

REGULAR MEETING
BOLTON TOWN BOARD

January 3, 2017

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: 6:30 PM.

Minutes:

- Approve Minutes of Regular Town Board Meeting held December 6, 2016.
- Approve the Minutes of the Year End Meeting held December 29, 2016.

RESOLUTION #27

Councilmember Bolton moved, seconded by Councilmember Coon to approve the minutes of the regular Town Board Meeting held December 6, 2016. All in Favor. Motion Carried.

RESOLUTION #28

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve the minutes of the Year End Meeting held December 29, 2016. All in Favor. Motion Carried.

Public in Attendance:

Zandy Gabriels spoke on the following:

- Wished the Board a happy New Year.
- Wished Supervisor Conover luck with his new position as Chairman of the Warren County Board of Supervisors.
- Questioned the \$20,000 allotted for the Bolton Chamber of Commerce and where it was coming from.

Supervisor Conover replied that it was from the Occupancy Tax monies. Mr. Gabriels stated that it used to be a General Fund obligation, and he suggests that it continue to do so.

Correspondence:

- NYS DEC DMR Report.
- Village of Lake George, Mayor's Annual Report.
- Brian Towers, Adirondack Assoc. of Towns & Villages monthly report and annual dues invoice.

Committee Reports:

Councilmember Robert MacEwan

Recreation Department:

1. Recreation Center-
 - A. Attendance- September 46, October 54, November 48 participants December 77.
 - B. December Calendar-see attached
 - C. Kelli Street has been hired to work as the new recreation center attendant. Her start date was Tuesday November 29.
2. Winter Programs-
 - A. Gore-21 participants enrolled. Program dates are January 8, 22, 29, February 5, 12, and 26.
 - B. Yoga and LaBlast will begin again in January Dates and times to be announced shortly.
 - C. Watercolor painting classes continue to run as scheduled on Tuesday from 10:00-1:00 at the Community Center.
 - D. Summer Programs-NA
 - E. Playground Update-The installer anticipates the parts to be delivered 12/28/16, and he believes he can install shortly after 1/2/17.

Justice Court:

- During the month of December 2016, Judge Harry Demarest took in \$3,038.00 and Judge Edward Stewart took in \$3,929.00. Total monies forwarded to the Town of Bolton amounted to \$6,967.00. There are itemized lists located in the Court if anyone desires to look them over.

Transfer Station:

- The part for the compactor will be here next week.

Councilmember Bolton stated that Lisa French has done an outstanding job juggling the whole issue with the compactor.

Councilmember Tim Coon

Assessor:

- The office is working on a detailed inventory questionnaire for all commercial properties in Bolton in hopes to get updated information in our computer system.
- Still busy receiving the Enhanced STAR, and Non-profit renewals for the 2017 Assessment Roll. Getting ready to send out the Aged exemption renewals.
- Valuation for the 2017 assessment roll is beginning and will continue until April.

Police:

- 46 patrol shifts, 403 reportable activities and 383 property checks.

Councilmember Susan Wilson

Planning / Zoning:

- The Planning Office for the month of December collected fees in the amount of \$727.00 for various items including Certificates of Compliance, Variances, Site Plan Reviews, After-The-Fact Fees, Copies and Searches, and Ordinances. The Code Enforcement Officer made 15 site visits.

Library:

- At the December 14, 2016 Library Board Meeting, the Directors approved their 2017 Library Budget. Copies of the Budget are available upon request from Library Director, Megan Baker.

January is going to be a very busy time at the Library.

- On January 4th at 7pm, the "Musical Evenings at the Library" begins with the duo "Marking Time" an American Roots and Rockabilly duo. While based in the Adirondack Mountains their focus is the old-time music of the Mississippi Delta and beyond.
- January 11th is the library's election day. In 2017 there will be three positions available. Carole Newell and Kirsten Crist both plan to seek re-election, Patti Haux is retiring after twenty years as a trustee. Anyone interested in serving on the Board of Trustees must let Megan know at least five days prior to the election. The voting will be from 10 AM through 5:30 PM, followed by the Annual Meeting of the Board where the results of the election will be announced. Any resident of the Town of Bolton who is eligible to vote in town or school elections, and has attained the age of 18, shall be allowed to vote in the election.
- On Wednesday, January 25th at 7pm, Deanne Rehm will talk about her uncle, Earl Woodward - the one-time "Baron of Bolton". Earl built Alpine Village, Sunnybrook Acres, Blythewood Village, Shangri-La Village, Melody Manor, Earl Woodward's Village, Dunham's Bay Lodge, Frontier Village, Arrowhead Lodge, Blue Water Manor, Holiday House, Sun Canyon, Thunderbird Ranch, Northwoods Dude Ranch, Painted Pony Ranch, Hidden Valley, White Horse Dude Ranch and Rocky Ridge.
- On Saturday, January 28th the Library will host the second evening of their Fantastic Fun night for Bolton children aged preschool through 5th grade. The theme for January will be animals, with a special visit from Scout - a local therapy dog. The library will be open for this event from 6 :00 to 8:00 PM.

Councilmember Cheryl Bolton

Sewer Department:

- The plant took in 3,116,140 gallons of Wastewater for a daily average of 100,521.
- Changed weir plate in sand filter to adjust for lower flows.
- Keeping up with general maintenance at the plant and stations.
- Pulled door frame off blower building and repaired.
- Had high temperature sensor changed in generator at the Norowal pump station.

- Performed service on recirculation pump B.

Water Department:

- Total flow to distribution for the month of December is 5,601,350 gallons.
- Monthly total coli-form tests, Tthm, and Haa5 tests were taken according to the sampling schedule.
- Conducted all general maintenance, and snow removal work around plants, P.R.V. stations, and pump stations.
- Continued cross training at the WWTP.
- Responded to several UFPO's.
- Responded to loss of power call December 25.
- Shut off water to several locations for winterization.

Town Clerk:

- Dog licenses and renewals.
- Hunting / fishing licenses – 916 licenses sold in 2016.
- Collected \$165,518.26 in water sewer / fees.
- Preparation for 2017 Town & County tax season.
- Penny, Becky and Jodi attending a tax training program.
- The 2017 Town and County Tax information is now available on the Town's website.
- Continuing with the distribution of the "Smart Bulbs".
- Continue to update files in accordance with the MU1.
- \$2148. sold in landfill tickets at the counter.
- \$1470. collected in Engineering fees.
- Dig safely requests.
- Ordering of supplies for various departments.
- Marriage licenses.
- Death certificates.
- Notarized numerous documents.

Councilmember Bolton gave Jodi and her staff kudos for their movement to update and automate the software and processes. The office has been jumping leaps and bounds. She stated that across this building, we are moving forward.

Supervisors Office:

Along with all, of our normal daily duties, such as paying abstracts, paying bills, biweekly payrolls, monthly insurances, state retirement and deferred compensation, we are continually cleaning out and updating the office files.

- Website.
- New Hires.
- Promotional letters.
- Updated Civil Service 426's.
- Insurance Reports.

- Preparation for NYS Retirement Audit.
- Personnel.
- Preparing for upcoming audit by the New York State Comptroller's Office.
- Incident Reports.
- Correspondence.
- Notarized documents.
- Updating Personnel files.
- Quarterly Reports.
- Vehicle insurance cards distributed.

Councilmember Bolton thanked this office and stated that she taxes this office with a lot of paperwork, compliance issues and training issues. The personnel and medical files have never been in such good shape.

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

- Grade and raked dirt roads.
- Work to remove blasted rock from Wall Street.
- Hauled item #4 to Wall Street to repair road from blasting.
- Dozer work at Transfer Station leaf pile.
- Hauled sand for winter use.
- Plowed, salted, and sanded for several snow, freezing rain and ice storms.
- Snow removal on streets for New Year's Eve.

