

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021

A Reorganizational/Regular meeting of the Town Board, Town of Little Falls was held on January 12, 2021 at the town hall commencing at 7:05 p.m. with the following members present:

Present: Supervisor Dan Casler
Councilman Mitchell Soules
Councilman Kirk Schwasnick
Councilman Kevin Sullivan

Absent: Councilman Eric Gehring

Others Present: Town Clerk, Sandra Regan; Highway Superintendent, Donald Cotton; Town Attorney, Nicholas Macri; Codes Enforcer, Phil Green; Buell Fuels representatives Garth and Katie Curtis.

-Supervisor Casler called the meeting to order directing the Clerk to call the roll.

-Oath of office cards and code of ethics were signed.

-Privilege of the floor was granted to those present.

-Garth Curtis, representative from Buell Fuels, addressed the board regarding the award of the 2021 fuels bids, stating that he had concerns on the way the bids were awarded.

Mr. Curtis distributed copies of the Oil Price Daily Publication for Monday, November 30, 2020 and explained the process in which he based his bid, outlining the pricing he used based on what was put out by that publication for that day.

Mr. Curtis stated that his bids appear more expensive because he used the actual guidelines the town put out, whereas the competition did not, and that he doesn't know where his competitor got their numbers from, but they plugged in artificial numbers.

Mr. Curtis stated that he's not looking to cause a big uproar and is not explicitly asking the town to overturn his competitor's bid at this point, but does want the town to understand exactly what's going on here. Mr. Curtis stated that he abided with the stipulations in the town's bid and the pricing that the town wanted used, and based on that, he thinks he should have won because the other company did not do these things.

Councilman Sullivan stated that he believes the problem lies with the town not having the Oil Pricing Publication to check the numbers.

Mr. Curtis stated that they provide this with every invoice so the town can see that they stick with price they signed up for. Mr. Curtis stated that the town is asking for the right stuff so that the town is not taken advantage of, but it's not being implemented the way it should be. Mr. Curtis stated that Harbor Point's pricing is way off base, that they're not even close to the basis your asking for and they give you no way to reconcile your pricing. Mr. Curtis stated that it's not fair to the town or the tax payers to be signed up with a supplier that doesn't give you clarity on pricing.

Supervisor Casler stated that he had met with Harbor Point who also gave an explanation on their pricing saying some of the same things. Supervisor Casler stated that Harbor Point stated that they are audited by the state and couldn't make up numbers. Mr. Curtis stated that this is why he provided the Oil Price Daily Publication, so he could verify his numbers, and that in regards to an audit by the state, it doesn't exist.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

Attorney Macri stated that next year, if there is the same disparity, the town should have bidders come and explain their bids so all parties involved are present to defend themselves.

Mr. Curtis stated that this is why he was present tonight, to show the town how he arrived at his bid and that his pricing is almost 66% cheaper than Harbor Point's, that his pricing appears higher because he used the basis that the town requested.

Mr. Curtis thanked the board for their time and stated that he appreciates the town's awarding them the gas bid, and that he will be bidding again next year.

Supervisor Casler thanked Mr. Curtis for his attendance and stated that the board will discuss this later in the meeting.

RESOLUTION #1

Minute Approval

On motion of Councilman Soules, seconded by Councilman Sullivan, the following resolution was ADOPTED-vote:

Ayes-Supervisor Casler; Councilmen Soules, Schwasnick, Sullivan
Noes-0

RESOLVED that the minutes of the previous month's meetings, as submitted by the clerk, hereby be approved.

-Clerk Regan reported that as directed, she made note in last month's minutes that the per thousand dollar amount to be raised by taxes was added to the minutes.

-Supervisor Report:

Supervisor Casler reported:

-That he received an email from the State Comptroller in regards to some questions on the AUD report, which he referred to Dave Reed to answer, and that there may be a revised AUD with some minor changes.

-That there was a correspondence from the Real Property Tax Office that the County has raised the maximum amount that can be earned in order to receive the AGED-All Exemption from \$15,000 to \$18,000.

-That the only expenses so far this year is for the highway employee salaries, so for that reason, he didn't run a monthly report.

-That he held a meeting with Stacy Kula, Kathy Cloutier and Clerk Regan on the retirement system and he is asking that everyone keep a record of their activities for three months. Clerk Regan stated that she is working on learning what to do.

Clerk Regan stated that it is difficult keeping track of everything she does throughout the day because besides the usual morning and evening activities and the activities that take significant time, there are activities such as phone calls, trips to the bank or Post office, email checks, etc., that happen throughout the day and keeping track of every five minute phone call, two minute email checks, etc. is a nightmare and it's easy to forget to record those activities.

Discussion was held on this matter with Attorney Macri stating that you can't possibly do like this, that you should record an average time spent on daily activities.

-Assessor Report-None

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

-Codes Enforcer Report:

Codes Enforcer Green reported that he's issued his first building permit for the year and he will be submitting his yearly report to the state.

-Attorney Report: Nothing at this time.

-Justice Report:

Supervisor Casler reported that no one can come to court in person, they are receiving payments on line, that he has received a check for \$5,651 for the month of December 2020, and that the Justice records for the 2020 will be ready for review and he will designate that to Councilman Gehring.

-Planning Board Report:

Clerk Regan stated that there was no meeting held; therefore, there is no report.

-Health Officer Report: None

-Highway Superintendent Report: Nothing at this time.

--Discussion and review was held on the fuel bids and the town's bid package.

After discussion the board decided to leave the bids received for 2021 as awarded, determined that there is a discrepancy in the town's bid sheets and that the town will review and look into revising the bid package for next year, to inform Harbor Point that they need to include a copy of the JOC with the every invoice, and that Attorney Macri and Supervisor Casler will notify Buell Fuel that the board reviewed this matter, found a discrepancy in the town's bid package that will be addressed and corrected for next year's bidding and thank them for bringing this to the board's attention.

-Town Clerk Report:

Clerk Regan reported that the yearly resolutions need to be adopted.

RESOLUTION #2

Designated Banks

On motion of Councilman Schwasnick, seconded by Councilman Sullivan, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the following be designated the Official Depositories for the Year 2021: Adirondack Bank for the Highway Fund, General Fund, and Trust and Agency Fund, and Special Funds.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

RESOLUTION #3

Designated Official Newspaper

On motion of Councilman Soules, seconded by Councilman Sullivan, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the Little Falls Times Telegram hereby be designated the Official Newspaper for all necessary notices and advertisements.

RESOLUTION #4

Designation of Second Tuesday of the Month for Regular Town Board Meetings

On motion of Councilman Sullivan, seconded by Councilman Soules the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the Town Board hereby designates the Second (2nd) Tuesday of the month for the regular Town board meetings.

RESOLUTION #5

Re-imbusement for Travel

On motion of Councilman Soules, seconded by Councilman Schwasnick, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the reimbursement for travel by Town Officials and Employees, while on town business, be at a rate of \$.55 per mile.

RESOLUTION #6

Supervisor Authorization to Deposit Idle Monies

On motion of Supervisor Casler, seconded by Councilman Soules, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

(Resolution #6-cont.)

RESOLVED that the Supervisor is hereby authorized to deposit idle Town Monies in investments with the designated banks until needed as outlined in the Investment Policy of the Town of Little Falls.

RESOLUTION #7

Superintendent Authorized to Purchase Tools and Equipment

On motion of Councilman Schwasnick, seconded by Councilman Sullivan, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the Highway Superintendent be authorized to purchase tools and equipment not exceeding \$2,000 without the prior approval of the Town Board.

RESOLUTION #8

One Year Appointments

On motion of Councilman Sullivan, seconded by Councilman Schwasnick the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the following appointments are hereby made for the term of 1-year effective January 1, 2021 through December 31, 2021:

Budget Officer-Dan Casler	Town Historian-Linda Comstock
Deputy Town Clerk-Michael Regan	Deputy Tax Collector-John Sagatis
Dog Control Officer-Larry Ortlieb	Codes Enforcer-Phil Green
Cleaner-Sylvia George	Deputy Supervisor-Kevin Sullivan

RESOLUTION #9

Yearly Salaries

On motion of Councilman Soules seconded by Councilman Sullivan, the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the salaries of the following appointed Town of Little Falls Officials for the year 2021 are as follows and do not exceed the amounts appropriated in the 2021 Town Budget:

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

(Resolution #9-cont.)

TITLE	PAY PERIOD	ANNUAL SALARY
Councilmen (each)	Quarterly	\$ 2,100.00
Justice	Monthly	12,000.00
Supervisor	Monthly	8,100.00
Tax Collector	Quarterly	3,000.00
Town Clerk	Monthly	10,600.00
Highway Superintendent	Bi-weekly	40,000.00
Assessor	Monthly	8,200.00
Attorney	Monthly	7,500.00
Budget Officer	Quarterly	7,000.00
(Salary is subject to any and all outside resources utilized by the named budget officer)		
Health Officer	Annually	500.00
Registrar of Vital Stats	Annually	500.00
Historian	Annually	300.00
Dog Control Officer	Quarterly	2,000.00
Codes Enforcing Officer	Quarterly to City	7,400.00
Court Clerk	Monthly	12,000.00
Cleaner	Monthly	12.50 Per Hour

-Supervisor Casler stated that he didn't have to appoint Justice Stone because the state has assigned him to act as Town Justice effective as of January 1, 2021 through April 21, 2021.

Discussion was held on what will happen after the term expires on April 21st with Supervisor Casler stating that Justice Stone will have to be re-assigned or appointed or there won't be a court.

RESOLUTION #10

Re-Appointment-Court Clerk, Kathleen Brown

On motion of Supervisor Casler, seconded by Councilman Soules, the following resolution was adopted by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that Kathleen Brown, hereby be re-appointed as Court Clerk effective January 1, 2021 to the Board's Pleasure.

-Clerk Regan reported that re-appointments need to be made for Frank Mendl and Robert Stapf for Board of Appeals and Laurie Harper for Health Officer.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

RESOLUTION #11

Re-Appointments Board of Appeals-Frank Mendl and Robert Stapf

On motion of Supervisor Casler seconded by Councilman Schwasnick the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that Frank Mendl hereby be re-appointed to the Board of Appeals for a five year term effective January 1, 2021 through December 31, 2025, and

BE IT FURTHER RESOLVED that Robert Stapf hereby be re-appointed to the Board of Appeals for a five year term retroactive from January 1, 2020 through December 31, 2024.

RESOLUTION #12

Re-Appointment Health Officer-Laurie Harper

On motion of Supervisor Casler seconded by Councilman Schwasnick the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that Laurie Harper hereby be re-appointed as Health Officer for a four year term effective January 1, 2021 through December 31, 2024.

RESOLUTION #13

Contract Approval-FunTech Providers

On motion of Supervisor Casler seconded by Councilman Sullivan the following resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

RESOLVED that the Town Board hereby approves the website and email management agreement with Fun Tech Providers for an annual fee of \$250.00.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

RESOLUTION #14

Waiving Senior Citizen Annual Renewal for Partial Tax Exemption

On motion of Supervisor Casler seconded by Councilman Sullivan, the resolution was ADOPTED by roll call vote:

Supervisor Casler	Aye
Councilman Soules	Aye
Councilman Schwasnick	Aye
Councilman Sullivan	Aye

WHEREAS, on March 7, 2020, Governor Andrew M. Cuomo issued Executive Order Number 202, declaring a State disaster emergency for the entire State of New York, and

WHEREAS, on December 18, 2020 said declaration was extended to include: Subdivisions 7, 7-a and 8 of section 459-c of the Real Property Tax law, and subdivisions 5, 5-a, 5-b, 5-c and 6 of section 467 of the Real Property Tax Law, which permits the governing body of an assessing unit to adopt a resolution directing the assessor to grant exemptions pursuant to such section on the 2021 assessment roll to all property owners who received that exemption on the 2020 assessment roll, thereby dispensing with the need for renewal applications from such persons, and, and further dispensing with the requirement for assessors to mail renewal applications to such persons, and

WHEREAS, the Town is desirous in adopting such resolution while also allowing the assessor to require a renewal application to be filed when he or she has reason to believe that an owner who qualified for the exemption on the 2020 assessment roll may have since changed his or her primary residence, added another owner to the deed, transferred the property to a new owner, or died, now therefore, be it

RESOLVED, that the Town Board is authorized to pass such resolution, and that the assessor is instructed to take any such necessary actions in the above-described directives.

-Meeting recessed at 8:25 p.m. to audit the bills.

-Meeting resumed at 8:40 p.m.

RESOLUTION #15

Payment of General Bills

On motion of Supervisor Casler, seconded by Councilman Sullivan, the following resolution was ADOPTED-vote:

Ayes- Supervisor Casler; Councilmen, Soules, Schwasnick, Sullivan

Noes-0

RESOLVED that the General Bills # 1-13 in the amount of \$28,406.24 hereby be paid.

REORGANIZATIONAL/REGULAR MEETING, TOWN BOARD, TOWN OF LITTLE FALLS, JANUARY 12, 2021-CONT.

RESOLUTION #16

Payment of Highway Bills

On motion of Councilman Soules, seconded by Councilman Schwasnick, the following resolution was ADOPTED-vote:

Ayes-Supervisor Casler; Councilmen Soules, Schwasnick, Sullivan

Noes-0

RESOLVED that the Highway Bills #1-22, in the amount of \$46,774.10 hereby be paid.

-The next regular meeting will be held on February 9, 2021 at the town hall at 7:00 p.m.

-Meeting adjourned at 8:43 p.m.-Councilmen Sullivan, Soules

Respectfully submitted,
Sandra Regan, Town Clerk