

*The Town of Orleans Board Meeting
January 9, 2014*

The Town of Orleans board held a regular scheduled meeting on January 9, 2014 at the municipal building in LaFargeville at 7:00PM.

Members Present: *Kevin Rarick, Peter Wilson, Gwen Kirkby, Mary Ford-Waterman, and Thomas Johnston.*

Others Present: *Tammy Donnelly, Stephen Dulmage, Brian Kirkby, Dale Raymo, Brian Eckert, Brad Millett, Pam McDowell, and Dale Dingman.*

Supervisor Rarick called meeting to order at 7:05PM

1. Approval of minutes - A motion was made by Peter Wilson and seconded by Thomas Johnston to approve November and December 2013 minutes as read.

*Kevin Rarick, Aye
Peter Wilson, Aye
Gwen Kirkby, Aye
Thomas Johnston, Aye
Mary Ford-Waterman, Aye All in favor motion carried.*

2. Cathy Satterley financial report- Financial report reviewed with board. Discussion was held. Board would like Cathy to close capital account for sewer district #4. Transfers were also approved. Resolution below.

Town of Orleans
20558 Sunrise Avenue
P. O. Box 187
LaFargeville, New York 13656

Supervisor
Kevin Rarick 658-4411
Town Clerk
Tammy Donnelly 658-9950
Highway
Superintendent
Brian Kirkby
Town Assessor
Denise Trudell 658-4309

Zoning Officer
Brad Millett
658-2057
Town Council
Mary Ford-Waterman
Peter Wilson 658-9950
Thomas Johnston
Gwen Kirkby 658-9950

RESOLUTION

1

Fund transfer

Page 1 of 2

WHEREAS, the Town Board of the Town of Orleans, New York is vested with the authority and responsibility to manage and control the finances of the Town of Orleans and its various improvement districts; and

WHEREAS, the Town Board has asked its accountants to prepare the necessary reports to identify the status of municipal finances on a monthly basis; and

WHEREAS, the accountants for the Town of Orleans have prepared the report(s) and has recommended Sewer 4 Capital account to be closed; and

WHEREAS, the Town Board for the Town of Orleans agrees that the following transfer is appropriate at this time to the extent the same is/are feasible.

NOW, THEREFORE, BE IT

RESOLVED, by the Town Board of the Town of Orleans, New York that:

1. \$ _____ from the _____ fund shall be transferred to the _____ fund for the following purpose: _____.
2. Town officials are authorized to take such steps as necessary to effect this transfer.
3. This Resolution shall take effect immediately.

Fund transfer

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The foregoing Resolution was offered by Board member Pete, and seconded by Board member Mary, and upon roll call vote of the Board was duly adopted as follows:

Supervisor Kevin Rarick

Yes ☒ No ☐

Mary Ford-Waterman

Yes ☒ No ☐

Peter Wilson

Yes ☒ No ☐

Tom Johnston

Yes ☒ No ☐

Gwen Kirkby

Yes ☒ No ☐

Dated: 1-9-14, 2013

Tammy Donnelly
Tammy Donnelly
Town Clerk

Town of Orleans
Budget Transfers
November 30, 2013

Res # 2

	<u>Increase</u>	<u>Decrease</u>
<u>Highway:</u>		
51101.3 General Repairs - PS	3,439	
51301.3 Machinery - PS	7,962	
51302.3 Machinery - EQ	15,790	
51421.3 Snow Removal - PS		27,191
<u>General Fund</u>		
14204.1 Attorney - CE	1,114	
19104.1 Unallocated Insurance	2,725	
40201.1 Regis of Vital Stats - PS	316	
74104.1 Library - CE	9	
19904.1 Contingency - CE		4,164
<u>Sewer #2:</u>		
81201.13 Sanitary Sewers - PS	7,711	
90308.13 Social Security	716	
90608.13 Medical Insurance	1,519	
81304.13 Treatment/Disposal - CE		2,500
81104.13 Administration - CE		1,620
81202.13 Equipment - Capital outlay		2,166
81204.13 Sanitary Sewers - CE		1,634
97107.13 Debt Service - interest		525
9010.8 State Retirement		1,501
<u>Sewer #3:</u>		
81204.14 Sanitary Sewers - CE	1,665	
90608.14 Medical Insurance	364	
81202.14 Equipment - Capital outlay		1,500
81104.14 Administration - CE		529
<u>Sewer #4:</u>		
90608.15 Medical Insurance	1,822	
97896.15 State Rev Loan - Principal	8,860	
81101.15 Administration - PS		8,320
81104.15 Administration - CE		2,362

Motion Given Seconded by Tom Johnston to accept above transfers.

