

July 20, 2022

REGULAR MEETING  
PUBLIC HEARING-GLENFIELD SEWER PROJECT  
CDBG APPLICATION 7:15 PM

The regular meeting of the Martinsburg Town Board was held on Wednesday, July 20, 2022 at the Municipal Offices on Cemetery Road and called to order at 7:00 PM. Present were: Supervisor Terrence Thisse; Councilmen Brad Allen, Darren Jantzi and Janusz Karelus; Highway Superintendent Tyler Jones; Town Clerk Mary Kelley; Attorney Joseph Russell; CTHC circuit rider Kelley Martin; Matt Cooper, Barton and Loguidice Engineer. Absent: County Legislator Josh Leviker and Councilman Michael McGrath.

MINUTES

The minutes were emailed to the board prior to the meeting. Councilman Karelus made a motion, seconded by Councilman Allen to approve the minutes of the June meeting as presented. All were in favor. Motion carried.

BILLS – Abstract 07-2022

General:	Voucher #145-174	\$79,315.45
Highway:	Voucher #124-140	\$81,792.06
Glenfield Water:	Voucher #41-43	\$ 2,603.59
Glenfield Sewer:	Voucher #31-35	\$ 4,322.91
Martinsburg Water #1:	Voucher #31-36	\$ 8,886.90
Street Lighting:	Voucher #5-6	\$ 371.80
Whitaker Park:	Voucher #22-35	\$ 3,617.63

Questions were asked regarding a few bills. Clerk is to hold check for General Voucher #164 – Chimera Integrations, Inc. until Justice clerk is satisfied with the new phone system. Councilman Karelus made a motion, seconded by Councilman Jantzi to approve payment of the bills as amended. All were in favor. Motion carried.

PRIVILEGE OF THE FLOOR – no comments.

7:15 PM – Councilman Jantzi made a motion, seconded by Councilman Allen to open the Public Hearing to hear comments on the Town of Martinsburg community development needs and to discuss the possible submission of one or more Community Development Block Grant applications for the 2022 program year. Mr. Cooper talked about the CDBG application and then opened the floor up for discussion.

\$20 million in CDBG funds is expected to be made available for the current fiscal year. The proposed Glenfield Sewer Project will include UV disinfection and wastewater treatment plant expansion which includes two more sand beds. The Town is applying for \$741,600 in CDBG funds to construct the improvements. The proposed CDBG activities will not result in displacement and the municipalities anti-displacement relocation plan required under 24CFR570.488.

There were no public comments. Supervisor Thisse left the public hearing open and went on to other business.

TOWN CLERK REPORT

The Town Clerk Report for June was presented to the board. Councilman Jantzi made a motion, seconded by Councilman Allen to accept the June Town Clerk Report. Total State and Local revenues collected totaled \$8,969.38. All were in favor. Motion carried.

COOPERATIVE TUG HILL COUNCIL

Ms Martin reported on the following:

- Friends of Black River and Lowville Academy History department in association with other partners are hosting a presentation and discussion with Dr. John Gallucci, the translator and editor of the “Castorland Journal”

- Deadline for the Consolidated Funding application and NYS Dept of Environmental Conservation Climate Smart Communities is July 29, 2022
- Penn State Extension is offering a webinar series on leasing to solar developers
- Cornell Locals Roads foundational webinars
- Lewis County Planning department is looking for residents to answer a short survey regarding interest in Community Choice Aggregation

#### COUNTY LEGISLATOR REPORT

Mr. Leviker was not present but sent an email outlining County activity.

- County adopted an updated event permit law for Towns to opt in under the County agreement
- The County adopted a \$200,000 recreational fund to accompany the event law
- Discussion about a School Resource Officer
- Broad band installations have been delayed due to back order of materials
- Megan Krokowski, County Planning, has information regarding State Water Grants
- United Radio is building the code plug for the new highway programming of truck radios

#### HIGHWAY

Mr. Jones asked if it would be beneficial to take over a portion of the water main that Demko Farms owns , where it leaves Alger Road. Supervisor Thisse questioned that if someone wants to tie into the line, whose property would they be on. Need to do more research.

7:30 PM Attorney Russell arrived.

Mr. Jones also asked what the town would be doing with the American Rescue Plan money. Supervisor Thisse mentioned he has considered using some of it towards Zoom meeting/visual aids. Superintendent Jones mentioned purchasing a forestry head to put on the excavator. Supervisor Thisse asked him to get a price for a forestry head.

7:45 PM There being no public comments, Councilman Allen made a motion, seconded by Councilman Jantzi to close the Public Hearing regarding the CDBG grant application. All were in favor. Motion carried.

The following resolution was offered by Councilman Brad Allen who moved its adoption, seconded by Councilman Darren Jantzi, to wit:

WHEREAS, the Board of the Town of Martinsburg has considered the comments presented at the Public Hearing held on July 20, 2022 pertaining to the availability of the 2022 New York State Community Development Block Grant (CDBG) Community Planning Program funds;

NOW, THEREFORE, BE IT RESOLVED, that the Board of the Town of Martinsburg hereby authorizes the preparation and filing of a 2022 Consolidated Funding Application to the New York State Homes and Community Renewal for funding under the Community Development Block Grant Community Planning Program to secure funding for the Hamlet of Glenfield Sewer District Improvements Project, and for other such related activities as may be determined; and

BE IT FURTHER RESOLVED, that the Town Supervisor, Terrence Thisse, is hereby authorized and directed to execute the application and to sign all necessary documents relating to the submission on behalf of the Town Board.

The adoption of the Resolution was thereafter duly put to a vote on roll call which resulted as follows:

- Supervisor Thisse – aye
- Councilman Allen – aye
- Councilman Karelus – aye

Councilman Jantzi – aye  
Councilman McGrath - absent

Ayes: 4 Noes: 0 Absent: 1

The resolution was declared duly adopted.

#### GLENFIELD WATER PROJECT UPDATES

We are going with reverse osmosis to take care of water hardness so we need a Class IIB operator. Locally, Rich Ross is the only Class IIB operator for water. If we decide to use Mr. Ross, the Town will need to contract with him.

#### GLENFIELD SEWER PROJECT UPDATES

CDBG and WQIP grants applications for plant expansion due July 29, 2022.

#### GENERAL CODE

The board reviewed a quote of \$2,300 received from General Code to update our online Development Code:

- Analysis of the new legislation and proper placement in the Code
- Removal of repealed or superseded provisions
- Updates to the Officials Page, Table of Contents, Disposition List, Appendixes, Index, Histories, Tables, Charts, and other items as necessary
- Review of statutory citations regarding the new legislation
- Any conflicts, inconsistencies, issues or questions identified at this point will be brought to the attention of the municipality for resolution prior to publication
- Insertion of cross reference and editor's notes, as appropriate
- Creation of instruction page for removing and inserting revised Code pages
- Printing up to 3 sets of supplemental pages
- Update to eCode360

Councilman Jantzi made a motion, seconded by Councilman Karelus to accept the quote from General Code to update eCode360. All were in favor. Motion carried.

#### STREETSCAPE/FAÇADE GRANT

Supervisor Thisse reported that the concrete slabs are in. The benches need to be put together and installed.

#### LED STREET LIGHTING

A crew is working on the punch list. When that is done, we can go back to National Grid to finish paperwork to complete the project.

#### ELECTRICITY PROVIDER

Constellation is our provider at the time and they have raised their rates considerably. Clerk is to contact Association of Towns again to see if they have any suggestions for a provider and also check with National Grid.

#### WHITAKER PARK

Discussion was held on applying for a grant for projects at Whitaker Park: define a trail system, fencing, parking areas, kiosks, electricity, redesign play area, add camp sites, etc. Councilman Jantzi made a motion for the following resolution, seconded by Councilman Karelus:

RESOLVED, that the **Town of Martinsburg** applied for financial assistance from the New York State Office of Parks, Recreation and Historic Preservation (“OPRHP”) under the Title 9 of the Environmental Protection Act of 1993 for the purpose of funding the planning and development of **Whitaker Park**;

**RESOLVED**, that **Town of Martinsburg** is authorized and directed to accept these grant funds in an amount not to exceed **\$100,000** for the project described in the grant application;

**RESOLVED**, that **Town of Martinsburg** is authorized and directed to agree to the terms and conditions of the Master Contract with OPRHP for such planning and development of **Whitaker Park**;

**RESOLVED**, that **Town of Martinsburg** is authorized and directed to agree to the terms and conditions of any required deed of easement granted to OPRHP that affects title to real property owned by the municipality and improved by the grant funds, which may be a duly recorded public access covenant, conservation easement, and/or preservation covenant; and

**RESOLVED**, that the governing body of the municipality delegates signing authority to execute the Master Contract and any amendments thereto, any required deed of easement, and any other certifications to the individuals who hold the following elected or appointed municipal office and employment position titles: **Town Supervisor and/or Town Clerk/RMO**.

All were in favor. Motion carried.

Discussed right of way across Michael McGrath's property from the water tower to Glendale Road.

#### ASSESSOR

Lewis County IT proposes that each township's assessor use the same make/model laptop. This will provide a level of consistency and fairness in tech and price for all towns. It will be easier for IT to service and support the devices when issues arise. It will be a more secure and reliable way to manage RPS across the County.

Initially, Lewis County would ask that the towns pay for a Windows 11 ready device in 2022 or 2023. All laptops will be purchased in 2022 and would be provisioned as they are purchased back by the Towns. Price would be \$1000 ±.

The Town needs a policy for use of the recently purchased 3-G field day grounds.

Councilman Allen made a motion, seconded by Councilman Jantzi to give the Martinsburg Historical Society \$100.00 towards advertising for Martinsburg Day. All were in favor. Motion carried.

Councilman Karelus made a motion, seconded by Councilman Jantzi to go into executive session at 8:45 PM to discuss litigation. All were in favor. Motion carried.

Councilman Karelus made a motion, seconded by Councilman Jantzi to leave executive session at 9:00 PM and to adjourn. All were in favor. Motion carried.

Respectfully submitted,

Mary Kelley, Town Clerk