

January 18, 2022 Town of Diana Regular Board Meeting; 7pm followed by Organizational Meeting

Supervisor Smith called the meeting to order at 7:00pm.

Roll Call:

Supervisor Smith: here

Councilman Taylor: here

Councilman Bango: here

Motion by Councilman Taylor, seconded by Councilman Bango to accept minutes from previous meeting; all in favor.

Motion by Councilman Taylor, seconded by Councilman Bango to accept Supervisor Smith's report; all in favor.

Motion by Councilman Bango, seconded by Supervisor Smith to accept Town Clerk Wake's report; all in favor

Motion by Councilman Taylor, second by Councilman Bango to pay bills; all in favor

Water Report

- December usage and maintenance; review

Privilege of the Floor

- Kelly Ritz—read correspondence from her thanking Supervisor Smith and Councilman Bango for being on the Town Board; also thanked Karley Wake for being the new Town Clerk. Reminded the Board that personal decisions/opinions must be left out of Town business and that the Town expects research to be done and an openness of the Board.

Executive Session

Motion by Councilman Taylor, Seconded by Councilman Bango to go into executive session; all in favor. Executive Session began at 7:09pm.

- Personnel issue at DPW - Supervisor Smith asked Highway Superintendent Chuck Langs to join
- Motion by Councilman Taylor, seconded by Councilman Bango to return from Executive Session at 7:22pm. All in favor.
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Old Business

Town of Diana Bus Stop at Scenic

- Dual Agreement: Lewis County will provide material, the Town of Diana will provide labor and will be reimbursed for hours of installation. The bus stop will have a solar panel on it, charging ports.
- Lewis County is also covering maintenance of the Bus Stop
- Discussion followed concerning routes

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Motion by Councilman Taylor, Seconded by Councilman Bango to approve the DEC permit application for Sand/Gravel pit; all in favor.

- Open a new sand/gravel pit behind Tom Todd's. Permit gravel pits for 5 years at a time.

Open Board Positions

- Kelly Ritz, Carl Pierce, Dickie Malbeuf, Kate Lesperance have been asked
- Carl Pierce, "I'm here for the town, a businessman in the town, I'm here for the town"
- Kelly Ritz-I want transparency and be a voice for the people
- Hwy Superintendent Chuck Langs stated that paperwork needs to be in, in February or March to get on the ballot in November. There will not be a special election, just the general election in November 2022.

New Business:

Motion by Councilman Taylor, Seconded by Councilman Bango to have the Clerk/Tax Office closed/remote until COVID numbers go down. All in favor.

Resolution for Star Tax program

- Discussion followed
- Tabling till February

Resolution #1-2022: Motion by Supervisor Smith, seconded by Deputy Supervisor Taylor to set days for credit for retirement for Assessor Teresa LaParr.

- Timesheets for last 3 months for state retirement for credit towards retirement
108/3months/6hours=6 days/month towards her retirement

Roll Call:

Supervisor Smith: yes

Deputy Supervisor Taylor: yes

Councilman Bango: yes

Resolution #2-2022: Motion by Deputy Supervisor Taylor, seconded by Councilman Bango to transfer money from Water to Highway for work done by Highway employees and to make the books whole to close year 2021

Roll Call:

Supervisor Smith: yes

Deputy Supervisor Taylor: yes

Councilman Bango: yes

Resolution #3-2022: Motion by Deputy Supervisor Taylor, seconded by Councilman Bango for Lewis County and Town of Diana expenditure of Highway Moneys

Roll Call:

Supervisor Smith: yes

Deputy Supervisor Taylor: yes

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Councilman Bango: yes

Resolution #4-2022: Motion by Deputy Supervisor Taylor, seconded by Supervisor Smith to pay out Dooley Drug store grant

- Reimbursing Gary Williams for a storefront revitalization grant

Roll Call

Supervisor Smith: yes

Councilman Taylor: yes

Councilman Bango: yes

Review web site hosting quotes

Lake Shore Solutions Company: This company is running a lot of local government around the area. He showed Supervisor Smith how quick things can be uploaded. If residents are registered via email, the Town of Diana can send notifications to residents. There is a 1x set up fee of \$1500, yearly rate is 550\$. Website he can have up and running in less than a month

Motion by Councilman Bango to approve Lake Shore Solutions Company, C Bango, seconded by Deputy Supervisor Taylor

Roll Call:

Supervisor Smith: Yes

Deputy Supervisor Taylor: yes

Councilman Bango: yes

Resolution #5-2022: Motion by Councilman Bango, seconded by Deputy Supervisor Taylor to end shared municipal agreement services with Digital Towpath

Roll Call:

Supervisor Smith: yes

Deputy Supervisor Taylor: yes

Councilman Bango: yes

- Need to send letter and 30 days notice

Medical Center updates

- Don't have any RFPs back yet, asked to have them back by beginning of February
 - Committee for RFP review (Motion-Roll Call)
 - Rick Taylor, Marianne Dicob, Sam Verbeck, Kelly Ritz, Dickey Malbeuf

Review window bids for medical center -(pending quotes are received):

- No prices until February meeting

Review asbestos bids - Select contractor

- Independent Commercial Contractors out of Lorraine, NY, \$4800 proposal, can do the job now
- ACC Contracting out of Rochester, \$4995
- 48 hours air testing, abatement, 48 hours air sampling after

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Motion by Councilman Bango, seconded by Deputy Supervisor Taylor to accept Independent Commercial Contractors to complete asbestos removal from the medical building

Roll Call:

Supervisor Smith: yes

Deputy Supervisor Taylor: yes

Councilman Bango: yes

Update from GYMO on design of medical center

- Air exchange system is through GYMO, GYMO is working with DOH to make sure everything will be up to standards for a medical building
- Fire doors in medical center will be put in by Town workers as well as new paint

Septic System at medical clinic

- Leech field isn't up to current standards. GYMO to put together a new design for the septic system. Hopefully the guys can do it, but we can contract out if need be.
- Deputy Supervisor Taylor asked about new siding for the medical building
 - Supervisor Smith to look into pricing for new siding

Supervisor Smith reported that the annual Association of Towns Meeting that was to be held in NYC is now going to be a virtual meeting.

