

ORWELL TOWN BOARD
Regular Meeting
Orwell Town Hall
1999 County Route 2, Orwell, NY
January 8, 2019
7:00PM

Members Present:
 Supervisor William Potter
 Councilmen: Ryan Jones, Jeffrey Graham, David Lake, Nicholas Marshall
 Also Present:
 Oswego County Legislator-Milferd Potter
 CEO-John Howland
 Water Operator-Eric Pappa
 Highway Superintendent-Doug Henry
 Town Clerk-Rebecca Trudell

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 2019:

Position	Name	Salary/Pay Rate
Code Enforcement Officer	John Howland	\$ 9,337.00
Custodial Worker	Richard Halsey	\$ 7,140.00
Dog Control Officer	Steven Cronk	\$ 2,550.00
Town Historian	Rose Graham	\$ 1,273.00
Attorney for Town	Prosachik Law Firm	\$ 125.00/hr out of court \$ 150.00/hr in court
Registrar of Vital Statistics	Town Clerk	\$ 357.00
Purchasing Agent	Supervisor	\$ 0.00
Ambulance Board Representative	Robert Trainham	\$ 0.00
Library Treasurer	Supervisor	\$ 0.00
Water Operator	Eric Pappa	\$ 7,604.00
Asst Water Operator	Vacant	\$ 2,040.00
Water Acct Clerk	Rebecca Trudell	\$ 1,268.00

Supervisor Appointed:

Deputy Supervisor	Nicholas Marshall	\$ 306.00
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Highway Superintendent Appointed:

Deputy Highway Superintendent	Jon Roser	\$ 3,399.00
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-Resolution #1-2019

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Ryan Jones to adopt a Resolution approving the aforementioned Appointments and Salaries/Pay Rates for 2019. (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

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
Councilman David Lake
Town Clerk/Tax Collector-Rebecca Trudell
Dog Control Officer-Steven Cronk
Town Historian-Rose Graham
Water Operator-Eric Pappa

Designations:

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

Policy Review:

A) The Town Board reviewed and approved the existing Procurement Policy for 2019 with no changes.
B) The Town Board reviewed and approved the Investment Policy for 2019 with no changes.

Authorization:

A) Reimbursement of personal auto expenses for authorized business use at \$.58/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.

2019 Regular Town Board Meetings: will be held the second Tuesday of each month at 7:00 PM.

-A motion was made by Councilman Ryan Jones and seconded by Councilman Nicholas Marshall to adjourn to the Regular Meeting at 7:15PM. (5 Ayes) Motion carries.

REGULAR MEETING:

REPORTS:

A) CEO John Howland handed in his December report and 2018 Annual Report. The CEO's Reports are on file in the Town Clerk's Office. CEO Howland will be attending CEO school. Tuition cost will be split with his other towns.

- A motion was made by Councilman Nicholas Marshall and seconded by Supervisor William Potter to approve payment for CEO school for CEO John Howland. (5 Ayes) Motion carries.

B) No report

C) Oswego County Legislator Potter read his report, the County agenda can be found on the Oswego County Website.

D) & E) No report

F) Water Operator Pappa reported he has adjusted the old formula and regulated the chlorine levels in the water. He will be doing a walk-through with a representative from Gardner. Several UV lights have been repaired and more still need to be repaired. The propane tanks are at 70%.

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

- The new plow truck need a new radiator and will be repaired this week.

H) Tug Hill Representative Paul Baxter handed in his report covering upcoming meetings and the Tug Hill Local Government Conference for 2019. Representative Baxter provided copies of the NY Freshwater Fishing Magazine. They will be available in the Town Clerk's office. The Tug Hill book is for sale on Amazon and at Kinney's. Supervisor Potter also has a copy in his office.

I) NOCA - no report

DISCUSSION:

a) - A motion was made by Councilman Ryan Jones and seconded by Councilman Nicholas Marshall to appoint Rebecca Trudell as Town Clerk / Tax Collector for 2019. (5 Ayes)

b) The Town's Smoking Policy has been tabled until the town attorney responds.

c) The Water Board is interested in hiring Nicholas Marshall as Assistant Water Operator. A local law to allow Nicholas Marshall to stay on the Town Board will need to be drafted.

- A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to draft a local law. (5 Ayes) Motion carries.

d) -A motion was made by Councilman Ryan Jones and seconded by Councilman Ryan Jones and seconded by Councilman Jeffrey Graham to approve and sign the Highway Labor Agreement. (5 Ayes) Motion carries.

PUBLIC COMMENT: Shirley Downes said that everyone is doing a wonderful job.

CORRESPONDENCE: Supervisor Potter read the correspondence received since last month's meeting. The local Senior group has dissolved. Supervisor Potter suggested giving the \$600 allocated to the senior group to the Williamstown Senior group.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman Nicholas Marshall to give \$600/ year to the Williamstown Senior Group. (5 Ayes) Motion carries.

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 Jeffrey Graham to approve the Regular Meeting Minutes as written. (5 Ayes) Motion carries.

-A motion was made by Councilman Jeffrey Graham and Councilman David Lake to approve the December 2018 Year End Meeting Minutes as written. (5 Ayes) Motion carries.

-A motion was made by Councilman Jeffrey Graham and seconded by Councilman David Lake to approve the Town Clerk's report for December. (5 Ayes) Motion carries.

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

-A motion was made by Councilman Ryan Jones and seconded by Councilman Jeffrey Graham to authorize Supervisor Potter to adjust appropriations for the Highway Fund in the amount of \$24,000. (5 Ayes) Motion carries.

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

General Fund Abstract #01	Claims # 01-06	\$ 2,639.48
Highway Fund Abstract #01	Claims #01-08C	\$39,166.58
Water Fund Abstract #01	Claims #01	\$ 53.00

-A motion was made by Councilman Nicholas Marshall and seconded by Councilman Ryan Jones to adjourn the meeting at 7:42PM. (5 Ayes) Motion carries.

Submitted February 1, 2019

Rebecca Trudell, Town Clerk