

END OF YEAR MEETING
BOLTON TOWN BOARD

December 27, 2017

Regular Meeting:

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

Meeting Call to Order: 3:10 pm.

Pledge: Supervisor Conover

Minutes: None

Correspondence:

Supervisors Report:

- Congratulations and Thank You to Harry Demarest for 31 years of service to the Bolton Justice Court.

New Business:

- Resolution regarding approval of the 2018 Town of Bolton Occupancy Tax Program.

Councilmember Wilson stated the recommendations were unanimous by the Committee and she would like to thank them for making this an easy process.

RESOLUTION #293

Councilmember Wilson moved, seconded by Councilmember MacEwan to adopt the 2018 Occupancy Tax Expenditure Plan. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to enter into a service contract with Mountain Medical for drug testing services for 2018.

RESOLUTION #294

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize the Supervisor to enter into a service contract with Mountain Medical for drug testing services for 2018. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign an Inter-Municipal Agreement for Up Yonda Farm with Warren County concerning residents use rights.

Supervisor Conover stated this was a contract we enter into every year with Warren County.

RESOLUTION #295

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize the Supervisor to sign an Inter-Municipal Agreement for Up Yonda Farm with Warren County concerning residents use rights. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to enter into a 1-year HVAC Service Protection Plan for municipal buildings with Jack Hall Plumbing and Heating, Inc. for 2018.

RESOLUTION #296

Councilmember MacEwan moved, seconded by Councilmember Coon authorize the Supervisor to enter into a 1-year HVAC Service Protection Plan for municipal buildings with Jack Hall Plumbing and Heating, Inc. for 2018. All in Favor. Motion Carried.

- Resolution approving amortization repayment schedules for the Town of Bolton.

Supervisor Conover stated that he believed they had done some great projects.

RESOLUTION #297

Councilmember Wilson moved, seconded by Councilmember MacEwan to approve amortization repayment schedules for the Town of Bolton. All in Favor. Motion Carried.

- Resolution authorizing the Town of Bolton Supervisor to sign a contract agreement with Warren County for solid waste and recyclable disposal services.

Supervisor Conover stated they had to go back out to bid and they will be switching from Waste Management to Cassella. Waste Management has provided a great service and he hopes that Cassella will rise to the occasion. He stated they would be keeping a record. This does not include e-waste. Councilmember MacEwan stated the Transfer Station employees would be monitoring the services.

RESOLUTION #298

Councilmember MacEwan moved, seconded by Councilmember Coon authorize the Town of Bolton Supervisor to sign a contract agreement with Warren County for solid waste and recyclable disposal services. All in Favor. Motion Carried.

- Resolution to enter into an agreement with Kathleen Suozzo, P.E., PLLC for an engineering report and grant application in an amount not to exceed \$15,000.00.

Supervisor Conover stated they were trying to develop a capital plan so that they were in a position to apply for different grants not only for the Edgecomb Pond reservoir, but also for the plant and distribution system. It's much easier to know what to do when it is all mapped out in front of you and they hope at the completion of this process they may be able to apply for 60/40 state grant funds to assist with some of these improvements. He stated they would also need a business plan to figure out financing. The idea here is to sketch out where we are and where we need to go so our systems are successful and continue to be successful. Ms. Suozzo detailed the process she would be going through to the Board and they discussed some of the questions they had for her. Supervisor Conover thanked Ms. Suozzo for all her assistance and guidance she has provided the town.

RESOLUTION #299

Councilmember Wilson moved, seconded by Councilmember Coon to enter into an agreement with Kathleen Suozzo, P.E., PLLC for an engineering report and grant application in an amount not to exceed \$15,000.00. All in Favor. Motion Carried.

Councilmember Wilson stated she had a resolution to make changes to allow prorated time for part time positions to the nonunion employee policy for vacation, sick and personal leave and holidays. Currently an employee must work 32.5 hours per week to be considered full time and a permanent part time position that averages 20 or more hours per week on a year-round basis are eligible for the benefits. This will be prorating the benefits against the hours. Should there be an employee that has provided 2 or more years of service under this requirement, they shall have the one year waiting period requirement waived and the vacation benefit will take place upon adoption of this resolution.

