

REGULAR MEETING  
BOLTON TOWN BOARD

April 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: 6:30 pm.

Pledge: Cheryl Bolton

Please remain standing for a moment of silence for Cynthia Parrotta.

Minutes: Approve Minutes of Regular Town Board Meeting held March 1, 2016

**RESOLUTION #68**

Councilmember Coon moved, seconded by Councilmember Bolton to approve the minutes of the Regular Town Board Meeting of March 1, 2016. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit for Bolton Free Library on August 20, 2016 from 5-10 pm for Dancing Under the Stars.

Megan Baker handed out copies of the library budget to the Board. She detailed the Dancing Under the Stars event to the Board, stating that it will basically be the same as it has been in previous years. Supervisor Conover stated that this is a wonderful event. Councilmember Wilson stated it is a wonderful event and many people enjoy it.

- Resolution regarding sound amplification permit for the Bolton Free Library for the annual Dancing under the Stars event.

**RESOLUTION #69**

Councilmember Wilson moved, seconded by Councilmember Bolton to approve the sound amplification permit for the Bolton Free Library on August 20, 2016 from 5-10 pm for Dancing Under the Stars. All in Favor. Motion Carried.

- Resolution approving use of the Rogers Park and the Pier from 5-10pm by the Bolton Free Library on August 20, 2016 for the annual Dancing under the Stars event.

Megan Baker stated they would not be hanging a banner on the school fence this year. She explained it would be at the library instead. She inquired whether she would need a permit for this. Councilmember Wilson stated it would depend on the length of time it would be up.

**RESOLUTION #70**

Councilmember Bolton moved, seconded by Councilmember MacEwan to approve the use of Rogers Park and the Pier from 5-10 pm by the Bolton Free Library on August 20, 2016 for the annual Dancing under the Stars event. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit by Jessica Beaugez for September 10, 2016 from 4-9 pm at the Conservation Park.

- Resolution regarding sound amplification permit by Jessica Beaugez for September 10, 2016 from 4-9 at the Conservation Park.

**RESOLUTION #71**

Councilmember MacEwan moved, seconded by Councilmember Coon to approve the sound amplification permit by Jessica Beaugez for September 10, 2016 from 4-9 at the Conservation Park. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit by Jamie Brisnehan for May 28, 2016 from 3-10 pm at 3841 Lakeshore Drive, Somewhere in Time.

- Resolution regarding sound amplification permit by Jamie Brisnehan for May 28, 2016 from 3-10 pm at 3841 Lakeshore Drive, Somewhere in Time.

John LaRye of Some Where in Time represented the application and stated they would be using the sound curtains and he would be on the property along with a manager for the entire event. Supervisor Conover stated they must keep the noise under control at all times and inquired if it was continuous music. Jamie Brisnehan stated it was not, the music would start at 5:30 or 6pm. Councilmember Bolton stated that regardless of when the music started, 3-10pm fits within the parameters of what is allowed. They have stated they will be using sound curtains and Mr. LaRye will be on the property with a manager. Councilmember MacEwan asked how the music would be played. Ms. Brisnehan stated it would be played through a speaker from a computer.

**RESOLUTION #72**

Councilmember Bolton moved, seconded by Councilmember Coon to approve the sound amplification permit by Jamie Brisnehan for May 28, 2016 from 3-10 pm at 3841 Lakeshore Drive, Somewhere in Time. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit by Ed Corcoran Jr. for August 6, 2016 from noon to midnight for The Great Magua.

- Resolution regarding sound amplification permit by Ed Cocoran for August 6, 2016 from noon to midnight for The Great Magua.

Councilmember Wilson stated they had been doing this for 10 or 15 years with no issues.

**RESOLUTION #73**

Councilmember Coon moved, seconded by Councilmember Bolton to approve the sound amplification permit by Ed Cocoran for August 6, 2016 from noon to midnight for The Great Magua. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit by Amanda Roden at 27 Trout Lake Club Road on June 4, 2016 from 3-11 pm.

- Resolution regarding sound amplification permit by Amanda Roden on June 4, 2016 from 3-11 pm.

Andrew Roden stated the music would be a dj at the cottage next to their house.

**RESOLUTION #74**

Councilmember Bolton moved, seconded by Councilmember Coon to approve the sound amplification permit by Amanda Roden on June 4, 2016 from 3-11 pm. All in Favor. Motion Carried.

Public Hearing regarding outdoor sound amplification permit by Mark Sherry for 3841 Lake Shore Drive, Somewhere in Time, on June 4, 2016 from 3-10 pm.

- Resolution regarding sound amplification permit by Mark Sherry for 3841 Lake Shore Drive, Somewhere in Time, on June 4, 2016 from 3-10 pm.

Mr. LaRye stated the sound curtains would be up music and the music would be played from 6-9:30 pm. He explained that he and the manager would be on site.

Councilmember Wilson read an e-mail in opposition from neighbors Linda & Steven Lant.

Councilmember Wilson explained the concern is the number of events at this location.

**RESOLUTION #75**

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the sound amplification permit for Mark Sherry for 3841 Lake Shore Drive, Somewhere in Time, on June 4, 2016 from 6-9:30 pm. All in Favor. Motion Carried.