Town of Orleans
Budget Transfers
November 30, 2013

<u>Water:</u>		
90608.16 Medical Insurance	911	
83104.16 Administration - CE		911

3. Update from Steve Dulmage on DPW issues- Pumps running in winter mode. LaWater- having some leaks, and a lot of infiltration, cannot pinpoint problem. Steve stated the municipal building is ready to use as shelter if needed during ice storm. Steve stated Fishers landing fire department still wants to use town generator. Supervisor Rarick stated it will be discussed at the next Fishers Landing sewer board meeting.

4. Update from Brian Kirkby on Highway Dept. issues – Brian submitted 2 quotes for replacing lights in the town barn. Brian would like to upgrade lighting to energy saving lights. Brian stated National Grid will cover 47.93% of cost. The towns cost would be \$2,710.49. This is a National Grid small business program. Second quote was from new century in the amount of \$6,763.01. Brian also stated that the breaker & wires at the highway barn will need to be replaced. Brian received quote from New Century Electric in the amount of \$922.58. Discussion was held. A motion was made by Mary Ford-Waterman and seconded by Thomas Johnston to accept New Century Electric quote in the amount \$922.58 and National Grid Small Business Program quote in the amount \$2,710.49.

Kevin Rarick, Aye

Peter Wilson, Aye

Gwen Kirkby, Aye

Thomas Johnston, Aye

Mary Ford-Waterman, Aye All in favor motion carried.

Brian stated Speed Zone Request for Sunrise Ave to reduce to 25mph was denied. School Zone speed will stay at 25mph.

Brian would like to know what the board feels on the quotes for new dump truck. Discussion was held. Town board would like to wait to purchase truck, board feels there are a lot of problems with the DEF system. Discussion was held. Brian will wait to purchase a new truck.

5. Update from Brad Millett Zoning Officer – Brad Millett stated David Morse, Planning Board Chair handed his resignation letter in and resigned as of 12/31/2013.

6. Update from Dale Raymo – Everything going good. Dale stated his training is all caught up. Dale is currently working on Data Collection and will have more info next month.

7. Credit card for online payment of taxes – Tax Collector is currently accepting credit & debt cards for online payment of taxes.

8. Route 12 Water - Attorney Jim Burrows discussed issues on water contamination.

Jim Burrows stated the board will need to hold another Public Hearing and complete the order forming water dist No 2 the board will need to add in new cost numbers per EDU. Resolution below.

**ORDER OF THE TOWN BOARD
OF THE TOWN OF ORLEANS**

Resolution #3

At a regular meeting of the Town Board of the Town of Orleans, held at the Town offices, Sunrise Avenue, Lafargeville, New York, on January 9, 2014, there were:

PRESENT:

Kevin Rarick
Gwen Kirkby
Mary Ford-Waterman
Tom Johnston
Peter Wilson

ABSENT:

WHEREAS, this Board has determined that it would be in the best interest of the Town of Orleans to form Water District 2 to encompass certain parcels in the Route 12 corridor; and

WHEREAS, this Board previously prepared a certain Map for the proposed formation of the Water District within the Town of Orleans, reciting the boundaries of the proposed expanded District; and

WHEREAS, that map is filed with the Town Clerk of the Town of Orleans; and

WHEREAS, the Board has held public hearings on August 9, 2012 to have all persons interested in the foundation of Water District No. 2 and desires to seek additional input.

