

TOWN OF CONSTANTIA
MINUTES - TOWN BOARD – November 21, 2017
7:30 pm Constantia Town Hall

Present: Kenneth Mosley - Supervisor
Richard Colesante, Thomas Moran, John Metzger– Council Members
Clare Haynes – Town Clerk
Wayne Woolridge - Highway Superintendent

Others Present: Warren Bader - Town Attorney
George Kalkowsky – Barton & Loguidice
Paul Baxter – Tug Hill Commission

Absent: Chad Whitney– Council Member

CALL TO ORDER:

At 7:30 pm Mr. Mosley called the town board meeting to order with the pledge of allegiance.

PUBLIC COMMENT:

None

WATER:

Re: Bernhards Bay Water Project
Subj: Recommendation of Award

Barton & Loguidice, D.P.C. (B&L) has reviewed the bids for the Bernhards Bay Water Project, Contract No. 1 - General Construction that were received and opened on November 21, 2017 (At a 2:00pm Public Bid Opening and Reading). A certified tabulation of all bids received for Contract No. 1 is enclosed. The following is a summary of the bids received for Contract No. 1:

<u>Contractor</u>	<u>Total Bid</u>
Highlander Construction, Inc.	\$3,778,372.00
W.D. Malone Trucking & Excavating, Inc.	\$4,497,412.00
Marcellus Construction, Inc.	\$4,655,700.00
Vacri Construction Corporation	\$4,963,000.00
Villager Construction, Inc.	\$5,064,685.00
R.B. Robinson Contracting, Inc.	\$5,988,362.00
Rifenburg Construction, Inc.	\$5,989,000.00

As shown above, Highlander Construction, Inc. submitted the lowest Bid for Contract No. 1. We have reviewed the Bid submitted by Highlander Construction, Inc. and found that it is in substantial conformance with the bidding requirements.

We contacted Mr. Bill Langdon, subsequent to the bid opening, and on November 21, 2017 he indicated that they are comfortable with their Bid as submitted, and are therefore willing to enter into a Contract with the Town of Constantia. Highlander Construction, Inc. has performed work as a General Contractor on several B&L designed projects in the past and has demonstrated the ability to satisfactorily complete the work of Contract No. 1.

Based on the above, we recommend that if the Town of Constantia chooses to award the Bid for Contract No. 1 General Construction, they award it to Highlander Construction, Inc. in the amount of \$3,778,372.00.

Mr. Metzger made the motion to accept the low bid as submitted by Highlander Construction, Inc. for a total bid of \$3,778,372.00 as recommended by Barton & Loguidice, seconded by Mr. Moran.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

Report on Bernhards Bay Water District:

- ✓ Easement questions can be directed to George Kalkowsky.
 - 43 outstanding, see list of outstanding easements
 - +12 easements on Willard Dr. to account for 20' R.O.W.
 - +3 easements on Pepper Drive to install far side services
- ✓ Agency Approvals:
 - Army Corps Permit received.

- NYS DEC public comment expires 10/19/17, permit expected in November
- NYS DOT – construction documents approved.
- OCWA – construction documents approved.
- Dept. of Health application: submitted 10/4/17 for approval
- ✓ Recommendation to Award to Highlander Construction: \$3,778,372.00
 - Construction to begin in 2018
- ✓ Public Interest Order to increase maximum bond amount published. Final Order & Bond Resolution at December meeting.

A list of outstanding easements were handed out, as noted above 12 additional easements were sent for Willard Dr. The Town might want to do a follow up letter to get these easements back in, the sooner they are returned the better.

Mr. Kalkowsky has spoken to Mr. Goodfriend about the increase for the bond, even with the lowest bid there is not a lot of extra money so the Town needs to continue forward with the increase. Mr. Goodfriend will have a resolution ready for possible approval at the December town board meeting.

SEWER:

Constantia Sewer Project

- ✓ Memorandum of Understanding finalized
- ✓ Interest Survey
 - Interest surveys mailed out this morning

All interest surveys will be mailed back to B&L for tabulation. Mr. Moran requested that all original surveys be returned back to the Town Clerk once tabulation is completed.

MINUTES:

Mr. Moran made the motion to accept the minutes of the October 10th budget meeting, October 17th public hearing, October 17th town board meeting, October 19th, 24th and 30th budget meetings and November 9th public hearing. Seconded by Mr. Metzger.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

VOUCHERS:

Mr. Colesante made the motion to accept the following vouchers as listed on Abstract #11 Dated November 21, 2017:

General Fund	387-434	\$ 49,247.79
Highway Fund	197-216	\$ 69,920.68
Bernhards Bay Water District	27-28	\$ 21,105.00

Seconded by Mr. Moran.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

BUDGET TRANSFER:

Mr. Moran read the following into the minutes:

Referring to the budget transfer #5 the following General Fund accounts are over budget:

A1420.4 Attorney Fee CE	\$559.37
A1110.4 Justice CE	\$482.23
A1310.5 Payroll CE	\$146.89
A1620.13 PS Bldg& Grnds Park	\$756.00

I therefore make a motion to transfer \$1,944.49 from A1990.4 Contingency Account to replenish the aforementioned accounts. This will leave \$80,856.93 in the Contingency Account, this concludes my motion. The motion was then seconded by Mr. Metzger.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

SUPERVISOR:

Mr. Moran made the motion to approve the Supervisor’s report dated October 31, 2017, seconded by Mr. Colesante.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

HIGHWAY:

Mr. Woolridge reported:

- Did the first plowing of the year, the town is now using an automatic spinner for sanding, all went well
- Leaf pickup is winding down
- Dirt roads graded
- Working on hazardous trees
- Firewood is in

Mr. Woolridge also wanted to ask the board to sign the letter given to them by Mr. Mosley. This letter is thanking McIntosh Properties for the donation of a 2005 Mack truck tractor, this will be a big benefit to the highway department, the tractor is valued at \$8,000.00.

Mr. Woolridge also inquired about getting a credit card for travel. Mr. Woolridge intends to send multiple employees to paving school out of state, if a credit card was available it would make the trip expenses easier for some of the employees. Discussion followed as to how this would be accomplished, maybe using prepaid cards. Mr. Woolridge indicated that this will not be until early next year so no need to decide tonight.

Mr. Moran asked whose excavator is being used at the town park, Mr. Woolridge responded that it is the Counties and yes, we are being charged usage. Mr. Colesante made the motion to accept the Highway Superintendent's report, seconded by Mr. Metzger.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

TOWN CLERK:

Mrs. Haynes reported that the total receipts and disbursements for the Town Clerk's Office for the month of October were \$3,799.80. Mr. Metzger made the motion to accept the Town Clerk's report as presented, seconded by Mr. Moran.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

Mr. Metzger and Mr. Moran have completed the Town Clerk and Tax Collector audit for 2016. Mr. Mosley made the motion to accept the Town Clerk and Tax Collector audit for 2016 completed on November 13, 2017, seconded by Mr. Colesante.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

ASSESSOR:

We are currently amid the exemption renewal process. This process will continue from now until March 1, 2018. During the next several weeks, we will begin processing the Income Verification Program (IVP) from the Department of Taxation and Finance (DTF), where we cross check the list from DTF with our own file on V4.

Sometime in December, we will finish mailing out the rest of the renewals, which include the Disability Exemption, along with the Agricultural Exemption.

I would also like to give you a heads up for my change of schedule in December. On Tuesday, December 5, 2017, I will be attending a New York State Assessors' Association function in the Buffalo area, which means I will be out of the office. I am asking Lynn to see if she can cover at least part of the day to avoid a disruption in the exemption renewal process. And, as I normally do, I will be taking the week off from work in between Christmas and New Year's, but as always, I can be reached via email.

Mr. Moran made the motion to accept the Assessor's report as received, seconded by Mr. Metzger.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

CODE ENFORCEMENT:

October was steady with new permits, inspections and projects being completed. I sent out the second notice of violation to 52 Shacksbush Rd on 10/30/17. I also sent a letter with it asking him to call me if he has made any progress on cleaning up and fixing the violations to his property. So far I have not received any response from him. I will be sending out the appearance tickets at the end of the month if he hasn't made contact with me. Two major eye sores in the Town have been demolished. The house located at 356 Lower Rd was demolished as was the structure on Parmley Dr. that was fallen down by the creek. I spoke with the owner of the property with the boats about his 3 vehicles unlicensed and unregistered he said he was in the process of getting rid of two and putting one on the road. I told him I would follow up in 2 weeks to check on progress. Mr. Hall reported a total of \$1,989.80 taken in for the month of October, Mr. Metzger made the motion to accept the Code Enforcement Officer's report as received, seconded by Mr. Colesante.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

Mr. Colesante asked about the current violations on properties that have more than three unregistered vehicles. Mr. Colesante wants Mr. Hall to be proactive with these properties, they are violations and need a record as to which properties he has sited. Mr. Mosley will discuss with Mr. Hall.

JUSTICE:

Mr. Metzger made the motion to accept Justice Pelon's and Justice Simpson's report for October, seconded by Mr. Moran.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

DOG CONTROL:

Mr. Moran made the motion to accept the Dog Control Officer's report as received, seconded by Mr. Metzger.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes

PLANNING BOARD:

No report.

TUG HILL COMMISSION:

Paul Baxter reported:

1. As we head toward the end of the year, the Tug Hill Commission is working on its annual report, *Headwaters*. Let me know if there is any news from the town that you would like to see mentioned in *Headwaters*.
2. The Tug Hill Commission held its annual meeting and dinner on Thursday, November 2 at the Boonville VFW.
3. The Tug Hill Commission continues preparations for the March 2018 Local Government Conference. A conference mailer should be going out to local officials at the end of 2017 or early in 2018.

4. I attended the Monday, October 30 meeting in Amboy of the county hazard mitigation process which included the communities in the southeast part of the county. Another such meeting is planned soon, once again in Amboy, and the county emergency management office is willing to meet with individual communities to assist them with their local updates.
5. Plans are currently underway for a fall meeting of the North Shore Council of Governments.
6. I assisted the town bookkeeper with the transition for the preliminary budget to the final budget, and in preparation for next year, I gave Councilman John Metzger a copy of my town budget comparison spreadsheet for an extra set of eyes in proofreading and comment. Thanks, John!
7. I attending the Oswego County Tourism Advisory Council meeting today, and have for you tonight copies of the just-released Winter– Spring calendar of events.
8. Katie Malinowski and I attended a meeting last week on how to move things forward on improvement of the dock in the village of Cleveland.

CORRESPONDENCE:

-OCWA Water District Assessments and Equalization Rates

BOARD COMMENT:

At the previous water meeting it was discussed that the Town needs to set a policy on extension to water districts within the town. The following was read into the minutes as a possible policy.

FORMAL POLICY FOR EXTENSIONS TO WATER DISTRICTS WITHIN THE TOWN OF CONSTANTIA

1. Only residents that will be served public water are parcels that are in a District Map, Plan and Report.
2. Any additional parcels will be served by extensions to the district and will be paid for by the owners of the parcels in the water district extension areas.
 - a. Contiguous properties to the existing district within 100' of the end of the main can also be serviced thru an extension district.
 - b. Additional infrastructure required with properties more than 100' from the end of the main in the extension district must span the entire length of the farthest parcel in the extension district.

-Mr. Colesante asked Mr. Mosley if he has spoken to Mr. Sundet, Supervisor Town of West Monroe about combining parks. Mr. Mosey will reach out to Mr. Sundet.

-Mr. Moran requested Mr. Bader review the inter municipal agreement between the Town of Constantia and West Monroe as it relates to the Constantia/Toad Harbor Water District and the upcoming Bernhards Bay Water District. Mr. Moran would like Mr. Bader's legal opinion as the agreement relates to a second district costing less than the original district. Mr. Bader will review.

ADJOURN:

At 8:34 pm Mr. Moran made the motion to adjourn, seconded by Mr. Colesante.

Carried: Moran – Yes Whitney – Absent Colesante – Yes Metzger – Yes Mosley - Yes