**Public in Attendance:**

Tim Larson, of The L.A. Group presented the following in reference to the Cross Street Parking Lot;

- Handed out new plans to the Board.
- This is part of the DEC Smart Growth Grant.

- They had a series of design review meetings with the committee.
- Detailed the new changes to the designs.
- 38 stall parking spots (30 municipal lot + 8 Health Center parking lot).
- Multi-use open space at rear of lot.
- This is a low impact design.
- They will be using porous pavement.
- This will reduce the development footprint on the parcel.
- They feel this a very good design with good circulation.
- They will be utilizing Town of Bolton forces where it makes sense to prep the site.
- They would like to put a set up in for a future car charging station.
- They are hoping for a completion date of the end of June.
- He detailed the green space area in the back that would not be usable space for parking.

Supervisor Conover stated he liked this and it gave better circulation to the Health Center for parking and the ambulance squad.

- SEQRA Lead Agency Designation.

#### **RESOLUTION #76**

Councilmember Wilson moved, seconded by Councilmember MacEwan to declare the Town Board as Lead Agency for the 5 Cross Street Municipal Parking Facility Project. All in Favor. Motion Carried.

- Resolution regarding updated SEQRA for parking improvements at 5 Cross Street Municipal Parking Facility Project.

Councilmember Wilson asked if the Board members had any concerns with:

1. Do any of the Board Members have concerns with any of the items listed 1 through 20 in Part 1, on the SEQRA Form as submitted? No
2. Will the proposed action impact any of the items listed 1 through 11 in Part 2 of the SEQRA Form? No
3. Do the Board Members agree that this project will result in no significant adverse impacts on the environment; and, therefore an environmental impact statement need not be prepared? Yes

Based upon the materials submitted and accepted as part of the record, and having held a Public Hearing, our findings are as follows:

1. The Applicant's SEQRA submission, and our analysis of the issues presented, demonstrates that there are no significant environmental impacts or concerns.
2. The applicant has provided clear and complete responses to issues recited in the SEQRA questionnaire and based upon all information reviewed by this lead agency in

its SEQRA analysis, including a thorough “hard look” and consideration of the applicant’s entire submission, and upon all board and public comments received, it is appropriate in the opinion of this lead agency to make a finding that the proposed action will result in no adverse environmental impacts and that any identified adverse environmental impacts will not be significant, or where identified, are sufficiently mitigated by virtue of the conditions imposed in granting approval.

Zandy Gabriels stated he thinks the porous pavement and the lighting is fine along with the ability to put in a charging station, but he encourages the Board to see if they can shoe horn in a rescue squad garage. This would allow them to be moved out of their current overcrowded location.

Having declared ourselves as lead agency for this application, and having made a Negative Declaration for the SEQRA Application, I would like to make a motion to approve this application for a septic variance.

**RESOLUTION #77**

Councilmember Wilson moved, seconded by Councilmember Coon to make a negative declaration with regard to the updated SEQRA for parking improvements at 5 Cross Street Municipal Parking Facility Project. All in Favor. Motion Carried.

- Resolution approving moving forward with improvements for the Municipal Parking Facility Project at 5 Cross Street.

Supervisor Conover stated he thinks this is well done. He believes this will be one of the first public LID projects in the County. This is the kind of signature we should be leaving and he congratulated the committee on all their efforts and a great job.

Councilmember Bolton stated she was glad that the Town is using their own forces and was happy to see them invested in the committee. Councilmember Wilson stated that they were very invested in the committee.

**RESOLUTION #78**

Councilmember MacEwan moved, seconded by Councilmember Bolton to approve moving forward with improvements for the Municipal Parking Facility Project at 5 Cross Street. All in Favor. Motion Carried.

Bill Campbell of the Farmer’s Market presented the following:

- For the past 5 years a group of volunteers has been managing the Farmer’s Market.
- It has grown considerably and he has not heard anything negative for the past 4 years.
- This year they have run into a snag.
- They have been informed by the Church that many of the things they do, do not conform with their doctrine.
- They have been back and forth many times and it has become clear to them that they need a new space.

- They have checked out private property in the area.
- They are up against the wall with the time constraints.
- They are trying to decide if they should just forget it and drop the market or if the Town was interested enough in helping them out.
- They are hoping the Town could help with the use of the Dula Parking lot.
- They have great numbers of traffic.
- Increased parking would be a plus do to the increased parking.
- They would like a commitment that they have a guaranteed place to set up soon.

Councilmember Bolton asked the dates. Mr. Campbell stated it was 10 weeks. Every Friday from the end of June to Labor Day, approximately 7am – 2pm.

Supervisor Conover said the Board would need some time to talk with the adjacent businesses and properties involved, he is interested in their opinion. He said the church has been very cooperative and very supportive. Mr. Campbell stated that the church has every right in the world to dictate what happens on their property and they totally get that, it is just not compatible with the way the Market is being run. He stated that they bring in a lot of foot traffic and it's a tradeoff. Councilmember Wilson asked if they signed contracts with their vendors. Mr. Campbell said essentially yes, but without a place to go they can't continue right now. He asked when they would have an answer for them. Councilmember Bolton stated they would hope to have an answer by the next meeting. Mr. Campbell said that if the vendors can't come they will go someplace else, they can't wait until the next meeting for a place. Dick Burke stated in order to make this successful they must start advertising immediately, so they need to move forward quickly. He said they would have the parking behind the church and the town hall for parking now that they are moving out of the church lot. Councilmember Wilson stated they would need something in writing from the church indicating that they would allow that, as it is their property. Supervisor Conover stated he sees issues with this. Mr. Burke stated this was Friday morning and done early afternoon. Supervisor Conover stated during busy times all the lots and streets are full. Mr. Campbell stated this may not work but they do need a place.

Carol Meyer spoke extensively about conventional fertilizers and the threat they pose to the community and her belief that the town should ban them. She detailed how the community and the Town Board could accomplish this.

#### Code Enforcement:

- Unsafe porch at parcel 186.10-1-1.

Atty. Muller stated that the building is defying gravity and will eventually fall to the ground. It is sufficiently close to the public right of way and will probably land in it. They have discussed it in the Planning Office for about 2 or 3 months and they determined that it should be presented to the Town Board so they could take action. Ordinance #27 written in 1972 will require that the Town Board take action by authorizing the appointment of parties to inspect and report back. Hopefully at the next meeting the report will substantiate what the pictures show, specifically that the building needs to be demolished. They would then take the appropriate action to notify

the owner, if the owner does not take the necessary steps as specified in the Ordinance, then the Town would go to the Supreme Court and seek permission to demolish the building. The costs of the demolition, proceedings and surveyor/experts are all imbedded into the action and become an assessable special assessment on the property. They should take action tonight with a resolution. Councilmember Wilson stated that the office had reached out to the owner by a certified letter and they have not responded as of yet. Atty. Muller stated they have given the owner more than sufficient time to respond. Councilmember Wilson stated they would certainly give them more time if they moved forward.

Councilmember Coon stated it was in deplorable condition.

### **RESOLUTION #79**

Councilmember Wilson moved, seconded by Councilmember Coon to authorize Town Engineer, Tom Nace to examine the structure and supply the town with his opinion regarding the condition and the safety of the structure on tax map parcel #186.10-1-1. All in Favor. Motion Carried.

### **Correspondence:**

- Scott P. Andersen, Vice President F.R. Smith and Sons, Inc. stating no objection to sound amplification permit for September 10, 2016 at the Conservation Park.
- Mona Seeger, LGA request to utilize Rogers Park dock on July 29, 2016 from 10:00 AM to Noon for the floating classroom.
- Jeffrey Tennent request for road name change from Indian Brook Trail to Indian Brook Hollow Road.
- Judy Ramsay expressing continued concerns regarding ground water issue on Stewart Avenue and inability of issue to be adequately corrected.

Supervisor Conover stated that Rural Water will be back this spring for a system wide survey and if they identify anything, they will immediately move to correct it. The County is also investigating the culvert on Brook Street. Councilmember Bolton stated the corrections they made on Elm Street had improved the other residences. Supervisor Conover stated it is an area that has historically had issues. He explained that they will continue to chase it and they take it seriously.

- Deacon Joseph Tyrrell, Parish Life Director Church of the Blessed Sacrament expressing concern regarding statements made by Penelope Jewel at the March Town Board Meeting relative to him and the church as it relates to the Farmers Market.
- Michele French, Principal BCS regarding possible financial assistance regarding the Save a Life Tour coming to BCS on May 9<sup>th</sup> to spend the day with grades 6-12 relative to a driving awareness and safety program that informs, educates and demonstrates the potentially deadly results from poor choices and decisions made while operating a motor vehicle.
- Edward Hampston, P.E., Chief, Compliance Assurance Section Division of Water regarding required annual certification form relative to the Bolton WWTP that must be received by NYS DEC by March 28, 2016.
- Scott Ziegler, Utility Reporting and Special Franchise NYS Department of Taxation and Finance regarding Form RP-7114, Municipal Report of Special Franchise Activity for the Town of Bolton.

- Chief James E. Neumann regarding proposed policy for Use of Force / Electronic Control Devices (Tasers).
- Linda Lant regarding comments stated in Town Board Minutes regarding Somewhere in Time and lack of response from the Town regarding correspondence sent December 28, 2015 to the Town of Bolton Planning and Zoning Office.
- Kris Duffy, President SUNY Adirondack regarding 2016 Wakpominee Good Scout Award Dinner on May 11, 2016.
- Rebecca and Matt O'Hara regarding Freedom Boat Club Lake George Grand Opening on April 30, 2016.
- Michael A. Dauphinais, Jr., Environmental Program Specialist 2, Division of Water, NYSDEC regarding SPDES Comprehensive Evaluation Inspection and report with an overall evaluation of Satisfactory.
- Ed Scheiber, Boat Show Chairman, Adirondack Chapter, ACBS request to utilize Rogers Park Dock for the Lake George Rendezvous on Saturday, August 27, 2016.
- Copy of letter to Chairman Herb Koster from Congers Point Homeowners Association regarding proposed project by Bolton Marina.
- Linda Lant, requesting that outdoor amplified noise permit for June 4, 2016 be denied as 7 hours of music is too much and that any approval be limited to 9:00 pm.
- Michael Pratt regarding drainage situation at 721 New Vermont Road and time it has taken to correct the situation.

