

**ORWELL TOWN BOARD**  
**Organizational/Regular Meeting**  
**Orwell Town Hall**  
**1999 County Route 2, Orwell, New York**  
**January 9, 2018**  
**7:00 PM**

Members Present:  
Supervisor William Potter  
Councilmen: David Lake, Jeffrey Graham, Ryan Jones, Nicholas Marshall  
Also Present:  
Hwy Supt-Doug Henry  
Water Operator-Marvin Levack  
NOCA Rep-Robert Trainham  
CEO-John Howland  
Tug Hill Representative-Paul Baxter  
Town Clerk-Traci LaVeck  
Public Present: Shirley Downes, Neil Hauer, Cory Jackson, Nadine Jackson

Supervisor Potter opened the meeting at 7:00 PM with the Pledge of Allegiance to the Flag.

**Organizational Meeting:**

Town Board Appointments and Salaries/Pay Rates for 2018:

<b>Position</b>	<b>Name</b>	<b>Salary/Pay Rate</b>
Code Enforcement Officer	John Howland	\$ 9,154.00
Custodial Worker	Richard Halsey	\$ 7,000.00
Dog Control Officer	Steven Cronk	\$ 2,500.00
Town Historian	Rose Graham	\$ 1,248.00
Attorney for Town	Nelson Law Firm	\$ 125.00/hr out of court \$ 150.00/hr in court
Registrar of Vital Statistics	Town Clerk	\$ 350.00
Purchasing Agent	Supervisor	\$ 0.00
Ambulance Board Representative	Robert Trainham	\$ 0.00
Library Treasurer	Supervisor	\$ 0.00
Water Operator	Marvin Levack	\$ 7,455.00
Asst Water Operator	Eric Pappa	\$ 2,000.00
Water Acct Clerk	Traci LaVeck	\$ 1,243.00

**Supervisor Appointed:**

Deputy Supervisor	Nicholas Marshall	\$ 300.00
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**Highway Superintendent Appointed:**

Deputy Highway Superintendent	Jon Roser	\$ 3,332.00
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**-Resolution #1-2018**

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to adopt a Resolution approving the aforementioned Appointments and Salaries/Pay Rates for 2018. (5 Ayes) Motion carries as follows:

Nicholas Marshall	Aye
Councilman David Lake	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman Ryan Jones	Aye

**The following officers/employees need to file an oath of office with the town clerk within 30 days:**

CEO-John Howland  
Deputy Highway Superintendent-Jon Roser  
Highway Superintendent-Doug Henry  
Town Supervisor-William Potter  
Deputy Supervisor-Nicholas Marshall  
Councilman-Jeffrey Graham  
Councilman-Ryan Jones  
Town Clerk/Tax Collector-Traci LaVeck  
Dog Control Officer-Steven Cronk  
Town Historian-Rose Graham  
Water Operator-Marvin Levack

**Designations:**

<b>A)Bank Depository</b>	Community Bank NA (Checking) Community Bank NA (Savings)
<b>B) Official Town Newspaper</b>	Salmon River News

**Policy Review:**

A)The Town Board reviewed and approved the existing Procurement Policy for 2018 with no changes.  
B) The Town Board reviewed and approved the Investment Policy for 2018 with no changes.

**Authorization:**

A) Reimbursement of personal auto expenses for authorized business use at \$ .54.5/mile.  
B) Petty Cash fund for the Town Clerk/Tax Collector in amount of \$215.00 and Library \$100.00.  
C) Payment of telephone, utility bill, and court system (IBP) upon receipt.  
D) Payment of postage as needed.  
E) Payment of contracted payments when due.  
F) Deputy Supervisor to sign checks in event Supervisor is unable due to illness, etc.

**2018 Regular Town Board Meetings:** will be held the second Tuesday of each month at 7:00 PM.

**Resolution #2-2018**

-A motion was made by Councilman Ryan Jones and seconded by Councilman Jeffrey Graham to adopt a Resolution to approve the aforementioned designations, authorizations and to establish the 2018 Regular Town Board meeting dates for the second Tuesday of each month at 7:00 PM at the Orwell Town Hall. (5 Ayes) Motion carries as follows:

Councilman Nicholas Marshall	Aye
Councilman Ryan Jones	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman David Lake	Aye

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to adjourn to the Regular Meeting at 7:12 PM. (5 Ayes) Motion carries

**REGULAR MEETING:**

**REPORTS:**

A) CEO John Howland handed in his December report and 2017 Annual Report. The CEO's Reports are on file in the Town Clerk's Office.

B) Oswego County Legislator Potter was absent, the County agenda can be found on the Oswego County Website.

C) Water Operator Levack handed in his report for December 2017:

- The latest bacteria test came back satisfactory.
- There continues to be a substantial amount of water in the system. When the tower is full there is still plenty of water in the wet well under the pump house.
- Usage is approximately 18,000 gallons a day.
- All equipment is working properly.

D) Highway Superintendent Henry handed in the equipment repair cost report for December and went over the highway bills.

