

REGULAR MEETING  
BOLTON TOWN BOARD

January 5, 2016

Regular Meeting:

Supervisor: Ronald Conover  
Councilman: Robert MacEwan  
Councilman: Tim Coon  
Councilmember: Cheryl Bolton  
Councilmember: Susan Wilson  
Town Clerk: Jodi Connally  
Counsel: Michael Muller

Meeting Call to Order: 7:14 pm.

Minutes: Approve Minutes of Regular Town Board Meeting held December 1, 2015.  
Approve the Minutes of the Year End Meeting held December 17, 2015.

**RESOLUTION #26**

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve the minutes of the of Regular Town Board Meeting of December 1, 2015

**RESOLUTION #27**

Councilmember MacEwan moved, seconded by Councilmember Bolton to approve the minutes of the Year End meeting of December 17, 2015. All in Favor. Motion Carried.

Public in Attendance:

Willie Bea McDonald; Chair of the Occupancy Tax Committee presented the following:

She passed out the following handout and detailed the information to the Board.

**BOLTON OCCUPANCY TAX 2016**

Invasive Species	\$ 30,000
UpYonda Farm	\$ 10,000
Chamber of Commerce	\$ 20,000
Flowers	\$ 6,000
Movies and Concerts and other park events	\$ 16,000
Visitors Center	\$ 40,000
July 4th Fireworks	\$ 13,000
Sembrich Museum Summer Program	\$ 9,000
Bolton Shuttle for Americade	\$ 1,500
Girl Friends Weekend	\$ 10,000
Walking Map	\$ 2,300
Hike A Thon	\$ 3,500
Labor Day Celebration	\$ 9,250

Advertising in Various Media	\$ 17,000
Sagamore Ice Bar	\$ 10,000
Heritage Corridor Project ~ Lakes to Locks	\$ 4,000
Farmers' Market	\$ 6,000
Visitor Center Exhibits	\$ 6,000
King George Fishing Tournament	\$ 2,000
Lake George Triathlon Festival	\$ 1,000
Marketing the town	\$ 1,671
Total Program Expense	\$218,221

Revenue

Collections Occupancy Tax for 2016 from 2014	\$202,301
Unexpended Balance 2015 (as of 12/20/2015)	\$ 15,920

Total Program Revenue \$218,221

Councilmember Bolton inquired about the addition of Sagamore Ice Bar and what it entails. Ms. McDonald explained that part to the Occupancy Tax was to bring “heads to beds”. She stated it was a really great thing to grant them money, as this was a great program bringing people into town during the winter. Councilmember Bolton asked if this was for the month of January. Ms. McDonald stated it was for two weekends.

- Resolution authorizing approval of 2016 Occupancy Grant awards.

**RESOLUTION #28**

Councilmember MacEwan moved, seconded by Councilmember Coon to adopt the 2016 Occupancy Tax Expenditure Plan. All in Favor. Motion Carried.

John Gaddy from the public asked the Board to limit the salt use at the Transfer Station. He thanked the Board for all the improvements but he feels that with all the work with the Jefferson Project and the LG Basin Salt Initiative are doing the Board should implement this salt reduction due to the closeness to Finkle Brook. Supervisor Conover stated they also put salt in with the sand. He discussed the washing of the trucks at the Highway Department and the need for a wash station. Mr. Gaddy stated he was only speaking about the Transfer Station. Councilmember Bolton stated that her thought is obviously safety first as the public is always walking around in there. She stated the grit has salt in too. Mr. Gaddy said anything would be an improvement.

Code Enforcement: Asphalt removal at Bolton Auto on Trout Lake Road completed nice work by Town Attorney and Code Enforcement Officer.

Supervisor Conover thanked Atty. Muller and Code Enforcement on their efforts in this regard and stated they had put some straw down until the ground retakes itself.

Correspondence:

- Cindi Denick, Administrator NYS DOS regarding review of Town of Bolton EPF LWRP Contracts Nos. C006179, C006180, C006305, C006506, C007005.
- Cesar A. Perales, Secretary of State, NYS DOS notification of grant award of \$362,000 in the last CFA Round to the Town of Bolton for Phase 4 Waterfront improvements to Rogers Park.

Supervisor Conover thanked the Governor and the Department of State for this award.

- NYS Department of Taxation and Finance regarding exemption from sales tax and use taxes and provision of letter to certify that the Town is in fact the purchaser.
- Susan A. Picarillo, Director of Disaster Recovery Finance regarding processing of payment of \$8,428.77 to the Town of Bolton for severe storm flooding on July 12, 2013.

Supervisor Conover thanked Mariann Roberts-Huck and Matthew Coon for helping to receive these funds.

- Request for fireworks display permit by The Sagamore Resort for 12/26/15 at approximately 5:00 PM.
- Mark J. Kennedy, Regional Traffic Engineer regarding speed limit reduction on Lamb Hill Road, East Schroon River Road and Wall Street.

Supervisor Conover stated this is in its final step at the Comptroller's Office and once finished they can proceed with posting these roads.

- Maria O'Connell, P.E., NYS Department of Health approval of changes made to the Potter Hill PRV Station.

Supervisor Conover stated this was an excellent step for the operation of the system and the Water District.

- Eric Siy, Executive Director, Fund for Lake George regarding Lake George Basin Salt Initiative.

Supervisor Conover stated that they have finalized the contract at this time.

### **Committee Reports:**

#### **Councilmember Rob MacEwan**

##### Transfer Station:

- Total for the month \$5,951.00.
- Spring Cleanup cards \$2,864.00.
- Building still in need of repairs.
- Lisa is glad to see Waste Management is back, they are very good at their job.
- Thanks to the Bill Sherman for helping them out in the last storm.
- Thanks to Stephen Breault for fixing our snow blower.

Councilmember MacEwan stated that Lisa was happy that they will be receiving a 2004 truck from the Highway Department. Highway Superintendent, William Sherman stated it was being inspected and would be there by the end of the week.

Supervisor Conover stated that they had sent two trucks down to the City of Schenectady's body shop and they did a terrific job at a terrific price. He told Highway Superintendent, William Sherman that it was a good suggestion and a good move.

## **Councilmember Tim Coon**

### Police:

- 45 patrol shifts, 225 property checks and 175 recordable activities.
- Email thank you to Bolton PD for assisting a homeowner with a stuck vehicle on New Year's Eve. They stated thanks as they would have frozen if he had not come along.

### Assessor:

- Sales continue to be received by this office on a daily basis and the file is kept up to date with the new sales and address changes.
- Renewal forms for our Senior Exemption taxpayers will be mailed out next week. The upcoming months will be busy with the exemption renewal process along with formulating values for the 2016 Assessment roll.

## **Councilmember Susan Wilson**

### Planning/Zoning:

- Planning Office for the month of December collected fees in the amount of \$1,018,75 for various items including Certificates of Compliance, Septic Permits, Site Plan Reviews, and After the Fact Fees.

### Code Enforcement:

- Has submitted a 13 page report that details 30 site visits and activities accomplished during the month of December.

### Library

- The Library's Annual Election of Trustees will be held on Wednesday, January 13, 2016 from 10:30am through 5:30pm. There are five positions available. Two are for five year terms, a four year term, a three year term, and a two year term. The variance in terms is due to several resignations. The Board meets once or twice a month to address any and all concerns of the Library. Any resident of the Town of Bolton who is eligible to vote in town or school election and is 18 years or older is qualified for the position of trustee. If you or anyone you know is interested, please submit a letter of intent at the library at least five days prior to the election. For more information, please call Megan at the library.

## **Councilmember Cheryl Bolton**

### Highway: A few of the items they worked on were as follows:

- Put shoulders on Hendricks Road.
- Installed vents, hydro mulched and checked dams on ball field.
- Shoulder work on Beechwood and Cherry Lane.
- Brush pile at Transfer Station taken away.
- Graded dirt roads.
- Worked with Warren County Soil and Water on East Schroon River Road.

- Brush work on roads.
- Get trucks ready for winter, plows, tires, wings etc.
- Ditch work on Sky Farm Road.
- Plowed and sanded salted small snow and ice storms.

Councilmember Bolton stated that Kevin Gillingham will be starting as a mechanic at the Highway Department on January 18, 2016. She stated there is a lot of maintenance going on in other departments and now it will be able to be shifted to this position.