Supervisor Conover stated they may need to get an easement for this.

- New York State Association of Towns regarding membership and bylaw amendments.
- Liz Rovers, Engineer with CT Male Associates regarding 1<sup>st</sup> quarter gas monitoring at the Bolton Landfill.

Supervisor Conover stated the results came back quite excellent and have been sent along to DEC.

- Michael A. Amarello regarding 2016 Lake George Half Marathon.
- Mary Reardon, A.P.A. regarding permit request by Charles and Colleen Klass.

### **Committee Reports:**

#### **Councilmember Rob MacEwan**

##### **Animal Control:**

- Brought a wounded owl from Fish Point to a rehabilitator.
- Spoke to school Superintendent about a fox on the school property, and they are monitoring the situation.
- Found a dog on Windy Lane.
- Dog at large North Bolton Road.
- Received annual permit for geese.

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

- Total for the month: \$4,665.00.
- Spring clean-up cards \$7,651.00.
- Car batteries were taken to Cohen's.



- Cleaned up recycling area and raked front lawns.
- They are handing out forms for Hazard Day to customers.
- The Highway Crew took two truckloads of tires to the burn plant, and Lisa will speak to Billy about taking more.
- Lisa talked to Evolution Recycling about picking up more T.V.'s.

Justice Court:

- During the month of March 2016, Judge Harry Demarest took in \$3,323.00 and Judge Edward Stewart took in \$5,326.00. Total monies forwarded to the Town of Bolton amounted to \$8,649.00. There are itemized lists located in the Court if anyone desires to look them over.

Recreation Department:

Recreation Center

A. Attendance: January 108, February 90

1. Summer Program-

A. Day Camp-Registration has begun. 38 signed up, 21 are BCS students 4 of which requested full scholarships.

B. Still in need of 2-3 lifeguards. Still searching for camp counselors.

C. I have been working on updating the Day Camp Safety plan.

D. I have created a parent handbook for the Day Camp, hopefully, this will provide new parents with much needed information, and remind current parents of the polices.

E. I have also redesigned the application in an effort to make information easier to access in an emergency and during sign in/out time.

F. I am currently developing a more intensive staff training manual for camp counselors and updating the staff lifeguarding training manual.

G. Calendar is in the mid to late stages of development and I hope to have a draft to share in April.

H. After communications with Mr. Graney, he has agreed to once again allow the Recreation Commission to request a bus for use to a community trip to Saratoga Race Track in the summer. I look forward to scheduling the trip once again.

2. Winter- NA

3. Other- The Tae Kwon Do program has started quite successfully, with 22 students enrolled. We continue to make adjustments to the schedule and groups to accommodate as many ages and abilities as possible.

4. I completed the Camp Maintenance Conference today at Camp Chingachgook, and found the sessions extremely helpful and informative. I look forward to implementing the many new ideas, new activities for camp, and great staff training ideas into the summer programs.

Councilmember MacEwan and Michelle met with Tim Larson after the TB approved Resolution authorizing the Supervisor to execute professional service contract with the LA Group to assist with layout and development of a multiuse court (basketball and pickle ball) at Veterans Park at a cost not to exceed \$2,150. Mr. Larson will be working on two separate designs for review.

EMS:

Administration:

EMR report regarding billing activity for February, 2016:

Calls: 14 of which 10 were billable

Gross Charges Billed in February:	\$ 12,213
Gross Charges Billed YTD:	\$ 21,837
Payments Received in February:	\$ 7,017
Payments Received YTD:	\$ 14,751

Payroll expenses for February:	\$ 15,183
Year to date payroll expenses thru February:	\$ 39,192

The new Auto Pulse automated CPR units have been installed in both ambulances thanks to the efforts of Kevin Kershaw who designed and installed the door bracket on A735.

Presented “Vial of Life” decals and Bolton EMS medical information sheets to the Bolton Seniors Club.

Due to resignation of Dr. Black as Medical Director for Mountain Lakes Regional Medical Council (REMAC), Dr. Girling is currently serving as the Medical Director for Bolton EMS. Apparently other Glens Falls ER doctors are being solicited to be medical directors for EMS agencies so our medical director may change again. In the meantime, paperwork with Dr. Girling’s name is to be filed with the NYS Dept. of Health, Mtn. Lakes REMAC, Glens Falls Hospital and our pharmaceutical suppliers.

The American Heart Association has revised the BLS and Heart saver CPR protocols. In order to conduct up to date CPR instruction Steve DeLorenzo has proposed sharing the cost of new materials with the Fire Department. The FD is considering the purchase of new training manikins and may want to split that cost as well.

Our two Zoll monitor/AED units underwent routing annual maintenance checks.

Zoll has agreed to credit our account for the duplicate AutoPulse battery charger that was part of the original “mandatory” purchase arrangement providing “free” batteries with each of the two charger. With proper battery rotation we only need one charging unit as it accommodates two batteries at one time.

Received an application for a paid paramedic position; however, tek must apply for on line status with Mtn. Lakes REMAC.

### **Councilmember Tim Coon**

#### Assessor:

- All exemption renewals and new applications have been submitted, they have reviewed all exemptions granted in the past and in the process of cleaning up the paperwork.
- The Valuation process is still in full swing for filing of the Tentative Roll on May 2nd. Inventory examination day is April 5th. Sitting Days will be determined in the next few weeks.
- Since January 1st they have received 22 Sales, 9 of which are valuation usable transactions.

#### Buildings & Grounds:

- Docks were installed at Veterans Park.
- Snow/ice removal.
- Cleaned leaves at various locations.
- Installed new toilet and hand rails at the Senior Center.
- Installed new and cleaned existing silt sox at the ballfield.
- Cleaned check dams at the ballfield.
- Serviced lawn tractors.
- Hung up new AED in the Town Hall.
- Moved furniture for the Health Center.

#### Police:

- 51 patrol shifts, 389 recordable activities and 363 property checks.

### **Councilmember Susan Wilson**

#### Planning/Zoning:

- Planning Office for the month March collected fees in the amount of \$1,032.00 for various items including Certificates of Compliance, Variances, Site Plan Reviews, Subdivisions and After the Fact Fees.

#### Code Enforcement:

- Submitted a 25-page report that details 26 site visits and activities accomplished during the month of March.

#### Library:

- The Library held their Annual Cabin Fever Party on Sunday, March 6<sup>th</sup> at the Lakeside Restaurant. Once again this community came out to support the library and they raised

over \$2000.00. Many thanks to Artie and the Lakeside staff, the Blue Moon Band, and Pat VanValkenburg and Rita Whitney for always being there to help the library.

- On April 13<sup>th</sup>, at 7:00 PM Stacy Morris, who happens to be Mary Garlick's niece, will be making a presentation about how she lost 180 lbs. without drugs or surgery. Stacy is a journalist, a food writer and describes herself as a "recovering American."
- The Library readings return on May 11<sup>th</sup>. Kate VanDyck is helping Megan to coordinate the event and so far Sam Caldwell, Michelle Pollack, Willie B. and Skyler Scott have all agreed to do a reading. They hope to have two more Bolton residents included in the program. These readings always make for a delightful evening.

#### Seniors:

- Councilmember Wilson a copy of their March Newsletter with me this evening, which is also available on the Town Website, that provides information about their trips and activities as well as valuable contact information for Seniors.

#### **Councilmember Cheryl Bolton**

#### Clerk's Office:

- Town Clerk attended a training class on electronic filing of death certificates.
- 1 Certified Death Certificates.
- Dog Licenses and renewals
- Issued Fishing Licenses.
- Multiple copies and faxes.
- Notarized numerous documents.
- Prepared and entered invoices for payment.
- Balanced monthly abstracts.
- Ordered supplies for various departments.
- Sold \$1864. In landfill tickets at the counter.
- Issued numerous purchase orders.
- Deposited \$4150. In Recreation Program receipts.
- Deposited \$1705. from Landfill ticket sales sold at the Landfill
- Deposited \$1671. From Landfill C&D sales sold at the Landfill.
- Balanced three monthly bank statements.
- \$150.00 in reservations at Community Center, inquiries and rentals picking up.
- Notified NYS OGS to be included in the fuel oil bid for 2016-2018.
- Received 2016-2017 Spring Clean Up Cards.
- Tax Percentage Collected at 91%, 2515 paid through the mail and 616 at the counter.

#### Supervisor's 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.
- Quarterly Reports.

- Insurance sign ups.
- Appointment letters.
- AUD filed.
- Code Red/Everbridge.
- Classes.
- Correspondence.
- Notarized a multitude of documents for many different individuals.
- Employee memos.

#### Sewer Department:

- The Plant took in 3,265,780 gallons of Wastewater for a daily average of 105,348.
- Did additional sampling for engineering grant.
- Cleaned all pump stations and got 4.27 cubic feet of grit and grease.
- Prepared operations report for the Town Board.
- Tom French and Luke Dague attended a Microscope Applications course put on by Rural Water Association. Tom French also completed Supervisor Development training, Confined Space training and Work Zone Safety Training.
- Had a sewer plug on Norowal Road on 3-1-2016 caused by a grease blockage.
- Found Reject Water tank not pumping and had Avanti Control Systems Installed new float system.
- Called on 3-11-2016 for a sewer odor at a residence on Stewart Avenue. It was found that the homeowner has a French drain for the basement that leads to a swamp with no trap installed and it is allowing the swamp smell to travel up the line.
- Kenyon Pipeline Inspection cleaned and videoed 2,515 feet of sewer collection lines. We are still finding that grease is a big problem.
- Held an Emergency Protocol training at the Wastewater Treatment Plant
- Had our annual DEC Inspection. The DEC Inspector was very impressed with the operations of our Wastewater Plant.

#### Water Department

- Monthly total coli-form tests were taken according to the sampling schedule.
- The Plant made 6,142,100 gallons of water.
- Work on water operators courses.
- Prepare report for water tap at 4542 Lake Shore Drive.
- Final meter reads on properties that were sold in town.
- Prepare report of daily, weekly, monthly, yearly, and seasonal tasks of the water department.
- Investigate broken water line at 17 Bluebird Way. The supply line to the dishwasher froze and broke. We reread the meter and inspected it for damages.

- Locate the curb stop at 4689 Lake Shore Drive. The riser was deteriorated so we cut of the rusted section, installed a new riser, exercised the valve and installed a new cap.
- Water service turn on at 964 Trout Lake Road and 44 Sagamore Road.
- Prepare lead and copper informational packet.
- Update information on the new meters in the Rogers Park visitor's center, and bathrooms.
- During daily checks a leak in the coagulation delivery system was discovered. A cracked fitting was replaced and this corrected the issue.
- Responded to several U.F.P.O. requests.
- The clear well sampling pump was short cycling. Upon investigation it was determined the expansion tank bladder was compromised. It was replaced and this resolved the issue.
- An emergency protocol training session was held at the W.W.T.P. by Tom French.
- The area around the ball field water supply utility pit was mowed and weeds trimmed in preparation for the confined space training session that was held on 3/30/2016.
- Water treatment plant operation course 1 and 2 were completed by Jeff and Dylan.

Water distribution system operation and maintenance courses were completed by Jeff and Dylan and they will have their NYS DOH test shortly.

Councilmember Bolton stated that they would be certified by June 1<sup>st</sup>. She stated all members have stepped up. She has been contacted by Kathy Suozzo to attend a meeting for a grant approval.

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

- Plow & salt small snow and ice storms.
- Worked on trucks.
- Cut & chipped brush on Dixon Hill Rd. & Padanarum Rd.
- Removed several trees downed by wind.
- Patched pot holes.
- Thawed several frozen culverts.
- Graded and raked dirt roads.
- Put up road poster signs.
- Work on ball field and Ballfield Road.
- Took Supervisor classes at Warren County.
- Haul item #4.
- Took 2 large loads of tires to burn plant from Transfer Station.

Councilmember Bolton stated that they would be onboarding a new hire, Brian Farrell who will be starting April 11<sup>th</sup>. This will meet the needs in the Parks buildings and assist in this building. she will be hosting help wanted ads for for the Rec. Department, Park Attendants and the Deputy Clerk's position.

Supervisor Conover stated that he had received a call from Jim Lieberum with nothing but praise about the Highway Departments and Buildings and Grounds Departments efforts in keeping the sedimentation check dams cleaned out and in proper order on the ball field.

Supervisors Report:

- Receipts: \$397,972.36
- Disbursements: \$806,130.21
- Warren County Sales Tax for February was down 1.5% (+.2% overall).
- Visitor Center Project on schedule, Museum Project is a little behind schedule, both projects are on budget.
- TWC Project on Wall Street and Stone Place Road appears to be in motion, they are presently completing their survey work, I will keep the Board posted on their progress.
- Status of top soil, mulch, erosion blanket and seed for new ballfield at the Town Park this is quite a project that they are looking to do with our own departments, Soil & Water and trucking assistance from other towns.
- Annual gas monitoring report completed and sent to NYSDEC for the landfill.

New Business

- Resolution authorizing use of Rogers Park Dock by the Lake George Association on July 29, 2016 from 10 am to Noon for the floating classroom.

**RESOLUTION #80**

Councilmember MacEwan moved, seconded by Councilmember Wilson to authorizing use of Rogers Park Dock by the Lake George Association on July 29, 2016 from 10 am to Noon for the floating classroom. All in Favor. Motion Carried.

- Resolutions approving a road name change from Indian Brook Trail to Indian Brook Hollow Road.

Supervisor Conover stated this had been to the Planning Office and there was no conflict. This was to alleviate confusion for deliveries to this road.

**RESOLUTION #81**

Councilmember Coon moved, seconded by Councilmember Wilson to approve a road name change from Indian Brook Trail to Indian Brook Hollow Road. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign storm water grant agreement with Warren County Soil and Water for reimbursement of up to \$12,000 for supplies and materials for eligible work.

Supervisor Conover said that we had received up to \$12,000 for work that the Town had done.

**RESOLUTION #82**

Councilmember Wilson moved, seconded by Councilmember Bolton to authorize the Supervisor to sign storm water grant agreement with Warren County Soil and Water for reimbursement of up to \$12,000 for supplies and materials for eligible work. All in Favor. Motion Carried.

- Resolution regarding funding to assist with the Save a Life Tour coming to Bolton Central School on May 9<sup>th</sup> for grades 6-12.

Supervisor Conover stated this was a communication they had received from Mrs. French and it was a fairly expensive endeavor. They were reaching out to the community for assistance in funding. Councilmember Bolton inquired what the upper amount of this program was. Supervisor Conover stated \$3,000. Councilmember Wilson stated she supported this program and that she would make a motion that the Town fund up to \$1,500.00 toward it. She specified that it would be in the amount needed for the balance with a max of \$1,500.00. Councilmember Bolton agreed stating they would match half of what the school puts in up to \$1,500.00.

### **RESOLUTION #83**

Councilmember Wilson moved, seconded by Councilmember Bolton to authorize funding up to \$1,500.00 to assist with the Save a Life Tour coming to Bolton Central School on May 9<sup>th</sup> for grades 6-12. All in Favor. Motion Carried.

- Resolution stating that it is the policy of the Town of Bolton to begin summer hours at the transfer station on the first Monday of April and ending the last day of November of each year.

Councilmember MacEwan stated he would like this to be modified to state April 1<sup>st</sup> will be the opening of summer hours moving forward. Councilmember Bolton stated that a letter would need to be drafted informing the personnel of the changes and put in their files. She noted that the Transfer Station employees would need to make sure they put all time sheets in the drop off box in the Town Hall on Sunday afternoons. She stated this drop off box has worked very well for employees who are not on the same schedule as the Town Hall personnel.

### **RESOLUTION #84**

Councilmember MacEwan moved, seconded by Councilmember Coon stating that it is the policy of the Town of Bolton to begin summer hours at the transfer station on the first day of April and ending the last day of November of each year. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to indicate to Marvin and Company, P.C. auditors for the Bolton Local Development Corporation that it is aware of the mortgage agreement between the Town and the BLDC with repayment at such time as determined by the Bolton Town Board.



Atty. Muller stated this was a standard request seeking to verify indebtedness. It is appropriate to act by resolution and acknowledge that there is indebtedness owed, and authorize the Supervisor to sign this.

**RESOLUTION #85**

Councilmember Wilson moved, seconded by Councilmember MacEwan to authorize the Supervisor to indicate to Marvin and Company, P.C. auditors for the Bolton Local Development Corporation that it is aware of the mortgage agreement between the Town and the BLDC with repayment at such time as determined by the Bolton Town Board. All in Favor. Motion Carried.

- Resolution approving request by the Antique and Classic Boat Society Inc. to utilize Rogers Park Dock for the Lake George Rendezvous on Saturday, August 27, 2016.

Supervisor Conover stated this is an annual event now and it makes for a nice event for the community.

**RESOLUTION #86**

Councilmember Coon moved, seconded by Councilmember Bolton to approve request by the Antique and Classic Boat Society Inc. to utilize Rogers Park Dock for the Lake George Rendezvous on Saturday, August 27, 2016. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to enter into a printer lease arrangement for the Planning and Zoning Office with Document Solutions of the North Country low quote for \$139.88 per month for a 60-month term.

**RESOLUTION #87**

Councilmember Wilson moved, seconded by Councilmember Coon to authorize the Supervisor to enter into a printer lease arrangement for the Planning and Zoning Office with Document Solutions of the North Country low quote for \$139.88 per month for a 60-month term. All in Favor. Motion Carried.

- Resolution regarding change in the public notification system provider for the Town of Bolton to Everbridge inc.

Councilmember Wilson stated that the contract with Code Red expires in May. She explained that the Town had been contacted by our representative/broker and we reviewed a demonstration of Everbridge Inc., which provides many more features. This particular company will provide an app that will allow you to launch a message from your phone as opposed to what is existing. Now we have to come to the Town Hall and launch an emergency notification. She explained that this was just one of the many upgraded features which she detailed to the Board. The Town is being offered this at the same cost as Code Red. Supervisor Conover asked if we would be able to shift the people from Code Red. Councilmember Wilson stated yes, but we would have

to notify the community that we are changing. All in all, this will be better for everyone involved.

Councilmember Bolton stated that once this is implemented she would like a user guide and a minimum of 5 people to be trained on this system. The Board agreed.

### **RESOLUTION #88**

Councilmember Wilson moved, seconded by Councilmember MacEwan to authorize the change of the Town's public notification system provider for the Town of Bolton to Everbridge, Inc. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to sign Annual Occupancy Tax Agreement with Warren County for 2016 and directing said funding allocation to the Rogers Park Improvement Account.

Supervisor Conover stated that this was the Occupancy money in addition to the formula money we receive. This has risen from \$40,000 to \$60,000.

### **RESOLUTION #89**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize the Supervisor to sign Annual Occupancy Tax Agreement with Warren County for 2016 and directing said funding allocation to the Rogers Park Improvement Account. All in Favor. Motion Carried.

- Resolution authorizing Supervisor to enter into a professional services contract with The LA Group for construction of the Cross Street parking lot at a cost not to exceed \$18,650 (LA Group \$11,900; Dente Engineering \$3,500, Phillips Associates \$2,900, Reimbursable \$350).

Councilmember Wilson stated she was looking forward to this parking lot coming to fruition.

### **RESOLUTION #90**

Councilmember Wilson moved, seconded by Councilmember Bolton to authorize the Supervisor to enter into a professional services contract with The LA Group for construction of the Cross Street parking lot at a cost not to exceed \$18,650 (LA Group \$11,900; Dente Engineering \$3,500, Phillips Associates \$2,900, Reimbursable \$350). All in Favor. Motion Carried.

- Resolution authorizing the Chester / Horicon Youth Commission to utilize the Bolton Little League Field for 2016 youth baseball.

Supervisor Conover stated he spoke with Angel Figueroa and the Chester/Horicon Youth Commission is going to take over baseball and the Town of Bolton has as many as 30 youth that will be a part of this. Councilmember Bolton stated that she commends the volunteers as there is a tremendous amount of work that is involved with this and it is a huge undertaking. She stated

she was very happy that this is here to serve our youth. Supervisor Conover stated he had discussed insurance with them.

**RESOLUTION #91**

Councilmember Wilson moved, seconded by Councilmember MacEwan to authorize the Chester / Horicon Youth Commission to utilize the Bolton Little League Field for 2016 youth baseball. All in Favor. Motion Carried.

- Resolution regarding public safety policies relating to the use of Force/Electronic control devices.

Supervisor Conover stated Atty. Muller had reviewed it. Atty. Muller stated it was excellent and commendable that they have this.

**RESOLUTION #92**

Councilmember Coon moved, seconded by Councilmember Wilson to approve public safety policies relating to the use of Force/Electronic control devices. All in Favor. Motion Carried.

- Resolution approving Lake George Half Marathon in the Town of Bolton on Sunday, April 24, 2016.

Supervisor Conover stated this was an annual event and it will require appropriate insurances.

**RESOLUTION #93**

Councilmember MacEwan moved, seconded by Councilmember Coon to approve the Lake George Half Marathon in the Town of Bolton on Sunday, April 24, 2016. All in Favor. Motion Carried.

- Resolution authorizing the Water Billing Department to “MAIL” the Annual Water Quality Report with the April 2016 billing.

Town Clerk, Jodi Connally stated this was how she communicates the results of the Water Quality Report annually with the water customers. She stated it would be on the website and posted in various locations.

**RESOLUTION #94**

Councilmember Bolton moved, seconded by Councilmember Wilson to authorize the Water Billing Department to “MAIL” the Annual Water Quality Report with the April 2016 billing. All in Favor. Motion Carried.

- Resolution authorizing Senior Pick Up Days to be held on May 16<sup>th</sup> and May 17<sup>th</sup> of 2016.

**RESOLUTION #95**

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize Senior Pick Up Days to be held on May 16<sup>th</sup> and May 17<sup>th</sup> of 2016. All in Favor. Motion Carried.

- Resolution authorizing the purchase of a 2017 Western Star, Model #4900SF Tandem Dump Truck with plow from Oneida County Bid #1827 with a stainless steel dump box (purchase to be repaid by a 5-year BAN) at a cost of \$229,355.33.

Supervisor Conover stated this was the acquisition price, when they are closer to delivery there will be another resolution with the established rate from the bank. Councilmember Bolton stated that the Board has had much discussion on this resolution and it is not new.

**RESOLUTION #96**

Councilmember Bolton moved, seconded by Councilmember Wilson to authorize the purchase of a 2017 Western Star, Model #4900SF Tandem Dump Truck with plow from Oneida County Bid #1827 with a stainless steel dump box (purchase to be repaid by a 5-year BAN) at a cost of \$229,355.33. All in Favor. Motion Carried.

**Public in Attendance:**

**RESOLUTION #97**

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

Transfer \$5,350.00 to Lake George Watershed Account from the General Fund

<b>To</b>	<b>From</b>	<b>Amount</b>
<b>GENERAL:</b>		
3120.2 Police & Constable EQ	3120.1 Police & Constable PS	\$2,745.00
5182.2 Street Lights EQ	5182.4 Street Lights CE	\$5,800.00
<b>SEWER:</b>		
8120.4 Sanitary Sewers CE	8110.4 Administration CE	\$20,000.00

**RESOLUTION #98**

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 3A		
General	402-405 407-426 428-438	\$6,532.74
Highway	125	17.35
Sewer	77-82	1,915.48
Water	71-73	1315.72
Lights	406 & 427	79.29
Abstract 4		
General	327-401 439—474 476-482 484	75,754.08
Highway	99-124 126-158	50,046.24
Sewer	66-76 83-101	8,893.58
Water	56-70 74-85	13,252.95
Lights	475 & 483	2,012.91
Tourism	4 & 5	14,000.00
Ballfield	6	861.25
Cross St. Parking Cap	3	8,021.75
Sewer Cap	2	91.60
Senior Citizens Cap	2	77.19
Vets Park Cap	3	439.90
Rogers Park Cap	15-19	193,837.90
Lake George Watershed Conf.	2	30,000.00

- Executive Session

Councilmember Wilson invited Ike Wolgin to join them for the Executive Session.

**RESOLUTION #99**

Councilmember Wilson moved, seconded by Councilmember Bolton to enter into Executive Session for a contractual matter. All in Favor. Motion Carried.

**RESOLUTION #100**

Councilmember Wilson moved, seconded by Councilmember MacEwan to come out of Executive Session. All in Favor. Motion Carried.

**RESOLUTION #101**

Councilmember Wilson moved, seconded by Councilmember Bolton upon recommendation to the Town Board by the UDAG Funds Advisory Committee to enter into an agreement with Shannon L. Brown dba Reflections Salon and Boutique for a loan in the amount of \$5,040.00. The term of which will be 5 years at a rate of 3.25%, which will be a monthly payment of \$91.12 with the provision that if the loan is repaid in accordance of its original terms, without default,

the interest in the amount of \$427.20 shall be refunded back to the borrower. All in Favor.  
Motion Carried.

**RESOLUTION #102**

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

Adjourn: 8:41

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker