

REGULAR MEETING  
BOLTON TOWN BOARD

November 3, 2021

Regular Meeting:

Supervisor: Ronald Conover  
Councilman: Robert MacEwan  
Councilman: Tim Coon (Absent)  
Councilmember: Wanda P. Cleavland  
Councilmember: Susan Wilson  
Town Clerk: Jodi Petteys  
Counsel: Michael Muller

Meeting Call to Order: 6:00PM.

Pledge: Councilmember Wilson

Minutes:

- Approve the October 5, 2021 Regular Town Board Meeting Minutes.

**RESOLUTION #226**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to approve the October 5, 2021 Regular Town Board Meeting Minutes. **All in Favor. Motion Carried.**

**Public Hearings:**

Public Hearing regarding 2022 Town Budget

Zandy Gabriels spoke on the following:

- EMS Budget.
- With regard to the elections, he thinks that the Board should consider a modest increase to the people that serve the election for all the services they provide the Town of Bolton.
- Water and Sewer reports and the need for new software.
- Warren County taxes being up about 24%. He believes they should leave Bolton's share at the County.
- UDAG account not accounted for in the Budget.

He said the Budget overall seemed to be much like last year with no increase which was good work by the Board keeping the Town's finances in order. He is happy to see the increase in the ambulance/rescue squad to a more appropriate level.

**RESOLUTION #227**

Councilmember MacEwan moved, seconded by Councilmember Wilson to close the Public Hearing. **All in Favor. Motion Carried.**

**Convene as Bolton Water District**

**RESOLUTION #228**

Councilmember Wilson moved, seconded by Councilmember Cleavland to convene as the Bolton Water District. All in Favor. Motion Carried.

Public Hearing regarding 2022 Water District Budget

**RESOLUTION #229**

Councilmember MacEwan moved, seconded by Councilmember Cleavland to close the Public Hearing. **All in Favor. Motion Carried.**

- Resolution regarding 2022 Water District budget and rate schedule

**RESOLUTION #230**

Councilmember Wilson moved, seconded by Councilmember Cleavland to adopt the Water District Budget & Water Rate Schedule for 2022 (beginning January billing period 2022). **All in Favor. Motion Carried.**

- Resolution authorizing the re-levy of the outstanding 2021 receivables in the Town of Bolton Water District on the 2022 Warren County tax bills in the amount of \$29,457.36.

**RESOLUTION #231**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to authorize the re-levy of outstanding 2021 receivables in the Town of Bolton Water District on the 2022 Warren County tax bills in the amount of \$29,457.36. **All in Favor. Motion Carried.**

## **Convene as the Bolton Sewer District**

### **RESOLUTION #232**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to convene as the Bolton Sewer District. **All in Favor. Motion Carried.**

Public Hearing regarding 2022 Sewer Budget

### **RESOLUTION #233**

Councilmember Wilson moved, seconded by Councilmember Cleavland to close the Public Hearing. **All in Favor. Motion Carried.**

- Resolution regarding 2022 Sewer District budget and rate schedule.

### **RESOLUTION #234**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to adopt the Sewer District Budget & Sewer Rate Schedule for 2022 (beginning January billing period 2022). **All in Favor. Motion Carried.**

- Resolution authorizing the re-levy of outstanding 2021 receivables in the Town of Bolton Sewer district on the 2022 Warren County tax bills in the amount of \$15,765.37.

### **RESOLUTION #235**

Councilmember MacEwan moved, seconded by Councilmember Cleavland to authorize the re-levy of outstanding 2021 receivables in the Town of Bolton Sewer district on the 2022 Warren County tax bills in the amount of \$15,765.37. **All in Favor. Motion Carried.**

## **Reconvene as Bolton Town Board**

### **RESOLUTION #236**

Councilmember MacEwan moved, seconded by Councilmember Wilson to reconvene as the Bolton Town Board. **All in Favor. Motion Carried.**

**Public in Attendance:**

John Gaddy spoke on the following items:

- Thanked the Board for all their good work and congratulated the newly elected officials.
- He thanked the Board for the support of a Professional Planner in the Planning Office.
- Dark Sky Compliance lighting and the support for promoting it here.
- Comprehensive Plan objectives and the need for affordable housing and the town making a commitment to this.

