

REGULAR MEETING  
BOLTON TOWN BOARD

October 4, 2016

Regular Meeting:

Supervisor: Ronald Conover  
Councilman: Robert MacEwan  
Councilman: Tim Coon  
Councilmember: Cheryl Bolton (6:35)  
Councilmember: Susan Wilson  
Town Clerk: Jodi Connally  
Counsel: Michael Muller - absent

Meeting Call to Order: 6:30 PM.

Pledge: Rob MacEwan

Minutes: Approve minutes of regular Board Meeting held September 6, 2016

**RESOLUTION #203**

Councilmember Wilson moved, seconded by Councilmember Coon to approve the minutes of the Regular Town Board Meeting held September 6, 2016. All in Favor. Motion Carried.

Convene as Bolton Water District

**RESOLUTION #204**

Councilmember MacEwan moved, seconded by Councilmember Bolton to convene as the Town of Bolton Water District. All in Favor. Motion Carried.

- Resolution authorizing Thomas Kauffman and Lois Kauffman owner of property in the Town of Bolton, tax map parcel 171.16-1-2 to drill a well on their property for potable water as it is not practicable or financially feasible to access Town water from their property and for the Town Attorney to file the stipulation of payment of Sewer and Water District charges received from the Mr. and Mrs. Kauffman with the Warren County Clerk.

Supervisor Conover explained why this was necessary and stated that Mr. Kaufman has agreed to pay the quarterly Sewer and Water District fees. He stated the stipulation of payment of the Sewer and Water District charges will follow the property.

**RESOLUTION #205**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize Thomas Kauffman and Lois Kauffman owner of property tax map parcel 171.16-1-2 to drill a well on their property for potable water as it is not practicable or financially feasible to access Town

water from their property. This includes an agreement stipulation of payment of Sewer and Water District fees from Mr. and Mrs. Kauffman which the Town Attorney shall file with the Warren County Clerk. This agreement stipulation follows the property even if it is transferred. All in Favor. Motion Carried.

- Resolution authorizing the re-levy of outstanding 2016 receivables in the Town of Bolton Water District on the 2017 Warren County tax bills.

**RESOLUTION #206**

Councilmember MacEwan moved, seconded by Councilmember Bolton to authorize the re-levy of outstanding 2016 receivables in the Town of Bolton Water District on the 2017 Warren County tax bills. All in Favor. Motion Carried.

Convene as Bolton Sewer District

**RESOLUTION #207**

Councilmember Wilson moved, seconded by Councilmember MacEwan to convene as the Town of Bolton Sewer District. All in Favor. Motion Carried.

- Resolution authorizing the re-levy of outstanding 2016 receivables in the Town of Bolton Sewer District on the 2017 Warren County tax bills.

**RESOLUTION #208**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize the re-levy of outstanding 2016 receivables in the Town of Bolton Sewer District on the 2017 Warren County tax bills. All in Favor. Motion Carried.

Reconvene as the Bolton Town Board

**RESOLUTION #209**

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

Public in Attendance:

Code Enforcement:

Correspondence:

- Mayor Robert Blais regarding S.A.V.E. financial support.
- Gail Street regarding 2017 Craft Fair and use of Cross Street Parking Lot.

- Pat Cushing response regarding conversation with Cheryl Bolton and requirement of the open meetings law relating to Town employment.
- Tracey Clothier regarding possible funding from the AGFTC United Planning work program for corridor studies.
- Jeffrey P. Leonard, CPA NYS Office of the State Comptroller regarding selection of the Town of Bolton for review of financial operations.
- Kathy Hannon regarding manner in which she was notified of the Town's intent not to fill the crossing guard position.
- Pat Cushing regarding manner in which she received notification of Town's intent not to fill the crossing guard position.
- Carol Newell regarding interest in serving on any of the local Boards should a vacancy occur.
- Gerry Geist, Executive Director the Association of Towns regarding webinar on home rule in NYS.
- Julie Butler, Warren County Purchasing Agent regarding E-Waste and pricing structure.
- Joe Pennell, Commander regarding invitation to celebration to honor the past and present member of the military on November 14, 2016 at the Golden Coral at 6:00 PM.
- NYS Department of Environmental Conservation regarding proposed rulemaking to Amend Lake Champlain Drainage Basin Regulations on November 2, 2016 at the Town of Plattsburgh Town Office.
- Peter J. Connery, P.E. NYS DEC copy of letter to Edward Gardner regarding issues with Alder Brook Dam DEC ID: #222-3424.
- Joe and Sandy McNeill big thank you to Town Highway for excellent work on Wall Street.

Supervisor Conover stated he had also received a number of positive comments on the excellent work being done on the roads.

- LGLC easement monitoring report with pictures regarding hiking trails at the Pinnacle and Water District property.
- Letter from Officer Keane stating he would be resigning at the end of November.

The Board accepted this with regret. They stated that Officer Keane would be greatly missed, he will be difficult to replace.

### **Committee Reports:**

#### **Councilmember Rob MacEwan**

##### **Justice Court:**

- During the month of September 2016, Judge Harry Demarest took in \$6,976.00 and Judge Edward Stewart took in \$6,671.00. Total monies forwarded to the Town of Bolton amounted to \$13,647.00. There are itemized lists located in the Court if anyone desires to look them over.

##### **Transfer Station:**

- Total for the month: \$10,713.00.

- Spring clean-up cards \$8,900.00.
- They are sending 30 yards of tires to burn plant on 10/7/16.
- Spoke to Highway Department about the brush pile.
- Took 7 loads of bottles to Warrensburg, they are now donating them to the school bottle drive.
- Batteries went to Cohens.
- Building still in need of repairs.

### **Councilmember Tim Coon**

#### Assessor:

- The office is accepting Enhanced STAR, and Non-profit renewals, working on several projects to update and clean up the V4 and property record files, handling calls and emails regarding the new STAR credit check program.
- Christine and Debby attended the New York State Assessors' Association (NYSAA) Annual Meeting held in Lake George. The classes were very informative. Assessor's and their staff from all over the state attended. Because it was such a success, NYSAA will be bringing the annual conference back here to Warren County in the future.
- The Warren County Tax Auction will be held on October 15<sup>th</sup> at 10 AM at the Warren County Municipal Center. There are five properties here in Bolton listed to be auctioned off.

#### Police:

- 46 patrol shifts, 251 reportable activities and 195 property checks.

### **Councilmember Susan Wilson**

#### Planning/Zoning:

- Planning Office for the month of September collected fees in the amount of \$900.75 for various items including Certificates of Compliance, Septic Permits, Variances, Site Plan Reviews and Stormwater Permits, Copies and Searches.

#### Code Enforcement:

- Has submitted a 27-page report that details 31 site visits and activities accomplished during the month of August.

#### Bolton Veterans' Memorial Wall:

- Weather permitting the 31 recently approved additional names will be etched into the wall this Thursday.

#### Library:

- The Bolton Free Library is planning a new program for Bolton School District students only to run through the winter months. It is called "Fantastic Fun Night" and will be held towards the end of every month from October through May. This program is open to student's pre-school age through sixth grade and will be about two hours long. There will

be a different theme every month - with the first one to be cooking, held on Saturday, October 22nd from 6pm to 8pm. For our first program we will be making Rice Krispy Treats. Please call the library at 644-2233 for more information.

- The library is going to be replacing the handicap ramp using monies they received from a grant, which will pay for approximately 75% of the project.
- The library board is always looking for ways to raise monies to improve the building and provide programming. They are a group of dedicated, hardworking volunteers and just to remind you members of their Board, are Joy Barcome, Emma Calautti, Carla Cumming, Patti Haux, Maryellen Moseman, Carole Newell, Vince Palazzo and Julie Whitney. Megan Baker is always there working along with them.

### **Councilmember Cheryl Bolton**

#### Sewer Department:

- The Plant took in 4,790,520 gallons of wastewater for a daily average of 159,684.
- Casella hauled 48,000 gallons of sludge.
- Cleaned all pump stations and got 12.8cubic feet of grit and grease.
- Removed Unit #2 Sand Filter air lift for yearly inspection. Upon close inspection it was found that the air lift had a small crack in the lower end. A repair was made and the lift was re-installed.
- Attended training on Wastewater Charge Chemistry and Chemical Handling.
- Main Equalization Tank blower distribution arm broke off again. Tom is looking into a permanent solution for this continuing problem.

#### Water Department

- Total flow to distribution for the month of September is 7,501,244 gallons.
- Monthly total coli-form tests were taken according to the sampling schedule.
- Conducted all general maintenance and grounds work around plant.
- Installed new multi positioner on influent valve on filter #1 and tested.
- On 9/11/16 we had the pond copper sulfated.
- We had training on new read equipment and are ready for next read.
- We cleaned our Pac bulk tank which is our annual maintenance.
- We had some issues with our prvs. They had Ross valve up here to fix them and found that they were just out of adjustment.

Tom French said he would like to welcome Jeff Dickinson back to work. He would also like to note the personal sacrifice Dylan Reid made over the last 6 months while Jeff was out.

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

- Brush and tree work on Wall Street.
- Place item #4 on Padanarum Road to grade and roll.
- Swept streets.
- Repaired several pot-holes in pavement.

- Had dead trees taken down on Elm Street and Potter Hill Road.
- Graded and raked dirt roads.
- Mowing of roads.
- Black-top Padanarum Road.
- Several trucks serviced.
- Hauled Mulch for Warren County Soil and Water.

#### Town Clerk's Office:

- Dog Licenses and renewal.
- 121 Fishing / Hunting Licenses sold.
- Total park tickets sold for the 2016 summer season \$44,985.
- Town Clerk organized a food drive to benefit local food pantry.
- Preparation of 4<sup>th</sup> quarter water billing with a new vendor, learning the new software.
- Continue to update files according to the MU1.
- Collected retired flags and contacted the American Legion for proper disposal.
- Co-hosted opening event at the new Rogers Park.
- \$3238.00 sold in landfill tickets at the transfer station.
- \$2605.00 sold in landfill tickets at the Clerk's window
- Numerous FOIL requests received and processed.
- Balanced three monthly bank statements.
- Community Center inquiries and rentals.
- Distributed Spring Clean - Up Cards at the window.
- Issued numerous purchase orders.
- Dig Safely requests.
- Marriage licenses.
- Death Certificates.
- Multiple copies and faxes.
- Notarized numerous documents.
- Prepared and entered invoices for payment.
- Balanced monthly abstracts.
- Ordered supplies for various departments.

#### Supervisors Report:

- Receipts: \$245,192.41.
- Disbursements: \$481,765.38.
- We are proceeding with replacement of the south dock at Veterans Park and installation of a fire hydrant.
- Warren County sales tax up .8%
- Supervisor authorized removal of dangerous tree at Rogers Park.
- Cross Street Parking lot very active with parking and events.
- 2017 Tentative Budget submitted to Town Clerk.
- Pinnacle trail has been a big success, users from all over region, NYS and other states.
- Ball Field user agreement being review by the Bolton School District.
- Wonderful ceremony at Rogers Park, a big thank you to the organizing committee.

- Water hydrant flushing in the Town of Bolton Water District will take place on October 19, 2016.

### New Business

- Resolution authorizing Supervisor to sign 2017 roadway maintenance agreement with Warren County in the amount of \$162,542.98 for snow and ice removal and \$2,469.60 for mowing.

Councilmember Coon stated that the mowing the Town of Bolton Highway Department had done was the only mowing that Coolidge Hill Road had seen in 4 years.

### **RESOLUTION #210**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize the Supervisor to sign 2017 roadway maintenance agreement with Warren County in the amount of \$162,542.98 for snow and ice removal and \$2,469.60 for mowing. All in Favor. Motion Carried.

- Resolution authorizing use of Cross Street Parking Lot for the Bolton Craft Fair for 2017 on May 28<sup>th</sup> and 29<sup>th</sup>, set up on Friday the 27<sup>th</sup> after 4:00 pm, July 1 and July 2 with set up on June 30<sup>th</sup> after 4:00 pm, August 12<sup>th</sup> and 13<sup>th</sup> with set up on Friday August 11 after 4:00 pm and September 2 and 3<sup>rd</sup> with setup on September 1 after 4:00 pm and October 7<sup>th</sup> and 8<sup>th</sup> with setup on October 6 after 4:00 pm (Approval contingent on vendors parking at the school or firehouse parking lot and insurance provided naming the Town of Bolton as additional insured in such amount and form as approved by the Town Attorney).

### **RESOLUTION #211**

Councilmember Coon moved, seconded by Councilmember MacEwan authorizing the use of the Cross Street Parking Lot for the Bolton Craft Fair for 2017 on May 28<sup>th</sup> and 29<sup>th</sup>, set up on Friday the 27<sup>th</sup> after 4:00 pm, July 1 and July 2 with set up on June 30<sup>th</sup> after 4:00 pm, August 12<sup>th</sup> and 13<sup>th</sup> with set up on Friday August 11 after 4:00 pm and September 2 and 3<sup>rd</sup> with setup on September 1 after 4:00 pm and October 7<sup>th</sup> and 8<sup>th</sup> with setup on October 6 after 4:00 pm (Approval contingent on vendors parking at the school or firehouse parking lot and appropriate insurance provided naming the Town of Bolton as additional insured in such amount and form as approved by the Town Attorney).. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to sign the funding contract with NYS DOS for Rogers Memorial Park Phase 4 Waterfront Improvements C1000674 and such other forms or agreements associated with this grant award.

Supervisor Conover stated this contract was for the grant awarded to the town for dock and hillside improvements in Rogers Park.

**RESOLUTION #212**

Councilmember MacEwan moved, seconded by Councilmember Bolton authorizing the Supervisor to sign the funding contract with NYS DOS for Rogers Memorial Park Phase 4 Waterfront Improvements C1000674 and such other forms or agreements associated with this grant award. All in Favor. Motion Carried.

- Resolution authorizing the Town Bookkeeper and Assistant Bookkeeper to attend the 2016 NYS Comptroller Accounting Training in Utica, NY on October 18-20, 2016.

**RESOLUTION #213**

Councilmember Bolton moved, seconded by Councilmember Wilson authorizing the Town Bookkeeper and Assistant Bookkeeper to attend the 2016 NYS Comptroller Accounting Training in Utica, NY on October 18-20, 2016. All in Favor. Motion Carried.

- Resolution authorizing approval of an additional \$8,695. to the professional services contract with CT Male for Baseball Field Components Design Services including an as-built survey, additional engineering work, infield specifications and drawings bringing the new contract price to \$15,195.

Supervisor Conover stated this was the development for specifications of work they will be going out to bid for and it relates to the user agreement with the school for payments.

**RESOLUTION #214**

Councilmember Wilson moved, seconded by Councilmember Coon authorizing the approval of an additional \$8,695. to the professional services contract with CT Male for the Baseball Field Components Design Services including an as-built survey, additional engineering work, infield specifications and drawings bringing the new contract price to \$15,195. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to enter into a professional service agreement with the L.A. Group for planning and Architectural services at Rogers Park phase 4 Improvements in an amount not to exceed \$51,670. and the Master Planning of Veterans Park in an amount not to exceed \$39,835. (authorization to proceed with the Veterans Park Master Planning work program will be dependent on a CFA award).

Councilmember Wilson stated it was very positive when they met with the state regarding this application.

**RESOLUTION #215**

Councilmember Wilson moved, seconded by Councilmember Coon authorizing the Supervisor to enter into a professional service agreement with the L.A. Group for planning and Architectural services at Rogers Park phase 4 Improvements in an amount not to exceed \$51,670. and the Master Planning of Veterans Park in an amount not to exceed \$39,835. (authorization to proceed



with the Veterans Park Master Planning work program will be dependent on a CFA award). All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign a 2017 contract with Glens Falls Mass Transit in the amount of \$1,996.

Supervisor Conover stated this was an annual contract the town had with Glens Falls Mass Transit.

#### **RESOLUTION #216**

Councilmember MacEwan moved, seconded by Councilmember Coon authorizing the Supervisor to sign a 2017 contract with Glens Falls Mass Transit in the amount of \$1,996. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign service agreements with Time Warner Cable for 87 Finkle Road (Highway Department) and 4949 Lake Shore Drive (Town Hall) for \$88.49 and \$142.89 respectively.

#### **RESOLUTION #217**

Councilmember Bolton moved, seconded by Councilmember Coon authorizing the Supervisor to sign 3-year service agreements with Time Warner Cable for 87 Finkle Road (Highway Department) and 4949 Lake Shore Drive (Town Hall) for \$88.49 and \$142.89 respectively. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to go out to bid for ball field improvements at the Bolton Town Park at the earliest date possible and for the Town Clerk to place the advertisement for this work in the paper.

Supervisor Conover stated this would be done after the other matters were taken care of.

#### **RESOLUTION #218**

Councilmember MacEwan moved, seconded by Councilmember Coon authorizing the Supervisor to go out to bid for ball field improvements at the Bolton Town Park at the earliest date possible and for the Town Clerk to place the advertisement for this work in the paper. All in Favor. Motion Carried.

- Resolution authorizing change in electrical contract DLC Electric LLC., for the Museum expansion in the amount of \$7,791. for purchase of track lighting equipment bringing the total contract amount to \$149,191.

### **RESOLUTION #219**

Councilmember Bolton moved, seconded by Councilmember Wilson to authorize the change in the electrical contract with DLC Electric LLC., for the Museum expansion in the amount of \$7,791. for purchase of track lighting equipment bringing the total contract amount to \$149,191. All in Favor. Motion Carried.

- Resolution authorizing seasonal road closings for the Town of Bolton as follows: Notice is hereby given the Water Plant Road from Susan Huck property to Potter Hill Road and Padanarum Road from Comstock Road to Wardboro Road will not be maintained by the Town of Bolton Highway effective December 1, 2016 through April 1, 2017 and that the Town Clerk be authorized to place a public notice to this effect.

### **RESOLUTION #220**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize seasonal road closings for the Town of Bolton as follows: Notice is hereby given the Water Plant Road from Susan Huck property to Potter Hill Road and Padanarum Road from Comstock Road to Wardboro Road will not be maintained by the Town of Bolton Highway effective December 1, 2016 through April 1, 2017 and that the Town Clerk be authorized to place a public notice to this effect. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign and return to the LGLC the easement monitoring report prepared by the LGLC for the Pinnacle and Water District Property.

Supervisor Conover stated that this was developing into a very good relationship.

### **RESOLUTION #221**

Councilmember Wilson moved, seconded by Councilmember Bolton to authorize the Supervisor to sign and return to the Lake George Land Conservancy the easement monitoring report prepared by the Lake George Land Conservancy for the Pinnacle and Water District Properties. All in Favor. Motion Carried.

- Resolution authorizing appointment of Bruce Mowery to the Bolton Board of Assessment Review for a 5-year term beginning October 1, 2016 and expiring September 30, 2021.

### **RESOLUTION #222**

Councilmember Coon moved, seconded by Councilmember Wilson to authorize the appointment of Bruce Mowery to the Bolton Board of Assessment Review for a 5-year term beginning October 1, 2016 and expiring September 30, 2021. All in Favor. Motion Carried.

Public in Attendance:

Zandy Gabriels spoke on the following topics:

- Lawsuit against Warren County reported in the Post Star and his belief that the Town Board should support the County.
- He does not support the change in the committee structure at Warren County and believes they would be totally inappropriate.
- Questions with the resolution to close of Padanarum Road if it is already closed.
- His belief that this road should be opened in the spring.
- Questioned the upcoming water flushing and if they anticipated flush all 90+ hydrants in a day.

Supervisor Conover stated that it may trickle over into the next day, but they are able to do this much more efficiently now that the PRV stations have been updated. Mr. Gabriels stated that if they are doing all 90 he was impressed. Supervisor Conover stated they are trying to do this twice a year now. Councilmember Bolton stated it helped that they have staff that is cross trained in different departments allowing for shared services. This allows the process to be sped up.

Supervisor Conover stated that he agrees that the Board should support Warren County with a resolution along with asking the Town Attorney to consult the Warren County Attorney to see how they can be friendly to the process.

Mr. Gabriels stated his thoughts were against joining surrounding towns at the county level to get the numbers up as they all have different issues and concerns at this level. Supervisor Conover stated his thoughts of creating a whole other level of government are that it is not necessary.

**RESOLUTION #223**

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

Transfers for October, 2016

<b>To</b>	<b>From</b>	<b>Amount</b>
<b>GENERAL:</b>		
1010.1 Town Board PS	1990.4 Contingency	\$1,960.00
1010.1 Town Board PS	1220.4 Supervisor CE	\$4,000.00
4540.4 Ambulance CE	1620.4 Buildings & Grounds CE	\$7,452.00
7110.1 Parks PS	7110.2 Parks EQ	\$214.00
7110.4 Parks CE	7110.2 Parks EQ	\$2,000.00
7450.4 Museum CE	7510.4 Historian CE	\$238.00
 <b>WATER:</b>		
8310.4 Administration CE	8310.2 Administration EQ	\$2,000.00

**SEWER:**

8110.2 Sewer Administration EQ	8110.4 Sewer Administration CE	\$34.00
8120.4 Sanitary Sewers CE	8110.4 Sewer Administration CE	\$2,654.00
8130.4 Treat/Disposal CE	8130.2 Sewage Treatment EQ	\$93.00

**RESOLUTION #224**

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

**Pay The Bills:**

	Voucher	Amount
ABS 9A		
General	1358-1370 1372-1381 1382-1385	\$ 3615.38
Highway	388 & 389	1,985.98
Sewer	278-283	2,335.05
Water	257 & 258	1,234.70
Lights	1371, 1382, 1386	146.78
Rogers Park Cap.	48 & 49	20,580.65
ABS 10		
General	1286-1357 1394-1425 1427-1431	\$57,077.39
Highway	359-387 390-408	176,676.98
Sewer	265-277 284-291	15,140.16
Water	241-256 259-265	14,900.84
Lights	1426 1432	1,793.47
Tourism	43 & 44	11,126.80
Waste Water Cap	7	1,260.00
Ballfield Cap	51-54	1,369.00
Cross St. Cap	21-24	8,468.88
Rogers Park Cap	47 & 50	16,221.90
Veterans Memorial	3	4,458.16

**Executive Session:** To discuss employment matters dealing with a specific Town employee, CSEA contract negotiations and matters dealing with the acquisition, sale or lease of real property that might lead to a contractual relationship.

**RESOLUTION #225**

Councilmember Bolton moved, seconded by Councilmember Coon to discuss employment matters dealing with a specific Town employee, CSEA contract negotiations and matters dealing

with the acquisition, sale or lease of real property that might lead to a contractual relationship.  
All in Favor. Motion Carried.

No Action Taken

Adjourn: 7:16

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker