Proceedings of a regular meeting of the Town Board of the Town of Pamelia held on Monday, January 08, 2024 at the Municipal Building, Route 37; Supervisor Scott Allen called the meeting to order at 7:01 p.m. Council members present were Kenneth Hart, Ricky VanTassel and Samantha Eves. Highway Superintendent Bruce Call, Engineers John Condino and Dustin Clark, and Supervisors Clerk Annie Snyder were also present. Council member Lisa Brenon was connected via phone.

Minutes approved

Minutes of the December 11, 2023 regular meeting were approved on a motion made by Ken Hart and seconded by Ricky VanTassel. All voted aye; carried.

2023 Budget Appropriations

Ken Hart made a motion and Ricky VanTassel seconded to approve the following 2023 Budget Appropriations. All voted aye; carried.

Highway

From: DA9040.8	-	$3,000
To: DA9060.8	+	3,000

Sewer District

From: SS8110.4	-	20
To: SS1380.4	+	20

Water District

From: SW1420.4	-	3,231
To: SW1380.4	+	3,231

From: Fund Balance	-	4,694.50
To: SW8320.4	+	4,694.50

From: SW9730.6	-	51,342.83
To: SW9730.7	+	51,342.83

Funds Amended

A motion was made by Ricky VanTassel and seconded by Ken Hart to amend the December December 11, 2023 Special Districts Fund bills from $140,988.59 to $141,033.26 to adjust National Grid bills, and to amend the Capital Fund bills from $925,664.81 to $536,634.86. All voted aye; carried.

Resolution #1 -- Attached

Ken Hart offered Resolution #1, seconded by Ricky VanTassel to establish the Yearly Regulatory Designations. Roll call vote as follows: Scott Allen, aye; Kenneth Hart, aye; Ricky VanTassel, aye; Samantha Eves, aye; adopted.

Resolution #2 – Attached

Ricky VanTassel offered Resolution #2 seconded by Kenneth Hart to approve Salaries for Elected Public Officials and Full-Time Employees. Roll call vote as follows: Scott Allen, aye; Kenneth Hart, aye; Ricky VanTassel, aye; Samantha Eves, aye; adopted.

There was a discussion on appointing a Deputy Supervisor. Scott Allen will get the necessary paperwork for the February meeting.

Resolution #3 – Attached

Ricky VanTassel offered Resolution #3 seconded by Kenneth Hart to make Appointments and Compensation for 2024. Roll call vote as follows: Scott Allen, aye; Kenneth Hart, aye; Ricky VanTassel, aye; Samantha Eves, aye; adopted.

Resolution #4 – Attached

Ken Hart offered Resolution #4 seconded by Ricky VanTassel establishing a Standard Work Day for the Retirement System. Roll call vote as follows: Scott Allen, aye; Kenneth Hart, aye; Ricky VanTassel, aye; Samantha Eves, aye; adopted.

Resolution #5

Ricky VanTassel offered Resolution #5 seconded by Samantha Eves extending the Emergency Order which was signed June, 2023 advising the public that certain fire hydrants are out of order due to water main breaks. All voted aye; adopted.

Resolution #6

Scott Allen offered Resolution #6 seconded by Samantha Eves Approving the Agreement for Payment of Town Review for Expenses in Connection With Residential Development for a Road Extension, Water and Sewer Extensions From Existing System Main Lines To New House Location. Scott Allen and Samantha Eves voted aye, Ricky VanTassel and Ken Hart voted nay; not adopted.

There was a discussion and an explanation from Supervisor Allen on the matter, after which the Board re-voted. All voted aye; adopted.

Highway Department

Scott Allen presented the 284 Agreement supplied by Bruce Call between the Highway Department and the Town of Pamelia for General Repairs on 32 miles of Town Highways in the amount of $330,000.

Scott Allen made a motion and Ricky VanTassel seconded to approving the Agreement. All voted aye; carried.

Resolution #7-- Attached

Ken Hart offered Resolution #7 seconded by Ricky VanTassel to make Contractual Appointments for 2024. Roll call vote as follows: Scott Allen, aye; Ken Hart, aye; Ricky VanTassel, aye; Samantha Eves, aye; adopted.

Manhole Inspection Report

Scott Allen supplied the Board with a copy of the 2023 Manhole Inspection Report from the Development Authority which he briefly reviewed.

Supervisor Allen reported that the Town was not awarded the WIIA Grant for the Sewer Project.

Scott Allen stated that he has a Letter of Acceptance for the $5,000,000 Grant that was awarded in 2023 for the Water Project.

Scott made a motion and Ricky VanTassel seconded to allow Supervisor Scott Allen to sign the Letter of Acceptance for the $5,000,000 Grant. All voted aye; carried.

Scott Allen reported that DANC raised the rates last year on the amount that they charge the Town for water, and will probably raise them again in April.

In anticipation of this potential rate increase, Scott would like to raise the rates the Town charges for Sewer Districts 3, 4, 5, 6, and 9. We are now charging $3.85 per 1,000 gallons. In Districts 3, 4, 5, 6 we are paying $3.59, and District 9 we are paying $3.63 per 1,000 gallons. He would like to raise them to $4.35 per 1,000 gallons.

Scott is also requesting to raise Sewer O&M from $35.00 to $43.00 per quarter.

Scott Allen made a motion and Ricky VanTassel seconded to raise the Sewer charge from $3.85 to $4.35 per 1,000 gallons for Sewer Districts 3, 4, 5, 6, and 9, and to raise the Sewer O&M charge from $35.00 per quarter to $43.00. All voted aye; carried.

Supervisor Scott Allen stated that the Town solicited Engineering Services for the Water Main Project. He reported that Barton & Loguidice was the only Engineer to submit a package for the Engineering Services.

Barton & Loguidice

Engineer Dustin Clark stated that the WIIA Grant award is a compliment to the Town for the quick effort in getting the report done and submitted, and that the State must think that the Town is doing good things.

Dustin updated the Board on the Water Replacement Project. He stated that Sensus had hired VEPO Metering to install the new meters in the Town. The job was started in November.

He reported that it was not a good experience with the Contractor, and did not work out.

Dustin stated that North Country Contractors did all meter installation for our Consolidated Water Project. Therefore, they will take over Meter Replacement Project.

Dustin reported that contractors have started the Rt 37 North Project. He stated that the DOT has been difficult. When Rt 781 was constructed and electric went underground, it was installed on top of the Town's water main.

Dustin reviewed the Budget/Cost Certification Form presented to the Board for the Town of Pamelia's Water Main Replacement Project.

Dustin provided the Board with the Consolidated Water District No. 1 Engineering Amendment #6 between the Town of Pamelia and Barton and Loguidice. This Agreement includes an increase of $20,000 to construction administration and an increase of $85,000 to resident project representative for additional engineering and construction observation services.

Ricky VanTassel made a motion and Ken Hart seconded to allow Supervisor Scott Allen to sign Engineering Agreement Amendment No. 6. All voted aye; carried.

Dustin provided the Board with Change Order No.7 with North Country Contractors.

This Change Order includes the addition of a bid item for replacement of water meters throughout the water district. There will be no overall change in cost within this Change Order.

The Change Order also modifies the Rock Excavation Pay Item, Miscellaneous Work Allowance Pay and new Pay Item CO7-1 Water Meter Replacement.

This Change Order also includes a 7-month time extension to complete the additional water meter replacements.

Ricky VanTassel made a motion and Ken Hart seconded to allow Supervisor Allen to sign Change Order No. 7 with North Country Contractors. All voted aye; carried.

Dustin also provided Engineering Amendment No. 2 to the Owner-Engineer Agreement between Barton and Loguidice and the Town of Pamelia.

This Amendment modifies services of the Engineer, payment to the Engineer and modifications to the time for rendering services.

Ricky VanTassel made a motion and Samantha Eves seconded to allow Supervisor Allen to sign Amendment No. 2 to the Owner-Engineer Agreement between Barton and Loguidice and the Town of Pamelia. All voted aye; carried.

Resolution #8

Scott Allen offered Resolution #8 seconded by Ricky VanTassel authorizing petty cash of $50 for the Town Clerk, $50 for Special Districts, $100 for Tax Collector, and $100 for the Justice Court. All voted aye; carried.

Supervisor Scott Allen reported that the old ductile iron pipe from the Water Project was put out to bid on Auctions International. The high bid was $2,550.

Scott Allen made a motion and Ken Hart seconded to accept the $2,550 bid. All voted aye; carried.

The Town Board would like Scott to request a certificate of insurance from the purchaser.

Public Comments

Josh Pierce, owner of Watertown Recycling and Scrap Metal requested a letter from the Board stating that after a certain amount of time he must remove cars from the front to the back of the junkyard which the Town had requested. Josh stated he needs it as soon as possible to provide it to the DMV.

Scott Allen stated he will review the minutes and speak to the Town Attorney before giving him the letter.

Ricky VanTassel requested that Graham Road be opened up.
Highway Superintendent Bruce Call stated he will open it up so that Ricky can look at the property, but it will not remain open.

Payment of the Bills

Ricky VanTassel made a motion and Ken Hart seconded to pay the General Fund bills totaling $51,491.05 No. 1 – 21, Special Districts Fund bills totaling $18,756.34 No. 1 – 12, Highway Fund bills totaling $3,407.13 No. 1 – 13, Capital Fund bills totaling $403,379.72 including Water Tower for $351,218.47 and Water Main Replacement for $52,161.25 No. 1, Trust and Agency bills totaling $7,332.87 No. 1 and Love's escrow totaling $407.12. All voted aye; carried.

Ricky VanTassel questioned if Love's Truck Stop's sewer is metered because of the ability for campers to dump there.

Scott Allen stated that Love's is being charged 70 EDU's on water usage and 70 EDU's on sewer usage. He also stated that there is a sewer meter on the outflow of the pump station, but that also includes the County. Scott stated that it would be ongoing and being reviewed.

Adjournment

The meeting adjourned at 9:37 p.m. on a motion made by Samantha Eves and seconded by Ken Hart. All voted aye; carried.

Gwen Call
Town Clerk
January 8, 2024

TOWN OF PAMELIA

Resolution # ___2____ SALARIES FOR ELECTED OFFICIALS AND FULL TIME EMPLOYEES

Resolution made by _____Lisa Brenon_____and seconded by _____Rusty VanTassel_____.

BE IT RESOLVED that the following salaries shall be paid to the following positions for the year January 1, 2023 through December 31, 2023

Town Supervisor $891.80, paid **biweekly**

Town Clerk / Tax Collector $1,073.46 paid **biweekly**

Town Board Members $641.69, paid **quarterly**

Highway Superintendent $2,169.73, paid **biweekly**

Town Justice one $768.92 paid **biweekly**
Town Justice two $713.19 paid **biweekly**

Highway Employees:

(One) $16.80, paid weekly
(Second) $23.50, paid weekly
(Third) $23.50, paid weekly
(FOURTH) $23.50, paid weekly

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Council member	Aye	Abstain	Nay
Kenneth Hart, Council member	Aye	Abstain	Nay
Rusty VanTassel, Council member	Aye	Abstain	Nay
Ricky VanTassel, Council member	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

_____
Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # __3_____ CONTRACTUAL APPOINTMENTS

Resolution made by _____Lisa Brenon_____and seconded by _____Scott Allen_____.

BE IT RESOLVED that the following appointments and authorizations be made for the year January 1, 2023 through December 31, 2023

Official News Paper	Watertown Daily Times
Official Bank	Community Bank, and hereby authorizes that the Town may have over $250,000 on deposit with Community Bank
Town Assessor	Pursuant to Contract with Jefferson County
Code Enforcement Officer	Pursuant to Contract with Jefferson County
Town Engineers	Barton & Loguidice
Town Attorney	Buchan & Sutter, P.C.

Town of Pamelia Supervisor shall be named investing and budgeting officer for the Town of Pamelia. The Town Supervisor is authorized to view online documents and transfer money for banking purposes for the Town of Pamelia. The Town Supervisor is authorized to deposit funds, sign checks and documents related to Town or Special District accounts with Community Bank. with 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 until the next Town board meeting. Such advance Payments will appear on the next monthly abstract.

Town of Pamelia Supervisor shall be named the route 3 sewer board member.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Council member	Aye	Abstain	Nay
Kenneth Hart, Council member	Aye	Abstain	Nay
Rusty VanTassel, Council member	Aye	Abstain	Nay
Ricky VanTassel, Council member	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

_____
Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # __4_____ Standard Work Day for Retirement System

Resolution made by ____Rusty VanTassel _____ and seconded by _____Ken Hart_____.

BE IT RESOLVED that the following be and hereby the Town Board establishes the following as standard work day for elected and appointed officials for the purpose of determining days worked re-portable to New York State and Employees' Retirement System are hereby made for the term of January 1, 2023 through December 31, 2023

All Elected Officials
Supervisor, Councilpersons, Town Clerk, Town Justices,
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.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Council member	Aye	Abstain	Nay
Kenneth Hart, Council member	Aye	Abstain	Nay
Rusty VanTassel, Council member	Aye	Abstain	Nay
Ricky VanTassel, Council member	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

_____
Gwen Call, Town Clerk
Town of Pamelia, New York

TOWN OF PAMELIA

Resolution # ___5____ APPOINTMENTS/COMPENSATION

Resolution made by _____Ken Hart_____and seconded by _____Rusty VanTassel_____.

BE IT RESOLVED that the following appointments are hereby made for the term of January 1, 2023 through December 31, 2023

Sheri Fields, is hereby appointed **Court Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $34,250.58, to be paid $1,317.33 biweekly for services rendered during this term.

