for their input regarding monthly meetings. He will bring in folding tables for next month, so members will have a table in which to use to write on for note taking. This will assist with **Social Distancing**.

Employment staff is to be decrease by 50% during this time of COVID-19. Superintendent Holland, and Supervisor Frary, will meet tomorrow morning, to discuss how this will be done with the highway department. Tom Manley, IT, is setting up a laptop for Sheila Gardner to take home, so she will be able to access the court records as needed. Town Clerk/Tax Collector hours will not change until April 1, 2020. A notice has been placed on the Clerk's door asking that only one person enter her office at a time. The meeting room will be available for others to wait in. They are reminded to practice **Social Distancing** while they wait. People are encouraged to use the drop box in the Clerk's door (need to drop off checks and money orders only).

Supervisor Frary distributed a copy of St. Lawrence County's Fiscal Stress Financial Indicator Data Inputs to each Board member for their viewing.

Supervisor Frary read each vendor name and amount to be paid for 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 # 3-2020. Bills were not physically viewed by Board members as usual due to COVID-19 concerns. All members did sign the abstract.

Motion vote: John Frary – yes
Michael Livingston – yes
Ed Newcombe – yes
Constance Elen – yes
Andrew Fenton – yes

A motion was made by Constance Elen and seconded by Ed Newcombe, to adjourn.

Motion vote: John Frary – yes
Michael Livingston – yes
Ed Newcombe – yes
Constance Elen – yes
Andrew Fenton – yes

Meeting adjourned at 8:41 PM

Respectfully submitted by

Barbara A. Creazzo
Town Clerk

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. **Completed.**