NOW, on motion duly made and seconded, it is

FOUND, ORDERED AND DETERMINED that the Map prepared by the Town for the proposed formation of the Water District has been duly filed with the office of the Town Clerk as required by law, and is available thereat for public inspection; and it is

FOUND, ORDERED AND DETERMINED that the boundaries of the proposed Water District shall be as appear on the Map filed with the Town Clerk and as described on the attached Schedule "A;" and it is

FOUND, ORDERED AND DETERMINED that a negative declaration under the State Environmental Quality Review Act (Article VIII of the Environmental Conservation Law) was passed by the Town Board of the Town of Orleans by resolution on July 12, 2012; and it is

ORDERED that another public hearing be held on the 13th day of February, 2014 at 7:30 p.m. at the Town Office, New York to hear all persons interested in the proposed Water District; and it is further

\$ 800⁰⁰ ORDERED that the anticipated maximum District costs will be as follows: per E.D.U. (E.D.U. = 150 gal/day).

ORDERED that the Town Clerk shall cause a copy of this Order to be published at least once in the official newspaper for the Town of Orleans not less than ten (10) nor more than twenty (20) days before the date set for the hearing, and shall cause a copy hereof to be posted on the sign board of the Town of Orleans maintained pursuant to the provisions of the Town Law, not less than ten (10) nor more than twenty (20) days before the date designated for the hearing.

A motion to adopt the foregoing Order was made by Board member Peter Wilson and seconded by Board member Gwen Kirkby and upon a roll call vote of the Board was duly adopted as follows:

Kevin Rarick	Yes <u>X</u>	No _____
Gwen Kirkby	Yes <u>X</u>	No _____
Mary Ford-Waterman	Yes <u>X</u>	No _____
Tom Johnston	Yes <u>X</u>	No _____
Peter Wilson	Yes <u>X</u>	No _____

Dated: January 9, 2014


Tammy Donnelly, Town Clerk

(Seal)

Rob Campany stated Town of Alexandria received funding to allow water line on other street, and laterals for water. Alexandria Bay would like Town of Orleans to sign an easement. Attorney Burrows will review if it is ok, Kevin can sign on behalf of board. A motion was made by Peter Wilson and seconded by Gwen Kirkby to allow Kevin to sign if ok with Jim Burrows after he reviews easement.

Rob Campany presented board with project status chart. Rob discussed the different projects going on.

Bond resolution for LA Sewer District upgrades and Lead agent for purpose of seeker for LA Sewer were discussed and adopted as follows.

RESOLUTION # 4

At a regular meeting of the Town Board of the Town of Orleans, Jefferson County, New York, held at the Town Offices, in said Town on the 9th day of January 2014 at 8:30 p.m., prevailing time.

The meeting was called to order by Supervisor Rarick and upon roll being called, the following were:

PRESENT:

<u>Kevin Rarick</u>	_____
<u>Mary Ford-Waterman</u>	_____
<u>Peter Wilson</u>	_____
<u>Tom Johnston</u>	_____
<u>Gwen Kirkby</u>	_____

ABSENT:

The following resolution was offered by Gwen Kirkby, who moved its adoption, seconded by Mary Waterman, to wit:

BOND RESOLUTION DATED JANUARY 9, 2014

A RESOLUTION AUTHORIZING THE ISSUANCE OF SERIAL BONDS FOR THE LAFARGEVILLE SEWER DISTRICT, IN AN AMOUNT NOT TO EXCEED \$2,000,000.00 THE PROCEEDS OF WHICH ARE TO BE USED FOR IMPROVEMENTS TO THE SEWAGE COLLECTION AND TREATMENT SYSTEM IMPROVEMENTS, INCLUDING, BUT NOT LIMITED TO UPGRADES TO THE PUMPING STATIONS, NEW FORCE MAINS, REPLACEMENT OF MALFUNCTIONING VACUUM PITS AND A NEW BUFFER TANK AT THE LAFARGEVILLE CENTRAL SCHOOL AS WELL AS PLANT EQUIPMENT UPGRADES TO INCREASE CAPACITY AND EFFICIENCY AS WELL AS COLLECTION SYSTEM UPGRADES TO REDUCE INFILTRATION AND INFLOW.

BE IT RESOLVED, by the Town Board of the Town of Orleans,

Section 4. The faith and credit of said Town of Orleans, Jefferson County, New York are hereby irrevocably pledged for the payment of the principal of and interest on such bonds as the same respectively become due and payable. An annual appropriation shall become due and payable. Annual sewer rents shall be made in each year sufficient to pay the principal of and interest on such bonds becoming due and payable in such year.

Section 5. All other matters, except as provided herein relating to such bonds, including determining whether to issue such bonds having substantially level or declining annual debt service and all matters related thereto, prescribing whether to manual or facsimile signatures shall appear on said bonds, prescribing the method for the recording of ownership of said bonds, appointing the fiscal agent or agents for said bonds, providing for the printing and delivery of said bonds (and if said bond are to be executed in the name of the Town by the facsimile signature of its Town Supervisor), including the consolidation with other issues, shall be determined by the Town Supervisor. It is hereby determined that it is to the financial advantage of the Town not to impose and collect from registered owners of such bonds any charges for mailing, shipping and insuring bonds transferred or exchanged by the fiscal agent, and, accordingly, pursuant to paragraph c of Section 70.00 of the Local Finance Law, no such charges shall be so collected by the fiscal agent. Such bonds shall contain substantially the recital of validity clause provided for in Section 52.00 of the Local Finance Law and shall otherwise be in such form and contain such recitals in addition to

duly put to a vote on roll call, which resulted as follows:

<u>Kevin Rarick</u>	Voting <u>yes</u>
<u>Mary Ford-Waterman</u>	Voting <u>yes</u>
<u>Peter Wilson</u>	Voting <u>yes</u>
<u>Tom Johnston</u>	Voting <u>yes</u>
<u>Gwen Kirkby</u>	Voting <u>yes</u>

The resolution was thereupon declared duly adopted.

The above resolution is a true, complete and accurate copy of a resolution made and seconded at a regular meeting of the Town Board of the Town of Orleans held January 9, 2014.

Tammy Donnelly
Tammy Donnelly, Town Clerk

RESOLUTION TO DECLARE LEAD AGENCY STATUS
OF THE TOWN OF ORLEANS

Resolution # 5

At a meeting of the Town Board of the Town of Orleans held at Town Offices, 20558 Sunrise Ave, LaFargeville, New York 13656 at 8:55 p.m. there were:

PRESENT:

<u>Kevin Ravick</u>	Supervisor	yes
<u>Mary Waterman</u>	Councilmember seconded	yes
<u>Tom Johnston</u>	Councilmember motion made	yes
<u>Pete Wilson</u>	Councilmember	yes
<u>Gwen Kirkby</u>	Councilmember	yes

ABSENT:

WHEREAS, on January 9, 2014, the Town of Orleans Board passed a Resolution to seek Lead Agency status pursuant to the State Environmental Quality Review Act (hereinafter "SEQR"); and

WHEREAS, the Town Clerk has served by mail a "Notice of Intent to Establish Lead Agency" to all of the required involved or interested Agencies; and

WHEREAS, these Agencies, namely, the Jefferson County Planning Board and the New York State Department of Conservation, New York State Department of Health, New York State Department of Transportation and Environmental Facilities Corporation shall return a document advising that each Agency has no objection to the Town of Orleans Board assuming Lead Agency status for this project; and

WHEREAS, the federal agencies, United States Department of Agriculture and the United States Army Corp. of Engineers has required thirty (30) day period to respond.

NOW, THEREFORE, BE IT RESOLVED by the Town Board of the Town of Orleans, New York, that it does hereby establish itself as the Lead Agency for the SEQR review regarding the Application for LaFargeville WWTP and Collection Upgrades, dated January 2014 submitted by Fourth Coast, Inc. to upgrade the ~~Village~~ ^{Village} of LaFargeville's sewer district in the Town of Orleans.