RESOLUTION #300

Councilmember Wilson moved, seconded by Councilmember Coon that the nonunion employee vacation, sick leave, personal leave and holidays currently provided to full time staff will also be provided on a pro-rated basis to permanent part time positions that average 20 or more hours per week on a year-round basis, and those employees that have already worked for 20 hours or more per week for more than two years will be granted this upon adoption. Councilmember MacEwan abstained. All others in Favor. Motion Carried.

Public in Attendance: None

RESOLUTION #301

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

TRANSFERS FOR END OF YEAR 2017: 12/27/17 Meeting

To	From	Amount
<u>GENERAL:</u>		
1110.4 Justices CE	1110.2 Justices EQ	\$483.00
1330.4 Tax Collector CE	1410.4 Town Clerk CE	\$215.00
1410.1 Town Clerk PS	1410.4 Town Clerk CE	\$143.00
1620.1 Buildings/Grounds PS	1620.4 Buildings/Grounds CE	\$2,918.00
1650.4 Central Comm CE	1910.4 Unallocated Insurance	\$620.00
1670.4 Central Print/Mail CE	1910.4 Unallocated Insurance	\$409.00
4010.1 Board of Health PS	4010.4 Board of Health CE	\$1.00
7110.4 Parks CE	1620.4 Buildings/Grounds CE	\$567.00
7140.4 Recreation CE	7140.2 Recreation EQ	\$43.00
8160.1 Refuse/Garbage	8160.2 Refuse/Garbage EQ	\$116.00
8160.4 Refuse/Garbage CE	5182.2 Street Lighting EQ	\$8,897.00
9030.8 Social Security Town Share	9010.8 State Retirement	\$2,312.00
<u>HIGHWAY:</u>		
5110.4 General Repairs CE	Fund Balance	\$38,763.00
5120.4 Bridges/Culverts CE	5130.2 Machinery EQ	\$25.00
5130.1 Machinery PS	5130.2 Machinery EQ	\$125.00
5130.4 Machinery CE	5142.1 Snow Removal PS	\$2,728.00
5130.4 Machinery CE	9030.8 Social Security	\$5,490.00
5140.4 Brush & Weeds CE	5130.2 Machinery EQ	\$726.00
5142.4 Snow Removal CE	Fund Balance	\$9,828.00
<u>WATER:</u>		
8310.4 Administration CE	8320.2 Source Power Pump EQ	\$2,297.00
8330.4 Purification CE	8340.2 Trans/Distribution EQ	\$4,303.00
9030.8 Social Security	8310.1 Administration PS	\$236.00
<u>SEWER:</u>		
8120.4 Sanitary Sewers CE	8110.1 Administration PS	\$2,918.00
8130.4 Sewage Treatment CE	8110.1 Administration PS	\$4,514.00

RESOLUTION #302

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

Pay the Bills:

	Voucher	Amount
Mid Abstract 12A		

General	1786-1825 1827	\$4,634.13
Hwy	603	17.35
Sewer	398-405	3,786.91
Water	326-329	1,172.90
Lights	52-53	88.71

Abstract 12B

General	1700-1785 1826	\$41,245.76
Highway	568-602	61,543.51
Sewer	376-397	10,067.36
Water	308-325	6,520.06
Tourism	52	728.55
Sewer Plant Improvement	3 1,779.00	

Councilmember Coon gave a shout out to the Highway and Parks Department for the fantastic job they have done with these past snow and ice storms. Supervisor Conover stated that the town is in very good shape.

Councilmember Wilson gave her appreciation and thanks to Councilmember Bolton for all of her time and efforts she has put in as a board member. She stated she had learned a lot from Councilmember Bolton and that she had done a wonderful job. Supervisor Conover agreed.

RESOLUTION #303

Councilmember MacEwan moved, seconded by Councilmember Coon to adjourn. All in Favor. Motion Carried.

Adjourn: 3:37

Minutes respectfully submitted by:

Jodi Connally
Town Clerk

Katie Persons
Minute Taker