Zandy Gabriels spoke on the following items:

- Provisions for affordable housing with it being a suitable UDAG use along with funding from the Local Development Corp.

**Correspondence:**

- Santore’s World Famous Fireworks, LLC display on 10/30/2021.
- Mr. & Mrs. Edward Foy Sr. concerning water meter fee relief during Covid pandemic.
- NYS DOT regarding CHIPS.
- NYS Agriculture & Markets Municipal Shelter Inspection Report.
- Bank of Greene County.
- Federal Energy Regulatory Commission regarding Warrensburg Hydroelectric Project No. 9074.
- SUNY Adirondack invitation to “Five Women Wearing the Same Dress”.
- Deborah Pusatere regarding school tax bill.

**Committee Reports:**

**Councilmember Rob MacEwan**

**Highway:**

N/A

**Justice Court:**

- During the month of October 2021, Justice Edward G. White collected \$1,804.00 in fines and Justice Joe Connally collected \$3,063.00. Total monies forwarded to the Town of Bolton amounted to \$4,867.00. Itemized lists are available in the Court should anyone desire to look them over.

Transfer Station:

- Total for the month is \$8,843.00
- Spring cleanup cards is \$3,400.00

Recreation:

N/A

Emergency Squad:

EMR report regarding billing activity for September, 2021:

Calls: 31 of which 19 were billable. 2 of the 31 were for vaccination clinics at The Sagamore.  
In September, 2020 we had 30 calls of which 26 were billable

Gross Charges Billed in September:	\$ 27,466.00
Gross Charges billed thru September:	\$ 253,096.00
Payments Received in September:	\$ 18,404.30
Payments Received thru September:	\$ 110,340.07

In 2020 we billed \$234,080 and received payments of \$108,003.73 thru September.

Payroll Expenses in September were \$26,544.92 for a year to date of \$243,610.39 versus \$235,071.21 thru September, 2020.

We lost two of our staff Paramedics this month; one due to expiration of certification and the other due to child day care issues. Until we are able to replace at least one, if not both, of those Paramedics we will continue to incur substantial overtime costs in order to maintain 24/7 advanced life support service. Unfortunately, there is a statewide shortage of EMS personnel thereby making it difficult to find qualified staff. Other agencies in the area are facing similar problems.

**Councilmember Tim Coon (Read by Councilmember Wilson)**

Wastewater:

- Total flow for the month 5,010,128 gallons for a daily average flow of 167,000 gallons
- Casella hauled 32,000 gallons of sludge
- We sealed the main station roof with a rubber sealant to stop a small leak by the generator room.
- We maintained the grounds around the plant and pump stations.

- We removed the mowing deck on tractor and installed snow blower.
- We cleaned several tanks around the plant and at the pump stations.
- We assisted the water plant with hydrant flushing. We also have been working weekends and covering pager during the week to help them out. We have been helping them with locating water shutoffs and other issues they are having around town.
- We assisted the parks and water department with the draining of the water sludge beds so they could be cleaned out with an excavator.
- We have had several alarms this month due to heavy rain events. We received 7 inches of rain this month.
- We have had 2 pumps break down this month. We are waiting on parts and a lead time to receive them. We are also waiting on the manufacture to determine if covered under warranty.
- We had all the fire extinguishers checked and replaced the ones that did not pass the inspection.
- Jack hall serviced the heating boiler for the season and had to replace a few parts on it.

Water:

- The total flow to the distribution system for the month of September was 12,649,060 gallons with an average of 408,034 gallons per day.
- The monthly total coli-form tests were taken according to the sampling schedule.
- Responded to several U.F.P.O. requests.
- Conducted general maintenance and grounds work around the plant and P.R.V. stations.
- Sold several Neptune radial meters to replace non-working meters.
- Meter readings conducted throughout the month as time allowed.
- 10/1- Jack Hall on site, inspected and turned on the boiler
- 10/7- Siewert on site investigating issues with house (domestic) pump. Tech believes he can fix it. Still awaiting quote.
- 10/7- Maria and Dan from NYS DOH on site for sanitary survey, separate report provided by DOH after inspection.
- 10/14- Matt and George on site to look at backwash basins.
- 10/18- Kathy, Matt, George, and Bill on site discussing plans for drying bed dewatering/hauling.
- 10/19-10/20- Hydrant flushing- Matt and Justin assisted in working through the flushing program over the two days as instructed by Don Coalts III (DCK Services LLC). The program went relatively well. Did receive one call upon completion the first day of no water at top of Federal Hill, water restored that night.
- Found three problem hydrants- 1. The hydrant at the bottom of Mohican does not close and we have shut off the valve leading to the hydrant. 2. The hydrant at the top of Brayley Hill (1<sup>st</sup> on the left) coming from the water plant does not drain. 3. The hydrant at Briar View Drive has a slow drain down). We are still awaiting a quote for repair from Ellsworth.

- 10/20- Don J met with Steve from Ross Valve to perform PM on PRV pits following the flushing program, separate report from Ross Valve.
- 10/20- Parks on site at water plant beginning the dewatering process for the backwash basin.
- 10/22- Parks on site to begin digging backwash basin.
- 10/22- Jack Hall on site to service boiler.
- 10/27-10/29- Attempted to shut off soccer field curb stop, could not get on valve. On 11/2 met with sewer department and was able to use the jet to loosen the compacted sediment and get the curb stop shut off.

Assessor:

- The office is getting our Seniors in to renew their exemptions.
- Every assessor in the state is concerned about the equalization rate(s) that will be handed down from ORPTS this year, the NYSAA has requested towns get a 5-10% margin or a freeze for the coming year. The answer was no. As we all know, sales are still coming in higher than the current assessments. PDC Summary (Pre-decisional collaboration) was just received for the Major Type A properties (residential) 15%. There will be many discussions across the county as to what we will claim as our LOA (Level of Assessment) for 2022. Hague, who is in our market area received an equalization rate of 75.90 last year and is also looking at a 15% trend for 2022.
- If we cannot maintain the 100% this year, I feel the revelation project prevented our equalization rate falling into the 70% range last year.
- ACES (Assessment Community Enterprise System) is still going forward for 2024/2025. The office is continually cleaning up the RPSV4 file for the conversion. This will be web-based program as opposed to the current standalone program.
- During the recent NYSAA Fall Conference, Christine was installed as the 1<sup>st</sup> Vice President of the NYSAA.

**Councilmember Susan Wilson**

Town Clerk:

- Total Local Shares Remitted: \$10,168.39
- NYS Ags. and Mrkts. - \$29.00
- NYS DOH – \$22.50
- NYS DEC – \$1095.11
- Total State County and Local Revenues - \$ 11,315.00

Planning / Zoning:

- The Planning Office for the month of September collected fees in the amount of \$933.00 for various items including Certificates of Compliance, Variances, Site Plan Reviews, Stormwater Permits and After the Fact Fees.

**Councilmember Wanda Cleavland**

Police:

- 36 patrol shifts, 198 reportable activities & 178 property checks.

Library:

N/A

Supervisor's Report:

- Deposits: \$ 612,936.52
- Disbursements: \$ 845,221.86
- New Highway Roof project almost complete, looks very good. Project also include interior replacement of damaged ceiling panels and painting.
- Highway work for this year complete. both East Schroon River Road and Alderbrook Road look very good. Shoulder work on Alderbrook Road completed last week.
- Lagoon dredging at water plant complete, big thank you to George Mumblow for planning and doing the work. Will address the second lagoon next year.
- Big thank you to Town Board for the preparation of 2022 Budgets, always a pleasure working with the Board.
- Congratulations to everyone that came out to vote and those that took the time to run for elected office to serve our community. The voters have spoken, and it is incumbent on all those elected to work together to do their very best for our residents.

Supervisor Conover submitted the following report for the 2022 Budget:

I am pleased to report that the 2022 Bolton Town Budget maintains the Town property tax levy unchanged at \$820,890. Maintaining the Town tax levy at the current level was made possible by strong sales tax revenues. These budget decisions when applied to an overall increase in Town valuation for 2022 results in a slightly lower projected 2022 Town of Bolton property tax rate.

The Town General Fund Appropriation for 2022 is \$3,990,497. This is up from the 2021 appropriation of \$3,597,895 and the 2020 appropriation \$3,646,813. This increase in General Fund expenditure was largely the result of a significant increase in our EMS service contract, an additional person added to the Town planning staff and annual salary, retirement, and health care adjustments.

The Highway Fund appropriation for 2022 is \$1,787,655. Down slightly from last year's appropriation of \$1,929,098. Our plan, should revenue continue to be strong for the remainder of 2021 and into 2022, is to increase the scope of work for 2022. Plans are presently being prepared to add an additional road

project to the list of projects already scheduled for 2022. In addition, the Board will consider whether to order a new tandem truck in 2022.

Our Lighting District property tax levy for 2021 is unchanged at \$31,000.

While we continue to be able to hold the line on Town property taxes it is not the case for user fees for sewer and water. Aging infrastructure and rising costs make it necessary to raise fees. The 2022 Water District Budget increases the quarterly District Fee \$5 and includes a .25 per thousand gallons for water increase. The 2021 Sewer District Budget also includes a \$5 quarterly District Fee increase and a .25 cent per thousand-gallon increase. In addition, the minimum quarterly usage is raised to 9000 gallons for both sewer and water. A 4000-gallon credit will be provided to all property owners receiving the Aged Exemption as determined by the Bolton Assessor.

Overall, I believe the Town Board has prepared a solid 2022 Budget. We have adopted very conservative revenue projections and a responsible expenditure plan. It is an expenditure plan that provides the level of service residents expect, supports our community organizations, contributes to the protection of Lake George, upgrades our infrastructure, protects our residents and visitors and replaces aged vehicles and equipment, as a few examples. As always, we will keep a very watchful eye on all revenue and expenditure line items as we finish 2021 and move into 2022. The Town of Bolton continues to be in excellent financial shape.

A special thanks to Town of Bolton Bookkeeper Mariann Roberts Huck for her excellent work and assistance in the preparation of the 2022 Town of Bolton Budget. During our budget workshop the Town Board completed a line by line review of the Tentative 2021 Town Budget. It is very much a team effort. Last but certainly not least my thanks to the Town Departments for their excellent work and dedication to Bolton.

New Business:

- Resolution to authorize seasonal road closing for the Town of Bolton as follows: Notice is hereby given that Water Plant Road from the Susan Huck property to Potter Hill Road and Pandanarum Road from Comstock Road to Wardsboro Road will not be maintained by the Town of Bolton Highway Department effective December 1, 2021 through April 1, 2022, and that the Town Clerk be authorized to place a public notice to this affect.

**RESOLUTION #237**

Councilmember Wilson moved, seconded by Councilmember MacEwan to authorize seasonal road closing for the Town of Bolton as follows: Notice is hereby given that Water Plant Road from the Susan Huck property to Potter Hill Road and Pandanarum Road from Comstock Road to Wardsboro Road will not be maintained by the Town of Bolton Highway Department effective December 1, 2021 through April 1, 2022, and that the Town Clerk be authorized to place a public notice to this affect. **All in**

**Favor. Motion Carried.**

- Resolution authorizing Town Supervisor and Town Clerk to make necessary water and sewer district billing adjustments.

**RESOLUTION #238**

Councilmember Cleavland moved, seconded by Councilmember Wilson to authorize the Supervisor and Town Clerk to make necessary water and sewer district billing adjustments. **All in Favor. Motion Carried.**

- Resolution to retain the LA Group for soliciting & preparing bid proposals for improvements and the milling and paving of Finkle Road in the amount not to exceed \$5,500.00.

**RESOLUTION #239**

Councilmember MacEwan moved, seconded by Councilmember Wilson to retain the LA Group for soliciting & preparing bid proposals for improvements and the milling and paving of Finkle Road in the amount not to exceed \$5,500.00. **All in Favor. Motion Carried.**

- Resolution to retain the LA Group for soliciting & preparing bid proposals for design improvements, reconstruction and the milling and paving of Mohican Road in the amount not to exceed \$16,960.00.

Supervisor Conover explained that this would be to develop alternatives relative to the significant amount of stormwater that comes off Mohican Road and not just milling and paving.

**RESOLUTION #240**

Councilmember Cleavland moved, seconded by Councilmember Wilson to retain the LA Group for soliciting & preparing bid proposals for design improvements, reconstruction and the milling and paving of Mohican Road in the amount not to exceed \$16,960.00. **All in Favor. Motion Carried.**

- Resolution to authorize the Supervisor to enter into an agreement with Warren County on behalf of the Warren County Youth Bureau.

**RESOLUTION #241**

Councilmember MacEwan moved, seconded by Councilmember Wilson to authorize the Supervisor to enter into an agreement with Warren County on behalf of the Warren County Youth Bureau. **All in Favor. Motion Carried.**

- Resolution to authorize the Town Clerks Office to declare the following item as surplus: Xerox Phaser 6600.

**RESOLUTION #242**

Councilmember Cleavland moved, seconded by Councilmember Wilson to authorize the Town Clerks Office to declare the following item as surplus: Xerox Phaser 6600. **All in Favor. Motion Carried.**

- Resolution regarding 2022 Town Budget

**RESOLUTION #243**

Councilmember Cleavland moved, seconded by Councilmember Wilson to adopt the 2022 Town of Bolton Budget. **All in Favor. Motion Carried.**

**Public in Attendance:**

Zandy Gabriels spoke on the following:

- Water and Sewer gallon usage being too high.
- Slip lining the sewer lines.

**RESOLUTION #244**

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

**ADDITIONAL TRANSFERS FOR OCTOBER 2021**

To	From	Amount
<u>WATER:</u>		
8320.4 Source Pwr Pump CE	8320.2 Source Pwr Pump EQ	\$1,296.00

**TRANSFERS FOR NOVEMBER 2021**

To	From	Amount
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GENERAL:

8510.4 Comm Beautification CE	7180.4 Spec Rec Ballfield CE	\$1,532.00
9010.8 NYS Retirement	1990.4 Contingency	\$20,000.00

HIGHWAY:

5110.2 Storm Damage	5120.4 Bridges/Culverts CE	\$4,099.00
5110.4 General Repairs CE	Fund Balance	\$195,727.00
5112.2 Permanent Improvements	Fund Balance	\$204,955.00

WATER:

1440.4 Professional Services	1990.4 Contingency	\$2,500.00
8310.4 Administration CE	8310.1 Administration PS	\$3,233.00
8320.4 Source Power Pump CE	8340.2 Trans/Distribution EQ	\$10,000.00
8330.4 Purification CE	8340.4 Trans/Distribution CE	\$16,295.00

SEWER:

8130.4 Treat/Disposal CE	9789.7 Loan Repayment Int	\$10,000.00
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**RESOLUTION #245**

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

Pay the Bills:

Pay the Bills:

	Vouchers	Amount
Abstract 10A		
General	1408-1447	3,898.94
Sewer	323-330	1,771.02
Water	259-261	1,295.98
St Lights	43-45	50.30

Abstract 11

General	1371-1407 1448-1509	57,562.42
Highway	360-394	446,622.55
Sewer	311-322 331-348	20,407.83

Water	246-258 262-275	25,720.81
Tourism	32-34	26,548.00
Sewer Improve	19	325.00
Sewer EPG Infiltration	3	1,380.00
St Lights	46	438.37
B&G Bldg Proj	9-10	3,881.88

Executive Session

**RESOLUTION #246**

Councilmember MacEwan moved, seconded by Councilmember Wilson to enter into Executive Session to discuss contractual issues and possible litigation. **All in Favor. Motion Carried.**

NO ACTION TAKEN: 6:48

Minutes respectfully submitted by:

Jodi Petteys  
Town Clerk

Katie Persons  
Minute Taker