

June 11th, 2024 LaFayette Town Board Meeting Minutes

Minutes of the Regular Town Board Meeting held by the LaFayette Town Board on June 11th, 2024 at 6:30 p.m. at LaFayette Town Hall and live on Facebook.

Present: William McConnell, Supervisor
Melanie Palmer, Councilor
Jerry Marzo, Councilor
Nate Loughlin, Councilor
Carole Dwyer, Councilor

Deputy Supervisor: Mark Distler
Recording Secretary: Tonya Farewell, Deputy Town Clerk
Attorney: Jeff Brown
Budget Officer: Marty Knapp
Others Present: Ralph Lamson, Bldg. & Code Enforcement
Dave Prince, Parks & Rec
Jessica Rice, Library Director
Ashlie Carrier, LaFayette Ambulance & TOL Facilities Manager
Steve Pitoniak, Safety Manager
Several residents

1. Meeting called to order at 6:30 pm
2. Deputy Town Clerk Tonya Farewell took the roll. All present.
3. Pledge to our U. S. Flag led by Councilor Dwyer
4. COMMUNICATIONS
 - A. Crossroads - (1) review of schedules of activities (LRC and stabilization design), (2) appraisal quotes for approval

(1) Deputy Supervisor Distler talked about what was completed since the last meeting, including the start of designing the stabilization work and getting the LRC paperwork started. He mentioned the LRC organizational meeting scheduled for the following Tuesday.

Attorney Brown reviewed the property transactions anticipated to be conducted by the Town and/or LRC over June through August. He mentioned the request for proposals (RFP) the LRC may send out, with a goal of selecting a developer in August. He pointed out the activities the Town Board will likely conduct at the next meeting, and he mentioned the second LRC meeting will be after the Town Board July meeting.

Deputy Supervisor Distler reviewed the stabilization work schedule. He said that a kick off design meeting was held and a design site visit was on June 7. He mentioned the next thing to expect is the 30% design submittal and preliminary cost estimate, which will be important for the Town Board to focus

on because the storefront/porch removal is a scope change (not covered by that specified grant).

(2) Deputy Supervisor Distler mentioned the three quotes for an appraisal of the Crossroads parcels that he emailed to the Town Board before the meeting. Since then, he spoke with Attorney Brown and decided that we need an as-is appraisal to be used as the minimum bid in the developer selection process. He said he called that afternoon for revised quotes from the two lowest bids, and recommended the Town Board approve the lowest of the two: Appraisal Research at \$2,400.

R-70-24 Councilor Dwyer moved and Councilor Marzo seconded the motion to accept the low bid of \$2400 by Appraisal Research for the "As Is" appraisal of the Crossroads parcel. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

B. Cardiff Water - Deputy Supervisor Distler reminded the Town Board that at last month's meeting, it scheduled tonight's public hearing, and since that time, the Town received the Preliminary Engineering Report (PER) with a construction cost estimate and funding strategy. He described the proposed project including funding strategy, estimated construction costs, estimated annual costs to water district users, and the purpose of the meeting's resolutions. He pointed out that the Town Board must decide whether to take a BAN early next year for the design that is needed for the CDBG funding. He also pointed out when the Town Board must decide whether to take a BOND, which will be needed for reimbursement by the funding sources. He reiterated the goal is to receive 100% funding so there is no long-term debt to be paid by the district's users. Attorney Brown explained the resolutions (202-b district improvement resolutions, bond resolution and estoppel notice).

R-71-24 Councilor Dwyer moved and Councilor Palmer seconded the motion to open the public hearing with regard to Cardiff Water District funding proposal. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

No comments were made by the public.

