

Minutes of 05.15.2023

Prepared by Susan Kirch-Corey

The Town of Denmark regular monthly meeting was held 05.15.2023 at the Town of Denmark municipal building. The meeting was called to order at 6:00pm by Supervisor Scott Doyle. Supervisor Doyle then led those in attendance in reciting the pledge of allegiance.

Deputy Town Clerk Susan Kirch-Corey completed a roll call of the Town Board as follows:

Councilmember Fred Wadsworth	present
Councilmember Frank Fazio	present
Councilmember Peter Jones	absent
Councilmember Darlene Rowsam	present
Supervisor Scott Doyle	present

Also present were the following:

Town Clerk Prudence Greene
Dep. Town Clerk Susan Kirch-Corey
Supt. Of Highways Patrick Mahar
Dep Supt. Of Highways James Der
Mickey Dietrich – RACOG exits at 6:09 pm

At 6:03 pm Supervisor Doyle opened the floor to Mr. Dietrich, who provided updated information to the May edition of the RACOG newsletter. Mr. Dietrich advised the May 24th meeting is expected to be moved to June 28th. Mr. Dietrich seeks board approval to bring Christopher Barboza on as a contractor for Associate Circuit Rider, and input on new RACOG banners. Highway Safety Training has been moved to May 30. Supt. Mahar stated that he has not received the LED lights. Mr. Dietrich reported that a status report had been sent to the state, he will follow up again with them. Mr. Dietrich exits at 6:09 pm.

At 6:10pm the meeting schedule continued.

Councilman Fazio made a motion to accept the minutes of the 04.17.2023 meeting, Councilwoman Rowsam seconded his motion. Votes recorded as 4 Ayes, 1 absent.

Councilwoman Rowsam made a motion to accept the minutes of the 05.04.2023 meeting, Councilman Fazio seconded her motion. Votes recorded as 4 Ayes, 1 absent.

Councilman Fazio made a motion to accept the agenda as prepared, Councilman Wadsworth seconded his motion. Votes recorded as 4 Ayes, 1 absent.

Public Privilege of the Floor: None.

REPORTS OF DEPARTMENTS

Supervisor's Report:

Supervisor Doyle announced Deputy Supervisor Wadsworth will be overseeing any issues, signing of abstracts and payroll from May 16th – May 29th while he is out of town.

North Country CPA/NYCLASS – Supervisor Doyle discussed a problem he experienced with the CPA. Financials were provided to the Board prior to the meeting. Supervisor Doyle noting year-to-date interest from all funds invested with NYCLASS being over \$16,717.

Supervisor Doyle updated that the NYS proposed RPTL - 575B does not have a "Grandfather" clause. Supervisor Doyle has confirmed three townships will bring litigation against the proposed RPTL-575B. The legal filing will not be in New York State, rather will be at the federal level.

Supervisor Doyle advised he has seen property issues in and around the municipal building needing to be addressed. He proposes having Tom's General Contracting address the five items: Rip in tin of a valley on metal roof; removing drinking fountain, repair wall, adding an outlet; drywall repairs in justice offices; cut and repair sidewalk; remove leaking copper line at holding tank, to replace with pex. Tom's General Contracting provided an estimate for the repairs of \$1,430.00. Discussion held. Resolution to accept the estimate is listed on Slate of Resolutions to be adopted at the end of the meeting.

Clerks Report:

Town Clerk Prudence Greene provided the Town Clerk and Tax Collector reports for April 2023 to the Town Board for their review. Deputy Town Clerk Kirch-Corey asked if there were questions from the reports, no questions asked.

Correspondence:

Deputy Clerk Susan Kirch-Corey read correspondence from the Riverside Cemetery Association, the Swinburne Cemetery Board of Directors, and the Castorland Union Cemetery. All three letters were to thank the Town Board for the \$500.00 contributions sent to them in April 2023.

The following correspondence was provided in the meeting materials prior to the meeting:

- Letter dated 4.23.2023 from Larry Virkler Memorial Defibrillator Fund: reimbursement of AED purchased for Highway Dept in the amount of \$ 1,944.57.
- Letter dated 4.27.2023 from NYMIR's Amanda Brigg endorsements and refund of \$197.90.
- Letter dated 05.03.2023 from Lewis County Legislative Clerk C. Moser: Mortgage Tax Report 10.1.2022 – 3.31.2023. The Town received \$15,080.73 for mortgage tax for 10/2022 – 3/2023.

Clerk Greene supplied copies of the RACOG May report, the Dog Control Officer's May Report, the Zoning Report for May, and the Planning Board's April meeting minutes to the Town Board.

Superintendent's Report:

Supt. Mahar submitted his Voucher Report to the Town Board prior to the meeting. There were no questions from the Board.

Supt. Mahar disbursed information provided by NYS DOT Consolidated Local Street and Highway Improvement Program. Denmark will receive \$132,162.55 which is an increase of 13.43%.

Supt. Mahar updated the Board on the Highway Department's activities. Plows have been unharnessed with one left to be done. Road sweeping has been completed. Crushing is being done out back for a total cost of \$15,000 by Virkler and Lyndaker, this is less than if purchased. Halifax Road is ready for paving. A new 284 Agreement will be presented next month. The surplus equipment was listed on May 15, on Auctions International.

Supervisor Doyle asked about more tires that he has seen out back. Supt. Mahar explained they are spares that were brought out from the storage room.

Old Business:

Supervisor Doyle advised the Sidewalk and Parking Lot projects are on hold.

Supervisor Doyle informed that he and Councilman Jones met with National Grid, a spot has been laid out for the transformer. Digging for the transformer will need to be done. Fourth Coast is coordinating the quotes.

New Business:

Supervisor Doyle sought a motion for a request for proposals (RFP) for a new water system. A copy of the RFP was provided to the Town Board prior to the meeting.

Councilwoman Rowsam made a motion to accept the RFP for New Water System as written, Supervisor Doyle seconded her motion. Votes recorded as 4 Ayes, 1 absent. Town Clerk will publish the RFP to the public.

Supervisor Doyle discussed the annual review and readoption of the Pandemic Plan with suggested corrections from the Clerk's office.

Councilman Wadsworth made a motion to re-adopt the existing Pandemic Plan with suggested corrections, Councilman Fazio seconded his motion. Vote recorded as 4 Ayes, 1 absent.

Slate of Resolutions:

A Slate of Resolutions (66 – 75) was offered by Councilman Wadsworth, and was seconded for adoption by Councilwoman Rowsam as follows:

Resolution 66 of 2023: General Fund Abstract May 15, 2023

The Town of Denmark Town Board approves payments of General Fund Abstract #667 dated **May 15, 2023**, paid prior claim #106 in the amount of \$1,975.00, new claims # 107-131, new claims totaling \$13,091.12, total abstract \$15,066.12.

Resolution 67 of 2023: Water District 1 Abstract May 15, 2023

The Town of Denmark Town Board approves payments of Water District Abstract #92, dated **May 15, 2023**, claim #7-9 totaling \$195.44.

Resolution 68 of 2023: Highway Abstract May 15, 2023

The Town of Denmark Town Board approves payments Highway Department, Abstract #709, dated **May 15, 2023**, new claims # 54-66 totaling \$12,818.10.

Resolution 69 of 2023: Correction of Accounts on Abstracts

The Town of Denmark Town Board does hereby direct that the following be corrected on monthly abstracts due to coding errors on the abstracts:

Abstract Type & number	Date	Voucher	Amount	Coded	Recode to
Highway Abstract 708	April 17, 2023	#52	\$132.03	DA-5110.41	DB5110.41
General Fund Abstract 663	January 16, 2023	#23	\$68.07	A5132.4	A5010.4
General Fund Abstract 664	February 21, 2023	#50	\$69.21	A5132.4	A5010.4
General Fund Abstract 665	March 20, 2023	#73	\$69.21	A5132.4	A5010.4
General Fund Abstract 666	April 17, 2023	#100	\$69.21	A5132.4	A5010.4

Resolution 70 of 2023: Transfer of ARPA Funds

Town of Denmark Town Board approves the following budget transfers of ARPA funds to comply with adopted Town of Denmark Resolution 22 of 2023:

Increase Budget Code	Increase Budget Code	Amount
Revenue Code A4089 - General Fund Federal Aid, other	Expenditure Code A5132.41 Garage Contractual - ARPA	\$1,950.00

Resolution 71 of 2023: Transfer of ARPA Funds

Town of Denmark Town Board approves the following budget transfers of ARPA funds to comply with adopted Town of Denmark Resolution 97 of 2022 to pay B.R. Johnson:

Increase Budget Code	Increase Budget Code	Amount
Revenue Code A4089 - General Fund Federal Aid, other	Expenditure Code A5132.41 Garage Contractual - ARPA	\$4,831.95

Resolution 72 of 2023: Rescind Resolution 65 of 2023 adopted 05.04.2023

The Town of Denmark Town Board does hereby rescind Resolution 65 of 2023 adopted 05.04.2023.

Resolution 73 of 2023: Temporary Lawn Care

The Town of Denmark Town Board does hereby accept the estimate of Jeff’s Landscaping in the amount of **\$1,395.00** for repair work to the lawns, grass seed, and lawn maintenance from 5/4/2023 – 6/20/2023 at the Town of Denmark facilities located on Roberts Road.

Resolution 74 of 2023: The Town of Denmark Town Board does hereby adopt the Town of Denmark Pandemic Action Plan as follows:



**Town of Denmark
 Pandemic Action Plan**
 (to be reviewed and revised annually)

The following is an action plan for the Town of Denmark to follow when deemed necessary in response to an outbreak of a contagious disease.

1. Town of Denmark
2. Health Department and CDC Liaison
3. Local Business/Professionals, various working
4. Health Department
5. Residents
6. Schools
7. Emergency Meeting
8. Emergency Meeting
9. Emergency Meeting
10. Emergency Meeting
11. Emergency Meeting
12. On revision of the Action Plan

3. Levels of Action:
 The Town of Denmark will be divided into 3 levels of response to a public health issue. This will allow a coordinated effort and response by the Town of Denmark. Determination of the level of action will be made by the Board and the Health Dept.

Level 1: Active Monitoring
 This level is for active monitoring and surveillance.
 • Monitor for any signs of illness (coughing, sneezing, fever, sore throat, etc.)
 • Communicate with the public through various channels (social media, newsletters, etc.)
 • Coordinate with the Health Department and CDC Liaison for any updates or changes in protocol.
 • Review and update emergency plans.
 • Hold emergency meetings for updates.
 • Report any cases of illness to the Health Department.

Level 2: Containment
 This level is for containment and control of the outbreak.
 • Close businesses and schools if necessary.
 • Implement social distancing measures.
 • Provide personal protective equipment (PPE) to the public.
 • Coordinate with the Health Department and CDC Liaison for any updates or changes in protocol.

Level 3: Eradication
 This level is for eradication of the outbreak.
 • Implement strict quarantine measures.
 • Provide medical care to those affected.
 • Coordinate with the Health Department and CDC Liaison for any updates or changes in protocol.

1. Objectives:
 • The objective of this plan is to protect the health and safety of the residents of the Town of Denmark.
 • To provide a clear and concise plan for the Town of Denmark to follow in the event of a public health emergency.
 • To ensure that the Town of Denmark is prepared to respond to a public health emergency in a timely and effective manner.

2. Responsibilities:
 • The Town of Denmark is responsible for the overall coordination and implementation of this plan.
 • The Health Department is responsible for monitoring and reporting on any cases of illness.
 • The CDC Liaison is responsible for providing technical assistance and guidance to the Health Department.
 • Local businesses and professionals are responsible for following the guidelines of this plan.
 • Residents are responsible for following the guidelines of this plan and reporting any cases of illness to the Health Department.

3. Resources:
 • CDC (Centers for Disease Control and Prevention)
 • WHO (World Health Organization)
 • Local Health Department
 • CDC Liaison
 • Local Businesses/Professionals
 • Residents
 • Schools
 • Emergency Meeting
 • Emergency Meeting
 • Emergency Meeting
 • Emergency Meeting

Resolution 75 of 2023: Tom's General Contracting estimate of 5.10.2023

The Town of Denmark Town Board does hereby accept the estimate dated 5.10.2023 in the amount of \$1,430.00 from Tom's General Contracting for repair of the sidewalk, drywall repairs in the Court Offices and Town Clerk's Office, water line replacement in mechanical room, removal of water fountain and too repair a damaged piece of the metal roof and the Town Board further directs that the bill be paid from A5132.4.

Roll Call Vote recorded as follows:

- Councilman Wadsworth Aye
- Councilman Fazio Aye
- Supervisor Doyle Aye
- Councilwoman Rowsam Aye
- Councilman Jones Absent

Resolutions 66-75 of 2023 adopted 5.15.2023

At 6:29pm Supervisor Doyle made a motion to enter Executive Session to discuss a personnel matter. Discussion was held and Superintendent Mahar objected as the discussion did not qualify as an executive session item legally. The Board asked Supt. Mahar if he wanted the discussion during the open meeting, to which Supt. Mahar stated yes, he does; adding the discussion is not about an employee, but an elected official.

Councilwoman Rowsam asked for clarification about Supt. Mahar's recent decision to no longer mow lawns and provide basic maintenance to the office building. Supt. Mahar explained that those duties are not part of his elected position. He also pointed out that he had never been paid to mow or provide basic maintenance.

Supt. Mahar also expressed his concern that very few Town Board members are communicating with him directly and urged them to contact him when they have concerns.

Councilwoman Rowsam led a discussion with Supt. Mahar on his intent to retire later this year. Supt. Mahar responded that he is unsure of the exact date.

Minutes of 05.15.2023

Prepared by Susan Kirch-Corey

Councilman Wadsworth made motion to adjourn the meeting; Supervisor Doyle seconded the motion.
The meeting was adjourned at 6:39pm.

Susan Kirch-Corey

Town of Denmark Deputy Town Clerk