Dated: 1-9-14

James Scully

(Seal)

9. Annual Designations for 2014- All Designations were completed in one resolution as follows

Budget Officer- Kevin Rarick

Deputy Supervisor- Peter Wilson

Bank- Citizens Bank of Cape Vincent

Newspaper- Thousand Island Sun and Watertown Daily Times(either or)

Polling Places

District 1-LaFargville Municipal Building

District 2-Fishers Landing Fire Hall

District 3- Wellesley Island State Park

Web site- North Shore Solutions/Matt Turcotte

Payroll- Weekly-Highway, General employment, Supervisor, Town Clerk, Clerk to Supervisor, Justice Clerk, Deputy Clerks, Zoning Officer, Assessor, Town Justice Hardy, Building Maintenance, and Crossing Guard.

Quarterly- Councilman, Town Justice Morse, Historian and Health Inspector

Annually- Zoning Board, Planning Board and Assessment Review board.

Attorney for the Town of Orleans- Slye and Burrows

Town board meetings will be held every 2nd Thursday of each month

Town board meeting for the month of June will be held at Thousand Island Park and the August board meeting will be held at the Fishers Landing fire Hall.

Tax Collector will refund any tax payment of \$5.01 more than the total tax amount due and town will retain overpayment of \$5.00 or less.

Policies for 2014 Investment, procurement, drug and alcohol testing, smoking, computer, sexual harassment/discrimination, code of ethics, and conduct at meetings.

Mileage reimbursement for 2014- .55 cents a mile or the fluctuating state rate.

Paynter Center Board- Janice Davis and Virginia Hawkins

Town Historian- Kelly Orvis

Health Officer- Marcel Thibert

Vital Registrar- Tammy Donnelly

Deputy Vital Registrar- Amy Davis

Board of Assessment Review

Fred Duffany- Term expires 10/1/2014

Marilyn Thomas – Term expires 10/1/2015

Ted Weisberg- Term expires 10/1/2016

Stacy Snyder-Morse- Term expires 10/1/2017

Frank Shortt- Term expires 10/1/2018

Town of Orleans Zoning Board

Ben Timerman- Co Chairman – Term expires 1/1/2015

David Reff- Term expires 1/1/2016

Murray Schyver- Term expires 1/1/2017

Larry Walldroff- Chairman- Term expires 1/1/2018

Richard Green- 1/1/2015

Youth Commission Board (Meetings held the second Sunday of every month)

Amy Dwyer – Term expires 12/2018

Missy Shultz- Term expires 12/2015

Melissa Eichhorn – Term expires 12/2015

Stacy Mckee- Term expires 12/2018

Becky LaBow- Term expires 12/2017

Pat Conelly- Term expires 12/2016

Planning Board

Tom Hodges- Term expires 1/2016

Terry Brown- Term expires 1/2017

Jacki Clark- Term expires 1/2018

Vacancy

Vacancy

Orleans Public Library Board

Kelly Orvis – Librarian

Ted Ford- Term expires 2019

Tim Mills- Term expires 2015

Lucy Kant- Term expires 2016

Rosan Whitmore- Term expires 2017

Sylvia Carter- Term expires 2018

A motion was made by Gwen Kirkby and seconded by Mary Ford-Waterman to accept the above annual designations for 2014.

Kevin Rarick, Aye

Peter Wilson, Aye

Gwen Kirkby, Aye

Thomas Johnston, Aye

Mary Ford-Waterman, Aye All in favor motion carried.

Resolution for Termination of Coordinated Assessment Program

Town of Orleans
20558 Sunrise Avenue
P. O. Box 103
LaFargeville, New York 13656
"This institution is an equal opportunity provider and employer"

Supervisor
Kevin Rarick 658-4411
Town Clerk
Tammy Donnelly 658-9950
Highway Superintendent
Brian Kirkby 658-9920
Town Assessor
Dale Raymo 658-4309

Zoning Officer
Brad Millett

Town Council
Gwen Kirkby
Peter Wilson
Mary Ford-Waterman
Thomas Johnston

RESOLUTION

7

Automatic Termination of Coordinated Assessment Program

Page 1 of 3

WHEREAS, the Town Board of the Town of Orleans employed Denise Trudell (the "Assessor") as the Town's sole appointed Assessor for a six (6) year term expiring September 30, 2013; and

WHEREAS, the Towns of Orleans and Clayton, New York entered into a Cooperative Agreement whereby the Town of Clayton similarly utilized the services of the Assessor for the same term and reimbursed Orleans for appropriate assessment services; and

WHEREAS, Orleans and Clayton established, and participated in, a Coordinated Assessment Program as authorized by New York Real Property Tax Law §579 commencing with the 2008 assessment roll in Orleans and Clayton; and

WHEREAS, during Summer 2013 the Town Board of Clayton appointed Assessor to serve as assessor for the Town of Clayton for a new six (6) year term to commence October 1, 2013; and

WHEREAS, the Assessor applied for, and was appointed, assessor in several additional tax jurisdictions during Summer/Fall 2013; and

WHEREAS, Orleans actively sought, and advertised for, qualified candidates for the position of appointed assessor and interviewed all such applicants for the position who were qualified and who timely submitted a letter of interest; and

WHEREAS, the Assessor was not in the pool of candidates who were interviewed;
and

**Automatic Termination of
Coordinated Assessment Program**

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WHEREAS, the Town Board of the Town of Orleans selected, and employed, Dale Raymo to serve as the sole appointed assessor for the Town of Orleans for a term commencing October 1, 2013 through September 30, 2019; and

WHEREAS, the Town of Clayton and one or more additional tax jurisdictions have contracted with the Assessor and the Town of Clayton continues to participate, or is expected to participate, in the Coordinated Assessment Program pursuant to RPTL §579; and

WHEREAS, Orleans cannot continue in the Coordinated Assessment Program with the Town of Clayton due to expiration of the term of appointment of the Assessor; and

WHEREAS, it appears that the above scenario constitutes an automatic termination of the Coordinated Assessment Program in respect to the Town of Orleans and the State of New York; and

WHEREAS, the Town Board is obligated to notify the Commissioner of Taxation and Finance of the automatic termination of the program on or before the taxable status date of the 2014 assessment roll.

NOW, THEREFORE, BE IT

RESOLVED, by the Town of Orleans, New York that:

1. The Supervisor for the Town of Orleans is hereby authorized to notify the Commissioner of Taxation and Finance in writing of the automatic termination of the Coordinated Assessment Program effective March 1, 2014 and shall provide a certified copy of this Resolution with a written notice to be served.

2. This Resolution shall take effect immediately.

The foregoing Resolution was offered by Board member Gus Kirkby, and seconded by Board member Mary Fack-Wedeman and upon roll call vote of the Board was duly adopted as follows:

**Automatic Termination of
Coordinated Assessment Program**

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Supervisor Kevin Rarick

Yes X No ___

Mary Ford-Waterman

Yes X No ___

Peter Wilson

Yes X No ___

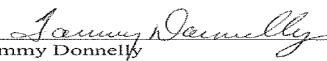
Thomas Johnston

Yes X No ___

Gwen Kirkby

Yes X No ___

Dated: January 9, 2014



Tammy Donnelly
Town Clerk

10. Public Comment – No Comment

11. Bed Tax for Stone Mills Museum – Discussion was held. A motion was made by Thomas Johnston and seconded by Mary Ford-Waterman to give the Stone Mills Museum \$450.00 bed tax money from 2013 and 2014.

Kevin Rarick, Aye

Peter Wilson, Aye

Gwen Kirkby, Aye

Thomas Johnston, Aye

Mary Ford-Waterman, Aye All in favor motion carried.

12. Town Clerk Report reviewed by board

13. Other –

Bills were audited in the amount of \$49,146.38

A motion was made by Thomas Johnston and seconded by Mary Ford-Waterman to go into executive session to discuss personal matters.

Kevin Rarick, Aye

Peter Wilson, Aye

Gwen Kirkby, Aye

Thomas Johnston, Aye

Mary Ford-Waterman, Aye All in favor motion carried.

Entered Executive session at 9:15pm

Exited Executive session at 9:45 pm

A motion was made by Gwen Kirkby and seconded by Peter Wilson to adjourn meeting

Kevin Rarick, Aye

Peter Wilson, Aye

Gwen Kirkby, Aye

Thomas Johnston, Aye

Mary Ford-Waterman, Aye All in favor motion carried.

Meeting adjourned at 10:00PM

Respectfully submitted

Tammy Donnelly

Town Clerk