

REGULAR MEETING
BOLTON TOWN BOARD

March 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 Coon

Minutes:

- Approve the February 5, 2019 Regular Town Board Meeting Minutes.

RESOLUTION #52

Councilmember Coon moved, seconded by Councilmember Cleavland to approve the Minutes of the regular Town Board Meeting held February 5, 2019. **All in Favor. Motion Carried.**

Public Hearings:

Convene as the Town of Bolton Local Board of Health

RESOLUTION #53

Councilmember MacEwan moved, seconded by Councilmember Coon to convene as the Town of Bolton Local Board of Health. **All in Favor. Motion Carried.**

Anthony & Gail DePace – Parcel ID 186.06-1-12 - Property Location: 6 Belle Lodi Lane.

- 1) In accordance with Resolution #186 set forth by the Town Board on September 1, 2009 Local Board of Health review is required for a holding tank.
- Resolution designating Bolton Town Board as lead agency under SEQRA.

RESOLUTION #54

Councilmember Wilson moved, seconded by Councilmember Cleavland to declare the Bolton Town Board as Lead Agency under SEQRA for the proposed holding tank for Anthony & Gail DePace – Parcel ID 186.06-1-12 - Property Location: 6 Belle Lodi Lane. **All in Favor. Motion Carried.**

Councilmember Wilson asked if the engineering considerations were requirements or considerations. Bruce Mowery stated that they were requirements.

Councilmember Cleavland stated that she would like a dedicated right of way with metes and bounds.

- Resolution regarding SEQRA determination.

Councilmember Wilson asked the Board the following questions:

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 by the applicant? No
2. Will the proposed action impact any of the items listed 1 through 11 in Part 2 of the SEQRA Form? No

Based upon the materials submitted and accepted as part of the record, our findings are as follows:

- A. The Applicant's SEQRA submission, and our analysis of the issues presented, demonstrates that there are no significant environmental impacts or concerns.
- B. 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.

RESOLUTION #55

Councilmember Wilson moved, seconded by Councilmember Cleavland to waive a public hearing and make a negative declaration with regard to SEQRA for the proposed holding tank for Anthony & Gail DePace – Parcel ID 186.06-1-12 - Property Location: 6 Belle Lodi Lane. **All in Favor. Motion Carried.**

- Resolution to allow a holding tank for Anthony & Gail DePace; Parcel ID 186.06-1-12 - Property Location: 6 Belle Lodi Lane in accordance with Resolution #186 set forth by the

Town Board on September 1, 2009 Local Board of Health review is required for a holding tank.

RESOLUTION #56

Councilmember Wilson moved, seconded by Councilmember Coon to approve the variance application to install holding tank as approved by Town Engineer Tom Center for Anthony & Gail DePace; Parcel ID 186.06-1-12 - Property Location: 6 Belle Lodi Lane with the following conditions: 1) The final plans must include metes and bounds for a 20' deeded right-of-way easement on Parcel ID 186.06-1-3 for access to the property and filed with the Warren County Clerk. 2) All engineering considerations as noted on the plans dated December 19, 2018 must be included in the installation of the system. **All in Favor. Motion Carried.**

Reconvene as Bolton Town Board

RESOLUTION #57

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

Public in Attendance:

Lake George Waterkeeper, Chris Navitsky gave a video presentation of the Lake Champlain Sea Grant that they partner with the Town of Bolton. This grant involves the wood-chip bioreactor at the Bolton WWTP. He explained that this grant will be of no cost to the town.

Kathleen Suozzo, P.E. PLLC gave a brief summary of the testing and results that have been collected so far from the wood-chip bioreactor. They are seeing anywhere from 22% to 80% which is an excellent removal rate. The concentration of nitrates in the ground water from well number 3 has consistently been going down.

Zandy Gabriels spoke on the following:

- Sewer pumps and upper beds at the WWTP.
- Septic holding tanks in the Town of Bolton.
- Soluble Phosphorus levels and monitoring.

Correspondence:

- NYS DOH regarding monitoring requirements for 2019
- ANCA invitation to 4th Annual Bike the Barns.
- NYS DEC notice of availability of funds for Arbor Day event.
- APA Jurisdictional Determination letter.
- Mayor Blais, regarding Wastewater Plant coverage.
- Town Justice Edward Stewart advising the Board he would be retiring at the end of his term.
- National Grid notices of termination.

- NYS DEC Annual Certification Form for Bolton WWTP.
- Bolton Chamber 2019 Destination Guide.
- John Munsey, CT Male regarding landfill monitoring work.
- James Buono, regarding street lights.
- NYS DOT denial for speed limit request on Thunderbird Road.
- Jessica Waldorf regarding NYPA Smart Street Lighting Program.
- Johnsbury Historical Society President's letter.
- APA regarding Resolution No. 2 of 2019.
- APA regarding resolution in support of snowmobiling.
- Adirondack Council Newsletter – Winter 2019.
- LGA February 2019 Newsletter.
- Warren County District Attorney's Office awards ceremony for Crime Victims' Rights Week.
- Melissa & Frank Nigro regarding water billing. *Resolution to follow.*
- NYS DEC regarding Warren County MS4 SPDES #NYR20A115.

Committee Reports:

Councilmember Robert MacEwan

Justice Court:

During the month of February 2019, Justice Edward G. White took in \$4,496.00 and Justice Edward Stewart took in \$3,386.00. Total monies forwarded to the Town of Bolton amounted to \$7,882.00. Itemized lists are available in the Court should anyone desire to look them over.

Transfer Station:

- Total for the month is \$4,540.
- Spring cleanup cards \$2,876.
- Gate needs repairing, it is not opening right and does not allow big trucks to enter.
- Lisa is back to work.

EMS:

- EMR report regarding billing activity for January 2019:
- Calls: 20 of which 17 were billable
- Gross Charges Billed in January: \$ 24,155.80
- Payments Received in January: \$ 12,136.23
- In 2018 we billed \$19,517.80 and collected \$12,851.05.
- Payroll Expenses for January were \$22,753.02 versus \$23,539.38 in January 2018.
- Received 1st installment of Town of Bolton contract.
- Attended a meeting of the Warren County Supervisors EMS Task Force Committee meeting on January 31st. Discussions continue on the best way to provide the most efficient, feasible and appropriate EMS delivery system for Warren County residents and guests given the growing staffing problem (particularly with respect to ALS providers)

due to rate of pay and benefits issues. Relating to this issue, NY Senator Betty Little as sponsored a bill to allow municipalities the ability to establish a joint special district for general ambulance services.

- Camp Walden provided Bolton EMS and the BLVFD with its operating schedule; starting staff arriving late April and ending August 26th.

Councilmember Tim Coon

Assessor:

- Taxable State Day has come and gone. 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 1st.
- Continuing to process sales, updating addresses, bank codes and map changes.

Water:

- Total flow to distribution for the month of February is 10,209,706 gallons.
- Responded to several U.F.P.O. requests.
- Conducted all general maintenance and plowing at the water plant and P.R.V. stations.
- Fire hydrants were made accessible as soon as possible after snow storms.
- Call in 2/24 19 at 1:45 am. Water leak at the corner of Horicon Ave. and Federal Hill Rd. The shut off was located, and the water leak was stopped.
- Call in 2/24/19 at 7:00pm. Water leak at the corner of Horicon Ave and Federal Hill Rd. The shut off was located, it had a broken rod and could not be shut down. The area was secured for the night. Monday 2/25/19. The two water services in question were dug up. One had two shut offs on it, one working, one not. The other had no shut off in the area. Both services were traced back to the main water line and disconnected from it. This will ensure no issues in the future at this location.

Sewer:

- Total flow for the month 4,832,229 gallons for a daily average of 172,000 gallons.
- Casella hauled 24,000 gallons of sludge.
- On 2-6-19 we received our new sewer jet. The county had to unload it with a roll of flatbed truck for us. The sewer jet works great. We got it all registered and insured and is ready to be used.
- Assisted water dept. with shoveling hydrants.
- Cleaned tanks around plant with sewer jet.
- Cleaned snow around plant and stations.
- Assisted highway and parks with cleaning Main Street.
- We had several alarms from power issues and pump alarms.
- We borrowed highways loader to push back snow around plant and stations.

Councilmember Susan Wilson

Planning / Zoning:

- The Planning Office for the month of December collected fees in the amount of \$641.00 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:

- Collected \$925,067.42 in Town and County tax in February. Total collected to date is \$6,727,994.63.
- Collected \$89,480.13 in water / sewer rents.
- Continue to update mailing addresses with the Assessor's Office.
- FOIL requests
- New resident spring clean-up cards have been ordered to begin distribution on April 1.
- We continue to review files for records retention as addressed in the MU1.
- Notarizing documents
- Marriage / death certification requests
- Preparing abstracts for payment
- Ordering supplies for various departments
- Balancing monthly bank statements
- Reservations at Community Center, inquiries and rentals picking up.
- We have prepared and trained for the Department of Health transition to the new Electronic Death registration.
- Landfill tickets sold at counter - \$1673.
- Landfill tickets sold at landfill - \$1551.