- Stadium bill was over \$2,000.00 a \$500.00 credit was applied which brought it down to around \$1,5000.
- The 2014 International is having issues with emissions again, it is going back to Stadium tomorrow to be repaired, the issue is still covered under warranty. All of the other trucks have been running okay.
- Superintendent Henry talked to the Board about switching from Mirabito to Glider due to issues. Superintendent Henry states that Glider offers better service and is still on the County Bid. Supervisor Potter would like to do some more research on the subject, tabled until the February meeting.

E) Tug Hill Representative Paul Baxter handed in his report covering upcoming meetings and the Tug Hill Local Government Conference for 2018.

F) NOCA Representative Trainham gave his report for December and went over the 2017 Annual Report for NOCA.

**DISCUSSION:**

A) Tug Hill Local Government Conference on March 29, 2018: Supervisor Potter discussed the conference and asked any board members that may be interested in attending to let him know at next month's meeting.

B) Purchase New Plow Truck :

- Stadium International offers a Hx620, 485 Horse Power Cummins, all aluminum cab, automatic transmission, and a five year engine and emissions warranty for \$126,474.00 with the addition of the Henderson plow at a cost of \$90,340.00 the total would come to \$216,814.00.
- There is \$45,000 budgeted in the reserve to cover the down payment on a new plow truck.
- Highway Superintendent Henry has information on possible financing through Key Bank.
- Councilman Graham would like to discuss a new plow truck rotation timeline, possibly every three years.
- The Town Board will hold a Special Meeting on Tuesday, January 30th at 6:00 PM to discuss the purchase of future plow trucks. The town clerk will run a Legal Notice informing the public.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to purchase the aforementioned Stadium International Hx620 for \$216,814.00. (5 Ayes) Motion carries

C) Review Highway Full Time Staffing Level: After discussion by the Board it was decided to re-establish the fourth full time highway worker position effective immediately.

**Resolution #3-2018**

-A motion was made by Councilman Jeffrey Graham and seconded by Supervisor William Potter to adopt a Resolution re-establishing the fourth highway worker position effective immediately.

Motion adopted as follows: (4 Ayes 1 Opposed)

Nicholas Marshall	Opposed
Ryan Jones	Aye
Supervisor William Potter	Aye
Councilman Jeffrey Graham	Aye
Councilman David Lake	Aye

D) Welcome to Ryan Jones who is replacing Robert Martin as Councilman.

**PUBLIC COMMENT:** Public present asked if something could be done about the snow that is being plowed into the end of their driveway (located on Sparks Drive) by the town highway workers. Public present stated that pulling out onto County Route 50 has gotten dangerous due to the snow that is being piled up at the end of Sparks Drive and the individual asked if it would be possible to have the town loader move the pile of snow. Highway Superintendent Henry stated there have been high banks at most intersections this winter due to the high snowfall rates in a short time and that they were doing the best that they could to keep the intersections cleaned up. He also stated that he would look into the issue at the end of Sparks Drive.

**CORRESPONDENCE:** Supervisor Potter read the correspondence received since last month's meeting.

**Approval of Minutes, Monthly Reports, Budget Adjustments, and Payment of Claims: all are on file in the Town Clerk's Office.**

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to approve the December 12 Regular Meeting Minutes as written. (5 Ayes) Motion carries.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Nicholas Marshall to approve the December 27 Year-End Meeting Minutes as written. (5 Ayes) Motion carries

-A motion was made by Councilman Ryan Jones and seconded by Councilman Nicholas Marshall to approve the Town Clerk's Monthly Report for December. (5 Ayes) Motion carries

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Ryan Jones to approve the Supervisor's Monthly Report for December. (5 Ayes) Motion carries.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Ryan Jones to approve the following budget adjustments for December. (5 Ayes) Motion carries

**General**

Add	A1010.4	Legislative Board CE	\$ 478.56
Add	A1355.4	Assessor CE	\$ 1,075.40
Add	A1410.4	Town Clerk CE	\$ 895.31
Deduct	A1990.4	Contingent CE	\$ 2,449.27

**Highway**

Add	DA5130.2	Machinery EQ	\$ 1,359.00
	DA5130.4	Machinery CE	\$ 461.92
	DA5142.1	Snow Removal PS	\$ 10,687.01
	DA5142.41	Snow Removal CE	\$ 849.77
	DA5142.42	Snow Removal Diesel Fuel CE	\$ 7,466.90
	DA9030.8	Social Security/Medicare	\$ 746.00

Deduct	DA5112.4	Improvements CE	\$ 21,357.08
	DA9050.8	Unemployment	\$ 213.52

**Water**

Add	SW8310.4	Administration CE	\$ 238.30
Add	SW8330.4	Purification CE	\$ 348.79
Deduct	SW1990.4	Contingent CE	\$ 587.09

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Jeffrey Graham to approve payment of the following claims: (5 Ayes) Motion carries

General Fund Abstract #1	Claims #01-08B	Amount \$ 3,806.34
Highway Fund Abstract #1	Claims #01-10B	Amount \$12,508.25
Water District Fund Abstract #1	Claims #00-00	Amount \$ 0.00

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Ryan Jones to adjourn the meeting at 8: 54 PM. (5 Ayes) Motion carries

Submitted  
January 29, 2018

Traci S LaVeck  
Orwell Town Clerk