

# 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 21<sup>st</sup> day of October 2020, at the Town Hall in DeKalb Junction NY, there were present:

John Frary	Supervisor	Michael Livingston	Board Member
Connie Elen	Board Member	Andrew Fenton	Board Member
Wayne Holland	Highway Superintendent	Barbara Creazzo	Town Clerk/Collector
Bill Chambers	Building & Codes	Charles Nash	Town Attorney

Ed Newcombe Board Member as absent to due to illness.

Members of the community present: Daniel Moyer, Dog Control Officer, Larry D Denesha, SLC Legislator

Supervisor Frary opened the meeting at 7:05 PM

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

Michael Livingston moved that the minutes of the Regular Meeting, of the Town Board, held on September 16, 2020, as submitted by the Town Clerk, be and hereby approved. Seconded by Constance Elen and adopted unanimously.

Andrew Fenton moved that the minutes of the Budget Meeting, of the Town Board, held on August 26, 2020, as submitted by the Town Clerk, be and hereby approved. Seconded by Michael Livingston and adopted unanimously.

Andrew Fenton moved that the minutes of the Budget Meeting, of the Town Board, held on October 7, 2020, as submitted by the Town Clerk, be and hereby approved. Seconded by Constance Elen and adopted unanimously.

## Actions

1. Sign and mail Resolutions #12, 13, and 14 to IDA. **Completed 09/18/2020**
2. Sign contract for North Shore Solutions for new webpage and implementation of email address. **Completed 09/18/2020**

### **Dog Control Officer:** Daniel Moyer

-Of the list of unlicensed dogs received from the clerk, 8 remain unlicensed. The owners of these dogs will be issued appearance tickets to appear before Judge Putney on October 10, 2020. Mr. Moyer did apologize if any of the Board members received phone calls regarding previous appearance tickets served, as some were issued in error.

-Picked up two dogs that were running at large, waiting for owner to claim.

-Picked up a small dog this evening on County Route 17. Went to several area houses and no one knows who owns the dog. Will take the dog to his kennel.

Mr. Moyer did explain the clerk has no way of knowing who owns dogs unless they license them. It is recommended by the State, that a Dog Enumeration be completed every 3 years or so. The standard fee is \$1 for each dog counted, \$5 for each unlicensed dog counted, and 50 cents per mile. It is a time-consuming project, but it is the best way to complete a census of dogs within the township. He asked that the Board consider this for 2021.

### **Public Forum:**

Larry D Denesha

-Thirteen cases of COVID-19 were diagnosed over the weekend, the largest number for any given time. A total of 78,000+ people have been tested with 365 confirmed cases within the County. Twenty are currently active or in quarantine. The four (4) colleges have completed the following testing: St. Lawrence University, 9,250 with 3 positive, Clarkson University, 6,155

with 6 positives, SUNY Canton, 2,858 with 4 positives, and SUNY Potsdam, 7,563 with 6 positives.

-The Legislators have a tentative budget which is not anticipating any tax increases.

-The County anticipates losing 12.8 million in State funds this coming year. The lost funds will affect Social Services, Community Services and Human Services, all of which are mandated by the State.

-Sales tax is 4.47% above what it was for the same time last year. This is taken in to account the money for AIMS that has been paid to the County.

-Tax Sale Auction is strictly online this year, and the number of parcels up for sale is down from previous years.

-Office for the Aging vacancies in the Nutritional Program for seniors have been filled. While the vacancies had no affect on the home delivery service, the staff for De Kalb, has been moved to Canton for meal preparation. It is hoped now that the vacancies are filled, meal prep at De Kalb will resume. Over 1,000 meals are distributed in the Town of De Kalb.

-Mr. Denesha distributed a copy of the *2021 Tentative Budget in Brief Executive Summary* to each Board member for their review.