R-72-24 **Councilor Loughlin moved and Councilor Marzo seconded the motion to close the public hearing with regard to Cardiff Water District funding proposal. Motion carried 5-0.**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

R-73-24 **Councilor Palmer moved and Councilor Loughlin seconded the motion to approve the 202(b) resolution, that the Town Board supports moving forward with the Cardiff Water District project to connect to The Village of Tully water system. Motion carried 5-0.**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

R-74-24 **Councilor Palmer moved and Councilor Dwyer seconded the motion to move forward with the Cardiff Water District bond for future use if necessary. Motion carried 5-0.**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

R-75-24 **Councilor Loughlin moved and Councilor Marzo seconded the motion accept the Estoppel notice in support of the bond resolution. Motion carried 5-0.**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

C. Credit Card Policy Draft - The policy was drafted by attorney Jeff Brown to alleviate the Town Clerk, Facilities & Safety Managers and other town departments from having to spend their own money for Town necessities.

Attorney Brown explained that only authorized department heads will be allowed to use the account which would be approved by the Town Supervisor. The policy includes unauthorized uses, policy violations and an acknowledgement of said policy at the end. Councilor Dwyer expressed concern of how to handle our tax-exempt status, which would require the employee using the card to have a copy of our Tax-Exempt letter from New York State. A credit limit was also discussed, Supervisor McConnell thought that it would be a minimal amount, maybe a few hundred dollars.

R-76-24 Councilor Palmer moved and Councilor Marzo seconded the motion to adopt the credit card use policy as presented by attorney Jeff Brown. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

5. COMMUNICATONS FROM THE PUBLIC - 3 MINUTE LIMIT PER SPEAKER

Residents in attendance spoke in regards to the Bicentennial Anniversary, the positive improvements at the Community Center, and the potential wind turbines.

6. REPORTS

A. Departmental

1. Town Supervisor - Budget Officer Knapp advised that we have received 86% of our projected revenue in. The bulk of our remaining revenue will come from court fines and franchise fees. We are well above what was budgeted for interest income, earning a little over 5%.

a. May Monthly Audit - will be completed by Councilor Dwyer at the July Town Board meeting.

b. Transfer of appropriations (if necessary)

Budget Officer Knapp advised that Highway Superintendent Robson requested that the \$7,367 in unused equipment that was auctioned off be transferred to the Highway Equipment budget line for future use.

R-77-24 Councilor Marzo moved and Councilor Palmer seconded the motion to approve the transfer of \$7,367 from DA960 to the Highway Department Equipment fund. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes

**Carole Dwyer
Nate Loughlin**

**Councilor
Councilor**

**Voted
Voted**

**Yes
Yes**

2. Attorney - nothing further to report at this time.

3. Highway Superintendent's Report June 2024

Roads: Town Dump Days began on Saturday May 4th and ended on Saturday May 11th. Total weight of debris hauled to OCRRA is unknown, waiting for the invoice.

Asphalt Paving and preparations began in early April to Clark Hollow Road, Cascade Road and Palmer Road. Tentative start date for paving is June 5th depending on weather.

Highway Business: After almost 3 years of working with FEMA and New York State Homeland Security and Emergency Services we have closed on Deer Run Road. We received \$300,650.00 to have a contractor complete necessary repair. This will help mitigate future issues at this location. I will be working with C&S Engineers to put together a scope of work, drawings and bid documents so that we can move forward with this project. Please see the attached document "Subgrant Application - Cost Estimate" for a breakdown of our payment received. Our second location is 2026 Clark Hollow Road and our first appeal has been submitted and we are waiting for FEMA's reply.

4. Town Clerk

a. Monthly report for May 2024

5. Building & Zoning Code Enforcement/SPDES

a. May 2024 Building Permits

6. Justice Court - May 2024 Justice Reports - Due to staff changes these reports will be submitted at the July meeting.

7. Library Director -Written report is on file

8. LCC - Written report is on file

9. LaFayette Fire / Ambulance Department - written report is on file

B. Committee Reports

1. LACC (Mark Distler) - LACC report on file

- LACC former chair Mark Distler reminded the Town Board it requested at the last meeting for Attorney Brown to review the Climate Smart Community (CSC) resolution and CSC Task Force resolution for possible unforeseen commitments. He also reminded them the reason why we want to enter the CSC program is because it will earn CEC points toward a \$40k grant.