Grace Pruitt, is hereby appointed **Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $20.00, per hour to be paid monthly for services rendered during this term.

Hunter Murphy, is hereby appointed **Clerk** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $20.00 per hour, to be paid monthly for services rendered during this term.

Annie Snyder, is hereby appointed **Supervisor's Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $18,917.86, to be paid biweekly, $727.61 for services rendered during this term.

Gwen Call, is hereby appointed **Town Clerk/Tax Collector** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $27,909.96, to be paid biweekly, $1,073.46 for services rendered during this term.

Vacancy , is hereby appointed/or shall continue an existing appointment as **Planning Board Chairperson** and for the term of January 1, 2023 through December 31, 2023 s/he shall be compensated at a salary of $1,218.42, to be paid quarterly, for services rendered during this term.

Kim Casero, is hereby appointed/or shall continue an existing appointment as **Planning Board Member Secretary** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $772.30, to be paid quarterly, for services rendered during this term.

Mary Lou Tesmer, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $442.66, to be paid quarterly, for services rendered during this term.

Robert Dorr, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $442.66 to be paid quarterly, for services rendered during this term.

Brian Kampnich, is hereby appointed/or shall continue an existing appointment as **Planning Board Member** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $442.66 to be paid quarterly, for services rendered during this term.

Steve Brenon, is hereby appointed/or shall continue an existing appointment as **Planning Board Member Alternate** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $54.63 to be paid per meeting in attendance, for services rendered during this term.

Vacancy , is hereby appointed **Zoning Enforcement Officer** for the term of January 1, 2023 through December 31, 2023 and s/he shall be compensated at a salary of $409.73, to be paid biweekly, for services rendered during this term.

Paul Trimper Jr., is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals Chairperson** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $128.89, to be paid quarterly, for services rendered during this term .

Kim Casero, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals Secretary** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $54.63 per meeting, to be paid for quarterly for services rendered during this term .

Stan Tibbles, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59, be paid quarterly, for services rendered during this term.

Mark Cote, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59, to be paid quarterly, for services rendered during this term.

Scott Paris, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59 to be paid quarterly, for services rendered during this term .

Michael Booth, is hereby appointed/or shall continue an existing appointment as **Zoning Board of Appeals** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $64.59 to be paid quarterly, for services rendered during this term .

David Hart is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Stanley Hajdasz, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Susan Greenwood, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Gary Mack, is hereby appointed/or shall continue an existing appointment as **Board of Assessment Review** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $110.00, to be paid per day, paid yearly for services rendered during this term.

Gwen Call, is hereby appointed **Special Districts Clerk** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $5,678.40, to be paid biweekly, $218.40 for services rendered during this term.

Bruce Call, is hereby appointed **Special Districts Superintendent** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $3,840.20, to be paid biweekly, $147.70 for services rendered during this term.

Annie Snyder, is hereby appointed **Special Districts Accountant** for the term of January 1, 2023 through December 31, 2023 and she shall be compensated at a salary of $2,871.70, to be paid biweekly, $110.45 for services rendered during this term.

Scott Allen, is hereby appointed **Special District Administrator** for the term of January 1, 2023 through December 31, 2023 and he shall be compensated at a salary of $3,090.00, to be paid biweekly, $118.84 for services rendered during this term. ***Further***, the **Special Districts Administrator** shall oversee Special Districts, with authorizing and signatory duties; to authorize payments in advance: bills for utilities, insurance, postage, phone, and internet, when it appears that these bills would not be paid on a timely basis if held until the next Town board meeting. Such advance Payments will appear on the next monthly abstract.

Gwen Call, is hereby appointed **Records Management Officer, Registrar of Vital Statics** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Bruce Call, is hereby appointed **Deputy Registrar of Vital Statistics** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Dori Klaproth, is hereby appointed **Town Historian** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

The Town Supervisor and The Town Board Members, are hereby appointed **Health Officer** for the term of January 1, 2023 through December 31, 2023 and shall be compensated at a salary of $0.00, to be paid for these services rendered during this term.

Scott J. Allen, Supervisor	Aye	Abstain	Nay
Lisa Brenon, Council member	Aye	Abstain	Nay
Kenneth Hart, Council member	Aye	Abstain	Nay
Rusty VanTassel, Council member	Aye	Abstain	Nay
Ricky VanTassel, Council member	Aye	Abstain	Nay

I, Gwen Call, Town Clerk of the Town of Pamelia hereby certifies that the above Resolution was adopted by the Town of Pamelia, January 9, 2023.

_____
Gwen Call, Town Clerk
Town of Pamelia, New York