

REGULAR MEETING  
BOLTON TOWN BOARD

August 7, 2018

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

Meeting Call to Order: 6:00pm.

Pledge: Susan Wilson

Please stand for a moment of silence for David Cady, Joyce Constantine and Frank Bergman.

Minutes:

- Approve the July 3, 2018 Minutes.
- Approve the July 24, 2018 Minutes.

**RESOLUTION #198**

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the minutes of the regular Town Board Meetings held July 3, 2018. All in Favor. Motion Carried.

**RESOLUTION #199**

Councilmember Wilson moved, seconded by Councilmember Coon to approve the minutes of the regular Town Board Meetings held July 24, 2018. All in Favor. Motion Carried.

Public Hearing:

Public Hearing regarding outdoor amplification permit by Rick Gage for live outdoor music on September 8 or September 15 (rain date), 2018, 2pm-8pm at 26 Sawmill Lane.

- Resolution regarding outdoor amplification permit by Rick Gage for live outdoor music on September 8 or September 15 (rain date), 2018, 2pm-8pm at 26 Sawmill Lane.

**RESOLUTION #200**

Councilmember Wilson moved, seconded by Councilmember Cleavland to approve an outdoor

sound amplification permit for Rick Gage for live outdoor music on September 8 or September 15 (rain date), 2018, 2pm-8pm at 26 Sawmill Lane. All in Favor. Motion Carried.

Public Hearing regarding outdoor amplification permit by Eric Neuffer-Bolton Volunteer Fire Company for 100-year anniversary event of service for the Town of Bolton October 13, 2018, noon-8pm at 5003 Lake Shore Drive-Bolton Fire House.

- Resolution regarding outdoor amplification permit by Eric Neuffer-Bolton Volunteer Fire Company for 100-year anniversary event of service for the Town of Bolton October 13, 2018, noon-8pm at 5003 Lake Shore Drive-Bolton Fire House.

### **RESOLUTION #201**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to approve an outdoor sound amplification permit by Eric Neuffer-Bolton Volunteer Fire Company for 100-year anniversary event of service for the Town of Bolton October 13, 2018, noon-8pm at 5003 Lake Shore Drive-Bolton Fire House. All in Favor. Motion Carried.

#### Public in Attendance:

#### Correspondence:

- Barbara Weinschenk regarding shelter guide.
- Robert Streeter, NYS DEC pilot project acceptance letter for woodchip bioreactor.
- Thomas Guay, Sagamore Resort letter of support for improvements to the Bolton Wastewater Plant.
- Supreme Court of New York State regarding Eton Centers notice of application for review of tax assessments.
- C. Walter Lender, LGA supporting the Town of Bolton's Waterfront Revitalization.
- Mary Elizabeth Kissane, County Attorney regarding 2019 Roadway Maintenance Agreements.
- Bob Branchini thanking the Highway Department and the Town Hall for a job well done.
- National Grid regarding 969 E Schroon River Road.
- Bryan Goldberger of Goldberger and Kremer offering labor relations and employment law services.
- Ron Shelli regarding water bill.
- Shelly Hamilton inquiring about Spectrum running cable on Wall Street and Stone Place Road. *Supervisor Conover stated he was waiting to hear back from Spectrum as there seems to be some confusion on the status of this project. This project has been 2 years in the making and he will update the Board as soon as he hears anything.*
- Tracey Clothier, Clothier Planning & Consulting regarding Town of Bolton Open Branding and Marketing Strategy.
- Debbie Ferri letter of appreciation for work done on Trout Lake Road by the Highway Department.

- Darrin Fresh Water Institute report of bacteriological examination at town beaches.
- Kathleen Suozzo, P.E., PLLLC monthly report for the Bolton WWTP.
- Afnan, Khwaja, NYS DOT regarding Ragnar Relay event.
- Bolton Volunteer Fire Company invitation to 100<sup>th</sup> Anniversary Event on October 13, 2018. *Supervisor Conover stated that the Board had been invited to the Bolton Fire Company 100<sup>th</sup> Anniversary event.*
- Charles Klass stating how professional and respectful to his property the Highway Department has been while working on South Trout Lake Road.

**Committee Reports:**  
**Councilmember Robert MacEwan**

Justice Court: During the month of July 2018, Judge Edward White took in \$7,623.00 and Judge Edward Stewart took in \$9,698.00. Total monies forwarded to the Town of Bolton amounted to \$17,321.00. There are itemized lists located in the Court if anyone desires to look them over.

Transfer Station:

- Total for the month is \$12,252.00.
- Spring cleanup cards \$5,846.00.