- Attorney Brown explained there were no other commitments than the resolution pointed out, that is to have a Task Force and identify a coordinator. There was discussion about the CSC resolution language that was able to be modified.

R-78-24 Councilor Palmer moved and Councilor Marzo seconded the motion approve the CSC resolutions with the language modifications approved by the Town Board. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

- Mr. Distler added information that did not make the LACC report. He said the Town received its free energy study of the Community Center on June 7, and that we are expecting the report in July with recommendations on how to use the \$10k grant.
- Mr. Distler reminded the Town Board that it requested at last month’s meeting when the LACC submitted its evaluation of the RAPID Act, that it is now evaluating the planned Maple Harvest wind project to provide its recommendations for the Town to address the planned project. He said the LACC report has a summary of the new project’s purpose and scope. He reviewed it with them and asked for input. He also said the LACC is expecting to provide its recommendations at the July meeting.
- Attorney Brown said he spoke with an attorney, Ben Wisnewski, who specializes in helping municipalities with renewable energy projects. He recommended the Town retain the attorney to recommend changes to its local law. The estimated the cost is less than \$2k.

R-79-24 Supervisor McConnell moved and Councilor Marzo seconded the motion to allow Attorney Brown to engage Attorney Ben Wisnewski contractually to review our law needed and recommend updates. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

2. Community Development

- Community Center Update - Supervisor McConnell advised that the porch and ADA compliant ramp at the Community Center have been completed by Amidon Construction. Councilor Dwyer is working on the kitchen remodel project and bids should be in by the end of June.
 - ARPA Projects - Supervisor McConnell advised that the Town Board will need to allocate the remaining funds at the July/ August meetings.
3. Safety & Facility Maintenance (Ashlie Carrier & Steve Pitoniak)
- Facilities Manager Ashlie Carrier advised that a maintenance agreement was never set up to service the rodent traps purchased by the town. A monthly service plan is all that is needed for a building of our size. She also advised of the Wi-Fi necessity at the Community Center for smart technology, and security lock capabilities.

R-80-24 Supervisor McConnell moved and Councilor Palmer seconded the motion to accept the agreement with AJ's Wildlife to maintain the rodent traps at a cost of \$65/month, beginning in July. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

R-81-24 Councilor Palmer moved and Councilor Marzo seconded the motion to allow facilities manager Ashlie Carrier to move forward with the recommendations for security & WIFI at the Community Center. Motion carried 5-0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

8. NEW BUSINESS

No new business

9. EXECUTIVE SESSION

R-82-24 Supervisor McConnell moved and Councilor Palmer seconded the motion to move into executive session to discuss matters regarding the employment history of a particular person.
Motion carried 5 – 0

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

R-83-24 Supervisor McConnell moved and Councilor Marzo seconded the motion to move out of executive session at 8:40 pm.
Motion carried 5 - 0.

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

9. Motion to audit & pay bills

<u>Fund</u>	<u>Check #'s</u>	<u>Total</u>
General Fund	21691-21694, 21696 - 21703, 21705, 21707- 21723, 21734, 21739, 21740	\$77,242.11
Highway Fund	21704-21706, 21724- 21733, 21735-21736, 21738	\$42,706.58
Library Fund	21705	\$82.40
LaFayette Ambulance Fund	21695	\$176.201.00

R-84-24 Supervisor McConnell moved and Councilor Palmer seconded the motion to audit and pay the above listed bills. **Motion carried 5 - 0.**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes

Nate Loughlin	Councilor	Voted	Yes
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10. Motion to adjourn

R-85-24 **Supervisor McConnell moved and Councilor Marzo seconded the motion to adjourn at 8:45 pm. Motion carried 5-0**

William McConnell	Supervisor	Voted	Yes
Melanie Palmer	Councilor	Voted	Yes
Jerry Marzo	Councilor	Voted	Yes
Carole Dwyer	Councilor	Voted	Yes
Nate Loughlin	Councilor	Voted	Yes

Respectfully submitted,

Tonya Farewell, Deputy Town Clerk