#### Buildings & Grounds:

- Had new tires and a ti-rod put on 2006 F-550.
- Spread hay on ballfield and Thompson's property.
- Cleaned up most of the snow on Main Street.
- Plowed/salted roads and sidewalks.
- Fixed front end on tractor and sander for 2000 F-550.
- Installed back-up cameras in both F-550 trucks and changed all the lights.
- Fixed water leak and replaced lights at the Health Center.
- Cleaned sand away from the silt sock on the ball field.
- Welded plow to tractor.
- Took out all Christmas decorations and brought to the Town Hall.

Councilmember stated this is the kind of general maintenance that will be freed up with the new mechanic.

#### Animal Control:

- Dog bite in Ridgewood Court and South Trout Lake Road.
- Dogs at large on Stewart Avenue and County Route 11.

#### Water Department:

- Serviced Air compressor and changed faulty blow off valve.
- Painted Filter and Chemical room floors.
- Removed sludge from decant tank before perk beds freeze.
- Received Emergency Protocol training on Wastewater pump stations and new backup float system at the main pump station.
- Found cracks in vacuum lines feeding chlorine gas to the system which had caused a malfunction when switching tanks. Changed all supply lines and installed a new control module.
- Changed curb box and stem at Boat House Bed and Breakfast at 44 Sagamore Road
- Inspected new service at 29 Cobblestone Court Road
- Shut off water main that supplies Green Island so a repair could be made.
- Shut off water to 44 Sagamore Road.
- Alarm at Norowal pump station on 12-25-2015. Jeff responded and fixed problem.
- No Total Coliform violations for the month.
- Working on general ground maintenance at the treatment facility and PRV Stations.

Councilmember Bolton stated she received an e-mail from the Boat House Bed and Breakfast commending Tom French II and the Water Department staff for going above and beyond in assisting them.

#### Sewer Department:

- The Plant took in 3,291,020 gallons of wastewater for a daily average of 106,161 gallons.
- Cleaned all pump stations and got 4.27 cubic feet of grease and grit.
- Serviced Equalization tank blowers.
- Changed 8 spreaders on the rotary distributor arms of the Trickling Filter.
- Cut and removed a fallen tree by perk bed #9.
- Avanti Control Systems finished up the backup float system at the main pump station.
- Gave Emergency protocol training to Jeff and Dylan on all pump stations and new backup float system.
- Changed Alum chemical feed pump and rebuilt the one we took out of service.
- Changed curb box and stem at Boathouse Bed and Breakfast at 44 Sagamore Road.
- Had the leaking roof sealed at the main pump station. They applied 2 coats and will return in the spring when weather permits and apply a 3rd coat.
- Called on 12-23-2015 about a sewer problem at 4 Evergreen Ln, checked the town's main line it was flowing fine. I advised the homeowner to contact a plumber.
- Alarm at Norowal pump station on 12-25-2015 because of a clogged check valve, Jeff responded and flushed both check valves out and this fixed the problem. This tends to show the sacrifices on call employees make being available 24 hrs. per day 365 days a year.
- We had a Nitrate violation in well #3. It was 12.4 mg/l and anything over 10 mg/l is a violation of our NY SPDES permit. We have not had a violation in this well since June of 2014. I believe it is strongly impacted by groundwater as we had not used any effluent percolation beds in the area of this well in over a month prior to this sample being taken.
- Thanks to the Water Department for plowing out my plant and all my pump stations.

#### Supervisors Report:

- Receipts: \$2,852,556.50
- Disbursements: \$1,089,377.54
- Ball Field grading complete, gas vents installed, winter mulching complete, ready for top soil and seed in the spring. Nice work by our consultant CT Male and DPW and Parks crews and Warren County Soil and Water District.

Supervisor Conover stated it was a big area that required a SWIF permit form DEC.

- Visitor Center Project on schedule, Museum Project is 2-3 weeks behind, both are on budget.

Supervisor Conover stated he received a schedule that shows substantial completion by the end of June.

- Ground water issue continuing on Stewart Avenue. Requested Rural Water to evaluate water lines in the area for possible leaks and have contacted Warren County relative to the culvert on Brook Street as a possible cause.

