

REGULAR MEETING  
MARCH 14, 2022

**DRAFT**

The Regular Meeting of the Town Board of the Town of New Bremen, County of Lewis and the State of New York was held at the Town Municipal Office Building, 8420 State Rte. 812, New Bremen, New York on the 14<sup>th</sup> day of March 2022.

Town Officer's Present: Joseph E. Aucter, Deputy Supervisor/Councilman  
Casandra M. Buell, Councilwoman  
Alexis L. Lyndaker, Councilwoman  
Douglas E. Herzig, Highway Superintendent  
Elizabeth B. Jones, Clerk  
Absent - Peter J. Keys, Supervisor, Thomas J. Schantz, Councilman

Deputy Supervisor Aucter called the meeting to order at 6:32 p.m. with the Pledge to the Flag, along with a moment of silence for Ukraine and all involved.

**RESOLUTION NO. 30 OF 2022**  
**APPROVAL OF MINUTES**

On a motion of Councilwoman Lyndaker, seconded by Councilwoman Buell, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the minutes of the February 14<sup>th</sup> and 28<sup>th</sup>, 2022 meetings are approved.

**COUNCIL REPORTS**

Councilwoman Buell reported on the following:

1. Tour de Lewis Biking event from Oswegatchie to Osceola Memorial Day weekend.
2. Pratt Northam Grant – check is on its way. Asked for permission to order the equipment for the grant project as delivery is 16 weeks out. Also discussed possibly purchasing a cheap security system for the park and bleacher area as there has been some questionable activity there in the past in the evenings.
3. NYSERDA Clean Energy Communities (CEC) Program – gave an update on the program, the Town is very close to receiving the \$10,000 grant reward.

Councilwoman Lyndaker reported on the following:

1. Community Mural – Spoke with Scott Mathys at Lewis Co. Opportunities and he is very interested in displaying a community mural on either the New Bremen General Store or the Crystal View buildings as they own both. Designing of the mural is underway.

**RESOLUTION NO. 31 OF 2022**  
**APPROVAL FOR PURCHASE**

On a motion of Councilwoman Lyndaker, seconded by Councilman Aucter, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the New Bremen Town Board hereby authorizes Councilwoman Buell to move forward with the purchase of the picnic tables, dog waste station and trash receptacles for the recreation park through Superior Recreational Products, which is covered via grant funds awarded from Pratt Northam.

**RESOLUTION NO. 32 OF 2022**  
**TOWN CLERK & TAX COLLECTOR'S MONTHLY REPORTS**

On a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the Town Clerk and Tax Collector's monthly reports are approved as submitted.

**GRAVEL BIDS**

Received one (1) sealed bid for bank run gravel. After discussion, the following resolution was presented.

**RESOLUTION NO. 33 OF 2022  
BANK RUN GRAVEL BID**

On a motion of Councilwoman Lyndaker, seconded by Councilwoman Buell, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, that the Clerk presented Proof of Advertising to bid for bank run gravel in the Journal & Republican. The following bid was received:

Matthew E. Bush - \$1.56 per yard

BE IT FURTHER RESOLVED, that the bid for bank run gravel submitted by Matthew E. Bush for \$1.56 per yard is hereby accepted.

**HIGHWAY**

Highway Superintendent Herzig reported on the following:

1. New Pickup – Delivery is looking to be April now.
2. Fuel Shed – no bids received yet. Spoke with two (2) contractors interested in the project - Paul Campeau and Brandon Smith, both requiring additional information for the project such as prevailing wages, etc. which they are required to pay according to the Department of Labor. More time to complete the project will be needed, therefore Highway Superintendent Herzig will be requesting an extension of time. Mr. Campeau is having his engineer draw up plans for the project and will submit to the Board.
3. Chain Hoist – purchased a new one, had it inspected per OSHA requirements, which is required yearly.
4. Hwy. Superintendent’s Association – looking to hold yearly trainings that highway departments can participate in and will cover many that are required by OSHA and the state. The towns will need to complete their own on-site training for items that pertain directly to their job site.
5. CHIPS – funding is looking good for this year, but the high cost of fuel and oil will affect the amount of paving being done. CHIPS funding can be used to cover the cost of fuel for paving projects. Mr. Herzig is looking into the requirements.

**RESOLUTION NO. 34 OF 2022  
JUSTICES MONTHLY REPORTS**

On a motion of Councilwoman Lyndaker, seconded by Councilwoman Buell, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the Justices monthly reports are approved as submitted.

**COURT CLERK**

Emily Zehr submitted her resignation as Court Clerk with her last day being March 16<sup>th</sup>. The Justices would like to appoint Erin Murphy as her replacement. She currently serves as Court Clerk for the Towns of Watson, Lowville and Village of Lowville. Ms. Murphy is Judge Murphy’s daughter, therefore, Judge Murphy has requested permission from the Office of Court Administration to employ her, but has not received a final answer to date and asks the Board to consider appointing Ms. Murphy as Court Clerk contingent upon approval from OCA.

Councilman Aucter opined that the position should have been advertised according to the towns Employment and Liability Guidelines, but it is the Courts appointment and states they will be held responsible for any questions that may come forth. After discussion, the following resolution was presented.



**RESOLUTION NO. 35 OF 2022  
COURT CLERK APPOINTMENT**

On a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, that Erin Murphy is hereby appointed to fill the term of office of Court Clerk contingent upon approval from Office of Court Administration. Appointment through December 31, 2022.

**RESOLUTION NO. 36 OF 2022  
DCO MONTHLY REPORT**

On a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the DCO monthly report is approved as submitted.

**ASSESSOR**

Councilman Aucter spoke with the new Assessor, Paul Smith concerning office hours. He is still trying to settle in and will determine what day and times he will be in the office. Mr. Smith reported filing the exemptions with the state.

**ARPA FUNDING**

Received one (1) letter of interest from Adirondack Mennonite Heritage Association for ARPA funding. Tabled until Supervisor Keys returns.

**NBCIA**

Attorney Farley reviewed the information concerning the New Bremen Community Improvement Association, Inc. and stated that the Town has no formal governance over the New York Not-for-Profit corporation which was incorporated in 1970. The corporation continues to exist even if the Board of the not-for-profit corporation has not been active. The only real power the Town Board has over this entity is to refuse to fund it. The Town Board is concerned proper reporting to the state is not being done and would like to discuss their concerns with the associations President, Robin Houppert.

**RESOLUTION NO. 37 OF 2022  
SUPERVISOR'S FINANCIAL REPORT**

On a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, the Supervisor's monthly financial report is approved as submitted.

**RESOLUTION NO. 38 OF 2022  
AUDIT OF CLAIMS**

On a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the following resolution was  
ADOPTED Ayes 3 Aucter, Buell, Lyndaker Nays 0

RESOLVED, that Deputy Supervisor Aucter is authorized and directed to pay the following amounts on Abstract #2 and #3 of 2022 and also approved the report of prior to audit payments for health insurance, utilities and comptroller fees for justice court.

General	Voucher #31 thru #43	\$7,229.38
Highway T-Wide	Voucher #19 thru #29	\$26,620.28
Highway T-Outside	Voucher #4 thru #4	\$3,281.25
H. Insurance - \$10,500.34	Utilities - \$2,367.60	Comptroller - \$1,100.02

(Regular Meeting of March 14, 2022 cont'd.)

**DRAFT**

The next regular meeting of the Town Board of the Town of New Bremen will be held on April 11, 2022 at 6:30 p.m. at the Town Municipal Office Building.

With no further business, on a motion of Councilwoman Buell, seconded by Councilwoman Lyndaker, the meeting was adjourned at 8:05 p.m. Carried unanimously.

---

Respectfully Submitted  
Elizabeth B. Jones, RMC  
Town Clerk/Tax Collector