Proceedings of a Workshop Meeting of the Town Board of the Town of Pamelia held on Monday, January 3, 2022 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:00 pm. Council members present were Kenneth Hart, Rusty VanTassel, and Ricky VanTassel. Highway Superintendent Bruce Call, Engineers John Condino and Dustin Clark and Supervisor's Clerk Annie Snyder were also present. Council member Lisa Brenon was absent.

Engineer Dustin Clark explained the proposed expanded Sewer District #9 boundary and the area covered by the proposed Rt. 37 Improvements Project.

John Condino explained that on Bradley Street the existing Sewer District encompasses the Honda Store in the Purcell development. Love's Travel Stop's will be going in across Rt 81, and in order to accommodate Love's with Sewer, the Town will have to expand that Sewer District. He explained that the Town might as well form a bigger district even though the Town has no immediate plans to develop it. After Love's is complete the Town can start working at additional projects up Rt. 12, since the District is already formed.

Dustin updated the Board on the proposed schedule for the January 10, 2022 Board Meeting is for the Town Board to approve the final Map Plan and Report and to schedule a Public Hearing for February 14, 2022 for Sewer District #9 formation.

Supervisor Scott Allen reported that Love's Travel Stops is getting a review from B&L with what needs to be updated and their engineers will be submitting a plan back for B&L to review.

Also at the January 10, 2022 Board meeting, the Town Board will authorize Barton and Loguidice , Local Counsel, and Bond Counsel to complete Map Plan and Report, SEQR, District Formation, and Bond Resolution for the Proposed Route 37 Sewer project, also Part 1 of the SEQR process.

Dustin stated that the Town had applied for an Engineering Planning Grant four or five years ago which finally came through that covered an engineering report that evaluated the existing Sewer system and identified improvements needed for the pumping station. The cost of the Route 37 Sewer District #10 Expansion Project would be $10,000,000.

He suggested if the Board wants to move forward with the Project, they should start the process now to be ready to submit the applications this summer.

Dustin explained the costs per EDU. A discussion followed.

Adjournment

The Work Session adjourned at 8:35 pm on a motion made by Rusty VanTassel and seconded by Ken Hart. All voted aye; carried.

Gwen Call
Town Clerk
January 3, 2022

Proceedings of a regular meeting of the Town Board of the Town of Pamelia held on Monday, January 10, 2022 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:01 p.m. Council members present were Lisa Brenon, Kenneth Hart, Rusty VanTassel, and Ricky VanTassel. Highway Superintendent Bruce Call, Zoning and Code Enforcement Officer Walt VanTassel, Engineer John Condino and Supervisors Clerk Annie Snyder were also present. Attorney Bill Buchan was present via ZOOM conferencing.

Minutes approved

Minutes of the December 13, 2021 regular meeting were approved as corrected and minutes of the January 3, 2022 workshop meeting were approved as submitted on a motion made by Lisa Brenon and seconded by Rusty VanTassel. All voted aye; carried.

Funds Amended

A motion was made by Lisa Brenon and seconded by Kenneth Hart to amend the December 13, 2021 Capital Fund bills from $808,180.46 to $806,925.69 to subtract a $1,254.77 CSX bill. All voted aye; carried.

A motion was made by Lisa Brenon and seconded by Ricky VanTassel to amend the December 13, 2021 Highway Fund bills from $48,273.50 to $48,272.92 to adjust a credit on No.158. All voted aye; carried.

A motion was made by Rusty VanTassel and seconded by Kenneth Hart to amend the December 13, 2021 Trust and Agency bills from $6,275.76 to $6,838.87 to adjust for new insurance rate. All voted aye; carried.

2021 Budget Appropriations

Kenneth Hart made a motion and Rusty VanTassel seconded to approve the following 2021 budget appropriations. All voted aye; carried.

Water District

From: SW8320.4	-	$ 1,803
To: SW8330.4	+	1,803
From: SW9795.7	-	2,156
To: SW9756.6	+	2,156

Correspondence

Supervisor Scott Allen reported that he is working with the NYS Comptroller's office on the 2021 AUD.