#### **Code Officer Report: Bill Chambers**

Sixteen (16) permits have been issued since the last report, for a total of \$5,836.35 to be collected in permit fees. The total project cost of the sixteen (16) permits is \$2,102,150.00. To date, fifty-four (54) permits have been issued with a result of \$15,481.15 collected in permit fees. The total project cost for the permits is \$5,915,600. The breakdown for the sixteen (16) permits is as follows: 2 Cell Tower repairs/maintenances, 1 foundation repair, 1 addition, 2 interior remodels, 2 roof replacements, 1 storage shed, 1 garage/storage building, 1 single family home, 1 generator installation, 2 garages, 1 accessory structure, and 1 camp.

#### **Financials:**

Michael Livingston made the motion to accept the Town Clerk Audit for the clerk's account as presented, seconded by Constance Elen.

Michael Livingston yes      Ed Newcombe Absent      Constance Elen yes

Andrew Fenton yes      John Frary yes

#### **Town Clerk Report: Barbara Creazzo**

-A total of \$858.10 was collected during the month of September. Of this amount, \$807.60 went to the Town coffers. The breakdown is as follows: Ag & Markets received \$28 and the town received \$112 for dog licenses, building permits netted \$667.20 for the town, \$17.50 for a marriage license to the town, while \$22.50 went to NYS DOH, the town collected \$10 for a certified death certificate and 90 cents for copies made.

-Water and Sewer Collections for September netted a total of \$13,416.63 and the breakdown is \$6778.09 collected for the water district and \$6638.54 collected for the sewer district.

-Deputy Clerk, Wanda Law, worked a total of 39.5 hours and was paid \$493.75.

The Rabies Vaccination Clinic, that was held on October 7<sup>th</sup>, had 76 animals vaccinated. Of these, 51 were dogs and 25 were cats. The new process was a little frustrating in the beginning, but the overall event went very well. Registration for the event should open two weeks prior and close one week prior. As it was, I did not get the printout for who would be attending until the day of the event. More lead time would certainly be appreciated. A total of \$289 was collected in donations. Dr. Kingsley graciously donated her time once again to the Town of De Kalb. Eighty dollars was paid to her tech assistant and the remaining \$209 was deposited into the Town's coffers.

Completed and online demonstration of a new component for Emergency Alerts that can become part of the Water/Sewer billing program. Information of the program was emailed to the Board members prior to the meeting for their review. While the program does have good features, not ready to commit, as there are too many issues with the entire water program.

The members of the Board also were emailed information for their review, regarding the Resolution of the De Kalb Town Board, to approve adopting the new LGS-01. The LGS-01 is the governing rules for Retention and Disposition Schedule for New York Local Government Records. This replaces the MU-1 Schedule. This resolution must be adopted by the Board prior to January 1, 2021.

Constance Elen motioned to pass Resolution #15 as presented, seconded by Andrew Fenton.  
Michael Livingston yes      Ed Newcombe Absent      Constance Elen yes  
Andrew Fenton yes      John Frary yes


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**RESOLUTION # 15**  
**OF THE DE KALB TOWN BOARD**

**RESOLVED**, By the Town Board of the Town of De Kalb, that *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local governments records, is hereby adopted for use by all officers in legally disposing of valueless records listed herein.

**FURTHER RESOLVED**, that in accordance with Article 57-A:

- (a) Only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods therein;
- (b) Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

  
Town Clerk

10/21/2020  
Date

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Office of the New York State Comptroller  
New York State and Local Retirement System  
110 State Street, Albany, New York 12244-5001  
Please type or print clearly  
in blue or black ink

Received Date

**Standard Work Day and Reporting Resolution for Elected and Appointed Officials**

SEE INSTRUCTIONS FOR COMPLETING FORM ON REVERSE SIDE

RS 2417-A

Employer Location Code  
**30814**

BE IT RESOLVED, that the Town of DeKalb, hereby established the following standard work days for these dates and will report the officials to the New York State and Local Retirement based on their record of activity for:

