

**ORWELL TOWN BOARD**  
**Regular Meeting**  
**Orwell Town Hall**  
**September 12<sup>th</sup>, 2023**  
**7:00PM**

Members Present:  
Supervisor William Potter  
Council members: William Garvin, David Lake, Jessica Steele, Ryan Jones  
Also Present:  
Highway Superintendent-Doug Henry  
CEO- John Howland  
Water Operator-Eric Pappa  
Tug Hill Commission Representative-Heidi Tompkins  
Barton & Loguidice-David Powers  
Town Clerk-Amber Wilson  
Public present-Shirley Downes, Jim Cronk, Barbara Cronk

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

**REPORTS:**

- A) Water Operator Eric Pappa arrived at 7:20pm and gave his report. Usage is around 17,000 gallons/day. The water levels are still good. There have been ongoing pump issues that cost around \$6,000.00-\$7,000.00 but are now repaired. Mr. Pappa repaired two leaks at two different residences. One leak was in the house, the other was in the yard.
- B) CEO John Howland submitted a list of building permits for the month of August.
- C) Highway Superintendent Henry went over the bills, repairs, and maintenance costs for the month of August. The new plow truck is still at Henderson awaiting hydraulics which have been on back order. The Town Highway crew will begin hauling sand next week.
- D) Oswego County Legislator Herb Yerdon did not attend and submitted no report
- E) NOCA representative Bob Trainham did not attend and submitted no report
- F) Tug Hill Representative Heidi Tompkins read Paul Baxter's report as written.

**DISCUSSION:**

A. Water Improvements-David Powers from Barton & Loguidice gave an update on the water project and upcoming schedule.

| <b>Project Schedule</b>                            | <b>Schedule Date</b>                          |
|--|---|
| Submit plans and specs for Agency/Funding Approval | August 31, 2023                               |
| Order Calling for Public Hearing                   | September 12, 2023 ( <i>regular meeting</i> ) |
| Advertise for Bid                                  | October 5, 2023                               |
| Hold Public Hearing/ Pass Bond Increase Resolution | October 10, 2023                              |
| Bid Opening  | November 9, 2023                              |
| Final Order for Bond Resolution/ Bid award         | November 21, 2023 ( <i>special meeting</i> )  |

A resolution to hold a public hearing to increase the bond resolution was presented. The Public Hearing will be on October 10<sup>th</sup> at 7pm

Councilwoman Jessica Steele presented the following resolution and moved that it be adopted:

**Resolution #10-2023**  
**Authorizing the Town Board of the Town of Orwell to schedule a public hearing with respect to an increase in the cost of the construction of improvements for the Orwell Water District in the Town of Orwell**  
**Town of Orwell**  
**Town Board**  
**September 12<sup>th</sup>, 2023**

**WHEREAS**, the Town Board of the Town of Orwell (the “Town”) caused a Map, Plan and Report (the “Report”) outlining all aspects of proposed water system improvements for the Orwell Water District (the “Water District”), together with an estimate of the cost thereof, to be prepared by Barton & Loguidice, D.P.C., competent engineers duly licensed by the State of New York (the “Engineer”), which Report has been duly filed with the Town Clerk in accordance with the requirements of Article 12-A of the Town Law; and

**WHEREAS**, an Order was duly adopted by the Town Board on November 10, 2020 (the “2020 Order”), reciting the filing of the Report, the improvements proposed, the boundaries of the proposed Water District, the proposed method of financing, the fact that the Report describing the same were on file in the Town Clerk’s Office for public inspection, and stating all of the matters required by the Town Law to be stated, and specifying February 18, 2021 as the date, at 7:00 p.m. on said day as the time, at the Town Office, as the place, where the Town Board would meet and consider the Report, and to hear all persons interest in the subject thereof concerning the same (the “2020 Public Hearing”), and to take such action thereon as is required or authorized by the Town Law; and

**WHEREAS**, notice of the 2020 Public Hearing was duly published and posted as required by the Town Law (the “2020 Notice of Public Hearing”); and

**WHEREAS**, the 2020 Order stated that the maximum amount proposed to be expended to pay for the Project was \$3,000,000.00; and

**WHEREAS**, pursuant to Article 8 of the Environmental Conservation Law and the regulations contained in 6 NYCRR Part 617 adopted pursuant thereto by the Department of Environmental Conservation of the State of New York, (hereafter “SEQRA”), the Town Board by resolution duly adopted on November 10, 2020 (the “SEQRA Resolution”), and based on its examination of the Environmental Assessment Form (“EAF”), the criteria set forth in Sections 617.11 and 617.6 of the regulations, and such further investigation as the Town Board deemed appropriate, determined that the Project will not cause a significant impact on the environment, and the Town Board will not require the preparation of an environmental impact statement and ordered that a negative declaration is to be prepared and circulated in accordance with the requirements of SEQRA and the regulations thereunder; and

**WHEREAS**, due to generally increased costs of labor and materials, the maximum amount now proposed to be expended for the Project is \$3,900,000.00, an increase of \$900,000; and

**WHEREAS**, the components of the Project have not changed since adoption of the SEQRA Resolution; and

**WHEREAS**, the Town Board desires to order a public hearing with respect to the increased cost of the Project in accordance with the requirements of Section 209-h of the Town Law;

**NOW, THEREFORE**, be it

**ORDERED**, that a public hearing of the Town Board of the Town shall be held meet in the Town Hall located at 1992 County Route 2, Orwell, New York on October 10, 2023, at 7:00 p.m. pursuant to Section 209-d of the Town Law to consider the increase in the maximum cost of the Project and to hear all persons interested in the subject thereof, concerning the same and for such other action on the part of the Town Board with relation thereto as may be required by law; and be it

**ORDERED**, that the Town Clerk publish at least once in the Oswego Valley News/Oswego County News, a newspaper having a general circulation in the Town and hereby designated as the official newspaper of the Town for such publication, and post on the sign board of the Town maintained pursuant to subdivision 6 of section 30 of the Town Law, a copy of this order, certified by said Town Clerk, the first publication thereof and said posting to be not less than ten (10) nor more than twenty (20) days before the date of such public hearing; and be it

**ORDERED**, the firm of Barclay Damon LLP is hereby appointed Bond Counsel to the Town in connection with the financing of the Project.

**FURTHER ORDERED**, this Resolution shall take effect immediately.

The Motion having been duly seconded by Councilman William Garvin it was adopted and the following votes were cast:

AYE

NAY

Councilman Ryan Jones  
Councilwoman Jessica Steele  
Councilman William Garvin  
Councilman David Lake  
Supervisor William Potter

The foregoing resolution was thereupon declared duly adopted.

STATE OF NEW YORK     )  
  ) SS.:  
COUNTY OF OSWEGO     )

I, the undersigned Clerk of the Town of Orwell of the State of New York, do hereby certify as follows:

1. A regular Meeting of the Town Board of the Town of Orwell, State of New York, was duly held on September 12, 2023, and Minutes of said meeting have been duly recorded in the Minute Book kept by me in accordance with law for the purpose of recording the Minutes of meeting of said Board. I have compared the attached Extract with said Minutes so recorded and said Extract is a true copy of said Minutes and of the whole thereof insofar as said Minutes relate to matters referred to in said Extracts.
2. Said Minutes correctly state the time when said Meeting was convened and the place where such meeting was held and the members of said Board who attended said Meeting.
3. Public Notice of the time and place of said Meeting was duly given to the public and the news media in accordance with Article 7 of the Public Officers Law (the “Open Meetings Law”), and that the members of said Board had due notice of said Meeting and that the Meeting was in all respects duly held and a quorum was present and acted throughout.

IN WITNESS WHEREOF, I have hereunto set my hand have hereunto affixed the corporate seal of the Town of Orwell, State of New York this 12<sup>th</sup> day of September, 2023.

\_\_\_\_\_  
Town Clerk

[Seal]

B & C. Replace exterior office door- The exterior door leading to the municipal offices was sticking to the point of nearly being inoperable. Many residents called asking if the door was locked because they were unable to open it. Supervisor Potter contacted the company that installed the exterior door on the front of the building, and they came to look at the door as well as give a quote on installing a new one. The total for a new exterior door to the municipal offices as well as replacing the weather stripping around the rear fire exit in the meeting room will cost around \$4,332.58.

-A motion was made by Councilman William Garvin and seconded by councilman Ryan Jones to approve replacing the exterior door to the municipal offices as well as repairing the fire exit door in the meeting room. (5 ayes) Motion carries.

D. Town Hall Building sign over front door- Councilman Ryan Jones reached out to American After Market Metal Works in Sandy Creek for a quote on an aluminum sign to replace the wooden one that has fallen in disrepair to hang on the front of the building. An 8'x2' aluminum sign that will say "Orwell, NY Town Hall and Public Library" will cost \$800.00.

- A motion was made by Councilman Ryan Jones and seconded by Councilman David Lake to approve spending ARPA funds to replace the sign on the front of the building. (5 ayes) Motion carries.

E. New snowplow financing- Supervisor Potter met with Jay Grasso who provided some information on a USDA Grant/ Finance program that the Town of Orwell may be eligible for to help finance the new plow truck. Supervisor Potter will work more with Jay Grasso on this.

F. Records Management grant opportunities- Jay Grasso is also looking into funding available for records management. The Tug Hill Commission has also provided some information on funding. The current archives room is full and upon further investigation it has been discovered the archives room was never meant to be built on the 3<sup>rd</sup> floor. Space on the basement level with the municipal offices is the ideal location for the archives room.

G. Scrolling LED sign approval- Councilman Ryan Jones looked into the information Heidi Tomkins from the Tug Hill Commission provided regarding a digital sign. Councilman Jones feels a digital sign will help reach more of the community to keep them informed on upcoming events and special meetings. It would be mounted at the playground next to the pavilion. The cost for a 5.75'x3' digital sign is \$5,570.00.

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman Ryan Jones to approve spending ARPA funds on a digital sign. (5 ayes) Motion carries.

H. 2024 Budget- The budget schedule is as follows:

- Tentative budget presentation – 10/3/2023 @ 7pm
- Budget workshops- 10/12, 10/19(as needed), 10/26 (as needed) all @7pm
- Public hearing on 2024 preliminary budget- 11/14/2023 @7pm

I. BAR Reappointment- Norma Crossett's term is set to expire 9/30/2023 and needs to be reappointed and Warren Hauer submitted his resignation. Jane Nemier is interested in filling the vacancy.

- A motion was made by Councilman Ryan Jones and seconded by Councilwoman Jessica Steele to reappoint Norma Crossett for a 5-year term ending 9/30/2028. (5 ayes) Motion carries.

- A motion was made by Councilman David Lake and seconded by Councilwoman Jessica Steele to appoint Jane Nemier to complete the remainder of Warren Hauer's term ending 9/30/2026. (5 ayes) Motion carries

**PUBLIC COMMENTS:** Jim Cronk and his wife Barbara Cronk presented the board with an affidavit of ownership for two unclaimed lots bordering the front of their property. In 1951 the property was a large parcel that was split into multiple smaller parcels. In the split, two lots were left unclaimed. During some recent surveying it was discovered that two parcels bordering the front of the Cronk's property were deeded to no one. The Cronk's, having occupied the property since 2013, have now claimed ownership.

**CORRESPONDENCE:** Tug Hill Times

**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 William Garvin and seconded by Councilman Ryan Jones to approve the August 9<sup>th</sup>, 2023; Regular meeting minutes as written. (5 Ayes) Motion carries.

-A motion was made by Councilman Ryan Jones and seconded by Councilman David Lake to approve the August 15<sup>th</sup>, 2023; Library Board of Trustees Special meeting minutes as written. (5 Ayes) Motion carries.

-A motion was made by Councilwoman Jessica Steele and seconded by Councilman David Lake to approve the Town Clerk's report for August 2023. (5 Ayes) Motion carries.

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

|                           |                  |              |
|---------------------------|------------------|--------------|
| General Fund Abstract #09 | Claims # 145-157 | \$ 9,806.82  |
| Highway Fund Abstract #09 | Claims # 81-89   | \$ 25,299.64 |
| Water Fund Abstract #09   | Claims # 42-51   | \$ 35,738.56 |

-A motion was made by Councilman Ryan Jones and seconded by Councilman William Garvin to adjourn the meeting at 8:07PM. (5 Ayes) Motion carries.

Submitted September 21, 2023