Justice Court

Scott Allen stated he has received notice from the Unified Justice Court requesting an audit of the 2021 Court records.

Scott also reported that he has received the December water report from DANC.

Code Enforcement

Walt VanTassel stated that Mr. Phelps called and reported that it is difficult to walk on the sidewalk near the new roundabout on Rt 11 near the City because of 2 - 3 inches of ice. Scott stated he is not sure who is responsible for the maintenance at this time. Attorney Bill Buchan suggested that Walt write a letter to the DOT regarding the matter.

Walt also reported that he has had five calls requesting a cleanup of the property at the Rainbow Motel on Rt 12 that was destroyed by fire.

Scott Allen stated he has spoken to the owner and he was waiting on an insurance settlement. Attorney Buchan suggested allowing the owner to pursue getting the insurance money.
Walt stated that there are barricades but people are going around them.
Board members suggested that the owner should have an end date for cleaning up the property.
Bill Buchan will draft a letter to the owner and Walt will receive a copy.

Barton & Loguidice

John Condino reported that the Board held a workshop on Monday and talked about Sewer District #9 and Sewer District #10.

He stated that they will be doing the SEQR for the Sewer District #9 Expansion Project. B&L has sent the engineering report to Love's engineers to discuss upgrades.

The SEQR has been postponed until after the meeting with Love's on Tuesday so modifications can be made, and also make sure the district map is up to date to do SEQR. John suggests having a special meeting at the end of January to keep the project on schedule for funding applications in June.

Ken Hart made a motion and Rusty VanTassel seconded to hold a special meeting on Monday, January 24, 2022 at 7:00 p.m. for Sewer # 9 and Sewer #10 Projects. All voted aye; carried.

The Town Clerk will advertise the special meeting.

Resolution #1

Lisa Brenon offered Resolution #1 seconded by Rusty VanTassel to approve the following wages for 2022:

Council members: L. Brenon, K. Hart Rusty VanTassel, Ricky VanTassel	$ 2,492	Quarterly
Town Justices: S. Kampnich	19,410	Bi-weekly
M. Doney	18,003	Bi-weekly

Court Clerk	33,253	Bi-weekly
Supervisor	22,512	Bi-weekly
Supervisor's Clerk	18,368	Bi-weekly
Town Clerk/Tax Collector	27,098	Bi-weekly
Highway Superintendent	54,770	Bi-weekly
Highway Employees (one)	21.00	Per hr-weekly
(second)	19.50	Per hr-weekly
(third)	16.50	Per hr-weekly
Planning Board: Chairman	4,734	Quarterly
Secretary	3,000	Quarterly
Others members (three)	1,721	Quarterly
Alternate	54	Per meeting Quarterly
Code Enforcement Officer	10,343	Bi-weekly
Zoning Enforcement Officer	10,343	Bi-weekly
Zoning Board of Appeals: Chairman	501	Quarterly
Secretary	54	Per meeting
Others	251	Quarterly
Board of Assessment Review	58	Per day-yearly
Special Districts Clerk	5,514	Bi-weekly
Special Districts Accountant	2,789	Bi-weekly
Special Districts Superintendent	3,729	Bi-weekly
Special Districts Administrator	3,000	Bi-weekly

All voted aye; carried.

Resolution #2

Rusty VanTassel offered Resolution #2 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 10, 2022

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.

Executive Session

Ken Hart made a motion and Rusty VanTassel seconded to go into executive session at 7:41 p.m. to discuss appointing Attorney Andrew Capone as Town Attorney. Ricky VanTassel voted yes, Scott Allen voted no; carried.

The regular meeting resumed at 7:59 p.m. on a motion made by Rusty VanTassel and seconded

by Ken Hart. All voted aye; carried.

Supervisor Scott Allen stated that there was no action or votes taken, and stated that Attorney Capone will submit a resume' for review at the next meeting.

Scott Allen stated that the appointments cannot be tabled.

Resolution #3

Rusty VanTassel offered Resolution #3, seconded by Ken Hart, 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.

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.

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.