Name	Social Security Number	NYSLRS ID	Title	Current Term Begins & Ends Dates	Standard Work Day	Record of Activities Result	Met Submittal	Pay Frequency	Tier 1
Andrew Fenton	4977	41627880	Board Member	01/01/2020 12/31/2025	6	1.07	<input type="checkbox"/>	Monthly	<input type="checkbox"/>
Appointed Officials:									
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>
							<input type="checkbox"/>		<input type="checkbox"/>

I, Barbara A. Giarizzo, Secretary/Clerk of the governing board of the Town of DeKalb, of the State of New York, (Name of Secretary or Clerk) (Check one) (Name of Employer)

do hereby certify that I have compared the foregoing with the original resolution passed by such board at a legally convened meeting held on the 21<sup>st</sup> day of Oct, 2020 on file as part of the minutes of such meeting, and that same is a true copy thereof and the whole of such original. IN WITNESS WHEREOF, have hereunto set my hand and the seal of the Town of DeKalb on the 21<sup>st</sup> day of Oct, 2020.

Constance Elen Secretary of Clerk (Name of Employer)  
 ATTENDANT OF POSTING: I, Barbara A. Giarizzo, being duly sworn, deposes and says that the posting of the Resolution began on 10/23/2020 and continue for at least 30 days. That the Resolution was available to the public on the 10/23/2020 (Name of Secretary or Clerk)

Employer's website at: \_\_\_\_\_  
 Official sign board at: 2907 County Route 17 DeKalb GA NY  
 Main entrance Secretary or Clerk's office at: \_\_\_\_\_ Page 1 of 1 (for additional rows, attach a RS 2417-B form.)

(Seal)



NYSLRS Standard Workday and Reporting Resolution for Elected and Appointed Officials has been established for Andrew Fenton, Town Councilman, who is an elected official. The previous page of this document is record of such and is to be submitted to Albany upon approval of the Board.

Michael Livingston motioned for the Standard Workday and Reporting Resolution, as presented be approved and posted and submitted to Albany. This motion was seconded by Constance Elen.  
 Michael Livingston yes      Ed Newcombe Absent      Constance Elen yes  
 Andrew Fenton yes      John Frary yes

Constance Elen questioned why one had not been completed for her. This writer had not received notice that Ms. Elen continued to be part of the Retirement System. This writer will contact the appropriate office for direction.

Supervisor Frary, distributed copies of the Monthly to Date Budget Report for review.

Discussion and vote on 2021 budget: a brief discussion centering on the proposed \$14 quarterly increase for those within the Sewer District occurred. Ms. Elen believes it may pose a hardship for some people and wishes to go on recorded as such.

While there is an \$8,000 increase in this new budget versus last year's, the overall property value has also increased by \$1,000,000. Therefore, property owners will see a slight decrease in their Town Tax Bill for 2021.

A motion was made by Andrew Fenton to accept the 2021 Budget as presented. This motion was seconded by Michael Livingston.

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

**Highway Report:** Wayne Holland (09/16/20-10/21/20)

- Trash day took 2 ½ days to complete and the total cost was \$2,444.86. The letter sent to property owners/renters, cut down on the amount of refuse that should normally be taken care of by them. This decreased the total expense to the town by \$3,000+. The handling of metal was done differently this year as well. Instead of it being placed in the Kimco dumpster, it was sold directly by the town and received \$400+ for it.
- Hauling sand which is now complete with 350 loads.
- Installed the second motor at the sewer plant.
- Cold patching roads as weather permits.
- Installed a 30-foot culvert.
- Servicing trucks.
- Four (4) loads of blacktop were used for grader shimming on the Jenkins Road.
- Hauled blacktop for Russell one (1) day for shared services.
- Blacktopped 0.8 mile of the Winter Road and 0.2 mile of the Childs Road.
- A total of 3.9 miles of roads were blacktopped for the year. This is good considering 20% of the funds for roads was taken away this year.

To receive the CHIPS money, the final bill(s) for blacktop must be paid. The two bills from Barrett, are \$50,585.32 and \$9,906.80 for a total of \$60,492.12, and SLC Highway for \$4131.79.

Constance Elen motioned for Supervisor Frary, to write a check to Barrett in the amount of \$60,492.12 for payment of blacktop received. Motion was seconded by Michael Livingston.

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

**DANC Report:**

Wayne Holland has installed the second 5hp motor at the sewer plant for the RBC. Scott McConnell has completed a test of cutting power to the RBCs, to see if they could restart on their own. The test was successful. This should be a savings, as each time the power would go out, the RBCs were not able to restart with the 2hp motors. This usually resulted in an overtime call for two DANC employees to respond, as most power outages occur at night, and one was unable to restart the motors alone. The cost always had the potential to cost upwards of \$300 each time a callout occurred, once wages and mileage was combined.

A copy of the DANC monthly report was emailed to all Board members.

Supervisor Frary received notice from Bruce Green, IAO, Director of Real Property, for St. Lawrence County, informing the town that the State Equalization Rate is set at 93%.

He also informed the board, that the State has denied Robert Ball, Assessor for the Town of De Kalb, the ability to do a commercial re-evaluation for the town. Since they will only allow a full evaluation, it is too late in the year for Mr. Ball to achieve a full re-evaluation. This is something the Board will need to place early on next year's agenda.

**Communication:**

Solar Projects, there does not appear to be any movement, Supervisor Frary will check with IDA, to see if they have any update information.

Streetlights, after the last meeting with the group looking to update their town's lighting, NYPA has the lowest cost for LED lighting replacement. Supervisor Frary asked the Board for their permission to proceed forward with the lighting plan as discussed at previous meetings.

Constance Elen motioned for Supervisor Frary to sign the contract with NYPA, to proceed with the updating of the streetlights for the hamlet of De Kalb.

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

Phone system updates, waiting for the switch over to occur.

Property next door, Supervisor Frary has contacted the architect, to set up a time for inspection of the building. Supervisor Frary suggest to the Board, if full access is not allowed for inspection, then the possible purchase will be taken off the table.

Each Board member will soon receive their own email address to be used for Town Board information. All other employees of the town will also receive new email addresses, as nnyemail.com, which is supported by Spectrum, will be discontinued.

The new Webpage is up and available for viewing, will be working with North Shore for training, as how to edit the page.

Supervisor Frary has been informing the Board for several months, that the current Water/Sewer Billing program continues to have major issues. It appears as if now, it just keeps generating more issues and reading fewer meters. Supervisor Frary, Clerk Creazzo, and ITT Specialist, Tom Manley, participated in an online demonstration from El Dorado Utility Software by Creative Technologies. The program is EXCEL based, and the initial set up can be completed by Mr. Manley and Clerk Creazzo, which will allow only clean data to be entered. Then if a meter does not read, there will be a better chance of figuring out if it is something wrong with the meter. The cost of the program for initial startup is \$2,955, with an annual support fee of \$170. The Village of Oswegatchie uses this program and have for many years and are very satisfied with it.

Andrew Fenton motioned for the purchase of the new software program from El Dorado for the water and sewer billing. This motion was seconded by Constance Elen.

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

After reviewing all bills presented, and signing all bills over \$500.00, a motion was made by Andrew Fenton and seconded by Constance Elen, to approve payment of the bills as entered on Abstract #10-2020.

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

A motion was made by Michael Livingston and seconded by Andrew Fenton, to adjourn.

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

Meeting adjourned at 9:35PM

Respectfully submitted by

Barbara A. Creazzo  
Town Clerk

## Actions

1. Post approved Standard Workday for Andre Fenton and mail original, along with copy of minutes to Albany. **Completed 10/26/2020**
2. Follow-up with Standard Workday regarding Constance Elen.
3. Supervisor Frary to disburse check to Barrett for blacktop payment. **Completed 10/22/2020**
4. Supervisor Frary to follow up with IDA regarding Solar projects. **Completed 10/26/2020**
5. Supervisor Frary to sign contract to move forward with streetlight upgrade.
6. Supervisor Frary will follow up with architect regarding property next door.
7. Distribute new email addresses when received.
8. Purchase new water/sewer billing program.