Councilmember MacEwan asked if they could grind up the brush piles from the Transfer Station to use for the woodchip bioreactor. Kathy Suozzo explained they would need to know whether they were hard wood or soft wood and make sure they were within ½ inch to 2 inches without any leaves, detritus or dirt. Supervisor Conover stated they could look into it.

EMS:

EMR report regarding billing activity for June, 2018:

Calls: 36 of which 28 were billable.

Gross Charges Billed in June:	\$ 34,107.40
Gross Charges Billed YTD:	\$ 107,763.00
Payments Received in June:	\$ 10,056.19
Payments Received YTD:	\$ 56,217.79

Billing payments received thru June 2017 were \$43,634.69.

Payroll Expenses for June were \$32,947.23. Year to date thru June 2018 was \$148,957.41 versus \$106136.07 for 2017.

The Adirondack Marathon Distance Festival, scheduled for Sunday, September 23<sup>rd</sup>, in Schroon Lake is requesting ambulances and/or EMS personnel.

Meeting on Friday, July 20<sup>th</sup>, with the attorney assigned by our insurance carrier to go over information relating to the lawsuit filed by the Lake George Fire person claiming injury at a fire standby on October 1, 2017.

Highway Department:

- Cutting brush and trees South Trout Lake Road.
- Mowing roads.
- Sweep streets.
- Grade and rake dirt roads.
- Cleared down trees from storms.
- Steam clean trucks.
- Sent trucks to other towns for paving.
- Hauled Item #4.
- Patched several pot holes.

**Councilmember Tim Coon**

Assessor:

- The office is gearing up for a very busy exemption renewal season.
- The changes to the 2018 State Budget now require anyone having the Enhanced STAR exemption to sign up for the Income Verification Program (IVP).
- The Enhanced renewals will be going in the mail in early September and we expect there to be a lot of confusion.

WWTP:

- Total flow for the month 7,622,162 gallons for a daily average of 246,000 gallons.
- Casella hauled 56,000 gallons of sludge
- Ellsworth and son repaired the manhole collapsing in Stewarts parking lot
- On July 3 we discovered that pump 1 at the main station wasn't running properly, it was squealing very loudly and wasn't pumping like it should. We had Siewert equipment come up and they discovered that the impeller and wear plate were maxed out. Also the belts were loose. They replaced the impeller, wear plate and belts on July 23 and the pump is working great now.
- Matt coon attended Morrisville College from July 23- August 3 for basic operations of waste water.
- When Matt was at college for 2 weeks George Mumblow sent Rob up to assist Justin and be here for safety concerns. Thanks for helping out.
- We had several alarms at north station for power issues. We spoke to national grid about the issues and they stated that there was a lot of draw on the lines. We also had Brownell electric inspect all the panels in building and everything is good.

- On July 20 we discovered that the pump at Norowal pump station wasn't working. When Siewert equipment was repairing the main station pump they looked at the pump at Norowal. They determined that the pump had a bad motor and seal. We are waiting to receive prices on a new pump and also repairing the bad one.
- We have been using the highways tractor to rake the beds once a week. Our tractor is down and needs a lot of work. Thanks for helping out.
- Maintaining the grounds around the plant and stations.

Water Department:

**Councilmember Susan Wilson**

Planning / Zoning:

- The Planning Office for the month of June collected fees in the amount of \$1,362.50 for various items including Certificates of Compliance, Variances, Site Plan Reviews, Stormwater Permits and After the Fact Fees.
- Pam, Mitzi, Mike and I continue to meet with Jim Martin to discuss the zoning revisions.
- We also meet regularly each month to discuss projects, issues or concerns or to meet with residents.

Town Clerk:

- Prepared equipment for upcoming water billing cycle.
- We continue to work with the water department in an effort to upgrade to radio read meters.
- Spring clean-up cards are available for pick up in the Clerk's Office, 1222 issued to date.
- Sold 60 fishing licenses.
- Issued 120 resident parking permits.
- Dog licenses and renewals.
- Issued numerous burn permits.
- Notarized numerous documents.
- Prepared and entered invoices for payment.
- Balanced monthly abstracts.
- Ordered supplies for various departments.
- Sold \$6311 in landfill tickets at the counter.
- Reservation at the community center.
- Updated tax changes from the Assessor's office.
- Marriage licenses.
- Numerous park facility use permits.
- Issued numerous disability parking plaques.
- Issued tickets to park attendants and processed payments of \$18,240.00.

Councilmember Wilson stated they had also incorporated information into the water bills and sent it out in record time.

### 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.
- Insurance Reports.
- Personnel.
- Correspondence.
- Notarized documents for many different individuals.
- Grants.
- Updating Vehicle lists.
- Updating Personnel files.
- Quarterly Reports.
- Project quotes.
- Retirement Updates.
- EAP's.
- New Hire letters
- 426's

On July 20<sup>th</sup> the Town of Bolton met with Ed Bartholomew, President of the Warren County Economic Development Council and representatives from the Capital Region Economic Development Council to discuss the town's Consolidated Funding Applications for upgrades to the wastewater treatment plant and the final phase of Rogers Park. Those attending were Tracey Clothier, Planning Consultant, Mark Suozzo, Engineering Consultant, Walt Lender, Lake George Association Director, Chris Navitsky, Lake George Waterkeeper and herself who all spoke in support of the projects.

Thank you to those who attended on behalf of Bolton and to Ed Bartholomew for setting up these meetings giving us an opportunity to meet with members of the Regional Council.

### **Councilmember Cleavland**

#### Library:

- Trivia night Aug 20<sup>th</sup>, 6:30 PM at a cost of \$3.00 per person to play. The winning team takes home the pot.
- Opera Museum will show "On the Waterfront" on Aug 27<sup>th</sup>, at 7:30PM. Free of charge.
- On Aug 15<sup>th</sup> at 6:30 PM, Mike Ornstein, a summer resident and children's book author will present a reading of his two books "Kindergarten Bus" and "The Daddy Longlegs Blues". Mike will have copies of his books available for purchase.
- The annual book sale was a huge success. The library can now take donations of books again.

- The library is the beneficiary of the Episcopal Church's raffle this year. Tickets available at the library.

Police:

- 39 patrol shifts, 331 reportable activities and 245 property checks.
- Chief Neumann and P.O. Lail policed the July 4<sup>th</sup> fireworks event without incident.

Seniors:

- August 30 - Mystery Theater Cruise on the Spirit of Ethan Allan via Browns Tours, \$75.00
- September 12- Warren County Senior Picnic at the Fish Hatchery \$5.00
- September 19 - Lake Theater Luncheon Show at the Holiday Inn, \$36.00
- September 27 - Governor's Mansion Tour & Planetarium, via Browns Tours \$55.00
- October 2 - Von Trapp Restaurant & Brewery, Stowe, Vt. via Browns Tours \$80.00
- For more information and to sign up contact John Consaga at (518)-240-6000.

Supervisor's Report:

- Deposits: \$1,737,134.91
- Disbursements: \$775,083.79
- Warren County Sales Tax up 4.2 % through the 2<sup>nd</sup> distribution.
- Dula Parking Lot Complete some landscaping on North side yet to be completed by the Town.
- 1<sup>st</sup> Street Project complete.
- Dula Street substantially complete (storm water improvements look very good; drainage plan appears to be working as intended).
- South Trout Lake Road, Brook Street Extension, Lower Brereton Road Scheduled for improvements this Fall.
- New energy Contract with East Coast Power and Gas at .05940 cents per kwh. *We are coming off a 3-year contract and this is a program presented by the NYS Association of Towns which we should definitely participate in. He believes it is a significant reduction from what we are presently paying.*
- Two CFA Grant Application submitted per Board Resolution with one more to be submitted in September.
- Preparation of the 2019 Town Budget will begin around September 1, 2018.
- Ordinance for unkept properties. *Supervisor Conover asked Councilmember Wilson and Councilmember Cleavland and Town Counsel to look into what more the town may want to codify.*
- Thunderbird Road survey for a posted speed limit.
- Parking problems on Maple Street. *Supervisor Conover asked Councilmember Coon and Councilmember MacEwan could look into this.*
- Caren Hoffman shall be serving as Bolton's representative on the Student Connection Board.

## New Business

- Resolution authorizing town counsel to appear and defend the Town of Bolton against Eton Centers Company in a tax certiorari petition challenging their 2018 tax assessment.

### **RESOLUTION #202**

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize town counsel to appear and defend the Town of Bolton against Eton Centers Company in a tax certiorari petition challenging their 2018 tax assessment. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to declare the following items as surplus and authorize the Town Clerk to advertise a notice for bids:
  1. Lincoln Arc Welder: Model# P218G-I/10867D, Serial# I883435917
  2. Homelite 3” Diaphragm Pump: Model# HOP3-A, Serial# HT2920002
  3. Dayton 295 Amp Welder
  4. John Deere 155C Mower with 48” deck: 25 H.P., Model# 155CA, Serial# Gx155CA024832
  5. 8’ Fisher Minute Mount plow: Serial# 25519
  6. Sewer Equipment of America Sewer Jet: Serial# 5245
  7. John Deere 750 Tractor 4x4 with bucket

Supervisor Conover asked if Mr. Sherman could look into a combination steam jenny and a sewer jet. Mr. Sherman stated that they had and it would not have the power that would be needed for the sewer jet.

### **RESOLUTION #203**

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

1. Lincoln Arc Welder: Model# P218G-I/10867D, Serial# I883435917
2. Homelite 3” Diaphragm Pump: Model# HOP3-A, Serial# HT2920002
3. Dayton 295 Amp Welder
4. John Deere 155C Mower with 48” deck: 25 H.P., Model# 155CA, Serial# Gx155CA024832
5. 8’ Fisher Minute Mount plow: Serial# 25519
6. Sewer Equipment of America Sewer Jet: Serial# 5245
7. John Deere 750 Tractor 4x4 with bucket. All in Favor. Motion Carried.

- Resolution authorizing the use of Veterans Park as a departure point by the Rensselaer Intercollegiate Outing Club including parking on October 5-7, 2018 and that the Town Clerk should communicate this approval along with the prohibition of driving vehicles or trucks on the grass at Veterans Park.

### **RESOLUTION #204**



Councilmember Coon moved, seconded by Councilmember MacEwan authorizing the use of Veterans Park as a departure point by the Rensselaer Intercollegiate Outing Club including parking on October 5-7, 2018 and that the Town Clerk should communicate this approval along with the prohibition of driving vehicles or trucks on the grass at Veterans Park. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to sign a 2019 Roadway Maintenance Agreement with Warren County in the amount of \$157,576.44 for snow and ice removal and \$2,469.60 for mowing.

Supervisor Conover asked Mr. Sherman to bring up the lower rate of reimbursement at the Highway Superintendents Association.

### **RESOLUTION #205**

Councilmember Cleavland moved, seconded by Councilmember Coon authorizing the Supervisor to sign a 2019 Roadway Maintenance Agreement with Warren County in the amount of \$157,576.44 for snow and ice removal and \$2,469.60 for mowing. All in Favor. Motion Carried.

- Resolution authorizing the Supervisor to execute a professional service contract with Tracey M. Clothier, AICP, CEP for a Town of Bolton Open Space Plan and Implementation Strategy being developed by the LGLC in an amount not to exceed \$5,000.

Supervisor Conover stated that this fulfills the support that the town committed to for work on the trail system.

### **RESOLUTION #206**

Councilmember Wilson moved, seconded by Councilmember Cleavland authorizing the Supervisor to execute a professional service contract with Tracey M. Clothier, AICP, CEP for a Town of Bolton Open Space Plan and Implementation Strategy being developed by the LGLC in an amount not to exceed \$5,000. All in Favor. Motion Carried.

- Resolution ratifying and authorizing the town supervisor to execute a 36-month fixed rate energy contract with East Coast Power & Gas for .0594 per KWH through the NYS Association of Towns municipal energy purchase program.

Councilmember Cleavland stated that this was not a large increase from the last contract.

### **RESOLUTION #207**

Councilmember Cleavland moved, seconded by Councilmember Wilson ratifying and authorizing the town supervisor to execute a 36-month fixed rate energy contract with East Coast Power & Gas for .0594 per KWH through the NYS Association of Towns municipal energy purchase program. All in Favor. Motion Carried.

- Resolution authorizing the Lake George Triathlon Festival to use the Bolton roadways September 1<sup>st</sup> and 2<sup>nd</sup>.

### **RESOLUTION #208**

Councilmember Cleavland moved, seconded by Coon authorizing the Lake George Triathlon Festival to use the Bolton roadways September 1<sup>st</sup> and 2<sup>nd</sup>. All in Favor. Motion Carried.

- Resolution authorizing the Town Board to accept the final engineering report for the Town of Bolton WWTP.

### **RESOLUTION #209**

Councilmember Coon moved, seconded by MacEwan authorizing the Town Board to accept the final engineering report for the Town of Bolton WWTP:

WHEREAS, the Town of Bolton is applying for project funding to upgrade the Town's wastewater collection system and the wastewater treatment plant (WWTP). The project funding is from the New York State Environmental Facilities Corporation (NYSEFC), and as part of the application a detailed engineering report is required.

WHEREAS, the Town of Bolton entered into an agreement with KSPE PLLC to prepare such an engineering evaluation of the Town's WWTP, pursuant to the requirements of the NYSEFC.

WHEREAS, KSPE PLLC has completed the engineering evaluation and has submitted copies of same to the Town Board for their review.

NOW AND THEREFORE IT BE RESOLVED, that the Town of Bolton Town Board determines that the above-referenced engineering report has been reviewed and fulfills the regulatory requirements, and it shall be submitted to the NYSDEC and the NYSEFC. All in Favor. Motion Carried.

- Resolution authorizing the award of bid for the milling and paving project on South Trout Lake Road to Peckham Road Corp., in the amount not to exceed \$176,500.

Supervisor Conover stated he thought they were being ambitious with this project this year, but it was a good thing. Councilmember Coon stated they were doing a good job.

### **RESOLUTION #210**

Councilmember Cleavland moved, seconded by Coon authorizing the award of bid for the milling and paving project on South Trout Lake Road to Peckham Road Corp., in the amount not to exceed \$176,500. All in Favor. Motion Carried.

- Resolution authorizing the creation of the position of a part time Animal Control Officer.

Supervisor Conover explained that the town was under contract with the SPCA for a number of years, but they no longer offer service. There are requirements under Agriculture and Market laws and this will recreate the ACO position. He stated that Jim Fitzgerald has indicated that he would be willing to provide this service for the time being.

**RESOLUTION #211**

Councilmember Cleavland moved, seconded by MacEwan authorizing the creation of the position of a part time Animal Control Officer. All in Favor. Motion Carried.

- Resolution to petition the state to do a survey on Thunderbird Road for a speed limit.

**RESOLUTION #212**

Councilmember Coon moved, seconded by Councilmember MacEwan to petition the state to do a survey on Thunderbird Road for a speed limit. All in Favor. Motion Carried.

Convene as Bolton Sewer District

**RESOLUTION #213**

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

- Resolution authorizing Supervisor and Town Clerk to Advertise for invitation for quotes for emergency sludge hauling response for the Town of Bolton Sewer District.

Supervisor Conover stated that when there are emergency situations particularly at the Main Pump Station, the protocol is that we need to have a pumping company come in. This will establish price for responding to an emergency situation. Councilmember Cleavland asked if they would have more than one company in case the lowest bidder can't respond. Ms. Suozzo explained that it would be a rolling inventory of contractors, which they start at the lowest and move on to the next. She explained that part of the qualifications is the time frame in which they can respond to an emergency.

**RESOLUTION #214**

Councilmember MacEwan moved, seconded by Coon authorizing Supervisor and Town Clerk to Advertise for invitation for quotes for emergency sludge hauling response for the Town of Bolton Sewer District. All in Favor. Motion Carried.

Reconvene as Bolton Town Board

**RESOLUTION #215**

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

Public in Attendance:

Zandy Gabriels spoke on the following:

- Plastic bags and his hope that they do not discontinue them.
- The lack of phosphorus coverage in the proposed grant application report.
- We cannot forget that we need to continue to look at phosphorus for the safety of the lake.
- 

**RESOLUTION #216**

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

TRANSFERS FOR AUGUST 2018

<b>To</b>	<b>From</b>	<b>Amount</b>
<u>GENERAL:</u>		
1220.4 Supervisor CE	1220.2 Supervisor EQ	\$1,000
<u>SEWER:</u>		
8110.4 Administration CE	Fund Balance	\$12,313
8120.4 Sanitary Sewers CE	Fund Balance	\$14,165

ADDITIONAL TRANSFERS:

\$30,000 to be transferred to the Sewer District from the General Fund. The transfer will be set up as a Due To / Due From in anticipation of upcoming Quarterly Billing.

**RESOLUTION #217**

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

Pay the Bills:

	<b>Vouchers</b>	<b>Amount</b>
Mid Abstract 7A		
General	1105-1149	\$5,382.60
Hwy	355	17.35
Sewer	289-296	2,754.13
<b>Water</b>	196-199	1,345.15
Lights	25-27	1,178.46

Abstract 8

General	1016-1104 1150-1198	\$58,188.17
Highway	322-354 356-385	47,187.05
Sewer	257-267 270-306 308-314	32,929.25
Water	186-195 200-207	11,130.17
Lights	28	361.02
Tourism	41-44	3,167.37
Sewer Plant Improvement Project	12-23	21,193.28
Rogers Park Phase 5	1	500.00
Vets Park South Dock	5-6	54,900.83

- Motion to Adjourn.

**RESOLUTION #218**

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

Adjourn: 6:48p.m.

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker