

Date: 09/13/2022

Supervisor Smith called meeting to order at: 6:02 pm

Roll Call:

Councilwoman Ritz: here

Supervisor Smith: here

Councilman Taylor: here

Councilman Bango: here

Councilman Malbeuf: here

Motion to accept or amend minutes from previous meeting on August 9, 2022

Motion by: Councilman Bango

Seconded by: Councilman Taylor

All in favor.

Motion to accept or amend minutes from previous special meeting on August 16, 2022

Motion by: Councilman Taylor

Seconded by: Councilman Malbeuf

All in favor.

Motion to accept or amend minutes from previous special meeting on August 22, 2022

Motion by: Councilman Bango

Seconded by: Councilwoman Ritz

All in favor.

Supervisor's report and motion to accept:

Motion by: Councilman Taylor

Seconded by: Councilwoman Ritz

All in favor.

Town Clerk's report and motion to accept:

Motion by: Councilman Taylor

Seconded by: Councilman Bango

All in favor.

Water Report & Motion to accept:

Motion by: Councilman Taylor

Seconded by: Councilman Malbeuf

Audit Bills & motion to accept:

General Fund Vouchers:

Motion by: Councilman Taylor

Seconded by: Councilman Bango

All in favor.

Highway Fund Vouchers: Councilman Taylor asked about the degreaser. Highway Superintendent Langs explained that this was broken up into 4 payments and one was missed and that is why there is a July and August bill on voucher 103. Councilman Taylor asked why there was a need for twelve 5-gallon pails and Highway Superintendent Langs explained why we use so much. Councilman Taylor suggests omitting voucher 108 and submit back to Southern Source Industries with the warranty, because he believes the majority of voucher 108 is covered by the warranty.

Motion By: Councilman Taylor to pay Highway Fund Vouchers, omitting voucher 108.

Seconded by: Councilman Malbeuf

All in favor

Reports of invited guests:

BCA Architects & Engineers review of Kimballs Mills Bridge with Highway Superintendent Chuck Langs.

Cassey Dickenson, Principal Engineer and Tim Barber, Civil Engineer introduced themselves and talked with Highway Superintendent Langs about his concerns with the Kimballs Mills Bridge. The engineers explained that the bridge is a wood deck with holes etc. and has a steel superstructure that is functioning and has life left. They discussed what the town wanted to do, either deck replacement or Super Structural Replacement. Engineers stated they could go onsite and do an assessment then discuss the options, plans and budget.

Councilman Malbeuf asked if there were any plans to widen the bridge. Highway Superintendent Langs stated that was not possible, that would turn things into a whole new project and the principal engineer, Cassey Dickenson agreed.

The engineers explained it is a maintenance project with both the options for Kimballs Mills Bridge, explaining that is a good thing because less permits would be needed.

The engineers went over their proposal, study and report and basic services with the board. They stated total fee for the proposed study is \$12,000.00. This would be invoiced monthly as the project progresses. Highway Superintendent Langs stated he truly believes it is time to do something to maintain the bridge. Councilman Malbeuf and Supervisor Smith agreed.

The engineers answered questions from the public. One asked if there was going to be a new weight limit if precast cement beams were used and the engineers stated no. They explained it would basically be a new bridge without having to fix the butts of the deck. There would still have to be a study to see if it would change the load if the town went with a cement deck vs a wood deck. The engineer could not estimate what the price would be.

The engineers both stated that they believe it is appropriate to do the deck study now, the study would walk the town through each step-in process, and they would be able to recommend the best options, then it will be up to the town to determine what option to go with.

Supervisor Smith asked the board if they had any further questions. Councilman Taylor asked Supervisor Smith if the town had the funds for the study. Supervisor Smith yes, it would be the last large expense for the year.

Mrs. LaDue asked if there was grant money that could be used. Supervisor Smith stated no not at this time, and once the study is back, he could investigate grants.

Mrs. LaDue asked if the power company did a study. Councilman Malbeuf stated yes a study was done around 2010. Supervisor Smith stated that the county did not pay for that study. The engineers explained that the county would do the leg work for grants and that the bridge isn't competitive against other cities or towns. Councilman Malbeuf stated he believes that they used CHIPS funds, but more local decisions will have to be made if you want to take funds from other accounts to pay for the study.

Supervisor Smith asked the engineers if we go ahead with the study, when would results be back. The engineers stated fall would be the kick off if the board agrees, they can get started. There would be day to day input with a committee of 1 to 2 board members and the Highway Superintendent. They would work through winter on a draft and final engineering report would be in the spring.

Supervisor Smith called for a motion to accept the proposed study by BCA.

Motion to accept Kimballs Mills Bridge study by BCA:

Motion by: Councilman Malbeuf

Seconded by: Councilman Taylor

Roll Call:

Councilwoman Ritz: Aye

Supervisor Smith: Aye

Councilman Taylor: Aye

Councilman Bango: Aye

Councilman Malbeuf: Aye

Executive Session: Teamster contract Negotiations/Fire Department contract

negotiations: Supervisor Smith called for a motion to go into executive session at 6:59 pm

Motion by: Councilman Taylor

Seconded by: Councilman Bango

All in favor.

The privilege of the floor to the public: (A motion to limit debate could be in order)

Mrs. Liz Barsuglia-Madsen wishes to address the board about Kimballs Mills Road, Kimballs Mills Bridge, and Broadband. Mrs. Barsuglia-Madsen stated she wants to be sure the bridge is safe. Supervisor Smith assured her that the information from the engineers would be posted on the town's website. She stated that Kimballs Mills Road is terrible with all the rain and wanted to know would anything be done to the road with repairs before spring or in the spring. Councilman Malbeuf stated that would be up to Highway Superintendent Langs. Highway Superintendent Langs stated maintenance work would be done as needed through the seasons. Mrs. Barsuglia-Madsen stated the big power trucks are destroying the road. Another member from the public stated that these big trucks are coming from Lowville. Highway Superintendent Langs stated he will ask them on bad raining days to use Jerden Falls Road and Steam Mills or French

Settlement roads and not Kimballs Mills Road. Highway Superintendent Langs stated that the road isn't meant for that type of truck traffic.

Mrs. Barsuglia-Madsen asked about getting broadband to her residence and other residences on Kimballs Mills Road. Supervisor Smith let her know that DANC is working with the Power Authority so that the Town of Diana and Pitcairn get funding for broadband. This is still in the planning construction phase. Mrs. Barsuglia-Madsen state that she was told she had to be withing a certain distance, like a mile from the poles. She is about 5 miles from the nearest pole. Supervisor Smith let her know that this would be a question she would have to go through DANC and the phone company to find out if they would be able to get broadband to her residence. He further stated that DANC and the phone company have been working on this for a few months and it could be a year from now before anything happens with broadband.

Capital Water Project:

- Supervisor has requested water billing software quotes/needs to be compatible with water meters.

Supervisor Smith stated our water software is very old and he has put calls out to price updated software that will be compatible with the water meters. He has not received any quotes back at this time.

- 9/20/2022 Public Water meeting 6 PM - Water Meters/Posting and the letter going out (water district)

Supervisor Smith stated that there would be information put out about the water project at this Public Water Meeting and he encouraged people to attend and get their questions answered. He also addressed that many had called the town offices upset about the easement letter that was sent out by the attorney's office, some having incorrect information on them. He stated you can call the attorney's office at the number listed and let them know if there is incorrect information.

- DOH requested a meeting with the Supervisor

Supervisor Smith said he will let the town know when this meeting will take place.

- EDR-Railroad Permits

Supervisor Smith stated they are reviewing fees; he believes that Councilman Bango had questions in about EDR/Railroad Permits. Councilmen Malbeuf stated that they must do it right. Supervisor Smith stated that will come out of water; 2,250 to rail tech for document preparation, \$350 to Mohawk Adirondack North Railroad for first year's rent, and \$500.00 to the same for engineering review. The \$350.00 will be a yearly fee to the water district, but we must start now. Supervisor Smith stated that this was tabled two months ago but needs to be taken care of now. Supervisor Smith called for a motion to pay.

Motion to pay the yearly \$350.00 fee to the Water District:

Motioned by: Councilman Malbeuf

Seconded by: Councilwoman Ritz

Roll Call:

Supervisor Smith: Aye

Councilman Taylor: No

Councilman Bango: No

Councilman Malbeuf: Aye

Councilwoman Ritz: Aye

Medical Center Updates:

- Interior Door delivery & testing and balancing

Supervisor Smith asked Highway Superintendent Langs for an update on the Interior doors. Superintendent Langs stated that he needs keys to the building left for him so that the doors can be stained and put in. No one can get into the medical building at this time. He has a call in to have keys brought to him.

Old Business:

- Website – logo color survey, zoning and planning, budget, water district

The new town logo has been selected. There are 5 different color patterns with a survey for votes on the website for community to vote on the color scheme.

