

## **NEW LISBON TOWN BOARD---DECEMBER 8, 2020---7:30 PM REGULAR MONTHLY MEETING---TOWN HALL, GARRATTSVILLE**

Present: Supervisor Edward Lentz, Councilman Bill Whitaker, Councilwoman Nancy Martin-Mathewson, Councilwoman Flo Loomis, Councilman Brian Ryther, Hwy. Supt. Donald Smith, Town Clerk Charlene Wells, Assessor Pamela Dyn-Gohde, Land Use Enforcement Officer Tom Riso, County Rep. Meg Kennedy, Resident Edward George

Supervisor Edward Lentz opened the regular monthly meeting at 7:30 PM. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis and carried 5 Ayes/ 0 Nays to accept the minutes for the November 10, 2020 regular monthly meeting as written.

Highway Supt. Donald Smith advised that all the equipment is okay, with only having to deal with minor issues. He thinks that the polycarbonate portion of the Morton building roof may be leaking. They will check it out in the Spring when repairs can be done if necessary. They are cutting brush and have been out a few times with the plows/sanders. With COVID-19 cases hitting several area highway departments, it was discussed that we should have a policy in place for our highway employees this winter. If an employee tests positive but they are not sick, they can continue to work if needed, but must stay out of the building. Their truck will be brought outside to them and can be later disinfected or perhaps put in the other building. If the rest have been exposed, they should be tested and only work if needed until they get their results. Hwy. Supt. Donald Smith will try to work with surrounding towns so that we can all help each other if we face manpower shortages. If we are operating with less than a full crew, the Hwy. Supt. will have to contact the schools and tell them that we may not have roads ready for buses. Councilman Bill Whitaker has offered to help out on days when school is closed and he doesn't have to drive school bus. Councilwoman Nancy Martin Mathewson reported that our repair expenses for the year total \$46,342.00, which is \$22,777.00 less than last year. The repair costs for the 09A & 08 trucks totaled \$21,000.00 versus the 18 & 19 trucks which was about \$5,000.00.

Assemblyman John Salka will be coming for a visit on Friday. Issues that we will bring to his attention are our need for highway garage replacement funding, EMS incentives and study on rural EMS, maintaining or increasing CHIPS funds, broadband/cell service and the issue of prevailing wages being too high for our town.

The 2021 Agreement for the Expenditure of Highways Moneys was reviewed. \$20,000.00 is scheduled for the Goddards Road culvert replacement and \$100,000.00 is scheduled for shimming and paving projects on Goddard Road, Jones Road and Card Road. A motion was made by Councilman Brian Ryther, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to approve the 2021 Agreement for the Expenditure of Highway Moneys between the Town Board and Hwy. Supt. Our CHIPS reimbursement should be in next week.

Assessor Pamela Dyn-Gohde advised that she was mailing out exemption renewal forms which have to be back in to her by March 1, 2021. County Rep. Meg Kennedy advised that the County Board passed their 2021 budget under the tax cap. Funds are included for hiring a new Planning Director, Director of Veterans Services and Building Services Director. Our County Health Dept. has advised that they have a plan for giving out the COVID vaccines once received and feel confident they can handle it using their protocols. Separated glass and cardboard may now be dropped off at both the Southern and Northern transfer stations. The Planning and Solid Waste Depts. have received County Board approval to update the 1987 recycling law to meet new standards. Rep. Kennedy noted that she attended an Association of Counties meeting where they discussed how the virus is affecting Counties, how vaccine distribution will go, and suggested that Counties should resubmit their 2020 Shared Service plans to the state for 2021. The County Hwy. Dept. is looking to fill 15 additional positions in the dept, with only 3 being filled so far. The new County Board member to replace Peter Oberacker is Jennifer Mickle.

Land Use Enforcement Officer Tom Riso advised that five more projects were done enough for the assessor to add to the assessment roll. Councilwoman Nancy Martin-Mathewson reported that the CSC Committee has officially uploaded 57 points, with 3 more going in for the recycling project and 54 points that they are still working on. The next meeting will be January 7<sup>th</sup>, 2021 at 6:30 PM at the Town Hall and more volunteers are welcome to join in.

Supervisor Edward Lentz gave a brief update on our CDBG projects. The Hoag and Holt projects are completed. The Caffery project has been started. The Pope and McLean projects are due to start. The Miller project will be let out for bids. A second reimbursement has been received. ORHA has helped three others through different programs for a total of about \$21,000.00. New applicants can be submitted for review. We have to hold a second public hearing on the CDBG to update the public on our progress. The Board scheduled this hearing to be held on Tuesday, February 9<sup>th</sup>, 2021 at 7:30 PM prior to the regular monthly meeting.

Town Clerk Charlene Wells reported that she had been contacted by a representative from NYS about our Health Officer. Because Theresa Berdon is not a doctor, they have to approve of her based on work experience so a resume was submitted. If she is approved, now they advise that we would have to have a medical consultant for her. They suggested that we confer with Heidi Bond, Otsego County's Director of Public Health as she has to have a consultant. Clerk Wells advised that she is waiting for a return call on the matter. Councilman Brian Ryther questioned if we could have a Nurse Practitioner or Physician's Assistant be our Consultant or even a Health Officer. We will check and see what the state says on this.

We received two estimates for mold remediation in the Hwy. Garage. NBJ estimated \$30,000.00 to \$45,000.00 with us removing the drywall and Superior Mold Solutions estimated \$32,000.00 with us removing the drywall. Hwy. Supt. Donald Smith has received a verbal estimate of \$40,000.00 to \$45,000.00 to spray foam the interior from a different spray foam company. We would also have to update our air exchange which would need an engineered design because we have municipal employees. Once everything is torn out inside, we might have to update the electric. The best guesstimate at this time is that it will cost at least \$100,000.00 to fix our present highway garage to keep it functional. Our 2012 evaluation done by Delaware Engineering estimated the life expectancy then at five to ten years. Hwy. Supt. Donald Smith has seen several other garages and has some ideas of what he would want if we built a new garage. He suggested that perhaps we could use the old hwy. garage as a salt storage building as our present shed is inadequate. He would suggest we place a new garage down back. Supervisor Edward Lentz has submitted a pre-application form and budget with the USDA where it may be possible to obtain funds for up to 75% of the cost to build a new garage. He felt the town could handle 25% of the cost by bonding over 30 to 40 years. Community Development Block Grants would not be available for this project. There are a few other options to explore including our state representatives.

The Board has reviewed the proposal from Principle Design & Engineering of Norwich, NY. A motion was made by Councilman Bill Whitaker, seconded by Councilman Brian Ryther to enter into a contract with Principle Design & Engineering to assist us with the schematic design, scope of work development and cost estimation of a new highway garage at a cost of up to

approximately \$6,000.00. Discussion followed. Councilman Bill Whitaker noted that we have tried to patch up the existing garage for years and we need to consider the efficiency of the department and the employees' health. Hwy. Supt. Donald Smith noted that our present salt shed has to be almost empty before he can order a new shipment because we have a very limited capacity which is why he suggested making the old hwy. garage into a salt shed. He doesn't feel that we would save much by placing a new structure in the same footprint as we have well contamination issues, the septic is under the sand pile and now there is electric down back. Councilwoman Flo Loomis thought it made sense to hire a professional to take all of our ideas and considerations and help us come up with a design. The Hwy. Committee has suggested we should hire Principle Design. Hwy. Supt. Smith also noted that if we put firewalls every two bays it can help minimize any loss in case of a fire. Tom Riso commented that we should have a proper salt shed, but he doesn't see the old hwy. garage lasting long as it would corrode from the salt in a few years. After further discussion, the Town Board voted 5 Ayes/ 0 Nays to hire Principle Design & Engineering as per the above noted motion.

Supervisor Edward Lentz proposed making updates to our Procurement Policy. The bidding thresholds have been increased by the state from \$10,000.00 to \$20,000.00 for supplies & equipment and from \$20,000.00 to \$35,000.00 for public work contracts. He suggested we change the amount where we need to have an RFP from \$3,000.00 to \$5,000.00 for purchases and to alter the RFP requirements for public work contracts. Our Best Value local law would be noted in the policy. The Hwy. Supt. can purchase up to \$2,500.00 without prior Board approval and it was agreed upon to set \$500.00 as the amount other department heads can purchase without prior Board approval. Other minor edits were suggested. A motion was made by Councilwoman Nancy Martin-Mathewson, seconded by Councilwoman Flo Loomis

and carried 5 Ayes/ 0 Nays to accept the new Procurement Policy as edited by Supervisor Lentz and with approved changes made by the Board.

The Board reviewed accounts and projected fund balances. An account was opened at NBT to eventually become a reserve account. We need to have a plan of how to keep up with equipment replacements (8 to 10 year lifespan) before they get costly with repairs. We will have to use some of our CHIPS funds to get a program started. A motion was made by Councilman Brian Ryther, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to increase A1110.4 Justice Contractual by \$110.00 and Hwy. Supt. Contractual A5010.4 by \$40.04, with funds being transferred from A1410.11 Deputy Town Clerk.

The Board reviewed the abstracts of the bills prior to the meeting. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Brian Ryther and carried 5 Ayes/ 0 Nays to approve payment of General Fund bills #214 through #228 for a total of \$8,386.79 and Highway Fund bills #143 through #154 for a total of \$5,871.63. Supervisor Lentz paid General Fund bills #208 through #213 and Highway Fund bills #155 and #156 for a total of \$33,478.83 with prior Board approval. A motion was made by Councilwoman Flo Loomis, seconded by Councilman Brian Ryther and carried 5 Ayes/ 0 Nays to approve paying an additional bill, \$55.00 to Assessor Pamela Dyn-Gohde for a roll of stamps.

The Town Board will hold their 2021 Organizational meeting on Tuesday, January 12<sup>th</sup>, 2021 at 7:00 PM at the Town Hall, to be followed by the regular monthly meeting.

We received a letter from Town Justice William Burdick advising that his records are ready for the annual audit by the Board. Councilman Brian Ryther will conduct the audit of the Justice office, Councilwoman Flo Loomis will audit the Supervisor's office and Councilwoman Nancy Martin-Mathewson will audit the Town Clerk/Collector's office.

In response to the surge in COVID-19 cases, a motion was made by Councilman Brian Ryther, seconded by Councilman Bill Whitaker and carried 5 Ayes/ 0 Nays to close Town offices and the Town Hall to all other meetings than the Town Board. We will decide by the end of the year if the next Town Board meeting will be virtual.

Tom Riso noted that since the highway garage is missing insulation, we may be using more fuel oil and we should let Reese-Marshall know.

With no further business, a motion was made by Councilwoman Flo Loomis, seconded by Councilwoman Nancy Martin-Mathewson and carried 5 Ayes/ 0 Nays to adjourn at 9:22 PM.

Charlene R. Wells, New Lisbon Town Clerk