Councilmember Bolton stated that there was quite an influx of people in for the holiday and there was ample parking along with well maintained sidewalks. She gave kudos to the Park's Department for making everything safe. She stated that the Assessor's Office has made great strides in updates for the office and files.

Supervisors Report:

- New light standards have been received and we be moving on putting them in.
- Deposits: \$990,470.67
- Disbursements: \$1,262,063.37
- E-Waste: Revenue on 110 tons in 2016 was \$430.35; Total Expenses: \$4,034.55

Supervisor Conover mentioned Kate and Mariann, stating this is a very busy time of the year and it is tremendous how they work together to get everything done.

New Business

- Resolution authorizing Supervisor to sign a contract with CT Male Associates for 2017 landfill monitoring services related to Town of Bolton Landfill in the amount of \$4,950.00.

Supervisor Conover stated this was for the gas and water monitoring. He said they will be looking to ask DEC about reducing the required number of tests that are needed in the future.

RESOLUTION #29

Councilmember MacEwan moved, seconded by Councilmember Coon authorizing the Supervisor to sign a contract with CT Male Associates for 2017 landfill monitoring services related to the Town of Bolton Landfill in the amount of \$4,950.00. All in Favor. Motion Carried.

- Resolution appointing Henry Caldwell to a Resolution appointing Henry Caldwell to a 7-year term on the Bolton Planning Board with term to expire 12/31/2023.

Councilmember Wilson stated that Henry does an excellent job as a Planning Board member and has been for many years.

RESOLUTION #30

Councilmember Bolton moved, seconded by Councilmember Wilson authorizing the appointment of Henry Caldwell to a 7-year term on the Bolton Planning Board with the term to expire on 12/31/2023. All in Favor. Motion Carried.

Public in Attendance:

Zandy Gabriels asked about the availability of the CT Male report on Edgecomb Pond Dam on the website. Supervisor Conover stated he would look into it.

RESOLUTION #31

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

TRANSFERS FOR DECEMBER 2016 – YEAR END at January 2017 MEETING

To	From	Amount
<u>GENERAL:</u>		
1620.4 Build/Grounds CE	3120.4 Police/Constable CE	\$999.00
5182.4 Street Lighting CE	5132.4 Garage CE	\$375.00
7450.4 Museum CE	7550.4 Celebrations CE	\$171.00
8160.4 Refuse/Garbage CE	8030.4 Research CE	\$3,870.00
<u>WATER:</u>		
8310.4 Administration CE	8310.1 Administration PS	\$826.00
8330.2 Purification EQ	8320.4 Source Power Pump CE	\$483.00
<u>SEWER:</u>		

8110.4 Administration CE	Unexpended Balance	\$430.00
8120.4 Sanitary Sewers CE	Unexpended Balance	\$626.00

RESOLUTION #32

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

Pay the Bills:

	Vouchers	Amount
<u>Mid Abs 12C</u>		
General	1839-1856	\$7175.93
Highway	527-536	\$29235.61
Sewer	373-379	\$1055.62
Water	347-354	\$1308.76
Rogers Park	59	\$19701.81
Tourism	51	\$1,048.10
Lighting	1850	\$655.43
<u>ABS1</u>		
General	1-17	\$83069.67
Highway	1-2	\$7358.79
Sewer	1-2	\$5505.81
Water	1-2	\$1529.00
Lighting	1-5	\$11,641.63

Executive Session: To discuss employment matters dealing with a particular Town of Bolton employee and contractual matters.

RESOLUTION #33

Councilmember Bolton moved, seconded by Councilmember Wilson to discuss employment history dealing with a particular Town of Bolton employee and CSEA contractual matters. All in Favor. Motion Carried.

No Action Taken

Adjourn: 7:00pm

Minutes respectfully submitted by:

Jodi Connally
Town Clerk

Katie Persons
Minute Taker