Proceedings of a regular meeting of the Town Board of the Town of Pamelia held on Monday, January 11, 2021 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:00 p.m. Council members present were Grace Pruitt, Kenneth Hart, Lisa Brenon and Rusty VanTassel. Highway Superintendent Bruce Call, Zoning and Code Enforcement Officer Walt VanTassel, Engineer John Condino and Supervisors Clerk Annie Snyder were also present.

Minutes approved

Minutes of the December 14, 2020 regular meeting were approved as submitted on a motion made by Rusty VanTassel and seconded by Ken Hart. All voted aye; carried.

Resolution #1

Rusty VanTassel offered Resolution #1 seconded by Lisa Brenon to approve the following wages for 2021:

Councilmen: G. Pruitt, K. Hart L. Brenon, R. VanTassel	$ 2,396	Quarterly
Town Justices: A. Casselman	19,410	Bi-weekly
S. Kampnich	18,003	Bi-weekly
Court Clerk	31,974	Bi-weekly
Supervisor	21,646	Bi-weekly
Supervisor's Clerk	17,661	Bi-weekly
Town Clerk/Tax Collector	26,055	Bi-weekly
Highway Superintendent	48,201	Bi-weekly
Highway Employees (one)	17.85	Per hr-weekly
(second)	17.85	Per hr-weekly
(third)	15.30	Per hr-weekly
Planning Board: Chairman	4,551	Quarterly
Secretary	2,884	Quarterly
Others members (three)	1,654	Quarterly
Alternate	51	Per meeting Quarterly
Code Enforcement Officer,	9,945	Bi-weekly
Zoning Enforcement Officer	9,945	Bi-weekly

Zoning Board of Appeals: Chairman	482	Quarterly
Secretary	51	As needed
Others	241	Quarterly
Board of Assessment Review	55	Per day-yearly
Special Districts Clerk	5,301	Bi-weekly
Special Districts Accountant	2,681	Bi-weekly
Special Districts Superintendent	3,585	Bi-weekly
Special Districts Administrator	0	

All voted aye; carried.

Resolution #2

Rusty VanTassel offered Resolution #4 and Ken Hart seconded to establish a standard work week for members of the NYS Retirement System. All voted aye; carried. The Resolution follows:

Town of Pamelia

BE IT RESOLVED, that the Town Board be and hereby establishes the following as a standard workday for elected and appointed officials for the purpose of determining days worked reportable to the New York State and Local Employees' Retirement System:

All Elected Officials

Supervisor
Councilpersons
Town Clerk
Town Justice

Five day work week, six hour day.

Superintendent of Highways

Five day work week, eight hour day.

Appointed Officials

Court Clerk

Four day work week, eight hour day.

Highway Employees

Five day work week, eight hour day.

Other appointed officials

Five day work week, six hour day.

Dated: January 11, 2021

I, Gwen Call, clerk of the Town of Pamelia of the State of New York, certify that the full Board consists of four members, and that four of such members were present at such meeting and that four such members voted in favor of the above resolution.

Resolution #3

Ken Hart offered Resolution #3, seconded by Rusty VanTassel, to approve the following appointments, authorizations:

Watertown Daily Times as the official newspaper.

Official Bank as Community Bank, may have over $250,000 deposited.

Regulatory meeting of the Town Board will be held on the second Monday of the month unless otherwise designated to be held at 25859 NYS Rte 37 Watertown, NY at 7:00 pm.

The Town Board to adopt the Town investment policies and procurement policies.

Gwen Call as Record Management Officer, Registrar of Vital Statistics.

Bruce Call as Deputy Registrar of Vital Statistics

Dori Klaproth as Town Historian.

Sheri Fields as Court Clerk.

Annie Snyder as Supervisor's Clerk.

Barton & Loguidice as Town Engineers.

Buchan & Sutter as Town's Attorney and Council at Law

Supervisor Scott Allen as Rt 3 Sewer Board member

Walter VanTassel as Zoning Enforcement Officer.

Walter VanTassel as Code Enforcement Officer.

Walter VanTassel as Planning Board for 1 year.

Bruce Call as Special Districts Superintendent.

Gwen Call as Special Districts Clerk.

Annie Snyder as Special Districts Accountant.

Town of Pamelia Supervisor shall be named investing and budgeting officer for the Town of Pamelia.

Scott Allen is authorized to deposit, sign checks and documents for Community Bank.

Scott Allen is authorized to view online documents and transfer money for banking purposes for the Town of Pamelia.

Council member Grace Pruitt is authorized to sign checks in the event the Supervisor is not available or is disabled.

Alex Marchenkoff as Assessor contracted from Jefferson County

The Health Officer is the Town Board members and Supervisor Scott Allen.

Supervisor Scott Allen as Special Districts Administrator to oversee the Special Districts, authorizing and signatory duties; to authorize payments in advance: bills for utilities, insurance, postage, phone, internet, and Justice Dept. when it appears that these bills would not be paid on a timely basis if held till the next Town Board meeting. Such advance payments will appear on the next monthly abstract.

Mileage rate - $.40 per mile for use of personal vehicle for Town purposes.
All voted aye; carried.

Resolution #4

Lisa Brenon offered Resolution #4 and Rusty VanTassel seconded to increase the hourly wage for the Court Attendant, Grace Pruitt, from $11.80 to $12.50 to be paid monthly. Scott Allen and Ken Hart voted aye. Grace Pruitt abstained; carried.

Resolution #5

Ken Hart offered Resolution #5 and Lisa Brenon seconded authorizing petty cash of $50 for the Town Clerk, $50 for Special Districts, $100 for the Tax Collector and $100 for the Justice Court. All voted aye; carried.

Budget Appropriations

Lisa Brenon made a motion and Rusty VanTassel seconded to approve the following 2020 budget appropriations. All voted aye; carried.

Highway Fund	
From: DA5142.4	- $ 289
To: DA5130.4	+ 289
Water District	
From: SW8340.4	- $ 4,408
To: SW8320.4	+ 4,408

Correspondence

Supervisor Scott Allen reported that he has been working with the NYS Comptroller's office on the 2019 AUD, which has been finalized, and he is working on the 2020 AUD.

Justice Court

Scott Allen stated he has received notice from the Unified Justice Court requesting an audit of the Court records.

Jefferson County Transfer Site

Supervisor Scott Allen stated that Jefferson County would like to either continue the lease for the land owned by the Town or purchase it so that they can expand the site to put in another set of scales. They would like the Town to come up with a figure for purchasing all three parcels or part of it.

The Town Board discussed options and decided that Scott Allen will go back to the County to have them make an offer.

Attorney Bill Buchan entered the meeting and advised the Town to sell the land if the County would accept the liability of the landfill with the purchase.

Grace Pruitt made a motion and Lisa Brenon seconded to allow Scott Allen to work with Attorney Bill Buchan to write a letter to the County. All voted aye; carried.

Scott Allen reported he has been working on the Public Employer Health Emergency Plan which was mandated by Governor Cuomo. He presented to the Town Board a draft of what he has done and stated he will continue to work to complete it.

Liberty Avenue Turnaround

Scott Allen stated that Mr. Patel who is building a home at the end of Liberty Avenue was supposed to build a road extension, which he agreed to do, because he did not have enough road frontage. Mr. Patel has to comply in order to get a driveway permit.

Attorney Bill Buchan stated he has worked with Mr. Patel, Scott Allen and Highway Superintendent Bruce Call. Attorney Buchan reviewed a letter from Zoning and Code Enforcement Officer Walt VanTassel that had been presented to Supervisor Allen last month. Bill believes that it is not a driveway, and is an intersection with a Town road. He stated that there has to be compliance with the Town.

Bill Buchan stated he does not agree with Walt VanTassel's interpretation of the Town law.

Attorney Buchan stated if this cannot be resolved with the Town, it would have to go to Supreme Court to decide.

After a discussion, Bill Buchan and Walt VanTassel agreed that they will meet, along with Highway Superintendent Bruce Call, to try to resolve the issue.

EPA Consent Order

Scott Allen stated he has received a letter from the EPA with an Administrative Consent Order for Disinfectant by products compliance in the Town. He has been working with the order which was filed in 2013.

Scott stated that in 2018 Barton & Loguidice worked with the Town to create a compliance plan.

Attorney Bill Buchan stated that the Town has not solved the disinfectant by product problem. He states that water that comes from the City of Watertown to the Town of Pamelia over time creates these disinfectant by products, and that the solution is to implement the Water Expansion Project.

Town Engineer John Condino stated that the solution of implementing the Water Expansion Project will take about two years to complete. He stated that the Town must increase actions to the operational issues connected with the current water system, which means enhancing the plan which was submitted in August of 2018.

Attorney Bill Buchan stated the Town must manage the interum period and advises to look at operational matters, and in haste, move the Water Project forward.

Scott Allen would like to meet with the Town Board for a special meeting on January 25th at 7:00 pm with Bill Buchan and John Condino to put a plan together to get it to the EPA by the end of the month.

John Condino stated he would also like to meet with the Board for a workshop to discuss important updates of the Water Project and the budgets and the best ways to move forward with the project.

Attorney Buchan suggests that the Board decide to enter into the Consent Order since there is no fine at this time.

Rusty VanTassel made a motion and Ken Hart seconded to allow Scott Allen to sign the Consent Order. All voted aye; carried.

Code Enforcement

Walt VanTassel reported that he has had complaints about rats at the abandoned Perch Lake Rd. property, and it is a mess.

Scott Allen stated that he can put together an advertisement for a contractor to bid to do the work.

Rusty VanTassel made a motion and Lisa Brenon seconded to have Supervisor Scott Allen draw up a contract to hire a contractor to clean up the property. All voted aye; carried.

Public Comments

Resident Gary Mack offered information to Town residents for the different contacts for scheduling appointments to receive the Covid-19 vaccine.

Scott Allen asked resident Mike Booth if he was interested in the vacant position on the Zoning Board of Appeals. Mike stated that he is interested in serving on the board.

Grace Pruitt made a motion and Lisa Brenon seconded to accept Mike Booth as a member of the Zoning Board of Appeals for a 5 year term. All voted aye; carried.

Payment of the Bills

Rusty VanTassel made a motion and Ken Hart seconded to pay the General Fund bills totaling $56,888.66 No. 1 – 19, Special Districts Fund bills totaling $50,894.98 No. 1 – 9, Highway Fund bills totaling $6,750.90 No. 1 – 16, and Capital Fund bills totaling $102,527.58 No. 1 - 3. All voted aye; carried.

Lisa Brenon made a motion and Rusty VanTassel seconded to hold a special meeting on January 25, 2021 at 7:00 pm to discuss the EPA Consent Order and to have an update on the Water Project with John Condino. All voted aye; carried.

Adjournment

The meeting adjourned at 8:31 p.m. on a motion made by Rusty VanTassel and seconded by Ken Hart. All voted aye; carried.

Gwen Call

Gwen Call
Town Clerk
January 11, 2021