The Board discussed this issue at great length. Supervisor Conover stated that he had the Town Engineer, Suozzo Engineering and Warren County Soil & Water looking into this issue to figure out what is going on. He stated they are not quite sure what is causing the issue as of yet. They are looking at a culvert on Brook Street. They will be surveying the Homeowners as to what they are experiencing. Councilmember MacEwan inquired when this issue started. Supervisor Conover stated somewhere in the end of September beginning of October area. Councilmember Coon stated he went and looked at Mrs. Ramsay's basement and detailed what he saw. Councilmember Bolton asked how many homes were being affected. Supervisor Conover stated they were surveying this now to get a baseline of understanding. Councilmember Bolton stated from understanding this is not due to a town water break. Supervisor Conover stated that they have done extensive testing and at this time they do not track a municipal cause. Councilmember Bolton stated the Town wanted to be a good neighbor and she wanted to make sure they exhausted all possibility that it was a municipal issue, and it appears they have. Councilmember MacEwan inquired about the demolition of the home across the road possibly causing this issue. Supervisor Conover stated they will keep chasing this to find an answer.

- Town health insurance policy will need to change as the CDPHP policy we are presently under has been modified and Blue Cross and MVP are much more competitive with their rates.

Supervisor Conover stated they have been notified that this policy will be terminated.

Councilmember Bolton stated this was common in the health care field. She stated we have an excellent broker and they should be able to meet our needs.

- Thank you to the Bolton Library Board for providing the Town easement for undergrounding the electric service to the Museum.

### New Business

- Resolution authorizing the Bolton Highway Superintendent to sign emergency services assistance agreement with the NYS DOT.

### **RESOLUTION #29**

Councilmember Bolton moved, seconded by Councilmember MacEwan to authorize the Bolton Highway Superintendent to sign emergency services assistance agreement with the NYS DOT. All in Favor. Motion Carried.

- Resolution to authorize the Town Clerks Office to add a link on their Official Town website that includes a feature of public access to the Town of Bolton tax payment information showing tax amounts due as well as showing posting of tax payments when received by the town.

Town Clerk, Jodi Connally explained that this will allow people to see when and if their taxes have been paid on-line as opposed to the multiple phone calls they receive on this issue. She stated that they are hoping to be able to allow property owners to pay their taxes on-line next year, which will be helpful as so many of our tax payers live elsewhere. Councilmember Bolton commended the Clerk for moving ahead, she stated it is a service to the community and the

taxpayers. On this topic and many others the Clerk is always looking to move forward in compliance and service which is impressive.

**RESOLUTION #30**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize the Town Clerks Office to add a link on their Official Town website that includes a feature of public access to the Town of Bolton tax payment information showing tax amounts due as well as showing posting of tax payments when received by the town. All in Favor. Motion Carried.

- Resolution to appoint Sally Sweatland – Pepper to the Board of Assessment Review with the term to expire 9-30-2020.

**RESOLUTION #31**

Councilmember Wilson moved, seconded by Councilmember Bolton to appoint Sally Sweatland – Pepper to the Board of Assessment Review with the term to expire 9-30-2020. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to apply for an Adirondack Park Community Smart Growth Grant for improvements at Recreation Park.

Councilmember Wilson stated they had met today with regard to this application. They are looking to apply for a grant to do some new projects at Recreation Park. Supervisor Conover stated they have already received a grant for the Cross Street Parking, but if you don't apply you have no chance of receiving it.

**RESOLUTION #32**

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize the Supervisor to apply for an Adirondack Park Community Smart Growth Grant for improvements at Recreation Park. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to enter into a 1 year HVAC Service Protection Plan with Jack Hall Plumbing and Heating, Inc. for 2016.

**RESOLUTION #33**

Councilmember Wilson moved, seconded by Councilmember Coon to authorize the Supervisor to enter into a 1 year HVAC Service Protection Plan with Jack Hall Plumbing and Heating, Inc. for 2016.. All in Favor. Motion Carried.

- Resolution authorizing stipend for Tom French II relating to additional responsibilities regarding Administration of the Bolton Water District.



Councilmember Bolton stated that Mr. French II would be continuing in his appointment as Water/Wastewater Superintendent. This position has served the Town well in the transition. They are seeing cross training and shared services with these two departments and she supports it 100%.

**RESOLUTION #34**

Councilmember Bolton moved, seconded by Councilmember Wilson to authorize the appointment of Tom French II to the interim position of Water/Sewer Superintendent relating to additional responsibilities regarding Administration of the Bolton Water District until June 1, 2016. All in Favor. Motion Carried

**Public in Attendance:**

Zandy Gabriels touched on the following:

- Thanked Billy Sherman on the repairs to the new Transfer Station truck.
- The level of chlorine the Town was testing for in the groundwater. Supervisor Conover stated he did not know off the top of his head, but it is way beyond strip testing.
- His concern with the lack of updating or the posting of minutes on the Lake George Watershed Coalition website. Supervisor Conover agreed.

**RESOLUTION#35**

Councilmember Wilson moved, seconded by Councilmember Bolton to approve the following transfers: All in Favor. Motion Carried.

**TRANSFERS FOR END OF YEAR 2015 (at January Meeting)**

<b>To</b>	<b>From</b>	<b>Amount</b>
<b><u>GENERAL:</u></b>		
1010.1 Town Board PS	1990.4 Contingency	\$2,917.00
1355.1 Assessor PS	1990.4 Contingency	\$1,585.00
1620.1 Buildings/Grounds PS	7110.2 Parks EQ	\$6,437.00
1620.4 Buildings/Grounds CE	7110.2 Parks EQ	\$1,156.00
1650.4 Central Comm. CE	1670.4 Central Print/Mail CE	\$538.00
3120.2 Police/Constable EQ	3120.1 Police/Constable PS	\$786.00
4020.1 Regis Vital Statistics PS	4010.4 Board of Health CE	\$1.00
4215.4 Drug Testing CE	4010.4 Board of Health CE	\$150.00
5182.4 Street Lighting CE	5132.4 Garage CE	\$793.00
7140.4 Playgrounds/Recreation CE	7140.2 Playgrounds/Recreation EQ	\$86.00

**HIGHWAY:**

5110.4 General Repairs CE	5142.1 Snow Removal PS	\$1,430.00
5112.2 Permanent Imp EQ	5142.1 Snow Removal PS	\$7,332.00
5112.2 Permanent Imp EQ	5142.4 Snow Removal CE	\$8.00
5130.4 Machinery CE	5142.4 Snow Removal CE	\$88.00

5130.4 Machinery CE	9030.8 Social Security	\$369.00
5130.4 Machinery CE	9055.8 Disability Ins.	\$130.00
5130.4 Machinery CE	Unexpended Fund Balance	\$13,029.00
5148.4 Serv to Other Govt's	5142.4 Snow Removal CE	\$18.00

**WATER:**

8310.1 Administration PS	8310.4 Administration CE	\$1,565.00
8310.1 Administration PS	Unexpended Fund Balance	\$4,408.00
8320.4 Source Power Pump CE	8310.4 Administration CE	\$1,155.00
9030.8 Social Security	9055.8 Disability Ins.	\$55.00

**SEWER:**

8110.1 Administration PS	9010.8 State Retirement	\$3,236.00
8110.1 Administration PS	8110.2 Administration EQ	\$384.00
8110.4 Administration CE	9050.8 Unemployment Ins.	\$250.00
8120.4 Sanitary Sewers CE	1950.4 Judgment/Claims CE	\$459.00
8120.4 Sanitary Sewers CE	8110.2 Administration EQ	\$190.00
8120.4 Sanitary Sewers CE	9030.8 Social Security	\$546.00
8120.4 Sanitary Sewers CE	9050.8 Unemployment Ins.	\$316.00
8120.4 Sanitary Sewers CE	9055.8 Disability Ins.	\$62.00
8120.4 Sanitary Sewers CE	9060.8 Medical Ins. (town Share)	\$141

**RESOLUTION #36**

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve payment of the following bills: All in Favor. Motion Carried.

**Pay The Bills:**

	Voucher	Amount
Abstract 12C		
General	1662-1683 1685-1686	\$13,244.17
Highway	505-524	22,446.21
Sewer	362	39.96
Water	321-322	168.25
Lighting	1684	612.20
Special Ballfield	32-34	3004.93
Sewer Capital Project	1 & 2	3034.89
Museum Project	15	71,250.00
Abstract 1		
General	1-18	95,009.72
Highway	1	7,149.00

Sewer	1 & 2	4,740.91
Water	1 & 2	1,744.00
Tourism	1	2,000.00

**RESOLUTION #37**

Councilmember Bolton moved, seconded by Councilmember MacEwan to enter into executive session on a contractual matter. All in Favor. Motion Carried.

No Action Taken.

Adjourn: 7:34

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker