

REGULAR MEETING  
BOLTON TOWN BOARD

December 5, 2017

Regular Meeting:

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

Meeting Call to Order: 6:00 pm.

Pledge: Cheryl Bolton. Please stand for a moment of silence for Florence Neumann.

**BID OPENING**

- **BID OPENING ON SURPLUS VEHICLE**
  1. 2000 FORD F550 TRUCK vehicle identification # 1FDAF57F9YEE08243.
    - a. Jessie Arnold - \$2,100.00
    - b. Martin Cooper - \$2,107.00
    - c. Bruce McFarlane - \$4,765.00

Minutes:

- Approve the Minutes of the regular Town Board Meeting held November 8, 2017.

**RESOLUTION #278**

Councilmember Coon moved, seconded by Councilmember Bolton to approve the minutes of the regular Town Board Meeting held November 8, 2017. All in Favor. Motion Carried.

Public Hearings:

Public in Attendance:

Tim Larson of the LA Group updated the Board on the Padanarum Road Bridge Replacement Study and detailed the options in a handout he had sent to the Board.

Supervisor Conover stated that having looked at the reports he preferred to move forward with the complete replacement of the bridges. He believes this is the most economical. He stated he

would like the input from the people maintaining the bridges as to the specific type of structure they will use. He would like to see the pros and cons of each. He would like to get going on this project in the upcoming year. The Board members agreed with the idea of a full replacement. Supervisor Conover stated he believed that there were sufficient funds saved in the Highway Department Fund balance for this project.

Tim Larson stated he would like to get a head start on Highway projects this year, so they can be done quicker. Supervisor Conover stated he was all for that.

Tim Larson detailed the redevelopment plans and options in front of the Board for the Dula Parking Lot. Supervisor Conover stated that this lot not only receives a high volume of parking, it also has a lot of pedestrian traffic.

Zandy Gabriels spoke on the following topics:

- Agreed with replacement of Padanarum Bridges.
- Life cycles, structural integrity and weight loads of the proposed bridges.
- He read a letter from Mrs. Gabriels thanking the Town ( particularly Sue Wilson and Jodi Connally) for their assistance on water and sewer lines on Green Island and questions when and why they became private lines and the responsibilities. She hopes to be here in January to follow up on these questions.

#### Code Enforcement:

#### Correspondence:

- Jamie Brown, LGLC thank you to the town for their donation to the 2017 Hike-a-Thon.
- NYS Department of Public Service regarding their winter outreach campaign.
- Edward Stewart, Bolton Justice Court regarding Section 2019-a of the Uniform Justice Court Act and a request for Ed White to attend certification training.
- Anne & Joe Funaro thanking Debby MacEwan for her assistance in garnering facts, that was in their minds above and beyond. *Supervisor Conover stated they receive a lot of great feedback on the Assessor's office along with the other departments. The improvements on Wall Street have been a big hit, it is a great upgrade.*
- Robert Beebe, President of Rainbow Beach Association concerning Rainbow Beach Road. *Councilmember Coon stated he believes they wanted guardrails, but he and Councilmember Wilson looked at it and do not believe they are necessary.*
- Roger Cuva, NYMIR thanking town for opportunity to perform underwriting survey.
- Congress Member Elise Stefanik congratulating Supervisor Conover on his reelection.
- Curtis Truax Jr., regarding 2018 Fire District Budget.
- Edward Shannon, HHHN thanking the town for their ongoing support.
- Lorraine & John Lefevre with concerns about the Dula Place Parking lot.

#### Committee Reports:

## Councilmember Robert MacEwan

### Justice Court:

- During the month of September 2017, Judge Harry Demarest took in \$9,833.00 and Judge Edward Stewart took in \$5,136.00. Total monies forwarded to the Town of Bolton amounted to \$14,969.00. There are itemized lists located in the Court if anyone desires to look them over.
- Request for Ed White to take Bench Certification Training.

### Recreation Department:

1. Recreation Center-
  - A. Calendar- See attached
  - B. Attendance-

Month	2016	2017
Jan	109	94
Feb	90	64
March	110	101
April	60	78
May	65	104
June	24	54
July	Closed	Closed
August	Closed	Closed
Sep	46	74
Oct	54	108
Nov	48	128
Dec	78	

- C. A movie night was hosted on Friday November 17 with pizza, popcorn, and candy. 8 students attended.
- D. There were extended hours offered this month to accommodate the early dismissal from school on 11/21, and the school being closed on 11/10, attendance was good, and parents expressed appreciation for the extra hours.
- E. Parents have asked if the Town would consider opening the recreation center on Mondays. This should not impact the budget tremendously, as extra hours are included when considering the budget. Kelli works 3.5 hrs./day or 14/week. Elaine works a 6-hr. shift once a week. I budget for 24 hours/week, typically, we are open 20 hours. The 4 extra hours allow for me to have Kelli or Elaine assist with extra events throughout the year or to shop for supplies. We do open a few days over the major holidays and on certain days that the school is closed as well. Kelli is available to work the additional day if the TB approves the decision. As seen from the chart above, attendance has

increased; the additional day would satisfy the increasing demand for additional hours at the recreation center. *Supervisor Conover asked for the Board's consensus on this. Councilmember Bolton stated if the Rec Director feels that there is a need for the hours to be extended and she is within her budget than she is all for it. Councilmember MacEwan stated he believes there is a need for this. Supervisor Conover stated she can report back to the Board at some point to let them know how it is going.*

2. Summer Programs- NA
3. Winter Programs-
  - A. Gore Regional School Program Applications will be accepted from until December 8, 2017. Rates and dates are listed on the September 2017 Recreation Minutes
4. We will be hosting the Puppet People on Sunday, December 17th at 1:00 PM in the Town Hall meeting room where they will perform their version of A Christmas Carol. It is a wonderful show which runs approx. 55 minutes. After the show, children are invited downstairs to the Recreation Center to make a craft.

Councilmember Bolton stated she had forwarded Ms. Huck some correspondence she had received from the Town of Horicon Supervisor concerning a shared program with Horicon for a YMCA camp. They are interested in implementing a shared program with the Town of Bolton Recreation Department and have requested a meeting to discuss this.

Transfer Station:

- Total for month \$9,814.00
- Spring Clean Up cards \$3,654.00.
- Batteries sent to Warren County.
- Donated clothes to Salvation Army.
- Big thanks to Mark and Josh for their help this summer.
- The building is in need of repair.

**Councilmember Tim Coon**

Assessor:

- The process of getting new photos and checking road names is ongoing along with collection of data for the 2018 Assessment Roll.
- Exemption season is continuing as renewals are coming in.
- NYSDTF has indicated the rebate checks are being mailed and everyone should have them in the next four months.

**Councilmember Susan Wilson**

#### Planning/Zoning:

- The Planning Office for the month of October collected fees in the amount of \$743.50 for various items including Certificates of Compliance, Septic Permits, Site Plan Reviews and Stormwater Permits.
- Pam, Mitzi, Mike and I continue to meet with Jim Martin to review of the zoning code update.

#### Library:

- The library will be holding their third monthly Movie Night on Saturday, December 18<sup>th</sup> from 6:00 to 8:00 PM. This is a joint program with the library and the Bolton After School Program and is a fund raiser for the After-School Program. The movie they will be showing is titled The Emoji Movie and the program is offered to children from pre-school through 6<sup>th</sup> grade. The cost is \$6.00 per child and there is food and drink concession available to purchase snack items.

### **Councilmember Cheryl Bolton**

#### Highway Department:

- Further removal of brush from landfill to Bolton pit.
- Review of existing plow to improve clear surface during bad weather.
- Brine application training and implementation- Workshop schedule Friday 12/8/17.
- Investigate usage of new live edge plow.
- General maintenance and truck inspection.
- Draft of the Model Plan for Snow and Ice Control for the Town of Bolton – updates of route and staffing needs to be completed. This is a living document and will change as we go forward and need to change some of the practices.

#### Water Department:

- Total flow to distribution for the month of November is 5,480,690 gallons.
- Monthly total coli-form tests were taken according to the sampling schedule.
- Quarterly Tthm and Haa5 tests were taken according to the sampling schedule.
- Bi- Weekly Enumerated E coli. Samples from source water were taken according to sample schedule.
- Conducted all general maintenance and grounds work around plant and PRV pits.
- Continuing efforts to update water meters in town by installing radio read heads.
- On 12-1-2017 the Warren County sheriff department found, inspected and cleaned the intake at the water plant. We would like to thank them for providing that service to us.
- Yearly maintenance done to cl2 system in plant.
- Conducted several seasonal water shut offs and meter removals in various locations.

#### Sewer Department:

- The plant took in 2,865,890 gallons of wastewater for a daily average of 95,530.
- Casella hauled 16,000 gallons of sludge.

- Keeping up on all general maintenance around the plant and pump stations.
- Installed new motion lights at the Wastewater plant.
- On 11-20-2017 ACS control installed a new level transducer in the EQ tank.
- On 11-16-2017 Air Compressor Engineer changed a faulty Pressure switch on the Sand filter air compressor.
- Cleaned up downed tree by Imoff tank.
- Cleaned all pump stations and removed 6.4 cubic feet of grit and grease.
- Set up for December Trial program of Poly Aluminum Chloride

#### Supervisors Office:

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

- Website.
- Appointment letters
- Promotional letters.
- Insurance Reports.
- Personnel.
- Incident Reports
- Correspondence.
- Notarized documents for many different individuals.
- Grants.
- Updating Vehicle lists.
- Updating 426's
- Quarterly Reports.
- Prepping for Annual and End of Year closing.
- Work Place Violence/Right to Know training.

Councilmember Bolton thanked Kate Persons for assisting with personnel letters.

Supervisor Conover stated that the flushing of the hydrants was seamless and was accomplished in one day with much less turbidity than in the past. The modifications of the PRV Stations have allowed us to do this in such short order. Councilmember Bolton stated she believes the Town has invested a lot of training in their new Operators and the communication between them and the Clerk's Office is improving which makes the process much smoother.

#### Personnel:

- NYS Retirement visit on December 7 for succession planning. We will see 3 to 4 possible retirements in the next 3 to 4 years.

#### Technology Update:

- Review of IT updates and server maintenance has been drafted but not acted on, awaiting IT plan.

- New PC s, software and hardware have been delivered, but not installed.

### Training Plan:

A training program allows you to strengthen those skills that each employee needs to improve. A development program brings all employees to a higher level so they all have similar skills and knowledge.

- Employees have some weaknesses in their workplace skills. A training program needs to be setup to strengthen those skills that each employee needs to improve. A development program brings all employees to a higher level so they all have similar skills and knowledge.
- Technology challenges exist in multiple areas and I recommend a training plan initiated and followed over the next year to bring the common software and accounting practices current. Such as Excel training and time keeping and service tracking.
- Utilize EAP – Employees Assistants Program, with management and communication training, as well as WC Self-Ins offered trainings.
- Train members of staff on interviewing, on-boarding and basic hiring practices to be compliant with seasonal hires.
- Continual Course -refresher courses for Board members in municipal practices and the understanding of executive session, such as confidentiality practices, while dealing with the public and staff.

### Supervisors Report:

- Revenue: \$1,215,653.75
- Expense: \$677,271.20
- Harry Demarest retiring after 31 years of service. *A big thank you to him for his long service to the community.*
- Town Christmas Holiday decorations look very good, big thank you to all who helped with the installation.
- Christmas Tree Lighting event was wonderful, great turnout and big thank you to Willie Bea McDonald & the Bolton Business Council.
- Curb adjustment project completed, looks very good, big improvement. *Email received from the Fire Chief thanking the town for the improvement.*
- Water issue on Sagamore Road pertaining to a resident not inclined to install a water meter. *Referred the matter to the Town Attorney. They are continuing a dialog with the property owner to straighten this out.*

### New Business

- Resolution approving continuation in the Town of Bolton Retiree’s Health Insurance Supplemental Plans through Jaeger & Flynn with CDPHP Medicare Advantage 2018 and the MVP Gold Anywhere PPO 2018.

**RESOLUTION #279**

Councilmember Bolton moved, seconded by Councilmember Coon to approve the continuation in the Town of Bolton Retiree’s Health Insurance Supplemental Plans through Jaeger & Flynn with CDPHP Medicare Advantage 2018 and the MVP Gold Anywhere PPO 2018. All in Favor. Motion Carried.

- Resolution to change the name of Karls Korner Drive to Karl’s Corner Drive.

Town Clerk, Jodi Connally detailed the two changes.

**RESOLUTION #280**

Councilmember Bolton moved, seconded by Councilmember MacEwan to change the name of Karls Korner Drive to Karl’s Corner Drive. All in Favor. Motion Carried.

- Resolution to declare the following items as surplus and authorize the Town Clerk to advertise a notice for bids:
  - (4) LT 245-75R17 tires with rims.
  - (4) LT 265-75R16 tires with rims.
  - (11) 19.5 tires with rims.
  - (1) 19.5 tire without rim.
  - (1) 9 ft. Tarco Highlander Jr. Stainless Steel Sander.
  - (1) 8 ft. Tarco Highlander Jr. Stainless Steel Sander.
  - (1) 9.6 ft. EZ-V Fisher Plow.
  - (1) Delco Steamer.
  - (1) Steam Jenny.

Supervisor Conover asked which departments this equipment was coming out of.

Councilmember Bolton stated that this equipment was in cold storage of the old Highway Building and some of the general cleanup was to get rid of the items that are no longer used by or of service to the departments. These items were from both the Building and Grounds and Highway Departments.

**RESOLUTION #281**

Councilmember Coon moved, seconded by Councilmember Wilson to declare the following items as surplus and authorize the Town Clerk to advertise a notice for bids:

- (4) LT 245-75R17 tires with rims.
- (4) LT 265-75R16 tires with rims.



- (11) 19.5 tires with rims.
- (1) 19.5 tire without rim.
- (1) 9 ft. Tarco Highlander Jr. Stainless Steel Sander.
- (1) 8 ft. Tarco Highlander Jr. Stainless Steel Sander.
- (1) 9.6 ft. EZ-V Fisher Plow.
- (1) Delco Steamer.
- (1) Steam Jenny.

All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to enter into a contract with New York Municipal Insurance Reciprocal (NYMIR) for property and casualty insurance for 2018 at a premium amount not to exceed \$73,695.73.

Supervisor Conover stated that NYMIR was a pretty significant reduction from where the town was.

**RESOLUTION #282**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize the Supervisor to enter into a contract with New York Municipal Insurance Reciprocal (NYMIR) for property and casualty insurance for 2018 at a premium amount not to exceed \$73,695.73. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign an agreement for 2018 with Hudson Headwaters Health Network for Hepatitis B Vaccination Services for the Town of Bolton at a cost of \$60 for each Hepatitis B Vaccination.

**RESOLUTION #283**

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize the Supervisor to sign an agreement for 2018 with Hudson Headwaters Health Network for Hepatitis B Vaccination Services for the Town of Bolton at a cost of \$60 for each Hepatitis B Vaccination. All in Favor. Motion Carried.

- Resolution in support of Warren County’s proposed plan for counsel at initial appearance for arraignments in local courts.

Supervisor Conover stated this was the central arraignment plan and he had spoken to Judge Stewart and the court is in support of this plan.

**RESOLUTION #284**

Councilmember Wilson moved, seconded by Councilmember MacEwan to support Warren County's proposed plan for counsel at initial appearance for arraignments in local courts as follows:

WHEREAS, Warren County is submitting a plan for counsel at initial appearance coverage for arraignments in local courts, and

WHEREAS, the plan provides for a central arraignment part conducted twice a day at the Warren County Municipal Center rather than at the town or city location of the arrest, and

WHEREAS, this plan requires the cooperation of the various local town and city justices and judges, and

WHEREAS, this plan should assure consistency in representation, as well as in the afterhours schedules of the various town and city justices and judges, and

WHEREAS, State funding is available to provide for the expenses of the justices and judges as they travel to Queensbury, and

WHEREAS, this program will promote efficiencies among the town and city courts and justices and judges, as well as in County operations providing for mutual cooperation of the County's municipalities, now, therefore, be it

RESOLVED, that the Town of Bolton hereby indicates its support for Warren County's plan for counsel at initial appearance coverage for arraignments in local courts and,

BE IT FURTHER,

RESOLVED, that the Town Board hereby authorizes and directs the Town Clerk to send a certified copy of this Resolution to the Warren County Attorney's Office and the Town Supervisor and/or the Town Clerk take such other and further action as may be necessary to effectuate the terms of this Resolution. All in Favor. Motion Carried.

- Resolution to endorse the Lake George Land Conservancy's application for a grant to the LTA/EPF to move forward with a plan to assess the Town of Bolton as a recreational hub and contribute \$5,000.00 toward the completion of this grant.

Supervisor Conover stated this grant was for \$60,000.00 and they were looking to further the recreational improvement plan specifically to Bolton and some of the contiguous towns. He believes this is a wise thing to do. He said that thousands of people hike our trail systems throughout the year. The County will be launching a recreational mapping trail program in the spring which will be a wonderful item for people to pull up on their electronic devices.

**RESOLUTION #285**

Councilmember Coon moved, seconded by Councilmember Bolton to endorse the Lake George Land Conservancy's application for a grant to the LTA/EPF to move forward with a plan to assess the Town of Bolton as a recreational hub and contribute \$5,000.00 toward the completion of this grant. All in Favor. Motion Carried.

- Resolution authorizing a \$2,000 contribution to the Student Connection Program administered by the Village of Lake George for 2018.

Supervisor Conover stated that this is a program that the town participated in last year for the same dollar amount. It is a good program for a modest amount of money.

**RESOLUTION #286**

Councilmember Bolton moved, seconded by Councilmember Coon to authorize a \$2,000 contribution to the Student Connection Program administered by the Village of Lake George for 2018. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to enter into an agreement for the preparation of redevelopment plans and specifications for work and bidding for Dula Parking Lot with The LA Group including any survey costs associated with the project in an amount not to exceed \$5,720.

**RESOLUTION #287**

Councilmember Bolton moved, seconded by Councilmember MacEwan to authorize the Supervisor to enter into an agreement for the preparation of redevelopment plans and specifications for work and bidding for Dula Parking Lot with The LA Group including any survey costs associated with the project in an amount not to exceed \$5,720. All in Favor. Motion Carried.

- Resolution authorizing professional service contract with The L.A. Group for preparation of plans and specs, bidding and inspection for replacement of Bridges on the Padanarum Road.

**RESOLUTION #288**

Councilmember Bolton moved, seconded by Councilmember Coon to authorizing professional service contract with The L.A. Group for preparation of plans and specs, bidding and inspection for replacement of Bridges on the Padanarum Road. All in Favor. Motion Carried.

- Resolution to accept the Snow and Ice Control Plan for the Town of Bolton Lake George Watershed 2017-2018.

Supervisor Conover stated that the people that are working on this have really moved the issue along and they are doing it the right way step by step. They are working very closely with our Highway Department and Highway personnel. Councilmember Bolton stated that rolling out the plan with input from the actual staff will be very effective. She believes that keeping the data collection in a simplistic form will make it more viable and very informational.

**RESOLUTION #289**

Councilmember Bolton moved, seconded by Councilmember MacEwan to accept the Snow and Ice Control Plan for the Town of Bolton Lake George Watershed 2017-2018. All in Favor. Motion Carried.

**Public in Attendance**

Zandy Gabriels spoke about the following topics:

- Posting of a document on the town website. *Supervisor Conover stated that eventually it will be available when enough data is collected.*
- Rainbow Beach right-of-way and who truly owns it from the macadam to the water's edge.
- A public beach in Rainbow Beach Association.

Chris Navitsky

- Informed the Board of winter maintenance updates this week for the town trucks. Their goal is to work together to produce safe roads while reducing the salt by 50%. They will be starting an analysis at the Town Garage. Supervisor Conover stated that the Fund for Lake George had provided the Town with a grant that they really appreciate.

**RESOLUTION #290**

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

**TRANSFERS FOR DECEMBER 2017**

<b>To</b>	<b>From</b>	<b>Amount</b>
<b><u>GENERAL:</u></b>		
1220.2 Supervisor EQ	1220.4 Supervisor CE	\$1,558.00
1355.1 Assessor PS	1990.4 Contingency	\$1,420.00
1650.4 Central Comm CE	1670.4 Central Print/Mail CE	\$737.00
1950.4 J & C / Water Bills	1910.4 Unallocated Insurance	\$1,080.00
7110.4 Parks CE	9010.8 State Retirement	\$15,000.00
7140.4 Recreation CE	7140.1 Recreation PS	\$160.00
8160.1 Refuse/Garbage PS	1990.4 Contingency	\$5,000.00
8160.4 Refuse/Garbage CE	8160.2 Refuse/Garbage EQ	\$8,573.00

**HIGHWAY:**

5110.4 General Repairs CE	Fund Balance	\$11,926.00
5112.2 Permanent Improvement	Fund Balance	\$119,200.00
5130.1 Machinery PS	5130.2 Machinery EQ	\$1,000.00
5130.4 Machinery CE	9060.8 Medical Insurance	\$13,500.00
5130.4 Machinery CE	5148.4 Serv. to Other Govt's	\$736.00
5142.4 Snow Removal CE	9730.7 Bond Anticipation Int	\$4,222.00

**LIGHTS:**

5182.4 Lighting CE	Fund Balance	\$120.00
--------------------	--------------	----------

**WATER:**

8310.1 Administration PS	8320.2 Source Power Pump EQ	\$3,000.00
8310.4 Administration CE	1990.4 Contingency	\$167.00
8330.4 Purification CE	8330.2 Purification EQ	\$1,518.00
8340.4 Trans/Distribution CE	8340.2 Trans/Distribution EQ	\$1,004.00
9060.8 Medical Ins Town Share	8320.4 Source Power Pump CE	\$1,165.00

**SEWER:**

1950.4 J & C / Water Bills	1990.4 Contingency	\$220.00
8130.4 Sewage Treatment CE	8110.1 Administration PS	\$5,527.00

**ADDITIONAL TRANSFERS:**

\$4,800.00 to be transferred to Sewer Cap Reserve from the Sewer District Fund Balance for Abstract 12

**RESOLUTION #291**

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 11A		
General	1639-1676	\$3,453.59
Hwy	555	17.35
Sewer	364-371	2,742.21
Water	298-301	1,129.28
Lights	48-49	102.26
Abstract 12		
General	1566-1638 1677-1699	\$89,428.07
Highway	522-554 556-567	167,245.28

Sewer	345-363 372-375	7,687.45
Water	285-297 302-307	4,064.56
Lights	50-51	2,169.65
Tourism	48-51	11,121.95
Special Ballfield	15	481.80
Sewer Improvement Project	2	1,050.00
Waste Water Cap	8	4,800.00
Vets Park South Dock	1	495.00

Executive Session: None

**RESOLUTION #292**

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

Adjourn: 7:12pm

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker