

NEW LISBON TOWN BOARD---MAY 12, 2020—7:30 PM REGULAR MONTHLY MEETING---BY WEB CONFERENCE

Due to the COVID-19 Pandemic, the regular monthly meeting of the New Lisbon Town Board was held by Zoom Web Conference/Teleconference. Those joining by video were Supervisor Edward Lentz, Councilwoman Flo Loomis, Councilwoman Nancy Martin-Mathewson, Councilman Brian Ryther, Hwy. Supt. Donald Smith, Clerk Charlene Wells, Land Use Enforcement Officer Tom Riso, Residents Richard Brimmer, Dauna Osborne, Edward George and guest Tim Peters of ORHA. Those joining by phone were Councilman Bill Whitaker, Co. Rep. Meg Kennedy and Planning Board Clerk Susan Smith.

Supervisor Edward Lentz opened the regular monthly meeting at 7:30 PM. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker and carried 5 Ayes/ 0 Nays to accept the minutes for the April 14, 2020 regular meeting as written.

Hwy. Supt. Donald Smith advised that he had the cracked windshield replaced in the Chevy pickup. The Ford pickup is being inspected, aligned and having tie rod ends replaced. The 2009 Freightliner needs breaks. The County Highway Dept. is now doing repairs at \$75.00 per hour. He may send the Freightliner there. Now that our County is going to reopen in Phase 1, he is planning on having all the men come back to work next week. He noted that they have used all of the material from Parker's and they will have to haul from Pittsfield, so he felt he could use all of the men. A motion

was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to allow all of the highway employees to come back to work, continuing social distancing practices and utilizing masks and hand sanitizer with the understanding that the Highway Supt. may send two home if necessary due to the working situation and weather.

Tim Peters of Otsego Rural Housing Assistance (ORHA) joined the meeting to discuss two projects that they have ready to go in our Rehab grant project if the Town Board agrees. He felt that they were good examples of our grant purpose, to help people fix up their houses for now and the future generation. It is good to do a variety of rehab projects with the goal being to sustain usability of the homes. First is Barbara Hoag of 637 County Hwy. 16. The project entails replacing about half of the roof and putting in a LP boiler for a bid of \$11,950.00. Second is Marie Holt of 3661 St. Hwy. 51 and entails siding replacement, bathroom accessibility modifications, two upstairs windows and lead paint remediation for a bid of \$16,600.00. Councilman Brian Ryther questioned if there was a contingency for if more problems are found, especially with the Holt house being older. He also questioned how the low bid and high bid could be so different. Tim Peters of ORHA explained that they do understand that sometimes there will be additional work/change orders on projects. We have more funds available and depending on the work, they could bring in funds from other programs. He added that some contractors consistently bid higher than others which he assumed could be due in part that they are bigger outfits with more overhead costs. Councilman Ryther was concerned that the low bids could result in change orders which would increase the cost and he would like to see a price for time & material. Tim Peters responded that they put out the scope of work and get a total price for the project. They encourage the contractors to go to the site and talk to the homeowners about their preferences and the work that needs to be done. Councilman Ryther asked about the siding replacement if they require the same as is or if vinyl siding is allowed. Tim Peters did not say that they are required to replace what is there. Councilwoman Nancy Martin-Mathewson questioned if they have worked with the contractors who they got bids from. Tim Peters responded that they have worked with all of the contractors and they are comfortable working with all of them. Because the State requires that the contractors have both liability and workers compensation insurance, not all contractors are available to participate. Many self-employed contractors don't carry workers compensation insurance. Those doing the lead paint work do have certificates to do it, though it is not a full lead paint abatement. Supervisor Edward Lentz asked if we had to do a SEQRA review for each project. Tim Peters advised that we have to do a drive by assessment and complete forms that the site meets all environmental issues. He anticipated that work could begin within a few weeks. After further discussion, a motion was made by Councilwoman Flo Loomis, seconded by Councilman Bill Whitaker and carried 4 Ayes (Loomis,Whitaker,Martin-Mathewson,Lentz) /1 Nay (Ryther) to proceed with the rehab project of replacement of half of the roof and new boiler for Barbara Hoag of 637 County Hwy. 16 at an anticipated cost of \$11,950.00. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 4 Ayes (Loomis,Martin-Mathewson,Whitaker, Lentz) /1 Nay (Ryther) to proceed with the rehab project of siding replacement, bathroom accessibility modifications, two upstairs windows and lead paint remediation for Marie Holt of 3661 St. Hwy. 51 at an anticipated cost

of \$16,600.00. Councilman Brian Ryther would like to have time & material costs for all projects so we would have a better basis for evaluating and comparing bids. Tim Peters will try to get us this information. ORHA has been doing these projects for years so they are trained to be responsible with the projects. They have to risk the funds first and then put in for reimbursement from the town. All money will come from the grant program, not town funds. The Town is not obligated to pay cost overruns.

The NYS budget included funds for the CHIPS program but we have not yet received our letter advising us of our approved amounts. Supt. Donald Smith advised that he has the permits and pipe for the Gross Road culvert project which he can start after June 15th. The big culvert on Goddards Road is getting worse and he probably won't be able to wait to reapply for a grant. He is working with the NYSDEC to size the pipe. He will not be paving Goddards or Jones Roads this year. He did receive estimates of about \$55,000.00 for paving projects but he is waiting for his CHIPS approval letter before purchasing the stone. He does have a list of small culvert projects to do and it will cost about \$8,000.00 to get all of the culvert pipes. A motion was made by Councilman Bill Whitaker, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to authorize the Hwy. Supt. to purchase the culvert pipes that he needs for an approximate cost of \$8,000.00.

In order for the State to review the proposed request for a speed reduction on part of Card Road as requested by resident John Gray, the Town Board has to pass a resolution to request this and file a form with the County Highway Department. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to pass Resolution #02-2020 to ask the NYS DOT to set a lower speed limit on Card Road between Card Spur Road and County Hwy. 14 and to pass along the request to the County Highway Dept. to send to the NYSDOT. We are going to get our road salt this year under the County's bid. The Highway Committee has requested that a sentence be added to the Dust Control Policy authorizing the Hwy. Supt. to apply two passes if necessary. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker and carried 5 Ayes/ 0 Nays to add the following sentence to our Dust Control Policy: The Town Hwy. Supt. is authorized to apply dust control in two passes if necessary, taking into consideration factors such as the width of the road and the volume and nature of traffic on the road.

As a way to get points under the Climate Smart Communities Program, the highway committee has drafted a Fleet Efficiency Policy and an Inventory List of Equipment for the board to review. Hwy. Supt. Donald Smith noted that Section D has to be amended a bit as he has already eliminated one larger truck. After further review, a motion was made by Councilman Bill Whitaker, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to adopt the Fleet Efficiency Policy as amended and Equipment List as drafted. Councilwoman Nancy Martin-Mathewson noted that since the big trucks have not been in use as much, the repair total is at \$8,900.00 compared to \$24,000.00 last year.

Because of the COVID-19 pandemic and the undoubtable loss of revenue from sales tax and other sources, Supervisor Edward Lentz has relooked at our 2020 Budget. He anticipates that sales tax may be down as much as 35%, AIM may be cut by 25-50%, and Mortgage tax by 50%. CHIPS, Pave NY and Winter Recovery funds were in the state budget at the same amounts as last year, but we only budgeted for CHIPS funds. Overall, he felt that we would not be severely impacted since we do have our fund balances and we did get the loan for the entire cost of the loader. He doesn't feel that we need to take drastic measures, just be prudent with our spending. Councilwoman Nancy Martin-Mathewson noted that if we use too much of our fund balances then we would have a harder time with our 2021 budget.

Hwy. Supt. Donald Smith asked the Board for approval to purchase a 2020 Cat Excavator 307.5 which is on State contract for \$85,303.32. It has a hydraulic thumb, coupler and ditching and digging buckets. They need this for road maintenance, ditching, culverts, etc. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilman Bill Whitaker and carried 5 Ayes/ 0 Nays to authorize the purchase of a 2020 Cat Excavator 307.5 for \$85,303.32 under state contract, subject to us first receiving our approval letter for CHIPS funding.

County Rep. Meg Kennedy updated the Board on the County dealing with the pandemic. The restart will be coming in 14-day increments. They are looking at data and information from the Association of Counties. Discretionary grant funding is discontinued for 2020. Only statutory grants will continue. Shared Service grants will most likely not be happening. They are proceeding with caution on grants, waiting for a guarantee before proceeding. Land Use Officer Tom Riso noted that he had nothing new to report.

Supervisor Edward Lentz noted that he received notice last week from Gates-Cole that our insurance renewal was due and he had to sign the forms as it was due the 10th of May. The increase over last year was due to having two new pieces of equipment. A motion was made by Councilman Brian Ryther, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to accept the insurance renewal package through Gates-Cole Associates for \$17,676.72 and \$750.00 for the Hwy. OCP policy.

Attorney Brad Pinsky has been working on the paperwork to get our Certificate of Need so we can contract with the Village of New Berlin for backup EMS service. Garrattsville EMS will remain our primary EMS. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to pass Resolution #03-2020 to authorize the Town to apply for a Certificate of Need to obtain ambulance operating authority so that we may contract with the Village of New Berlin for backup EMS services.

Supervisor Edward Lentz noted that he is moving our HRA Account to NBT. When looking for loans, it is good to have funds in more than one bank. He noted that he had received word that there was a petition going around town asking that all remaining animals be removed from the Damato residence after they were charged with animal cruelty for allegedly allowing several animals to starve. A letter had been sent to 658 County Hwy. 14, the Hyatt/Frank property (which they rent out) about garbage which had been dumped by the pond. According to a neighbor, it has been cleaned up. We received an estimate for two options of a heat pump for cooling at the town hall. For 100 people the cost is \$12,800.00 and for 207 people the cost is \$21,244.00. The status of this project is unsure at this time. NYS has sent notice that our 2020 Equalization rate is 100%.

A new COVID-19 memo has been drafted by Supervisor Edward Lentz. After review, a motion was made by Councilman Brian Ryther, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to post the notice which keeps the Town Hall closed through June 30th, Federal & State primaries will be held at the Town Hall on June 23rd, the Assessor & Town Clerk will continue to work by mail & email with appointments if necessary, the Court will remain closed until opened by the NYS Court system, the four highway employees will all go back to work, with the Hwy. Supt. being authorized to send two home if he deems it necessary, the Board of Review will be able to meet on May 26th utilizing social distancing and appointments and face masks and all accepted social distancing measures are to be utilized for all town properties and employees.

A motion was made by Councilman Brian Ryther, seconded by Councilman Bill Whitaker and carried 5 Ayes/ 0 Nays to adopt the Financial Standard Operating Procedures for the New Lisbon Rehab Housing Program as drafted by Supervisor Lentz.

The Board was given the May 2020 Abstracts to review the bills. A motion was made by Councilman Brian Ryther, seconded by Councilwoman Flo Loomis and carried 5 Ayes/0 Nays to approve paying General Fund bills #87 through #98 for a total of \$1,923.83 and Highway Fund bills #46 through #54 for a total of \$5,987.07. General Fund bills #84 through #86 and Highway Fund bill #55 for a total of \$4,509.83 were paid with prior Board approval.

We received three bids for a trailer. From Clinton Tractor & Implement Co. we received a bid of \$20,392.00 for a 21 ft. New Eager Beaver 20XPT Tag Equipment Trailer with inspection. From Five Star Equipment we received two options; a bid of \$20,999.00 for a 21 ft. New Eager Beaver 20XPT Trailer and \$21,499.00 for a 21 ft. Trail King TK40LP. Bid documents were emailed to Hwy. Supt. Donald Smith to review and he felt that the low bid met all his specifications. A motion was made by Councilman Bill Whitaker, seconded by Councilman Brian Ryther and carried 5 Ayes/ 0 Nays to accept the low bid of \$20,392.00 for a new Eager Beaver 20XPT Tag Equipment Trailer from Clinton Tractor & Implement Co.

William Balcom had been appointed to till Dan Morehouse's term on the Planning Board which expires 5/30/2020. He is willing to continue for a full term. A motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to appoint William Balcom to a full five-year term on the New Lisbon Planning Board effective June 1, 2020.

With no further comments or business, the meeting was adjourned at 10:17 PM.

Charlene R. Wells, New Lisbon Town Clerk

