

## **NEW LISBON TOWN BOARD---NOVEMBER 13, 2018---7:30 PM REGULAR MONTHLY MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilwoman Flo Loomis, Councilman John Pegg, Councilwoman Nancy Martin-Mathewson, Hwy. Supt. Bill Whitaker, Clerk Charlene Wells, Assessor Pamela Dyn-Gohde, County Rep. Meg Kennedy, County Planner Eric Scrivener, Residents Edward George, Donald Smith, Earl Smith, Tom Riso      Absent: Councilman Robert Eklund

Supervisor Edward Lentz opened the regular monthly meeting at 7:31 PM. A motion was made by Councilman John Pegg, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays to accept the minutes for the October 9, 2018 regular meeting as written.

Eric Scrivener of the Otsego County Planning Department was present to explain the Community Development Block Grant that Supervisor Edward Lentz would like the Town to apply for. It is a federally funded grant program aimed at low to moderate income residents, especially seniors and those with children in the home. The funds can be used for rehabilitation items such as roofs, windows, insulation, well & septic replacement, handicap access, etc. The grant only applies to stick built homes and the applicant must be the homeowner. The majority must be at 80% or below the area medium income to be eligible. The homeowner cannot have a mortgage or other lien on the property and they must be current with taxes. Our assessment roll shows that there are 99 properties in fair or poor condition. The maximum award of the grant is \$500,000.00, but Eric suggested that we apply for \$198,000.00 because we would need a plan for over \$200,000.00. He estimated that we could fund at least six projects, more depending on the work to be done. We would have a two year timeframe to select all projects. The grant is a deferred loan in that it is forgiven if the homeowner remains in their home for five years. Otherwise it would have to be repaid on a sliding scale depending on the number of years left out of the five years. The Town would pay the contractors for doing the work and then apply for reimbursement, which is usually fairly quick. Supervisor Lentz added that he thought the grant program would benefit our residents, help local contractors and the Town would have administrative paperwork which we should be able to get help from the County and Otsego Rural Housing who have done these grants before. If the Town didn't have enough funds to pay the contractors up front we may have to get a short term revenue anticipation note.

Hwy. Supt. Bill Whitaker noted that the 97 International is coming back from servicing and the 2001 will then be sent out. Upstate Sprayfoam is waiting for a dry spell to come out and fix the bad part of the Hwy. garage roof. He continues to work on the inventory and both generators have been started up. The 2009 Freightliner and small mower tractor are back from having repairs done. Stan Leonard is coming to install the new LED lights in the hwy. garage. They completed all of their culvert projects and got the landowner on Pegg Road to allow them access to clean out a problem culvert there. The sealing was completed on Gregory Road and Gilbert Lake Road. Because of the increase in oil costs over the preliminary estimates the CHIPS projects totaled approximately \$26,000.00 over our funding and we have to apply for approximately \$26,000.00 next spring. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/0 Nays to declare the Army generator as surplus and to sell it on Auctions International with a \$1000.00 reserve.

Edward George asked if all of our winter sand had been hauled in. Hwy. Supt Bill Whitaker responded that it was and noted that they had help from the Town of Morris crew. Mr. George further noted that we had a good turnout for Election Day with 437 voters which was about 60% of the registered voters. He also advised that the Town Hall refrigerator needs a good cleaning especially around the seal. Tom Riso added that where the election machines are now accessible for all voters, many of the polling sites in the County are not. Many years ago we had to meet accessibility codes so Co. Rep. Meg Kennedy will look into why some places are not.

Co. Rep. Meg Kennedy advised that the County owns approximately 3600 acres in forest land. The County forester is working on selling wood and drafting plans for several parcels to help reduce taxes on the parcels. Assessor Pamela Dyn-Gohde noted that she thought that the County should sell the parcels so they could go back on the tax rolls. Discussion was held on how much the parcels cost the

County and how much income they get from them. Co. Rep. Meg Kennedy will look into this. The County is also applying for funds from the Community Development Block Grant so if we get it and have too many applicants, we could forward them to the County. The County passed a local law declaring opioid use an epidemic. The County personnel office is updating their website to showcase job opportunities. The County Code Office is revising and lowering many of their fees for permits. The County's public hearing on their 2019 Budget will be on November 27<sup>th</sup>. The County is looking at decreasing the number of years people would have to pay back taxes by a year and contracting with a company to handle this for them. There would be a two week buy back period where residents could pay their back taxes before the property goes to auction. There has been no movement on the EMS taskforce and the County is still negotiating with cell carriers to utilize the County towers.

Land Use Enforcement Officer Tom Riso advised that building construction is still ongoing. Supervisor Edward Lentz noted that we received a good mortgage tax check from the County. Thanks to Assessor Pamela Dyn-Gohde, the assessment dispute in court was settled with no decrease in assessment. Supervisor Edward Lentz noted that he would like to attend the Association of Towns' Annual meeting in NYC on February 17-20, 2019. We received notice that our workers compensation cost for 2019 is decreased to \$7,711.00. We still need another person to serve on the Board of Review. The County provides training in the spring.

The Board has reviewed the new Sexual Harassment Policy that is required by New York State. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays to adopt NYS's new version of a Sexual Harassment Policy. This will replace the Sexual Harassment Policy that was previously adopted by the Town and will become part of the Employee Handbook. We have to set up a training session on the new policy. Co. Rep. Meg Kennedy will see if the County has information on who we can get to do the training.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/0 Nays to authorize the Supervisor to open a new bank account with \$1000.00 in it to serve as the Healthcare Deductible Account.

Our bookkeeper (Supervisor's Secretary), Cindy Hall has quit her position with the Town. Supervisor Edward Lentz has found Karen Kropp of By The Books who works as Bookkeeper for several other towns. She has been helping us out on a temporary basis. Supervisor Lentz is very happy with her and would like Board approval to contract with By The Books. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to contract with By The Books for bookkeeping services for the remainder of the year at an annual cost of \$7,800.00.

Discussion was reopened on the amount employees would contribute for their medical insurance in 2019. Supervisor Edward Lentz had submitted a chart of various options for the Board to review. After further discussion, a motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman John Pegg and carried 4 Ayes/ 0 Nays to set the amounts of employee contributions for 2019 at \$73.00 per month for the single plan, \$145.00 per month for employee plus one and \$207.00 for the family plan. This would be about 12.4%.

Supervisor Lentz suggested changes in the 2019 Preliminary Budget to lower most salary increases to 1% and increase the bookkeeper to \$7,800.00. After further review, a motion was made by Supervisor Edward Lentz, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to make the discussed salary changes and accept the revised 2019 Preliminary Budget as the 2019 Final Budget.

Supervisor Edward Lentz completed the draft of the new fire contract with the Garrattsville Fire Company for 2019. He asked the Board to review it and give him any comments.

A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 4 Ayes/ 0 Nays to make the following appropriation changes to cover bills and balance accounts:

1. Increase A8810.1 Cemetery Personal Service by \$81.50. Transfer from A8810.4 Cemetery Contractual.

2. Increase A1620.44 Firehouse Repairs by \$77.99. Transfer from A1620.43 Firehouse Contractual.
3. Increase A1620.42 Town Hall Repairs by \$58.96. Transfer from A1990.4 Contingent account.
4. Increase DA5112.2 to \$322,303.74 (\$139,678.74 balances with increase in revenue DA3501 below). Transfer \$52,624.90 into DA5112.2 Improvements to cover difference between actual expenses (\$322,303.74) and amount of 2018 reimbursement (\$269,678.84). Transfer \$8,000.00 from DA9060.8 Health Insurance, \$11,000.00 from DA 5110.1 General Repair Salary, \$11,000.00 from DA5110.4 General Repair Contractual, \$21,124.90 from DA5142.4 Snow Removal Contractual, \$500.00 from DA5120.1 Bridges Personal Services, \$500.00 from DA 5120.2 Bridges Equipment & Capital outlay and \$500.00 from DA5120.4 Bridges Contractual Expenditure.
5. Increase DA3501 (CHIPS Revenue) to \$269,678.84 (add \$139,678.74).
6. Transfer \$1,000.00 into Health Care Deductible Bank Account from A9060.8 Health Insurance.

The bills were available for audit by the Board prior to the meeting. A motion was made by Councilwoman Flo Loomis, seconded by Councilman John Pegg and carried 4 Ayes/ 0 Nays to approve paying General Fund bills #202 through #215 for a total of \$2,995.53 and Highway Fund bills #166 through #189 for a total of \$91,852.09. General Fund bills #193 through #201 and Highway Fund bill #190 for a total of \$8,380.10 were paid with prior Board approval. The Supervisor's monthly report was submitted to the Board.

The NYS & Local Retirement System will be sending out the annual bill which will be due by 12/15/18 to get a discount. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to authorize the Supervisor to pay the bill upon receipt to get the discount.

With no further business, a motion was made by Councilman John Pegg, seconded by Councilwoman Flo Loomis and carried 4 Ayes/ 0 Nays to adjourn at 9:50 PM.

Charlene R. Wells, New Lisbon Town Clerk