Communication:

- Supervisor Smith working with Town Departments on having established days and times. These will be posted on the new website.
- Supervisor Smith and Deputy Supervisor Taylor have an upcoming meeting on 1/28/22 about the little league field and to discuss Rick and Julie Chartrand's retirement. Jason Thomas and his wife will be taking it over the Little League Field. Proposal for the Town of Diana to contribute \$500/year to the Little League Field; Town of Pitcairn would match the Town of Diana's \$500.
- Public water district informational session on 1/19/2022 at 6PM - remote options available
 - Discussion followed

Reports of Committees:

Councilman /Town Clerk / Bookkeeper time:

Deputy Supervisor Taylor asked if we wanted to keep Janet's notary for 4 years

- Supervisor Smith agreed.

Chuck said he wanted to talk with Jim Pierce out of Syracuse—salesman for water meters.

Motion by Deputy Supervisor Taylor, seconded by Supervisor Smith to adjourn at 8:33pm. All in favor.

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Town of Diana Organizational Meeting - January 18 2022 - To follow Regular Meeting

Supervisor Smith called Organizational Meeting to Order at 8:33PM.

Designated Meeting Night - Second Tuesday of every month - 7 p.m.

Designated Bank as Official Depository - Community Bank, NA, CLASS

Designated Official Newspaper - Watertown Daily Times and/or Bargain Hunter

Town Attorney - Larry Hessler

Town Historian – Ross Young - suggestions for someone to work with Ross included Chuck Fowler, Laura Miller

Flood Plain Administrator – Lewis County

Mileage Rate for Town Employees - .50

Deputy Town Clerk(s)/Tax Collector(s): Janet Taylor

Deputy Registrar –Janet Taylor

Dog Control Officer – Dan Moyer

Budget Officer - Supervisor Smith

Deputy Supervisor – Rick Taylor

Records Management Officer – Karley Wake, clerk

Health Officer – Gerald Calabrese

Motion by Councilman Bango, seconded by Councilman Taylor that these appointments and designations be accepted for the year 2022. All in favor.

Motion by Councilman Taylor seconded by Councilman Bango to designate the following pay periods for Town Officials and employees for the year 2022. All in favor.

Town Councilman - (4): last pay period in November (and ALL yearly employees)

HWY Superintendent - Bi-Weekly

Town Hwy Employees - Bi-Weekly

All Others - last pay period of each month

Motion by Councilman Bango seconded by Councilman Taylor that the following salaries be set as listed for the year 2022.

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Councilman Bango - yes

Councilman Taylor – yes

Councilman - (4): \$1800

Justice - \$16,610.00

Supervisor - \$14,071.00

Deputy Supervisor - \$700.00

Bookkeeper - \$13,249.00

Budget Officer - \$800.00

Assessor - \$23,340.00

Town Clerk/Tax Collector - \$22,965.00

HWY Super - \$53,157.00

Deputy Hwy Super – \$1000.00

Court Clerk – \$16.00/hr

Dog control Officer - \$2200

Historian - \$500

Registrar - \$421

Deputy Town Clerk – \$16.00/hr

Deputy Registrar - \$75/year

Bd. Of Review - \$175 (x3)

Cleaning – \$14.00/hr

Administrative Assistant – \$16.00/hr

Water District Clerk - \$4094.00

Motion by Councilman Taylor seconded by Councilman Bango to appoint Karley Wake as Water District Clerk.

Roll Call: Supervisor Smith – yes

Councilman Taylor – yes

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Councilman Bango - yes

Appointments by the Supervisor:

Finance Committee Regarding Bills & Insurance - *Rick Taylor and Zach Smith – (motion to pay bills in timely manner)*

HWY Dept. Committee - *(Chuck Langs, Rick Taylor, & Allen Bango)*

Building & Grounds Committee - *(Allen Bango & Zach Smith)*

Bookkeeper – Uta Parow (Supervisor term)

Assistant Bookkeeper- Cheryl Schroy

Playground Committee – Rick Taylor 01/01/19-12/31/20 (Jay Seymour, Julie Malbeuf, Jessica Jenack, Larry Evans annual appointment)

- Tabled until February

Zoning Board – Jessica Jenack (1 year), Brian Wohnsiedler (1 yr.), Tennille Best (1 yr.)

- Motion by Councilman Taylor, seconded by Councilman Bango to appoint zoning board members for one year. All in favor.

Motion by Councilman Taylor seconded by Councilman Bango to appoint Karley Wake as Registrar (01/01/22 - 12/31/23). All in favor.

- Teresa LaParr was appointed as Sole Town Assessor in August 2021. All in Favor. (10/01/2019 – 09/30/2025) - Appointed 08/1/2021 Term ENDS 9/30/25

Motion by Councilman Taylor seconded by Councilman Bango to reappoint (Phil Hathway) as Town Marriage Officer (01/01/22 - 12/31/25) All in favor.

Motion by Councilman Bango seconded by Councilman Taylor to close Organizational Meeting. All in favor.

Organizational Meeting adjourned 8:55PM

Submitted by:

Karley Wake

Diana Town Clerk

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