

REGULAR MEETING  
BOLTON TOWN BOARD

February 5, 2019

Regular Meeting:

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: 6:00 PM.

Pledge: Councilmember Wilson

Please stand for a moment of silence for Raymond “Chic” Ciccarelli, Donna Urtz, Marie Sauerwald & Jennie Blanchard.

Minutes:

- Approve the January 2, 2019 Organizational Minutes and Regular Town Board Meeting Minutes.

**RESOLUTION #39**

Councilmember Coon moved, seconded by Councilmember MacEwan to approve the Organizational Minutes of the regular Town Board Meeting held January 2, 2019. **All in Favor. Motion Carried.**

**RESOLUTION #40**

Councilmember Cleavland moved, seconded by Councilmember Coon to approve the minutes of the regular Town Board Meeting held January 2, 2019. **All in Favor. Motion Carried.**

Public in Attendance:

Kathy Suozzo explained the professional services agreement that is required for the EFC Grant.

Zandy Gabriels asked for more information on what the Town was getting with the water grant.

Correspondence:

- AccuFund, regarding a Government Webinar.

- Laberge Group; 2019 Grants Survey.
- Lawrence K. Marks, NYS Unified Court System regarding annual auditing.
- Charter Communications in reference to upcoming changes.
- LGLC annual report for 2018.
- The Lake George Club notification of application to renew liquor license.
- Field Reports from Kathleen Suozzo PE, PLLC regarding a frozen water line.
- Sandra Balducci regarding neighboring properties.
- Jaeger & Flynn 2019-2020 State & Federal Employee Health Plan Required Notices.
- SUNY Adirondack winter & spring catalog.
- Rural Matters winter issue.

### **Committee Reports:**

#### **Councilmember Robert MacEwan**

##### Justice Court:

- During the month of January 2019, Justice Edward G. White took in \$5,776.00 and Justice Edward Stewart took in \$3,343.00. Total monies forwarded to the Town of Bolton amounted to \$9,119.00. Itemized lists are available in the Court should anyone desire to look them over.

##### Transfer Station:

- Total for the month is \$4,969.
- Spring cleanup cards \$1,874.
- Building in need of repairs.
- They are very pleased with Waste Management.

##### EMS:

- EMR report regarding billing activity for December 2018:
- Calls: 23 of which 19 were billable transports and 1 was a cardiac arrest.
- Gross Charges Billed in December: \$ 8,370.60
- Gross Charges Billed YTD: \$255,925.40
- Payments Received in December: \$ 6,165.86
- Payments Received YTD: \$144,014.59
- EMS billing receipts were \$122,275.05 thru December 2017.
- Payroll Expenses for December were \$34,561.57. For the year 2018 total payroll expenses were \$294,423.56 versus \$231,454.92 for 2017. Originally budgeted \$235,842 in September 2017 before the loss of available volunteer personnel.
- The New York Department of Health has officially designated Glens Falls Hospital as a "Stroke Center".
- Cost of physicals by Hudson Headwaters Health Network increased from \$100 to \$125 per physical.

• Extract from 2018 Warren County Communications Center  
Annual Report:

### Highway:

- Hauled sand.
- Thawed several frozen culverts.
- Graded dirt roads with ice build-up.
- Plowed, salted and sanded SEVERAL snow and freezing rain storms.

### Recreation:

#### 1. Budget:

**A. Notes:** summer hours, for Kelli, were incorporated for the first time this year; I will not have an actual hours worked until the end of the year. Any hours over the 960 (possibly 78) would be covered by the surplus lifeguarding hours each season.

Total hours YTD in 2018=654

Anticipated total hours in 2018=960 (Actual 990.50. Kelli 816.50, Elaine 174)

Kelli works extended hours during school breaks, assists with the Boat Cruise, helps with my needs in summer, and additional took over running movie night in 2018.

#### 2. Recreation Center

A. Attendance Nov=132, Dec=220, Jan=191

B. Calendar

C. February Break Party scheduled for Saturday 2/16/19

#### 3. Summer

A. Day Camp schedule 7/1-8/9 or 7/8-8/16/19. Graduation is June 28th this year.

B. Movies: Should we show 8 or 9

C. Mettawee River Theater and Adirondack Shakespeare Theater are back this summer

D. I will not offer swim lesson on July 4 or 5<sup>th</sup> this summer as I anticipate high crowds as it is a Thursday and a Friday.

#### 4. Winter Programs

A. Gore update

#### 5. Other

A. Playground update-More replacement parts have been ordered and should be shipped on 1/25/19

B. Boat Cruise booked for Wednesday June 12, 2019

C. The cable company is no longer offering the Disney, Disney Jr, and Nickelodeon channels for free as part of our package. These are the channels that the children primarily view. The Town can add these channels for \$44.99/ month for the first year, and then it increases to \$59.99 after that.

## **Councilmember Tim Coon**

### Assessor:

- Aged and Enhanced Exemptions are continually being renewed with the new Mandatory Income Verification Program.

- The NYSAA has recommended that all Assessors offices conduit a self-audit of the exemption files. Christine and Deb consistently audit and review exemptions and have a continual process that they follow to ensure exemptions are properly granted.
- Inputting Sales, updating addresses, bank codes, and map changes.
- Ongoing process to generate the 2019 Assessment Roll for the May 1<sup>st</sup> filing.

Water:

- Total flow to distribution for the month of January is 11,229,440 gallons.
- Water meters were read.
- Monthly total coli-form and enumerated E-coli tests were taken according to the sampling schedule. All tests were negative.
- Lead and copper testing results have been received from the laboratory. It has been determined that the Town of Bolton water distribution system is compliant to all D.O.H. standards and levels of lead and copper. All sample points will be tested again this calendar year to monitor the lead and copper level and ensure that the levels stay within the D.O.H. standards
- Responded to several U.F.P.O. requests.
- Conducted all general maintenance and plowing at the water plant and P.R.V. stations. 24 inch snow storm. 10 inch storm.
- Fire hydrants were made accessible as soon as possible after the snow storms.
- Frozen water line at 9 Federal Hill Road. Thank you to everyone who helped out. [see field report for details].

Councilmember Coon stated the Jeff Dickinson has been doing a great job, keeping up with everything at the plant while working alone for the past few weeks.

Sewer:

- Total flow for the month 5,225,835 gallons for a daily average of 174,000 gallons
- Casella hauled 24,000 gallons of sludge
- Repaired the manhole riser ring on Brook Street so the plows don't catch it while plowing.
- On 1/6/19 matt received a call from sheriff's office for an alarm going off at Norowal Station. The generator was going off for a low water temp. Called Milton cat and they wanted \$1,200 to drive up and look at it. Discussed with Ron and Matt came in every 4 hours to start so that if power went out the generator would start. The block heater was bad, and they came out next day and repaired.
- On 1/7/19 we discovered there was sewage bubbling behind our pump house. The discharge for the sludge pump line was broke. Ellsworth and sons repaired the line. We filed a New York alert for sewage spill.
- Ellsworth and sons repaired our suction line for our sludge pumps. The line was broken and filling our pit up several times a day.

- We ordered a new sewer jet. The sewer jet was ordered from hot jet USA. The sewer jet will be arriving tomorrow. I want to say thanks to the whole town board for allowing us to purchase this unit. *Supervisor Conover stated this unit would be utilized by a number of the departments.*
- On 1/24/19 we had multiple alarms for high water. We received 2.4 inches of rain. Matt and Justin were here for 3 hours that evening making sure the plant was handling the water. We received 453,000 gallons of water into the plant that day. The plant handled the flow very well and all of the water was processed. That was the most flow that we have seen from a rain event. We are in the process of figuring out where we are picking up all the water from. We plan on doing some smoke testing and other things in the spring to try and eliminate all the water issues we are picking up.
- Cleaned up snow around the plant and stations from multiple snow storms.

### **Councilmember Susan Wilson**

#### Planning / Zoning:

- The Planning Office for the month of December collected fees in the amount of \$323.00 for various items including Certificates of Compliance, Septic Permits, Variances, Site Plan Reviews, Stormwater Permits, After the Fact Fees and Engineering Fees.
- Pam, Mitzi, Mike and I continue to meet with Jim Martin to review the zoning code update.
- We also meet regularly each month to discuss projects, issues or concerns or to meet with residents.

#### Town Clerk's Office:

- Dog licenses and renewals.
- Hunting / fishing licenses.
- Prepared the January water/sewer bills.
- 2019 Town & County tax season – collected \$6,441,200.14 to date.
- Extremely high volume of mail and telephone calls pertaining to 2019 Town & County tax questions.
- The Town and County Tax information is available on the Town's website.
- Multiple abstracts.
- Dig safely requests.
- Ordering of supplies for various departments.
- Marriage licenses.
- Death certificates.
- Notarized numerous documents.
- Deposits for Transfer station and the Recreation Department.

#### 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.
- Handbook.
- 426's.
- AUD
- Employee update letters.

Veterans Park Advisory Committee:

**Councilmember Wanda Cleavland**

Library:

The "Movies for Grownups", will continue on Wednesday Feb 13<sup>th</sup> and they will be featuring "First Man".

The Book Club meeting will be held Tues Feb 19<sup>th</sup> at 7PM to discuss "Keeping Faith" by Jodi Picoult.

Wednesday Feb 20<sup>th</sup> at 7PM will be a presentation of Ed Sheridan's Greatest Hits. This will be a power point presentation of different places in the world that Ed has visited.

The library's Cabin Fever Party will be Sunday Feb 24<sup>th</sup> from 3:00-8:00 PM at Fredericks. A \$10.00 donation is suggested and there will be 50/50 and basket raffles.

Police:

- 27 patrol shifts, 251 reportable activities & 239 Property checks.
- P.O. Lail conducted a survey of street lights. All observed outages and issues were reported to National Grid for repair.
- P.O. Harry Spahn and P.O. Terry Comeau have begun working with the Bolton Police Department.
- P.O. Spahn is currently undergoing Police Refresher training and will work regular patrol and court security upon completion. He fills a position which had been open.
- P.O. Comeau is working court security and patrol as needed. He has assumed the position recently vacated by P.O. Rich Kober.

**Supervisor's Report:**

- Deposits: \$2,062,998.52
- Disbursements: \$558,162.92
- Sales Tax Year to date: +5.5% year over year
- Water line replacement on Federal Hill Road, repair turned into replacement given condition and installation of previous line. Big thank you to Water and Parks personnel for responding under such difficult conditions and to Kingsley Excavating for doing the work.
- Big thank you to highway and parks departments for cleaning main street on Friday. They have been out straight given winter snow and ice conditions and we certainly thank them for their dedication.
- 1 ton involved in an accident on East Schroon River Road, police report has been completed and filed and insurance company contacted. No damage to our vehicle, one vehicle towed from scene, no one injured.
- Sales Tax presentation by the County Administrator posted on web for anyone interested.
- Woodchip bioreactor continues to perform well. The results are above what was anticipated.
- Pressure issue at the Potter Hill PRV station seems to be much better after recent adjustments.

#### New Business

- Resolution authorizing the Supervisor to sign an agreement with Glens Falls Animal Hospital for 2019.

#### **RESOLUTION #41**

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize the Supervisor to sign an agreement with Glens Falls Animal Hospital for 2019. **All in Favor. Motion Carried.**

- Resolution authorizing the Supervisor to sign Energy Savings Plan agreements with National Grid.

Councilmember Wilson stated they had met with a representative from National Grid and they have offered a program where they will be replacing the lighting which will have an overall substantial savings for the town.

#### **RESOLUTION #42**

Councilmember Cleavland moved, seconded by Councilmember Coon to authorize the Supervisor to sign Energy Savings Plan agreements with National Grid. **All in Favor. Motion Carried.**

- Resolution authorizing the Bolton Chamber of Commerce the use of Rogers Park for the 3<sup>rd</sup> Annual Bolton Live Music Festival Saturday, September 21, 2019 from noon to 9:00pm.

Supervisor Conover stated this was a wonderful event last year. He stated the park may be under construction, but he believes they will not be mobilizing until September 22<sup>nd</sup>, and it should not interfere with the project at all.

### **RESOLUTION #43**

Councilmember Coon moved, seconded by Councilmember Cleavland to authorize the Bolton Chamber of Commerce the use of Rogers Park for the 3<sup>rd</sup> Annual Bolton Live Music Festival Saturday, September 21, 2019 from noon to 9:00pm. **All in Favor. Motion Carried.**

- Resolution to accept and approve the annual audit reports for the Supervisor's Office, Tax Collector, Town Clerk and Justice Court.

Supervisor Conover thanked Councilmember Wilson for completing these audits. Councilmember Wilson stated it gives you a greater appreciation of what goes on in these offices.

### **RESOLUTION #44**

Councilmember Cleavland moved, seconded by Councilmember MacEwan to accept and approve the annual audit reports for the Supervisor's Office, Tax Collector, Town Clerk and Justice Court. **All in Favor. Motion Carried.**

- Resolution authorizing the Supervisor to sign an agreement with EFC pertaining to project no. 18621 - Water Project Phase I and for all professional service agreements pertaining to this project.

### **RESOLUTION #45**

Councilmember Cleavland moved, seconded by Councilmember Coon to authorize the Supervisor to sign an agreement with EFC pertaining to project no. 18621- Water Project Phase I and for all professional service agreements pertaining to this project. **All in Favor. Motion Carried.**

- Resolution authorizing the Supervisor to enter into a 1-year HVAC Service Protection Plan for municipal buildings with Jack Hall Plumbing and Heating, Inc. for 2019.

### **RESOLUTION #46**

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize the Supervisor to enter into a 1-year HVAC Service Protection Plan for municipal buildings with Jack Hall Plumbing and Heating, Inc. for 2019. **All in Favor. Motion Carried.**

- Resolutions authorizing the Town Clerk to prepare and distribute spring cleanup cards for 2019.



### **RESOLUTION #47**

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize the Town Clerk to prepare and distribute spring cleanup cards for 2019. **All in Favor. Motion Carried.**

- Resolution amending Resolution #12 (effective date 1/1/2019) of the 2019 Organizational Minutes to add the following:
  1. **Proper Use of Sick Leave** – Sick leave is provided to protect an employee against financial hardship during an illness, injury, or medical procedure. An employee may use sick leave credits for a personal illness, injury, or medical procedure that inhibits the employee’s work. Sick leave credits may not be used in increments of less than one-half (½) hour. An employee may take sick leave only after it has been credited.
  2. **Family Sick Leave** – An employee may use up to five days of sick leave credits annually for family illness or injury if the employee must provide direct care to an immediate family member. Such leave will be subtracted from the employee’s accumulated sick leave credits. For purpose of family sick leave, “immediate family member” will mean the employee’s parent, spouse or child, including step-child and foster child.
  3. **Use of Accrued Paid Leave Credits** – An employee taking leave for the **birth, adoption or foster placement of a child, to care for a spouse, child or parent with a serious health condition or service member family leave** must first use all available vacation leave credits before using personal or the maximum 5 days sick leave during the authorized FMLA leave. Use of these leave credits does not extend the maximum allowable period specified by FMLA regulations.

Supervisor Conover explained this was an amendment under FMLA that was overlooked in January.

### **RESOLUTION #48**

Councilmember Coon moved, seconded by Councilmember Wilson to amending Resolution #12 (effective date 1/1/2019) of the 2019 Organizational Minutes to add the following:

1. **Proper Use of Sick Leave** – Sick leave is provided to protect an employee against financial hardship during an illness, injury, or medical procedure. An employee may use sick leave credits for a personal illness, injury, or medical procedure that inhibits the employee’s work. Sick leave credits may not be used in increments of less than one-half (½) hour. An employee may take sick leave only after it has been credited.

2. **Family Sick Leave** – An employee may use up to five days of sick leave credits annually for family illness or injury if the employee must provide direct care to an immediate family member. Such leave will be subtracted from the employee’s accumulated sick leave credits. For purpose of family sick leave, “immediate family member” will mean the employee’s parent, spouse or child, including step-child and foster child.
  
3. **Use of Accrued Paid Leave Credits** – An employee taking leave for the **birth, adoption or foster placement of a child, to care for a spouse, child or parent with a serious health condition or service member family leave** must first use all available vacation leave credits before using personal or the maximum 5 days sick leave during the authorized FMLA leave. Use of these leave credits does not extend the maximum allowable period specified by FMLA regulations.

**All in Favor. Motion Carried.**

Public in Attendance:

Zandy asked when they planned to start using the sewer jet on the lines. He inquired about Phosphorus levels in Lake George and encouraging the town to take readings to see the amount, if any, coming from the sewer plant. He questioned the financial arrangements of the water grant.

**RESOLUTION #49**

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

TRANSFERS FOR FEBRUARY 2019

To	From	Amount
<u>GENERAL:</u>		
3310.4 Traffic Control CE	3120.4 Police/Constable CE	\$1,070.00
7110.2 Parks EQ	1620.4 Buildings/Grounds CE	\$6,721.00
<u>WATER:</u>		
1440.4 Professional Services	1990.4 Contingency	\$3,580.00
8320.2 Source Power Pump EQ	8340.2 Trans/Distribution EQ	\$3,721.00

**RESOLUTION #50**

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

Pay the Bills:

	Vouchers	Amount
Abstract 1A		
General	127-165	\$8,137.53
Sewer	28-34	3,701.25
Water	21-24	1,521.64
St Lights	2-4	3,142.77

Abstract 2

General	13-126 166-189	\$340,287.88
Highway	2-70	107,734.06
Sewer	4-27 35-39	15,419.47
Water	3-20 25-35	55,485.42
Tourism	1-3	12,496.98
Sewer Improve	1-7	27,486.20
St Lights	5	682.18

Adjourn:

**RESOLUTION #51**

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

Adjourn: 7:37pm

Minutes respectfully submitted by:

Jodi Connally  
Town Clerk

Katie Persons  
Minute Taker