

# Town of DeKalb Board Meeting

At a regular meeting of the Town Board, of the Town of DeKalb, St. Lawrence County, New York, held on the 20th day of November 2024, at the Town Hall in DeKalb Junction NY, there were present:

Jordan Deleel	Supervisor	Michael Livingston	Council Member
Constance Elen	Council Member	Ed Newcombe	Council Member
Kelly Davis	Town Clerk	Andrew Fenton	Council Member
Charles B Nash	Attorney		

Absent: Wayne Holland, Bill Chambers

Members of the community present: Larry Denesha, SLC Legislator

Supervisor Deleel opened the regular meeting at 7:00 PM.

Pledge of Allegiance was led by Supervisor Deleel, followed by a moment of silent prayer and/or reflection.

## Public Forum:

Larry Denesha, SLC Legislator:

- The Lazy River bridge is almost completed with it being re-opened in 1-2 weeks.
- Water test kits available at SLC soil & Water in Canton. They are sent to Plattsburg for analysis.
- County took possession of the J & L site at CR 60 and NYS Rt 3 (Star Lake), had all the remediation done and have sold it to Astro Aggregates. They are looking to move 3000 railcars of rock out per year and ship to Massachusetts, NY City and Pennsylvania. This will create 12-15 full-time jobs.
- 2025 budget is ready for final review next week. The true value assessed rates have been reduced to \$6.97 per 1000, which is a 16.7% decrease in the last five years. This is the lowest rate since 1983.
- December 2, 2024, at 5:45 Public hearing on the proposed budget with the adoption meeting to immediately follow.
- \$10 Million in outposts has been paid in full
- \$8 million in paved roads completed
- In progress: Public Safety Complex, \$8 million project, on schedule and under budget, paid in full.
- Social Services building has had renovations completed.
- Richville is having some issues with large trucks using their Jake brakes at the Phelps intersection or not stopping at all. Very dangerous. State Troopers have agreed to patrol more often.

Michael Livingston moved that the minutes of the Regular Meeting of the Town Board, held on October 16th, 2024, as submitted by the Town Clerk, be hereby approved. Seconded by Ed Newcombe and adopted unanimously.

**Supervisor Deleel:**

- Town Christmas tree lighting is December 8, 2024, at 4 pm with snacks at the firehall afterwards.
- Board passed Resolution 24-7 Restricts Use of Town Owned Land
- **Ditch Clean Out:**  
Work has begun and should be completed by the end of the month, weather permitting. Supervisor Deleel talked with all the affected property owners, and everyone is good with the work being done. Mr. Brown cleared out by the firehall and released lots of standing water from under the road. There were several large bass and shiners in the water. Water is flowing very well now.
- **Rt 11 Speed Limit:**  
Working to get a meeting with the new director.
- **DANC Report:**  
The water tower hatch has been replaced. DOH has instructed that the tower needs to be overfilled 3 times to push out any remaining debris. Inspector said our sewer plant is the nicest he has seen.
- **Sewer:**  
Contractors are coming in and out during the winter, but the majority of the construction will begin in the spring.
- **Water:**  
Lead survey has been completed and filed.
- **Hydrants:**  
The hydrant across from Family Dollar has had parts ordered to fix/replace but nothing from the insurance company yet.
- **Hermon Water Project:**  
The project will not be completed until next year.

**Financials:**

**Town Clerk Audit:** Motion by Michael Livingston, seconded by Ed Newcombe, to accept the Town Clerk Audits for the General Clerk account covering the month of October. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**Justice Report:** Unable to perform audit as materials were not available. Court was cancelled on November 19<sup>th</sup>, 2024, with no prior notice given to the Town or public. Some fallout from the public due to the no notice via phone calls and showing up at the Town Clerk's Office.

**Clerk Report:** Kelly Davis reports:

- A total of \$3,381.00 was collected for the month of October with the town retaining \$2730.56.
- A total of \$24,169.90 was collected in water/sewer bills for the month.

Constance Elen made the motion to accept the Town Clerk Monthly Report, seconded by Michael Livingston. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**Highway Report:** Wayne Holland reports via Supervisor Deleel:

- Finished drawing 3,500 yards of sand to the barn.
- Harnesses on the trucks.
- Cold patching is completed.
- Put the Christmas lights up along Route 11, removed the flower pots to the old town barn for winter storage as had been previously done. The DRC had an issue with the town moving them so the Town will store the pots this winter and then have the DRC or the plant pot sponsors collect the planters in the spring. The DRC will become solely responsible for the planters at that time.
- Hired two new workers as Patrick Perry resigned as of November 11, 2024. Plowing will be covered this winter. New hires are Michael Hendricks and Wayne Cronk.
- Brian Hill had a small incident involving the loader and turning into the town barn parking lot on Route 812. Pick up came along side to pass him and Brian side swiped the truck. No tickets were handed out.
- New dump truck is at Viking. DA account is healthy so is looking to put a down payment on the ordered truck because of the fund balance still left in the 2024 budget. There are no other foreseeable expenses that will need to come out of it this year.

**Motion** made by Andrew Fenton, seconded by Michael Livingston to pay a downpayment of \$53,000 of the \$153,000 owed on the new dump truck from the 2024 budget. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**Dog Control: None**

**Code Enforcement:** Bill Chambers reports via Supervisor Deleel:

- 10 permits are left to be issued from the new system. He needs to meet with the assessor to complete these permits.

**Assessor Report:**

- Ms. Kanitz received her NYS Assessor certification following a 5-day class on Farm appraisals in Auburn, NY.
- She has been working on assisting property owners with exemptions and STAR filings.
- Has a new camera to use for road reviews.
- Is reviewing permits with the code officer. There are 13-14 permits she is unable to find.

- State has adopted new laws on Property Theft Protections and Time of Death Deeds which has made the deed transfers easier.

**Historian Report:** Bryan Thompson reports via Supervisor Deleel:

- The new furnace has been installed at the meeting house.
- Two new road markers have been ordered via a grant received.
- The town has an absolute charter via NYS Dept of Ed to do historical preservation in town which is of extreme value/importance to the town.

**Town Signs:** HD students are involved in creating designs for review by the board of potential new signs.

**IT Change:** Supervisor Deleel had been in discussion with Advanced Business Systems as the IT has been sorely neglected in the town buildings. Advanced Business Systems has quoted an initial, one pay of \$7248 with a monthly invoice of \$550, to get us set up and operational. At this point in time, no one knows what if any protection is on our system. Last week the Clerk computer had an issue that made it look like it could have had a virus in it. ABS was called, remote assisted in, and resolved the issue. Not a virus but settings needed to be adjusted. If we choose to have ABS provide our IT service, we would have all of it in one bucket. They have several people on staff, available anytime.

- Tech MD gave a quote of \$18,000 up front with \$1775 per month for similar services.
- We currently have 22 phone lines so that there is never a busy signal for anyone who calls here. Lines vary in cost from \$3 to \$30 per line. Supervisor Deleel is waiting for the TDS rep to call him back.

**Motion** by Constance Elen, seconded by Andrew Fenton, to contract with Advanced Business Systems for our IT services. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**Procurement Policy:**

- Current procurement policy is very outdated, especially with how much cost for services and materials has sky rocketed in the past couple years. Current amount limit of \$5000 does not allow for a smooth work flow to happen.
- Discussion on changes that could be made to make the policy more workable.

**Motion** made by Michael Livingston, seconded by Andrew Fenton, to adopt Resolution 24-9 Town of De Kalb Procurement Policy with the following changes:

- Line 3A changes to: Less than \$20,000 but greater than \$10,000 require a written request for a proposal (RFP), written and/or faxed quotes from at least three (3) vendors. Any written RFP for goods shall describe the desired goods, quantities involved and particulars of the delivery. The purchasers shall compile a list of all vendors from whom written/faxed/oral quotes have been requested and the offered quotes.

- Line 4A changes to: Less than \$35,000 but greater than \$15,000 requires written RFP or written/faxed proposals from two (2) contractors.
- Line 4B changes to: Less than \$15,000 but greater than \$10,000 requires a written RFP or written/faxed proposal approved by the board.

Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**EMS Contracts:** Supervisor Deleel was approached by Canton Rescue.

- Canton EMS has asked the town of De Kalb to drop Hermon EMS and contract with them instead. Budgets have already been approved. Supervisor Deleel is looking to work with Hermon but their response time this past year has is only at 30% due to lack of available personnel. Supervisor Deleel is trying to get all parties at the table together to find a feasible plan to keep services in Hermon but to also provide coverage for the town’s residents and meet their needs.

Discussion:

- Canton hard bills clients (bills sent to insurance companies) where Hermon does not. Hermon wrote off \$100,000 in unpaid bills last year because of this.
- De Kalb has put a lot of money into Hermon, but we are not getting anything in return.
- Canton has a 98% answered call rate. Hermon has 30%.
- SLC Health is looking to get into the game. It would be beneficial to let that play out and revisit this discussion next month.

**Plowing Town Property:**

- Previously, this service has been contracted out. The Town needs to cut back where possible. Supervisor Deleel will check on actual costs we have been charged and look at what expenses the Town would incur, if any if we did it ourselves. There are now three pickup trucks with plows at the town barn with five employees. Discussion tabled to next month.
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**Highway Clothing MOA:**

- Discussion on request to have a clothing allowance instead of town provide uniforms. Highway would like to receive \$500 per year in a clothing allowance with it being paid in two installments of \$250 each in March & November in a separate check.
- One employee also asked for a washer & dryer at the barn, so they didn’t have to bring the clothes home to wash. After discussion, board vetoed the washer & dryer.

**Motion** made by Constance Elen, seconded by Andrew Fenton, to accept the MOA as written providing each highway employee with a \$500 per year in a clothing allowance, paid in two installments of \$250 each in March & November in a separate check via PayChex. Vote:

Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

**Bigelow Solar Farm:**

- The project provides the Town with \$60,000 to hire an attorney who specializes in solar to protect the Town and make sure the paperwork is OK to sign. This attorney would have the town's interest and protect us.

**Communications: None**

After reviewing all bills presented, and signing all bills over \$500.00, a motion was made by Michael Livingston and seconded by Andrew Fenton to approve the payment of the bills as entered in abstract #11-2024. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

A motion was made by Ed Newcombe, seconded by Constance Elen, to adjourn the meeting. Vote: Michael Livingston yes, Constance Elen yes, Ed Newcombe yes, Andrew Fenton yes, Jordan Deleel yes.

Meeting adjourned at 9:04 pm.

Respectfully submitted by,

Kelly Davis, Town Clerk