

REGULAR MEETING
September 9, 2019

DRAFT

The Regular Meeting of the Town Board of the Town of New Bremen, County of Lewis and the State of New York was held at the Town Municipal Office Building, 8420 State Rte. 812, New Bremen, New York on the 9th day of September 2019.

Town Officer's Present: Peter J. Keys, Supervisor
Joseph E. Aucler, Councilman
Marcus Bush, Councilman
Casandra M. Buell, Councilwoman
Jonathan M. Bush, Hwy. Superintendent
Elizabeth B. Jones, Clerk
Nicholas Astafan, DCO

Absent - David L. Becker, Councilman

Attended by: Approximately 10 people

Supervisor Keys called the meeting to order at 6:02 p.m. with the Pledge to the Flag.

**RESOLUTION NO. 87 OF 2019
APPROVAL OF MINUTES**

On a motion of Councilwoman Buell, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Aucler, Bush, Buell, Keys Nays 0

RESOLVED, the minutes of the August 12 & 26th, 2019 meetings are approved.

FLOOR

Supervisor Keys opened the floor to Candy Akin, Director of the Lewis County Real Property Tax Services Department. She explained the county's proposed Tax Installment Payment option for the collection of Town and County real property taxes and answered any questions the Board had. The Towns have until October 1, 2019 to decide whether they want to opt in or opt out of it. She also discussed the Xpress-pay for credit card and eCheck payments for online collection of real property taxes, which is optional and has a monthly fee of \$10 the Towns would be responsible for. The Board thanked her for coming and left at 6:15 p.m.

Niles Schulz of 6714 Buckingham Road complained about his unfair assessment on a 5 acre parcel he owns on the Beech Hill Road. Supervisor Keys explained that the Town Board has no authority to lower or increase an assessment and that he needs to contact Assessor Ball or file a complaint of assessment through the Board of Assessment Review. Mr. Schulz is very unhappy and will be contacting his attorney. He left at 6:25 p.m.

DCO

Nicholas Astafan submitted his monthly report to the Board and briefed on an upcoming rabies clinic in Lowville, September 19th. Discussed adding a \$5 late fee to dogs that are delinquent in licensing to help deter late renewals. This would require amending the Towns Dog Control & Licensing Law. The Board asked Mr. Astafan to obtain a couple samples other towns use. After discussion, the Board agreed to the late fee and will contact Attorney Farley to draft the amended law and review at our next meeting.

**RESOLUTION NO. 88 OF 2019
DCO MONTHLY REPORT**

On a motion of Councilman Aucter, seconded by Councilwoman Buell, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, the Dog Control Officer's monthly report is approved as submitted.

COUNCIL REPORTS

Councilman Aucter reviewed the proposed changes to be made to the Towns Employment & Liability Guidelines policy. After review and discussion, the following resolution was presented.

**RESOLUTION NO. 89 OF 2019
AMENDMENT TO THE EMPLOYMENT & LIABILITY GUIDELINES
FOR APPOINTED EMPLOYEES**

On a motion of Councilwoman Buell, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, that the Town Board reviewed and amended the Towns Employment & Liability Guidelines for Appointed Employees policy and that new copies are to be issued to all employees and Board members.

*Copy of said policy is incorporated at the end of these minutes.

PLAYGROUND

Councilwoman Buell ordered the sign for the playground through Inkwell Graphics for \$585 and asked if the highway department would purchase and install two (2) posts for the sign to be mounted to. Money is available in the playground account to cover the cost of the sign and posts. She is looking to hold a dedication ceremony for it, the Ralph "Bub" Hall Playground, before one of our meetings and will inform the Board when she has a date and time set.

**RESOLUTION NO. 90 OF 2019
TOWN CLERK'S MONTHLY REPORT**

On a motion of Councilman Bush, seconded by Councilwoman Buell, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, the Town Clerk's monthly report is approved as submitted.

RESIGNATIONS

Town Clerk Jones received resignations from Thomas J. Lee, Deputy Highway Superintendent effective September 5, 2019 and also from Jonathan M. Bush, Highway Superintendent effective September 30, 2019.

DATA COLLECTOR

Assessor Ball asked the Board to advertise for a Data Collector/PT Assessor' Assistant. After discussion, the following resolution was presented.

**RESOLUTION NO. 91 OF 2019
ADVERTISE FOR DATA COLLECTOR POSITION**

On a motion of Councilwoman Buell, seconded by Supervisor Keys, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, to advertise to fill the position of Data Collector/PT Assistant in the Journal and Republican and through linkinglewiscounty.com.

SEASONAL ROADS

Per highway law 205-a, Highway Superintendent Bush submitted a letter to the Board designating certain Town roads as “seasonal limited-use roads”. They are as follows:

- Aucter Rd. from 8263 to Watson T/L
- Frank Kirch Rd. from Soft Maple Rd. to Croghan T/L
- Pine Tree Lane from End of Pavement to Dead End

*Copy of said letter is incorporated at the end of these minutes.

HIGHWAY

Superintendent Bush and Attorney Farley are finalizing the document outlining work to do with conditions to remedy the drainage situation on the River Road. Mr. Bush informed the Board he appointed Christopher Adams as Deputy Highway Superintendent effective 9/6/19 thru 12/31/19.

Highway Department employee, Jonathan Campeau asked the Board to consider increasing their hourly wage to be more comparable to other neighboring townships. He feels the Board needs to start increasing hourly wages in order to keep their highway employees. Discussion followed. Councilwoman Buell will gather information from other Towns to use for comparison and will discuss further at the budget workshop.

**RESOLUTION NO. 92 OF 2019
JUSTICES MONTHLY REPORTS**

On a motion of Councilman Aucter, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, the Justices monthly reports are approved as submitted.

COUNTY TAX INSTALLMENT

Discussed whether to opt in or out of the County’s Tax Installment payments for the collection of Town and County Real Property Taxes; also discussed the Xpress-pay option for the acceptance of credit card payments or eChecks online. After discussion, the following resolution was presented.

**RESOLUTION NO. 94 OF 2019
TO ENROLL IN XPRESS-PAY SUBSCRIPXION PLAN FOR THE ONLINE COLLECTION
OF TOWN AND COUNTY REAL PROPERTY TAXES BY THE TAX COLLECTOR**

On a motion of Supervisor Keys, seconded by Councilwoman Buell, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, that the New Bremen Town Board hereby authorizes the Tax Collector to enroll through “Xpress-pay SubscripXion Plan” for the online collection and acceptance of credit card and eCheck payments for Town and County Real Property Taxes starting with the 2020 collection year.

ZONING

No new updates or information from Zoning Officer Dailey.

BOARD OF ASSESSMENT REVIEW

Rodney Buckingham’s term of office on the BAR ends September 30, 2019 and has agreed to serve another term. After discussion, the following resolution was presented.

**RESOLUTION NO. 95 OF 2019
BOARD OF REVIEW REAPPOINTMENT**

On a motion of Councilman Aucter, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, that Rodney Buckingham is hereby reappointed to the Board of Assessment Review, term of office October 1, 2019 to September 30, 2024.

**RESOLUTION NO. 96 OF 2019
SUPERVISOR’S MONTHLY FINANCIAL REPORT**

On a motion of Councilwoman Buell, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, the Supervisor’s monthly financial report is approved as submitted.

**RESOLUTION NO. 97 OF 2019
AUDIT OF CLAIMS**

On a motion of Councilman Aucter, seconded by Councilwoman Buell, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, that Supervisor Keys is authorized and directed to pay the following amounts on Abstract #8 & #9 of 2019 and also approved the report of prior to audit payments for insurance, utilities, justice court and unemployment submitted by Supervisor Keys.

General	Voucher #105 thru #112	\$3,653.49	Insurance - \$8,799.58	Comptroller - \$2,526.00
Highway T-Wide	Voucher #91 thru #98	\$15,130.17	Utilities - \$1,750.72	
Highway T-Outside	Voucher #23 thru #27	\$14,278.52	Court - \$3,940.00	

**RESOLUTION NO. 98 OF 2019
BUDGET WORKSHOP MEETING DATE SET**

On a motion of Supervisor Keys, seconded by Councilman Aucter, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, the Town Board will hold a budget workshop on September 30, 2019 at 6 p.m. at the Town Municipal Office Building.

QUOTES

Councilman Aucter received two (2) quotes from Nick Nortz of Nortz & Virkler for a 2020 F350 4 x 4 Pickup - \$45,992.32 and 2020 F450 4 x 4 Pickup - \$51,092.32; both quotes include price of \$9,917.32 for the body which Viking held from the previous pickup order. The Board will review further.

EXECUTIVE SESSION

A Motion was made by Councilwoman Buell, seconded by Councilman Aucter, to move into Executive Session at 7:40 p.m. to discuss an employee matter. Ayes 4 Aucter, Bush, Buell, Keys Nays 0

REGULAR SESSION

A Motion was made by Councilman Bush, seconded by Councilwoman Buell, to return to Regular Session at 8:48 p.m. Ayes 4 Aucter, Bush, Buell, Keys Nays 0

**RESOLUTION NO. 99 OF 2019
SET SPECIAL MEETING**

On a motion of Councilwoman Buell, seconded by Councilman Bush, the following resolution was
ADOPTED Ayes 4 Aucter, Bush, Buell, Keys Nays 0

RESOLVED, to hold a special meeting on September 26, 2019 at 5 p.m. at the Town Municipal Office Building to interview in executive session five (5) individuals for the consideration of filling the upcoming vacancy in the office of Highway Superintendent.

BUDGET

Supervisor Keys is awaiting information from the state on the 2% tax cap and will forward the 2020 Tentative Budget to the Clerk soon. Discussion followed of the purchase of highway equipment, 2020 budget and the possibility of using 2019 CHIPS funding to purchase a new backhoe – have until March of 2020.

The next regular meeting of the Town Board of the Town of New Bremen will be held on October 14, 2019 at 6:00 p.m. at the Town Municipal Office Building.

With no further business, on a motion of Councilman Bush, seconded by Councilwoman Buell, the meeting was adjourned at 9:04 p.m. Carried unanimously.