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.
- Employee Handbook.
- 426's.
- AUD
- Employee update letters.
- New hires.

Veterans Park Advisory Committee:

- The Committee met on February 20, 2019 to discuss various concept designs as presented by our consultants. Members provided feedback that the consultants will use to prepare more detailed design plans for our next meeting to be held on March 18th. The next Public Meeting will be held in April when we will share the design plans.

Councilmember Wanda Cleavland

Library:

- March 6th Ed Sheridan will present a power point presentation of his many travels.
- March 19th Book Club will meet to discuss The Art of Hearing Heartbeats.
- March 28th at 7:00pm Genealogy lecture. Long time genealogist Lauren Maehrlein will discuss how you may be able to uncover glimpses into your family's history by examining and researching your heirlooms.
- Please bring an item of particular family history or sentimental value.
- They have filed their annual report in the Supervisors Office.

Supervisor's Report:

- Deposits: \$243,820.06.
- Disbursements: \$780,553.62.
- Sales Tax: +3.7% January.
- Water leak on Valley Woods Road.
- Excellent work on East Schroon River Road to Ridin-Hy Ranch.
- New Sewer Jet has been delivered and is operational.
- Woodchip bio-reactor results continue to be very good.
- Pot holes will be growing problem on State and County Roads this year, we have communicated issues with NYS DOT on route 9N and County especially on Coolidge Hill Road and Valley Woods Road, as examples.
- Feedback on Live-edge plow has been very good. Highway would like all their truck eventually equipped with these plows.
- Experience at the Potter Hill Road PRV station has been very good (we believe we are now set out of the cavitation zone with our settings).

New Business

- Resolution to amend Resolution #12 of the January 2019 Organizational minutes as follows: Permanent Part-time employees are described as:

- Employees who work a minimum of 25 hours per week on a continual annual basis (not seasonal employees).

Councilmember Wilson explained that this had been 20 hours, but they feel 25 hours is more appropriate.

RESOLUTION #58

Councilmember Cleavland moved, seconded by Councilmember Coon to amend Resolution #12 of the January 2019 Organizational minutes as follows: Permanent Part-time employees are described as: Employees who work a minimum of 25 hours per week on a continual annual basis (not seasonal employees). **All in Favor. Motion Carried.**

- Resolution authorizing the Local Store at Karl's Corner to attach a business sign to the parking sign in Dula Parking Lot.

Councilmember Wilson explained that this location is difficult for any advertising, so they have allowed them to attach this sign to our parking lot sign. Supervisor Conover stated he thought it looked great.

RESOLUTION #59

Councilmember Coon moved, seconded by Councilmember MacEwan to authorize the Local Store at Karl's Corner to attach a business sign to the parking sign in Dula Parking Lot. **All in Favor. Motion Carried.**

- Resolution to authorize the Supervisor to sign the 2019 contract for services with Everbridge for the Mass Notification System.

Councilmember Cleavland stated that this is same company we have been using and they do a great job.

RESOLUTION #60

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize the Supervisor to sign the 2019 contract for services with Everbridge for the Mass Notification System. **All in Favor. Motion Carried.**

- Resolution to set a Public Hearing for the amendment of the Waterfront Consistency Review Law (Appendix A) of the Local Waterfront Revitalization Program.

Councilmember Wilson stated that this amendment did not impact any of the policies of the LWRP, it would only impact the procedures. The amendment would be available on the website.

RESOLUTION #61

Councilmember Cleavland moved, seconded by Councilmember Wilson to set a Public Hearing for the amendment of the Waterfront Consistency Review Law (Appendix A) of the Local Waterfront Revitalization Program for April 2, 2019 at 6:00pm. **All in Favor. Motion Carried.**

- Resolution regarding water bill account #1055.

RESOLUTION #62

Councilmember Wilson moved, seconded by Councilmember Cleavland to provide a credit for account #1055 in the amount to cover the cost of an electronic meter should they install one, with no further changes made to the bill. **All in Favor. Motion Carried.**

Public in Attendance:

RESOLUTION #63

Councilmember Cleavland moved, seconded by Councilmember Coon 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 #64

Councilmember MacEwan moved, seconded by Councilmember Cleavland 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 #65

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

Adjourn: 6:52pm

Minutes respectfully submitted by:

Jodi Connally
Town Clerk

Katie Persons
Minute Taker