

**ORWELL TOWN BOARD**  
**Regular Meeting**  
**Orwell Town Hall**  
**1999 County Route 2, Orwell, New York**  
**December 11, 2018**  
**7:00 PM**

Members Present:  
Supervisor William Potter  
Councilmen: Ryan Jones, David Lake, Nicholas Marshall  
Also Present:  
CEO-John Howland  
Highway Superintendent-Doug Henry  
NOCA Representative-Robert Trainham  
THC Representative-Paul Baxter  
Town Clerk-Rebecca Trudell  
Public Present: Shirley Downes

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

**REPORTS:A)** Code Enforcement Officer Howland presented his report for the month of November. There was one building permit issued in November. The CEO's report is on file in the town clerk's office.

**B)** Oswego County Legislator Potter submitted the Legislator's report for November via email. The County agenda can be found on the Oswego County Website.

**C)** No Water Report.

**D)** Highway Superintendent Henry handed in the equipment repair cost report for November and reviewed the bills.

- Diesel fuel is getting low. Superintendent Henry will wait until there are less than 1,000 gallons left and order more. The bill will not be due until January.
- There have been no issues with the new plow truck.
- Superintendent Henry picked up the stainless steel plow for the 2019 Ford pickup on Saturday.

**E)** Tug Hill Commission Representative Paul Baxter submitted his report via email to

Supervisor Potter.

- Representative Baxter will provide a copy of Tug Hill: Shaping the Future of the Region at his earliest opportunity. Copies are also available at Kinney Drugs, local book sellers, Tug Hill Tomorrow Land Trust's website and Amazon.com.
- Representative Baxter assisted Supervisor Potter in finalizing the 2019 budget.

F) NOCA Representative Trainham gave his report for November.

**DISCUSSION:**

A) The Year End Board Meeting is scheduled for Thursday, December 27, 2018 at 7PM.

B) Nelson Law Firm will now belong to Rebekah Prosachik and the name will change to Prosachik Law Firm.

- A motion was made by Councilman Ryan Jones and seconded by Councilman David Lake to approve Prosachik Law Firm as the Town of Orwell's legal representative. (4 Ayes, 1 Absent) Motion carries.

C) Supervisor Potter discussed the adoption of a Smoking Policy with the town attorney.

- A motion was made by Councilman Nicholas Marshall and seconded by Councilman David Lake to approve the attorney drafting Local Law #1-2019 with the modifications recommended by Supervisor Potter. (4 Ayes, 1 Absent) Motion carries.

D) A motion was made by Councilman Nicholas Marshall and seconded by Councilman Ryan Jones to re-appoint Norma Crossett to the Board of Assessment Review, term ending September 30, 2023. (4 Ayes, 1 Absent) Motion carries.

E/F) After the passing of Water Operator Marvin Levack, there is a need to fill the position as soon as possible. Councilman Nicholas Marshall has been in contact with Deputy Water Operator Eric Pappa who may accept the position of Water Operator. This will then leave a need for a Deputy Water Operator. Councilman Nicholas Marshall may be able to accept the position of Deputy Water Operator. A local law would need to be passed in order to allow him to continue serving as Councilman. The matter has been tabled until the January meeting.

G)

**Resolution #14-2018**

**Establishment of Highway Equipment Reserve Fund and Make Appropriation Thereto**

By Supervisor William Potter:

WHEREAS, Section 6-C of the General Municipal Law authorizes towns to establish a Highway Capital Reserve Fund; and

WHEREAS, it is the intent of Town Board to direct the Town Supervisor to deposit and secure moneys of this reserve fund and invest monies consistent with investment policy with interest becoming part of the reserve; and

WHEREAS, except as provided by law, expenditures from this reserve fund shall be made only for the purpose established and no expenditure shall be made without approval of the Town Board;

NOW, on recommendation of the Town Board, be it

RESOLVED, that a Highway Capital Reserve Fund be established pursuant to General Municipal Law; and be it further

RESOLVED, that the Supervisor be, and hereby is, authorized to transfer the funds from and to accounts as shown on the attached budget modification request, and be it further

RESOLVED, that a certified copy of this resolution delivered to the Supervisor shall be his authority to effect such transfer and make such adjustments.

ADOPTED the eleventh day of December, 2018 at a meeting of the Town of Orwell Council.

The Resolution is adopted as follows:

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

**4) Public Comments:** Shirley Downes wished everyone a Merry Christmas.

**5) Correspondence:**

- Supervisor Potter received a letter November 21, 2018 from the Oswego County Department of Health concerning hand washing stations at public establishments featuring animals.
- Supervisor Potter also received a notice for a Public Safety Forum. A meeting will be held January 8 at 6-9PM at Oswego County BOCES.
- Supervisor Potter also received several local newsletters, all of which are available in his office.

**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 Ryan Jones and seconded by Councilman Nicholas Marshall to approve the November Regular Meeting Minutes as written. (4 Ayes, 1 Absent) Motion carries.

- A motion was made by Councilman David Lake and seconded by Councilman Ryan Jones to approve the Town Clerk's Monthly Report for November. (4 Ayes, 1 Absent) Motion carries.

- A motion was made by Councilman Nicholas Marshall and seconded by Councilman Ryan Jones to approve the Supervisor's Monthly Report for November. (4 Ayes, 1 Absent) Motion carries.

--A motion was made by Councilman Nicholas Marshall and seconded by Councilman David Lake to approve the following budget adjustments for November. (4 Ayes, 1 Absent) Motion carries.

**General**

ADD	A1410.2	Town Clerk EQ	\$ 49.99
DEDUCT	A1990.4	Contingent CE	\$ 49.99
ADD	A1620.41	Buildings CE	\$ 2,040.91
DEDUCT	A1990.4	Contingent CE	\$ 2,040.91
ADD	A1910.4	Unallocated Insurance CE	\$ 314.97
DEDUCT	A1990.4	Contingent CE	\$ 314.97
ADD	A5010.4	Superintendent CE	\$ 154.68
DEDUCT	A1990.4	Contingent CE	\$ 154.68
ADD	A9010.8	NYS Retirement	\$ 9,401.00
DEDUCT	A1990.4	Contingent CE	\$ 9,401.00

### Highway

ADD	DA5110.44	General Repairs Gasoline	\$ 288.66
DEDUCT	DA5110.42	General Repairs Diesel Fuel	\$ 288.66
ADD	DA5130.4	Machinery CE	\$ 3,525.75
DEDUCT	DA5130.2	Machinery EQ	\$ 3,525.75
ADD	DA9060.8	Health Insurance	\$ 8,673.42
DEDUCT	DA9010.8	NYS Retirement	\$ 5,483.00
DEDUCT	DA9050.8	Unemployment Insurance	\$ 1,000.00
DEDUCT	DA5142.1	Snow Removal PS	\$ 2,190.42

- A motion was made by Councilman Ryan Jones and seconded by Councilman David Lake to approve payment of the following claims. (4 Ayes, 1 Absent) Motion carries.

General Fund Abstract #12	Claims # 112-122C	\$ 5,406.86
Highway Fund Abstract #12	Claims #123-132	\$26,947.87
Water Fund Abstract #12	Claims #28-32	\$ 480.21

- A motion was made by Councilman Nicholas Marshall and seconded by Supervisor Potter to adjourn the meeting at 7:48PM. (4 Ayes, 1 Absent) Motion carries.

Submitted December 21, 2018.

Rebecca Trudell  
Orwell Town Clerk