- Review proposed inter-municipal by county for special events

Supervisor Smith has the town attorney looking into this.

- Review electrical charging units in The Scenic View/Grand View - 9/30/22 deadline
Supervisor Smith stated these costs nothing and he would like a motion to move forward on this.

Motion to move forward with Electrical Charging Units in Scenic View and Grand View:

Motioned by: Councilman Taylor

Seconded by: Councilman Bango

Roll Call:

Councilwoman Ritz: Aye

Supervisor Smith: Aye

Councilman Taylor: Aye

Councilman Bango: Aye

Councilman Malbeuf: Aye

- Jefferson concrete scheduled delivery of concrete slab for bus stop

Highway Superintendent Langs stated the slab was supposed to be ready for the bus stop and in 6 months ago. He will call the county to ask on the status. Councilmen Taylor asked where the bus stop would be going and Superintendent explained it would be going in by the Veteran's Roll Call Monument is, where the bench is. The bench will be moved.

- New security cameras operational at the playground

The new cameras are installed. Supervisor Smith asked Superintendent Langs if he had been getting any messages for a low battery. Superintendent Langs state no but would check on them.

New Business:

- Lewis county provided the town of Diana \$31,696.00 sales tax share.

Supervisor Smith stated that Lewis County shared sales tax revenue with the Town of Diana to offset rising costs of Fuel and Energy this year.

- Resolution is needed with Community Bank to have the newly appointed Town clerk, Andrea Paterson, added to all required accounts: Town Clerk, Tax Assessor, Water, and all other required accounts.

Motion to remove Karley Wake from all accounts with Community Bank

Motioned by: Councilman Rick Taylor

Seconded by: Councilman Malbeuf

Roll call:

Councilwoman Ritz: Aye

Supervisor Smith: Aye

Councilman Taylor: Aye

Councilman Bango: Aye

Councilman Malbeuf: Aye

Motion for Resolution to add new town clerk, Andrea Paterson, to all required Town accounts with Community Bank:

Motion by: Councilman Bango

Seconded by: Councilman Malbeuf

Roll call:

Councilwoman Ritz: Aye

Supervisor Smith: Aye

Councilman Taylor: Aye

Councilman Bango: Aye

Councilman Malbeuf: Aye

Supervisor Smith called for a motion to appoint the town Clerk, Andrea Paterson to the additional positions of Tax Collector, Water Clerk, Registrar/Vital Statistics Clerk:

Motion to appoint the town clerk, Andrea Paterson to the additional positions of Tax Collector, Water Clerk, and Registrar/Vital Statistics Clerk:

Motioned by: Councilman Taylor

Seconded by: Councilman Malbeuf

Roll Call:

Councilwoman Ritz: Aye

Supervisor Smith: Aye
Councilman Taylor: Aye
Councilman Bango: Aye
Councilman Malbeuf: Aye

- Marshey Road Bridge – future project – County Highway & DOT meeting update

Supervisor Smith state he got an invitation into the meeting for the future project of new bridge construction sometime in 2025. This is in the building and planning stages now. SHIPO is doing a study because Marshey Road Bridge is considered a historic bridge. Possibility that the town could be made to remove and reinstall the bridge somewhere else. SHIPO would pay for this. There is a lot of federal funding available, but the town won't have much say about what happens with the bridge. Supervisor Smith stated he will keep us informed.

Communication:

- Correspondence from community members on speeding on town roads

Supervisor Smith stated he and board members have been getting complaints about speeding in town on road by the Post Office. He has contacted the town attorney email to see if there is anything that would give the local municipalities the ability to reduce speed to 25 miles per hour. Supervisor Smith is waiting to hear back from the attorney.

Budget Update:

- Ongoing conversation with the fire department and teamsters

Negotiations are still ongoing

- Budget packets need to be back by mid-September
- Concerns on Fuel, propane, kerosene, gas, and power for 2023
- Preliminary Budget is due to clerk by the end of September
- Budget Workshop Hearing in October

Supervisor Smith asked the town clerk to do a notice for a Budget Workshop on October 4, 2023, at 6:00 pm at the town hall, fliers and run add in linkinglewiscounty.com, and on town website.

Highway Update:

- Paving Completed for 2022

The paving is completed for 2022. Supervisor Smith asked if they had acted on the loader quotes. Councilman Malbeuf stated he'd like to look at the quotes first before any action is taken and go through each quote. Councilman Taylor reminded everyone they do have a 30-day lease to purchase with payments over 4 years, after last payment it belongs to town, but that they just aren't leasing as much anymore. Asked why the trade in so high right is now on the trade in quotes. Councilman Malbeuf said he would look at each one of them.

