

Regular Meeting  
July 17, 2024

The regular meeting of the Town of Martinsburg was held on Wednesday July 17, 2024, at the municipal offices on Cemetery Road and called to order by Supervisor Thisse. Present were Councilman Karelus, Councilman Jantzi, Councilman Allen, Legal Counsel Genevieve Fidler, Town Clerk Deanna Doviak, Cooperative Tug Hill Council Beth Steria-Rush, Gorden Yancey and Dan Jantzi. Absent: Councilman McGrath, Highway Superintendent Tyler Jones, and County Legislator Leviker.

Minutes: The minutes from the June meeting and agenda were emailed to the board members and legal counsel prior to the meeting. Councilman Allen made a motion to accept the minutes as read, seconded by Councilman Jantzi all were in favor, motion carried.

Bills: Abstracts for 07-2024

|                   |                  |               |
|-------------------|------------------|---------------|
| General           | Voucher# 166-188 | \$ 81,283.18  |
| Highway           | Voucher# 92-120  | \$ 153,652.26 |
| Glenfield Water   | Voucher# 46-53   | \$ 13,538.32  |
| Glenfield Sewer   | Voucher# 32-37   | \$ 14,015.59  |
| Martinsburg Water | Voucher# 43-48   | \$ 9,093.60   |
| Street Lighting   | Voucher# 12-13   | \$ 158.65     |
| Whitaker Park     | Voucher# 30-40   | \$ 1,979.56   |

A motion was made by Councilman Jantzi, seconded by Councilman Karelus, all were in favor, motion carried.

A motion was made by Councilman Allen at 7:15 pm to open the Public Hearing to hear comments on the changes to section 175-3 Building sewers and connections and Section 225-4 Connection to distribution system.

Privilege of the floor- a letter was read from Mr. Baird about the smell of sewer from his neighbors, He was informed to reach out to Ben Manning. Dan Jantzi was here to speak about his taxes and why they are so high?

TOWN CLERK REPORT:

The Town Clerk report was presented to the board. Councilman Allen made a motion, seconded by Councilman Karelus to accept the town clerk report. State and Local revenues Collected totaled \$4,606.03. All were in favor, motion carried.

A motion was made by Councilman Karelus to close the public hearing at 7:34 pm. At this time a vote was held for changing the connections codes for water and sewer hook-up.

Supervisor Thisse- Yes

Councilman Karelus-Yes

Councilman Jantzi-Yes

Councilman Allen-Yes

The changes are as follows:

**175-3 Building sewers and connections**

**B-1.** Based on input from the superintendent, as part of the total fee, a \$1,000.00 fee will be submitted with the application. Additional fees can be expected depending on soil conditions and location of the sewer main.

**C-1.** The connection may be constructed by the town or by a qualified technician as determined by the superintendent. The installation must be inspected and approved by the town before it is covered.

**TOWN OF MARTINSBURG**

**LOCAL LAW NO. 3 OF 2024: A LOCAL LAW AMENDING  
CHAPTER 175, SECTION 175-3, REGARDING  
BUILDING SEWERS AND CONNECTIONS**

**TO BE ENACTED** by the Town Board of the Town of Martinsburg, as follows:

**Section 1. Title and Purpose.**

This Local Law shall be known as "A Local Law Amending Chapter 175, Section 175-3, Regarding Building Sewers and Connections". The purpose of this Local Law is to set a reasonable application fee and construction standards relating to building sewers and connections in the Town.

**Section 2. Amended Section 175-3, Subdivision B.**

B. There shall be two classes of building sewer permits: (a) for residential and commercial service, and (b) for service to establishments producing industrial wastes. In either case, the owner or his agent shall make application on a special form furnished by the Town. The permit application shall be supplemented by any plans, specifications, or other information considered pertinent in the judgment of the superintendent. Permit and inspection fees shall be as determined by the Town Board.

B-1. Based on input from the superintendent, as part of the total fee, a \$1,000.00 fee will be submitted with the application. Additional fees can be expected depending on soil conditions and the location of the sewer main.

**Section 3. Amended Section 175-3, Subdivision C.**

C. All costs and expense incident to the installation and connection of the building sewer shall be borne by the owner. The owner shall indemnify the Town on behalf of the sewer district from any loss or damage that may directly or indirectly be occasioned by the installation of the building sewer.

C-1. The connection may be constructed by the town or by a qualified technician as determined by the superintendent. The installation must be inspected and approved by the town before it is covered.

**Section 4. Effective Date.**

This local law shall take effect immediately upon filing with the Secretary of State.

## **225-4Connections to distribution system**

- A.** A property owner must properly fill out an application form (water service connection application) and pay a fee. As part of the total fee, a minimum of \$1,000.00 will be submitted at the time of the application. Additional fees can be expected depending on soil conditions and the location of the water main.

Legal counsel will do the filing of this application.

### **TOWN OF MARTINSBURG**

#### **LOCAL LAW NO. 2 OF 2024: A LOCAL LAW AMENDING CHAPTER 225, SECTION 225-4, REGARDING CONNECTION TO DISTRIBUTION SYSTEM**

**TO BE ENACTED** by the Town Board of the Town of Martinsburg, as follows:

##### **Section 1. Title and Purpose.**

This Local Law shall be known as "A Local Law Amending Chapter 225, Section 225-4, Regarding Connection to Distribution System". The purpose of this Local Law is to set a reasonable application fee relating to the connection and distribution system for water in the Town.

##### **Section 2. Amended Section 225-4, Subsection A.**

A. A property owner must properly fill out an application form (water service connection application) and pay a fee. As part of the total fee, a minimum of \$1,000.00 will be submitted at the time of the application. Additional fees can be expected depending on soil conditions and the location of the water main.

##### **Section 3. Effective Date.**

This local law shall take effect immediately upon filing with the Secretary of State.

## COPPERATIVE TUG HILL COUNSEL

1. The New your State Association of Conservation Commission's Conference
2. The DEC has announced the next round of funding for their Municipal Zero Emission vehicle (ZEV) Rebate Program 750,000 is available for municipalities to apply.
3. Round XIV of the Regional Economic Development Council Initiative starts this week
4. The New York Planning Federation is offering three one day conference for both members and non-members
5. The New York State conference of Mayors, and Business improvement District Manger's Association are presenting the community Revitalization conference.
6. New York State Archives has a training webinar entitled "Maintaining your Microfilm.
7. The Tug Hill commission in partnership with the 5 Tug Hill COGS is hosting two town Budget Workshops in August.
8. The Tug Hill Commission is looking for Staff again. <https://tughill.org/job-openings> download details job descriptions.
9. The CTHC is looking for an Associate Circuit Rider to take up the contract of long-term Associate Beth Steris-Rush
10. There will be a virtual public meeting on the Lowville and Beaver River Railroad to discuss them for historical purposes.
11. Cemetery meeting in Adams Firehall August 7<sup>th</sup> 4-7pm

For information on any of these go to the website [tughillcouncil.com](http://tughillcouncil.com)

### County Legislator Report:

Although Legislator was absent he asked Town Clerk Deanna Doviak to give a briefing fill in for him.

1. The utilities are moving on Blue Street.
2. Preconstruction meeting Friday 7/26 for blue street,
3. Interviews for the county manger Start Friday the 19<sup>th</sup>
4. Storm damage and repairs on going it's a mess.

### Highway:

While Superintendent Jones was absent Supervisor Thisse brought up the AED Unit which Deanna Ordered from Unifirst and Safety this has arrived. There will be more for highway next month with storm damage report.

### Glenfield Water:

- Distribution System Improvements – Complete
- Well investigations- Complete
- Treatment Plant
- Schedule
- Action items

### Activity Completed in last month and Current Activities

- a) A second comment letter from NYS DOH was received on June 25
- b) Comments have been addressed and response letter was sent back on July 16
- c) Contractors have submitted bonds and insurances for review. Once approved by the town attorney, agreements will be sent to contractors for signature

d) Bond Resolution increased to 4, 850,000.00 Total Project Cost.

Glenfield Sewer:

- Project
- Funding: water quality improvement project disinfection, water quality improvement project expansion, water infrastructure improvement
- Schedule: Dec compliance schedule for disinfection; compliance schedule; construction start June 2024; substantial completion December 2024, final completion May 2025

Activity Completed in last month and Current Activities

- a) Construction started July 8
- b) Crew has begun earthwork for new Sand Filter No 5 and Sand Filter No 6
- c) Submittals have begun and are being reviewed and returned as they come in

Martinsburg Water #1

Councilman Jantzi will set up meeting with Landvest to look at their proposal  
Right of way on McGrath property

3-G Grounds:

Paid Beyer Painting and Spencer Construction, the building will be sealed from rodents and the elements. The woman's restroom is working, not the men's. Two reunions have been held there so far this year.

Clean Energy: Shawna Hull gave update replace led lights and send some to the park possible looking into possible solar generator at park or mower.

Comprehension Plan- No change

LED Lights-finance charges

The County has a five-year grant for designed Websites and Microsoft office \$2,925 for five years  
Deanna will talk to Cassandra Buell. Vote next meeting.

Possible opening on the board

OSHA letter sent out to all our Representatives on the new regulations to all the fire depts.  
JCAP Grant Last meeting Judge Thisse proposed using the JCAP grant to Purchase a postage meter and new chairs for the board room. The Board is asking for 12 Chairs and possibly a pull-down screen to put a projector on or white board. Councilman Karelus made the motion, seconded by Councilman Jantzi to apply for the JCap Option # 2 "The Board of the Town of Martinsburg authorizes the Town Of Martinsburg Town Court to apply for a JCAP grant in the 2024-25 grant cycle up \_\_\_\_\_ Dollars. All were in favor, motion carried.

Councilman Allen made the motion to go into executive session at 8:40 seconded by Councilman Jantzi. Councilman Karelus made the motion at 9:01 to come out of executive session, seconded by Councilman Jantzi.

There being no further business, Council Allen made a motion, seconded by Councilman Karelus to adjourn at 9:01 PM. all were in favor, motion carried.

Respectfully Submitted,

Deanna Doviak, Town Clerk