Village of Constableville

MINUTES OF A MEETING OF THE BOARD OF TRUSTEES

March 3, 2025

A meeting of the Board of Trustees of the Village of Constableville, a Municipality, was held on March 5, 2025, at 6:00 pm, at the Village Library on Main St., Constableville, NY.

Trustees Present: Mark Sullivan, Stephen Ward, Sonia Wendt, Cody McDonald

Others present: Angie Kimball, Tug Hill Counsel
Mary Wilton, Water Plant Operator
Robert Boliver, BCA
Thomas Haynes, DANC

Call to Order: Mayor Samantha Brown called the meeting to order at 6:00 pm. A quorum of trustees was present, and the meeting, having been duly convened, was ready to proceed with business.

Approval of Minutes: Trustee Sullivan made a motion to approve the minutes of the February 2025 monthly meeting, the motion was seconded by Trustee Ward, all in favor, motion carried.

Financial Review: The Board reviewed the Financial Reports for February 2025. Trustee Sullivan made a motion to approve the financial report as presented, seconded by Trustee McDonald, all in favor, motion carried.

Water Plant Operator's Report:

Water Plant Operator Mary Wilton reported on the following:

- There is a lot of corrosion on the valves (approx. 30 valves) at the water plant, she is going to try to clean them up with a grinder or wire brush and use WD 40 to try to loosen them. Some of them haven't been used in 30 years. The one she cleaned that adjusts the flow works fine. It was suggested that she does not use WD 40 and use food grade oil instead. She said she would and asked if someone stronger than her would come up to help her to get them to move when she is finished. Mayor Brown suggested she make a log of which ones have been done.
- She will be attending the lab training on March 12th at the State Office Building in Utica.
- She said that Tom has written a letter of recommendation to the Dept. of Health, and she will be on her own beginning April 1st.
- She reported that the sensor meter (wheel) has not been replaced, she did take it up to the water plant though.
- She said that Joe Genter still gets the phone call/notification if the power goes out at the water plant, Clerk Failing will contact him to see if he wants it switched to Mary W. NOTE: Joe said he would like to switch it to Mary, however since she doesn't have a cell phone someone else, with a cell phone should also be listed. He will switch it over when we let him know who the second person will be.
- Clerk Failing asked her if she knew if Tom is working on the Water Quality Annul Report, she said she thought he was going to meet with Steve Freemen (Rural Water) this week.

Clerk Failing reported that Eric Pleskach of AET Construction checked on the generator a week ago, he said he didn't realize how old it was, and he didn't bring the correct tools to service it. He said that it is over 25 years old and has over 3000+ hours on it, his recommendation would be that the Village purchase a new one and provided a quote for a Generac 10Kw @ $6,150.00 including installation. He said that Mary Wilton said sometimes it runs, sometimes it doesn't, and it is hard to diagnose when it is working when he is there. Mary W.

said that sometimes when she checks it the hours have advanced and then the next time, they haven't. She then starts it to make sure it will start. Trustee Sullivan suggested that she shut the power off to the building to see if it starts. Bob Boliver said that there is money allocated for improvements at the water plant in the upcoming Water Improvement project. Trustee McDonald said he thinks that if we get it serviced, it will get us through. It was decided to ask Eric to come back and service it and we will get a new one when the grant money is available.

Bob Boliver presented the board with two additional scenarios for the Water Improvement Project. Trustee Wendt said she would like the Village Board to hold a Public Information Session, possibly on a Saturday, for anyone that is interested in learning more about the plan. Bob suggested maybe a 2-hour session with visuals/information boards so people can ask questions/offer comments. He will get back to us on a possible date(s), most likely in April. He said that he has never seen a grant package quite like this one, almost 80% of the project covered by grant money is astronomical.

Bob also reported that BCA is going to put together the CFA (Consolidated Funding Application - WQIP) for the culvert replacement on Main St., they will lump the cost into the Water Project. The application is for up to $1 million.

Sewer Plant Operator's Report:

Mark didn't have anything to report and asked Bob Boliver if he had anything new regarding the Disinfection Project. Bob said he is waiting to hear back from EFC (Environmental Facilities Corp.) He checked on the status of the NYSEFC and NYSDEC review this past week.

Other Business:

Thomas Hayes talked to the Board about the DANC Agreement which designates them as the Local Development District (LDD) to administer the NBRC Grant.

- The DANC board meeting isn't until the end of the month after which he will send a copy of the fully executed agreement. DANC will be working with BCA on the quarterly and annual reporting and most importantly reimbursement requests.
- Village will pay invoices and then get reimbursed.
- EFC State Revolving Loan fund will provide short-term financing, basically pre-finance the funds we were awarded.
- He will need the mayor to share her password to the dashboard so they can assist the village.
- DANC will prepare forms for the Village Mayor to execute
- They will provide us with a monthly report.
- Next step is NEPA Review.
- Trustee McDonald made a motion to authorize the mayor to sign the Agreement, motion was seconded by Trustee Ward, all in favor, motion carried.
- There was a typo in the contract that he would correct and send to Mayor Brown for her signature.

Clerk Failing reported that she and Mayor Brown reviewed the changes to the Zoning Law with Megan Krokowski, via a virtual meeting. After some discussion, it was determined that it was not necessary to send the Zoning Law back to Lewis County Planning Board since we made all of their recommended changes. Trustee Wendt made a motion to accept the changes to the Draft Zoning Law dated March 3, 2025, and adopt Resolution No. 3-2025, setting the date of April 7, 2025, at 6:1:15 pm for a public hearing, seconded by Trustee Sullivan, all in favor, resolution adopted.

Clerk Failing presented for the Board's consideration a resolution adding the Watertown Daily Times as an official newspaper of the Village because the Lowville Journal & Republican is only a weekly publication, and the village needs of a newspaper that has a daily publication to fulfill certain requirements for the CDBG Grant application. Trustee Wendt made a motion to adopt Resolution No. 4-2025 to add the Watertown Daily times as one of the official newspapers for the Village, seconded by Trustee Ward, all in favor, resolution was adopted by the board.

After discussion regarding the newly formed Cooperative Tug Hill Zoning Board of Appeals and selecting a representative and compensation for said representative, Trustee Wendt made a motion to adopt Resolution No,: 5-2025 appointing Joseph Genter and to pay $75.00 per meeting plus mileage, the motion was seconded by Trustee McDonald, all in favor, resolution adopted.

Clerk Failing reported that she and Mayor Brown also reviewed changes to the Comprehensive Plan with Megan Krokowski via the same virtual meeting. Trustee Wendt made a motion to accept the changes made and send it to Lewis County Planning Board for their review, and to adopt Resolution No. 6-2025, setting the date a public hearing for April 7th at 6:00 pm, Trustee Sullivan seconded the motion, all in favor, resolution adopted.

Clerk Failing will send the draft copies dated March 3, 2025, to all of the board members and to THC for their review and post the Zoning Law on the Village website along with instructions on how to submit comments to the board.

Clerk Failing reported that she had received a Shared Services Agreement between NYSDOT and for the mayor's signature. It is basically an agreement to help each other out in the event of an emergency. Former Mayor Genter signed the last four (4) year agreement on February 2, 2021. Trustee Wendt made a motion to authorize Mayor Brown to sign the agreement, seconded by Trustee McDonald, all in favor, motion carried.

Mayor Brown reported that she received an email from Attorney Christopher Warren regarding the parcel that the Failing's would like to gift to the village, he said the fee would be approximately $850.00 and he asked if the Village would be covering the costs associated since it is a gift. Trustee Wendt made a motion that the Village cover the costs of the transfer of property, seconded by Trustee McDonald, all in favor, motion carried.

Clerk Failing reported that she has been in contact with Kristen Aucter of Naturally Lewis regarding a sign for the Village. The artist is Rachel Grunert, she has done signs for other villages including Lyons Falls, Copenhagen and Harrisville. She offered the Hotel Parquet Carriage House as a possible place for the sign and showed the board two (2) possible dimensions on the side of the building, that she sent to Naturally Lewis. The cost of installing the sign would be the responsibility of the Village. Trustee Wendt made a motion for the village to arrange for and pay for the installation if the Village is chosen to receive a sign, seconded by Trustee Ward, all in favor, motion carried. Kristen said they have budgeted for 2 signs this year and she will get back to me when a decision has been made.

The "Sheep Mural" by the playground was also discussed. It needs to be replaced or changed as it is very weather beaten. The cost to replace with the exact same image of the sheep is $1,452.00 through Rumar Vinyl Design. Some ideas were to cover it and have it a backdrop for the public to draw on, another was to possibly have an artist create a photo op with wings. After some discussion the matter was tabled for the board to think about other ideas for the mural.

Mayor Brown brought board's attention to the invoice received from Jaden Morczek, for shoveling the roof of the pavilion. She stated that she didn't realize it would be that much, and it had to be done, with the amount of snow on it and the reports of roofs caving in. She said that she tried to get Darrell Ortlieb and also tried the Amish without success.

Mayor Brown reported that Peter Hayes will do another Community presentation on Saturday, March 8th at 11:00 am at the Firehall.

The Board will do the yearly review of the Village's Procurement Policy at the April meeting. Clerk Failing handed out copies to the board members so they could review it beforehand.

The 2025-2026 Budget workshop will be held immediately following the monthly meeting on April 7th.

Angie Kimball reviewed the Cooperative Tug Hill announcements.

Vouchers were audited and signed by Mayor Brown

There being no further business to come before the Board, the meeting was adjourned at 8:15 pm, on motion by Trustee Sullivan and seconded by Trustee McDonald and carried.

Respectfully submitted by:

Mary Failing

Mary Failing, Village Clerk