

January 13, 2022 OFFICIAL MINUTES

The Lorraine Town Board opened their monthly meeting at 7:00pm at the Municipal Building.

Present were: Town Supervisor Sandra Clark, Councilman David Johnson, Councilperson Rachel Pitkin, Councilperson Karen Peebles, Councilman Gordon Hutton, Highway Superintendent Joe Wasilewski, and Deputy Town Clerk Sarah Carrier.

Citizens present were: Enforcement Official John Howland, Eric Sheldon, Angie Kimball from Tug Hill.

The Pledge of Allegiance was led by Supervisor Sandra Clark.

AUDIT/AUTHORIZATION OF BILLS: MOTION #1 OF 2022 was made by Councilperson Karen Peebles and seconded by Councilman Gordon Hutton to authorize the bills. All in favor. Motion carried.

CITIZENS RECOGNITION: Angie Kimball from Tug Hill provided her report. She provided updated maps to Highway Superintendent, Joe Wasilewski. She also informed the Board that they are updating road maps for their town and that they need to be filed correctly. Also, they will be holding interviews for a new Circuit Rider.

Eric Sheldon expressed interest in filling an opening in the Zoning Board of Appeals.

MOTION #2 OF 2022 was made by Supervisor Sandra Clark and seconded by Councilman David Johnson to appoint Eric Sheldon to the ZBA. All in favor. Motion carried.

ENFORCEMENT OFFICER: John Howland provided his 2021 annual report. He updated the Board on the residence on Moore Rd. and that it is about 90% cleaned up.

HEALTH OFFICER: The Town Clerk reported no new updates.

ASSESSOR: No new updates.

PLANNING BOARD: Marty Tokos was not present but provided his 2021 Annual Report and provided his report on actions of the Planning Board.

ZONING BOARD OF APPEALS: No new updates.

APPROVAL OF TOWN CLERK'S MONTHLY REPORT: The Town Board reviewed the Town Clerk's monthly report. **MOTION #3 OF 2022** was made by Councilman David Johnson and seconded by Councilperson Rachel Pitkin to approve the Clerk's monthly report. All in favor. Motion carried.

APPROVAL OF MINUTES: The December 9th Town Board minutes and the December 27th Special Year End Town Board meeting minutes were both reviewed. **MOTION #4 OF 2022** was

made by Councilperson Rachel Pitkin and seconded by Councilperson Karen Peebles to approve both sets of minutes. All in favor. Motioned carried.

ANNUAL APPOINTMENTS:

1. Appointment of Officers: Harold Downey was appointed Deputy Highway Superintendent, Sarah Carrier was appointed as Deputy Town Clerk, David Johnson was appointed as Deputy Town Supervisor, Joe Wasilewski was appointed as a Tug Hill Commission Representative, and Jeffrey Pratt was appointed to the Planning Board. **Motion #5 of 2022** was made by Councilman David Johnson and seconded by Councilperson Rachel Pitkin to approve the appointments. All in favor. Motion carried.
2. Oaths of Office: The Oaths of Office for newly elected officials were recorded and collected to be submitted to the County Clerk.
3. Review of Town Policies: Supervisor Sandra Clark spoke with Insurance Agent about allowing children in the workplace. He affirmed that it is not a good idea due to safety and disruption. The Board affirmed all town policies including allowing no children in the workplace. **MOTION #7 OF 2022** was made by Supervisor Sandra Clark and seconded by Councilperson Rachel Pitkin. All in favor. Motion carried.
4. Sexual Harassment Training: Highway Supt. Joe Wasilewski will schedule a sexual harassment training.
5. Cyber Security Training: Supervisor Sandra Clark, Town Clerk Sarah Edington, and Deputy Town Clerk Sarah Carrier will complete Cyber training.
6. Mileage Reimbursement: 58.5 cents per mile.
7. Designation of Newspaper: The Watertown Daily Times
8. Designation of Deposit Institution: Watertown Savings Bank
9. Town Attorney: The Board discussed options for a Town attorney. It was decided they will explore a few other options.

UNFINISHED BUSINESS:

1. The website: It was discussed to have the Town Clerk make modifications to the Town website. At the February 10th monthly meeting, pictures will be taken/submitted of the Town Supervisor, Town Board members, Town Clerk and Deputy, Highway Superintendent and the Highway Department.

NEW BUSINESS:

1. Petty cash will be replenished.
2. **RESOLUTION #1** Town Fees **MOTION #8 OF 2022** was introduced by Supervisor Sandra Clark and seconded by Councilman Gordon Hutton to affirm Town Fees. All in favor. Motion carried.
3. **RESOLUTION #2** Town Board Meetings **MOTION #9 OF 2022** was introduced by Supervisor Sandra Clark and seconded by Councilman David Johnson to keep the monthly Town Board meetings the second Thursday of every month. All in favor. Motion carried.
4. **RESOLUTION #3** Payments Prior to Audit **MOTION #10 OF 2022** was introduced by Supervisor Sandra Clark and seconded by Councilperson Rachel Pitkin to make the payments prior to the regularly scheduled Town Board meeting for Spectrum/Charter Communication/Time Warner, National Grid, and Verizon. All in favor. Motion carried.
5. **RESOLUTION #4** Workplace Policy-No Children in the Workplace **MOTION #6 OF 2022** was introduced by Supervisor Sandra Clark and seconded by Councilperson Rachel Pitkin to affirm that no children will be allowed in the workplace due to correspondence from Insurance agent and from Association of Towns about it being a safety issue and a disruption. All in favor. Motion carried.
6. Schedule Audits. It was decided that the Town Justice annual audit will take place February 10th at 6:30pm. The Town Clerk annual audit is tentatively scheduled for that date as well. The Town Supervisor annual audit will take place March 10th.

Highway Superintendent: discussed with the Town Supervisor about the E&V bills and Supervisor Clark informed that everything is vouchered to 12/31/21. The KN95 masks will now be dispersed by the Town Clerk. The credit for Cook Bros. was used to buy DEF. Have enough now for a year. NYSAOTSOH is February 2-3. Advocacy Day is March 8-9 in Albany. He discussed the sale of 1968 Army Tractor/Water Tanker and the replacement scheduled for 2023 on a patrol truck and gave a quote on the price, as well as work that has been completed and work in progress.

MOTION # 11 To go into executive session. was introduced by Supervisor Sandra Clark and seconded by Councilperson Rachel Pitkin. All in favor. Motion carried.

EXECUTIVE SESSION: Opened at 8:30pm to discuss Promotions and Pay Increases and Pending Litigation. Highway Superintendent Joe Wasilewski and Town Clerk Sarah Edington were invited to stay.

1. **MOTION # 12** to exit executive session was introduced by Supervisor Sandra Clark and seconded by Councilman Gordon Hutton. All in favor. Motion carried.

BALANCES ON ACCOUNTS: Does not include reserves. Highway Supt. Wasilewski remains concerned that the balances on the reports are confusing on how they are generated. Adamant that there needs to be a less confusing way to report the account funds.

General: \$312,344.59

Highway: \$205,702.07

ADJOURNMENT: MOTION #13 was introduced by Councilman Gordon Hutton and seconded by Supervisor Sandra Clark to adjourn the meeting at 9:00pm. All in favor. Motion carried.

Respectfully submitted by Deputy Town Clerk, Sarah Carrier.