Councilmen Malbeuf and Taylor asked Highway Superintendent what he is looking at. Superintendent Langs stated he is looking at a few different ones. He stated the Hitachi loader has a high lift and that is better to have. Superintendent Langs further stated that our trade in is so high because there are no used loaders on the market right now, so this is a great time to trade the current 5-year-old loader the town has. Supervisor Smith would like to table this for another meeting to go over the quotes. Supervisor Smith also stated that Councilman Bango will be the representative to work with the Bridge engineers as a liaison.

Councilman Malbeuf reported he had to put molding on at the Medical Center building. Superintendent Langs also reported that the town of Pitcairn is still willing to split the cost of the new Food Pantry. He is waiting for the go ahead from the board so he can get the pantry done before it gets too cold. He stated let the people who run the food pantry hire someone to spray foam and split the cost between the food pantry, Town of Diana, and Town of Pitcairn. The town of Diana and the Town of Pitcairn could split the cost of concrete and 3 of our workers plus 3 of Pitcairn's workers could help. Superintendent Langs said we should have the representatives from the food pantry come up and show him what they want, all laid out so he can get the work done.

Supervisor Smith called for a motion to proceed with building the new food pantry.

Motion to proceed with the work to build the new food pantry:

Motioned by: Councilman Malbeuf

Seconded by: Councilman Taylor

Roll Call:

Councilwoman Ritz: Aye
Supervisor Smith: Aye
Councilman Taylor: Aye
Councilman Bango: Aye
Councilman Malbeuf: Aye

Reports of committees:

Councilman/woman/Town Clerk/Bookkeeper time:

- Clerk – software updates/deputy clerk

The town clerk, Andrea Paterson, reported that she was informed by BAS Tech Support, that our office is running BAS software that is 10 to 12 updates behind, and that updates had not been done in a very long time. This is a free service that the town pays for in our contract with BAS systems. Councilman Taylor asked why the Clerk wasn't doing them if we are paying for it. The Clerk let him know that she was just informed of the issue when she called tech support for assistance with a glitch in the system while trying to do the vouchers for the abstract. As the new clerk, she could not explain why this had not been done before her call.

The town clerk Paterson went on to announce that she was unappointing the current First Deputy Clerk and would be looking to appoint a New First Deputy Clerk as soon as possible. She stated she was appointing Karley Wake as a Deputy Clerk for pay purposes only, while former Town clerk Wake came in after working hours to train Town Clerk Paterson and give her a pass down. Town Clerk Paterson stated that Mrs. Wake would not be in during working hours as a backup, or have access to any town accounts, and would be in the office for training purposes only. She stated once the pass down was done, she would unappoint Mrs. Wake. Town Clerk Paterson also informed the board she would be writing a Standard Operating Procedures Manual for all the duties handled by the Town clerk's office. She explained this is a step by step "How To" manual, so that in the event she is out, or there is a situation where a turnover cannot be done, someone would have guidance and step by step instructions for each task in the office.

Town Clerk Paterson also announced to the board she will be changing the hours of operation for the Town Clerk/Tax Collectors office to better serve the community. Starting 1Oct2022 through 31Dec2022 the office will be open three days a week, Tuesday, and Wednesday from 9:00 am to 4:00 PM, and Thursday from 11:00 am to 6:00 pm. During tax season 01JAN2023 through 15April23 the office will be open 4 days a week, Monday, and Wednesday from 9:00 am to 4:00 pm and Tuesdays and Thursdays from 11:00 am to 6:00 pm. From 16April2023 through 30June2023 the office will go back to three days a week, Mondays and Tuesdays 9:00 am – 4:00 pm and Thursdays from 11:00 am TO 6:00 pm. Summer hours will be from 1JULf2023 through Labor Day, two days a week, Tuesdays from 9:00 am to 4:00 pm and Thursdays from 11:00 am to 6:00 pm.

Town Clerk Paterson stated she will be available by appointment only for those whose schedule is not accommodated by the hours of operation throughout the year. Special circumstances will be handled on a case-by-case basis.

Highway Superintendent Langs stated to Supervisor Smith that he felt the surveillance cameras needed to be put in the hallway for the safety of our office staff, especially if we will be in the office later hours. Supervisor Smith asked for an updated pricing.

Motion to adjourn by Councilman Taylor, seconded by Councilman Bango at 8:09 pm

All in favor.

Submitted By:

Andrea M. Paterson
Diana Town Clerk