

**ORWELL TOWN BOARD**  
**Public Hearing/Regular Meeting**  
**Orwell Town Hall**  
**1999 County Route 2, Orwell, NY**  
**July 13, 2021**  
**7:00PM**

Members Present:  
Supervisor William Potter  
Councilmen: Ryan Jones, Jeffrey Graham, David Lake, Jessica Steele  
Also Present:  
CEO- John Howland  
Oswego County Legislator-Herb Yerdon  
Highway Superintendent-Doug Henry  
NOCA Representative-Bob Trainham  
Tug Hill Commission – Paul Baxter  
Barton & Loguidice – Dustin Clark  
Water Board – David Potter  
Town Clerk-Amber Wilson  
Public present-Shirley Downes

Supervisor Potter opened the Public hearing portion of the meeting at 7:00pm with the pledge of allegiance. No public had any comments in relation to the public hearing.

Dustin Clark from Barton & Loguidice went over the work currently being done on the water project. 7 test borings in total were done at 4 properties. 2 at the Town's gravel pit property and water was found. However it has a gray clay in it that makes the water cloudy. A water quality test was performed and results are not back as of this meeting. Similar test borings were done on the existing well property and the water is clear and running at about 60-65 gallons per minute. Although its considered shallow at only 30 ft, it is estimated to be 5 feet deeper than the existing well and they hit bedrock. The well drillers don't feel going any deeper will improve the flow of water as there usually isn't significant water in bedrock. David Potter from the water board commented that the last time the Town dug a well they went into the bedrock and was unsuccessful in finding more water. A surface water test will need to be done to test the quality of the water. The following 4 Resolutions were passed in conjunction with the reapplication for the CDBG grant. Resolution # 13-2021 Authorizing the preparation and filing of a 2021 consolidated funding application to the NYS Homes and Community renewal for funding. Resolution # 14-2021 Accepting the fair Housing Policy. Resolution # 15-2021 Appointing the Fair Housing Policy Officer. Resolution # 16-2021 Civil Rights, Equal Employment Opportunity, and Section 3 Policy.

**RESOLUTION #13-2021**  
**Authorizes the preparation and filing of a 2021 Consolidated Funding Application to the New York State Homes and Community Renewal for funding**  
**Town of Orwell**  
**Town Board**  
**July 13, 2021**

The following resolution was offered by Councilman Jeffrey Graham, who moved its adaption; seconded by Councilman Ryan Jones, to wit:

**WHEREAS**, the Board Members of the Town of Orwell have considered the comments presented at the public hearing held on July 13, 2021 pertaining to the availability of the 2021 New York State Community Development Block Grant (CDBG) Public Infrastructure Program funds;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board Members of the Town of Orwell hereby authorizes the preparation and filing of a 2021 Consolidated Funding Application to the New York State Homes and Community Renewal for funding under the Community Development Block Grant Public Infrastructure Program to secure funding for the design and construction of improvements to the Orwell Water System and;

**BE IT FUTHER RESOLVED**, that the Town Supervisor, William Potter, is hereby authorized and directed to execute the application and to sign all necessary documents relating to the submission on behalf of the Town Board.

The adaption of the Resolution was thereafter duly put to a vote on roll call which resulted as follows:

William Potter, Town Supervisor	AYE
Jeff Graham, Councilman	AYE
Ryan Jones, Councilman	AYE
David Lake, Councilman	AYE
Jessica Steele, Councilwoman	AYE

the Resolution was declared duly adapted.

**CLERK CERTIFICATION:**

I, Amber Wilson, Clerk of the Town of Orwell in the County of Oswego, State of New York, do hereby certify that I have compared the preceding copy of the resolution with the original thereof duly adapted by the Board Members of the Town of Orwell at a public hearing of such Board held on July 13, 2021, and the same is a true and correct copy of such resolution and of the whole thereof. In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 13<sup>th</sup> day of July, 2021.

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Amber Wilson, Clerk  
Town of Orwell

**RESOLUTION #14-2021**  
**Accepting the Fair Housing Policy**  
**Town of Orwell**  
**Town Board**  
**July 13, 2021**

Councilwoman Jessica Steele made a motion accepting the Fair Housing Policy prohibiting discrimination in housing. This motion was seconded by Councilman Jeffrey Graham.

**SO, THEREFORE, BE IT SO RESOLVED**, that the Town of Orwell accepts the Fair Housing Policy prohibiting discrimination in housing.

The adaption of the Resolution was thereafter duly put to a vote on roll call which resulted as follows:

William Potter, Town Supervisor	AYE
Jeff Graham, Councilman	AYE
Ryan Jones, Councilman	AYE
David Lake, Councilman	AYE
Jessica Steele, Councilwoman	AYE

the Resolution was declared duly adapted.

**CLERK CERTIFICATION:**

I, Amber Wilson, Clerk of the Town of Orwell in the County of Oswego, State of New York, do hereby certify that I have compared the preceding copy of the resolution with the original thereof duly adapted by the Board Members of the Town of Orwell at a public hearing of such Board held on July 13, 2021, and the same is a true and correct copy of such resolution and of the whole thereof.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 13<sup>th</sup> day of July, 2021.

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Amber Wilson, Clerk  
Town of Orwell

**RESOLUTION #15-2021**  
**Appointing the Fair Housing Policy Officer**  
**TOWN OF ORWELL**  
**TOWN BOARD**  
**July 13, 2021**

Councilman Jeffrey Graham made a motion appointing Supervisor William Potter as the Fair Housing Policy Officer. This motion was seconded by Councilman David Lake.

**SO, THEREFORE, BE IT RESOLVED**, that the Town of Orwell appoints a Fair Housing Officer to oversee the Fair Housing Policy prohibiting discrimination in housing.

The adaption of the Resolution was thereafter duly put to a vote on roll call which resulted as follows:

William Potter, Town Supervisor	AYE
Jeff Graham, Councilman	AYE
Ryan Jones, Councilman	AYE
David Lake, Councilman	AYE
Jessica Steele, Councilwoman	AYE

the Resolution was declared duly adapted.

**CLERK CERTIFICATION:**

I, Amber Wilson, Clerk of the Town of Orwell in the County of Oswego, State of New York, do hereby certify that I have compared the preceding copy of the resolution with the original thereof duly adapted by the Board Members of the Town of Orwell at a public hearing of such Board held on July 13, 2021, and the same is a true and correct copy of such resolution and of the whole thereof.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 13<sup>th</sup> day of July, 2021.

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Amber Wilson, Clerk  
Town of Orwell

**RESOLUTION #16-2021**  
**Civil Rights, Equal Employment Opportunity, and Section 3 Policy**  
**Town of Orwell**  
**Town Board**  
**July 13, 2021**

Councilwoman Jessica Steele made a motion accepting the Civil Rights, Equal Employment Opportunity, and Section 3 Policy. This motion was seconded by Councilman Jeffrey Graham.

**SO, THEREFORE, BE IT SO RESOLVED**, that the Town of Orwell accepts the Civil Rights, Equal Employment Opportunity, and Section 3 Policy.

The adaption of the Resolution was thereafter duly put to a vote on roll call which resulted as follows:

William Potter, Town Supervisor	AYE
Jeff Graham, Councilman	AYE
Ryan Jones, Councilman	AYE
David Lake, Councilman	AYE
Jessica Steele, Councilwoman	AYE

the Resolution was declared duly adapted.

**CLERK CERTIFICATION:**

I, Amber Wilson, Clerk of the Town of Orwell in the County of Oswego, State of New York, do hereby certify that I have compared the preceding copy of the resolution with the original thereof duly adapted by the Board Members of the Town of Orwell at a public hearing of such Board held on July 13, 2021, and the same is a true and correct copy of such resolution and of the whole thereof.

In Testimony Whereof, I have hereunto set my hand and affixed the seal of said Town this 13<sup>th</sup> day of July, 2021.

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Amber Wilson, Clerk  
Town of Orwell

The Public hearing portion of the meeting was adjourned and the regular meeting commenced at 7:15pm.

## **REPORTS:**

A) CEO John Howland had no report. 2 building permits have been issued in the last month.

B) Oswego County Legislator Herb Yerdon arrived at 7:26 and gave his report

- As of July 12<sup>th</sup> 2021, 236,230 COVID-19 tests were done in Oswego County since March 2020.
  - 8,136 were positive
  - 225,025 were negative
  - 7 are currently still active positive
  - 8,038 have recovered
  - 93 deaths reported by the NYSDOH
  - 16 in mandatory isolation
- Detailed information can be found online at [health.oswegocounty.com/covid-19](http://health.oswegocounty.com/covid-19) or call the hot-line at 315-349-3330 weekdays from 8:30am-4pm and weekends from 8:30am-noon.
- In response to multiple complaints about the DMV in Pulaski , Legislator Yerdon inquired about their current schedule and it is as follows: Walk ins are Tuesday and Thursday, and appointments are Monday, Wednesday, and Friday until August when they will switch to walk ins on Monday, Tuesday, Thursday, and Friday and appointments on Wednesday.
- CNY Regional Planning and Development Board continues to encourage residents in Oswego County to complete the broadband survey.
- Oswego County Health Department is reminding residents that lyme disease is on the rise and is seeing a significant increase of 67%. People are encouraged to take precautions and to check themselves as well as pets and children when coming in from outside.
- United Way of Greater Oswego County is launching a vaccine incentive program for those 12-25 years old to encourage them to get the COVID-19 vaccine. County residents between the age of 12-25 who receive the vaccine after July 12<sup>th</sup> 2021 will be entered into a drawing. First prize is an Apple iPad air, second prize is a \$250 walmart or amazon giftcard, and third prize is a \$100 giftcard for Oswego Cinema. The drawing will be held July 30<sup>th</sup>, August 27<sup>th</sup>, and September 17<sup>th</sup>.
- The Oswego County Solid Waste Department at the Bristol Hill Landfill is doing a paper shredding event from 9am-noon August 7<sup>th</sup> 2021. Oswego County residents are allowed to bring up to 5 banker boxes of papers to be shredded free of charge.
- Senior Farmers market coupon distribution for 2021 will begin July 12<sup>th</sup> and go until July 21<sup>st</sup>. More information is located in the Town Clerk's office.

C) Highway Superintendent Henry read the bills and repair and maintenance costs for the month of June. The tractor is broken and needs extensive repairs. Supervisor Potter ask Superintendent Henry if the tractor was worth fixing or if they should get a new one. Superintendent Henry said the tractor was cheaper to fix than to get a new one. Councilwoman Steele suggested that the Town should budget an equipment reserve fund for the Town Highway Department that would aid in purchasing a new tractor within the next 5 years or more. Superintendent Henry received the new floor drain and is happy with the quality of it. Upon looking at its construction he feels he can obtain the materials needed to construct the other needed floor drains and have the Town Highway employees make them cheaper than they are to buy. The Town Board agreed that sounded like a good idea.

D)Tug Hill Representative Paul Baxter read his report as written.

E) NOCA – Financially NOCA is holding their own however they are still short staffed. They took on 2 new paramedics in July and one has already left for a higher paying position. Their billing department is only one person and she has put in her resignation notice effective September 30<sup>th</sup>. NOCA is being forced to go to a commercial billing company. They are currently \$4,000 over budget in fuel costs however they are also 180 calls ahead of last year.

#### **DISCUSSION:**

A) Supervisor Potter has submitted the American Rescue Plan Application. \$119,000 is projected to be awarded this year and another \$119,000 next year. There are many restrictions on what the money can be used for so more information and instruction is needed before a decision can be made on how to spend it.

**RESOLUTIONS:** Resolutions # 17-2021 Authorizing the Town of Orwell to hold a Public Hearing for Cannabis Opt out, #18-2021 Authorizing the Town of Orwell to complete a reassessment project for 2022, # 19-2021 Approve the appointment and contract with new Town Attorney Courtnet Hills, and # 20-2021 Approve the Financial Advisory Services Agreement with Fiscal Advisory & Marketing Inc were all discussed and passed.

**Resolution # 17-2021**  
**Authorizing the Town of Orwell Town Board to schedule and hold a public hearing for Cannabis Opt out**  
**Town of Orwell**  
**Town Board**  
**July 13<sup>th</sup> 2021**

**WHEREAS**, it is the intent of the Town of Orwell Town Board to schedule a public hearing on July 30<sup>th</sup> 2021 at 6:30 pm to discuss opting out of licensing and establishing retail cannabis dispensaries and on-site cannabis consumption establishments within the Town of Orwell.

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED**, that the Town Board may authorize a Public Hearing to discuss opting out of licensing and establishing retail cannabis dispensaries and on-site cannabis consumption establishments within the Town of Orwell.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Councilman David Lake	AYE
Councilwoman Jessica Steele	AYE
Councilman Jeffrey Graham	AYE
Councilman Ryan Jones	AYE
Supervisor William Potter	AYE

I, Amber Wilson, Town Clerk, of the Town of Orwell, Oswego County, New York, do hereby certify the preceding resolution was duly adopted, at a regular Town Board meeting of the Town of Orwell held on July 13<sup>th</sup>, 2021 and will be included in the minutes of said meeting.

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Amber Wilson, Orwell Town Clerk



**Resolution # 18-2021**

**Authorizing the Town of Orwell to complete a reassessment project for 2022**

**Town of Orwell**

**Town Board**

**July 13<sup>th</sup> 2021**

**WHEREAS**, it is the intent of the Town of Orwell Town Board to authorize a reassessment project to be completed in 2022

**NOW, THEREFORE, BE IT RESOLVED AND DETERMINED**, that the Town Board may authorize a reassessment project to be completed within the Town of Orwell in 2022.

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Councilman David Lake	AYE
Councilwoman Jessica Steele	AYE
Councilman Jeffrey Graham	AYE
Councilman Ryan Jones	AYE
Supervisor William Potter	AYE

I, Amber Wilson, Town Clerk, of the Town of Orwell, Oswego County, New York, do hereby certify the preceding resolution was duly adopted, at a regular Town Board meeting of the Town of Orwell held on July 13<sup>th</sup>, 2021 and will be included in the minutes of said meeting.

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Amber Wilson, Orwell Town Clerk

-A motion was made by Councilman Jeffrey Graham and seconded by Councilwoman Jessica Steele to authorize the Supervisor to sign the Memorandum of Understanding with NYS Office of Real Property. (5 Ayes) Motion carries.

**Resolution #19-2021**  
**Approving the Appointment and Contract of the Town Attorney for 2021**  
**TOWN OF ORWELL**  
**TOWN BOARD**  
**July 13<sup>th</sup> 2021**

**WHEREAS**, the Town of Orwell Town Board will approve the following appointment and contract for 2021:

Attorney for Town            Law offices of Courtney M. Hills Esq    \$140 / hour  
for all legal services on behalf of the Town of Orwell

**NOW THEREFORE BE IT RESOLVED**, that the Town of Orwell Town Board assembled this 13<sup>th</sup> day of July, 2021, in the Town of Orwell, New York, to approve the aforementioned appointment and contract for 2021

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Councilman David Lake	AYE
Councilwoman Jessica Steele	AYE
Councilman Jeffrey Graham	AYE
Councilman Ryan Jones	AYE
Supervisor William Potter	AYE

The foregoing resolution was thereupon declared duly adopted on this 13<sup>th</sup> day of July, 2021.

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Amber Wilson  
Orwell Town Clerk

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman Ryan Jones to authorize the Supervisor to sign the contract with the Law Offices of Courtney Hill Esq. (5 Ayes) Motion carries.

**Resolution #20-2021**  
**Approving the Financial Advisories agreement with Fiscal Advisors &**  
**Marketing Inc**  
**TOWN OF ORWELL**  
**TOWN BOARD**  
**July 13<sup>th</sup> 2021**

**WHEREAS**, the Town of Orwell Town Board will approve the financial advisories agreement with Fiscal Advisors & Marketing Inc as Financial Advisor to the Town of Orwell to provide administrative services related to funding and grants provided by NYSEFC, DWSRF, USDA-RD, WIIA, CDBG, and OCR for the Town of Orwell's Water Improvement Project and to provide financial advice and services relating to the issuance of Bond Anticipation Notes in connection with the aforementioned services pursuant to the terms of the agreement.

**NOW THEREFORE BE IT RESOLVED**, that the Town of Orwell Town Board assembled this 13<sup>th</sup> day of July, 2021, in the Town of Orwell, New York, to approve the aforementioned appointment

The question of the adoption of the foregoing resolution was duly put to a vote and upon roll call, the vote was as follows:

Councilman David Lake	AYE
Councilwoman Jessica Steele	AYE
Councilman Jeffrey Graham	AYE
Councilman Ryan Jones	AYE
Supervisor William Potter	AYE

The foregoing resolution was thereupon declared duly adopted on this 13<sup>th</sup> day of July, 2021.

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Amber Wilson  
Orwell Town Clerk

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman Jeffrey Graham to authorize the Supervisor to sign the agreement with Fiscal Advisors & Marketing Inc. (5 Ayes) Motion carries.

**PUBLIC COMMENTS:** Shirley Downes thanked the Town Council and Town members for all that they do for the public.

**CORRESPONDENCE:** None

**Approval of Minutes, Monthly Reports, Budget Adjustments, Informational packets 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 David Lake to approve the regular meeting minutes for June 8<sup>th</sup> 2021 as written. (5 Ayes) Motion carries.

- A motion was made by Councilman Jeffrey Graham and seconded by Councilwoman Jessica Steele to approve the Town Clerks report for the month of June 2021. (5 Ayes) Motion carries.

- A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to approve the Supervisor's report for the month of May 2021. (5 Ayes) Motion carries.

-The Supervisor's Monthly Report for June 2021 as was tabled.

-A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to approve payment of the following claims. (5 Ayes) Motion carries.

General Fund Abstract #07	Claims # 94-112	\$ 8,398.83
Highway Fund Abstract #07	Claims #63-74	\$ 107,717.19
Water Fund Abstract #07	Claims #30-33	\$ 3,079.59

-A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to adjourn the meeting at 8:30 PM. (5Ayes) Motion carries.

Submitted July 15, 2021