Alex Marchenkoff as Assessor contracted from Jefferson County

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

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

Resolution #4

Rusty VanTassel offered Resolution #4 and Ken Hart seconded to increase the hourly wage for the Court Attendant from $12.50 to $13.20 per hour to be paid monthly. All voted aye; carried.

Public Comments

Karen Granger, whose mother Carol Foster lives at 22033 US Rt 11 North stated her property borders the Town of Pamelia. She gets her water & sewer from the City of Watertown and has an inter-municipal agreement. She stated there are three different pipes running through the property and would like to leave it the way it is.

The property includes an apartment building within the City limits and her home and two other buildings with apartments in the Town of Pamelia.

A neighbor, Randy Rasmussen who lives at 22063 US Rt 11 also stated that he should not be in the water district.

Supervisor Scott Allen explained why the new Water District was formed and all the steps that have already been taken.

Engineer John Condino stated the engineers would like to clarify where the lines and the meter is on the Foster property before making any decisions.

Scott Allen distributed a memorandum issued from Attorney Bill Buchan with the Procedure for Modifying Improvement District Boundaries for reference.

A discussion followed. Bill Buchan stated that the Town Board has discretion as to how the debt service fees are set, but also since the financing is done, there are concerns if significant changes are made to the income stream.

Rusty VanTassel made a motion and Ken Hart seconded to discuss benefit assessment on properties and also correcting tax rolls at the special meeting to be held on January 24, 2022. All voted aye; carried.

Resolution #5

Scott Allen offered Resolution #5 and Rusty VanTassel seconded to allow Judge Michael D. Doney to sign signatory cards for the current court checking account with Community Bank NA said account will be used by Judge Doney. The Town Board will allow Supervisor Scott Allen to write a check from the General Fund to start a court checking account for Mr. Doney in the amount of $50. All voted aye; carried.

Resolution #6

Rusty VanTassel offered Resolution #6 and Lisa Brenon seconded to transfer $50,000 from the General Fund to the Capital Fund to start the engineering going forward with Sewer District #10. All voted aye; carried.

Resolution #7

Lisa Brenon offered Resolution #7 and Rusty VanTassel 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, and $50 for Judge Michael Doney's account. All voted aye; carried.

Payment of the Bills

Lisa Brenon made a motion and Rusty VanTassel seconded to pay the General Fund bills totaling $95,968.13 No. 1 – 25, Special Districts Fund bills totaling $12,097.67 No. 1 – 9, Highway Fund bills totaling $6,417.64 No. 1 – 16, Capital Fund bills totaling $51,659.03 No. 1 – 7, and Trust and Agency bills totaling $6,838.87 No. 1. All voted aye; carried.

Scott Allen stated he has been in contact with Fiscal Advisors, and the Town has a bond for the Water Project originally for a little over $5,000,000. We now have to apply for the next stage of money, and short term financing is not giving all of the money. Fiscal Advisors would like Scott to get a small band for $513,000 until August when we can get the remainder of the $5,000,000 EFC short term financing.

Lisa Brenon made a motion and Ken Hart seconded to allow Supervisor Scott Allen to go forward working with Fiscal Advisors for the short term financing. All voted aye; carried.

Resident Tim Kelly who resides at 23900 Rt 12, stated he is glad to see the Town moving forward with the issue of cleanup at the Rainbow Motel.

Tim also questioned why residents are paying debt service now for Consolidated WD #1. Scott Allen stated that the Town will have bond payments due now.

Tim asked if the Town could apply for Covid relief money for the upgrading of water lines. There was a discussion on how Covid relief money can be spent.

Lisa Brenon suggested getting the Town's website up and running. Supervisor Allen will contact Matt Turcotte about the website.

Resident Mike Booth questioned if there are grants available for well rehabilitation, in regards to salt contamination. Engineer John Condino stated that it is through the Environmental Clean up Fund. Scott Allen is not aware of any available grants.

Adjournment

The meeting adjourned at 8:55 p.m. on a motion made by Lisa Brenon and seconded by Rusty VanTassel. All voted aye; carried.

Gwen Call
Town Clerk
January 10, 2022