

REGULAR MEETING  
BOLTON TOWN BOARD

February 2, 2021

Regular Meeting:

Supervisor: Ronald Conover  
Councilman: Robert MacEwan (10:13)  
Councilman: Tim Coon  
Councilmember: Wanda P. Cleavland  
Councilmember: Susan Wilson  
Town Clerk: Jodi Petteys  
Counsel: Michael Muller

Meeting Call to Order: 10:00 AM.

Pledge: Councilmember Wilson

Minutes:

- Approve the January 5, 2021 regular Town Board Meeting Minutes.
- Approve the January 5, 2021 Organizational Minutes.

**RESOLUTION #30**

Councilmember Coon moved, seconded by Councilmember Wilson to approve the January 5, 2021 Regular Town Board Meeting Minutes. **All in Favor. Motion Carried.**

**RESOLUTION #31**

Councilmember Cleavland moved, seconded by Councilmember Coon to approve the January 5, 2021 Organizational Town Board Meeting Minutes. **All in Favor. Motion Carried.**

Public in Attendance:

Correspondence:

- Santore's World Famous Fireworks
- PO Lail letter of resignation. *Supervisor Conover stated that the Board accepts this with regret. PO Lail will be greatly missed by the Town. He is an excellent officer. The Board also expressed their regret that he will be leaving the town Police Department.*
- NYS DOT regarding CR 11 bridge replacement.
- Glens Falls Hospital Cancer Services Program.

- LaBerge Group 2021 Grant Survey.
- NYS DOT Camp Summer Intern Project 2021.
- NYS DOT regarding CHIPS.
- NYS DEC regarding Annual Reporting.
- Warren County Treasurer, Michael Swan accounts payable invoice.

Committee Reports:

**Councilmember Rob MacEwan**

Transfer Station:

- Total for the month: \$.6,776.00
- Spring Clean Up cards: \$2,378.00

Justice Court:

- During the month of January 2021, Justice Edward G. White collected \$1,029.00 in fines and Justice Joe Connally collected \$1, 029.00. Total monies forwarded to the Town of Bolton amounted to \$2,058.00. Itemized lists are available in the Court should anyone desire to look them over.

EMS:

Calls for Service & Billing activity thru December 2020:

Calls: 18 of which only 11 were billable.

Gross Charges Billed in December:	\$ 16, 642.00
Gross Charges Billed YTD:	\$269,444.76
Payments Received in December:	\$ 8,802.66
Payments Received YTD:	\$139,879.05

In 2019 we billed \$303,631. Billing payments received in 2019 were \$156,780.20.

Payroll expenses for December were \$24,677.43. For the year 2020 our payroll expense was \$319,197.02 versus \$297,578.16 for 2019.

Recreation:

1. Recreation Center
  - A. Attendance

B. Calendar- see web

C. Warren County Youth Bureau 2020 Program Summary has been completed and submitted. The decrease in attendance is due to the cancellations of all summer events, trips, and youth programs due to COVID-19.

Gender	Projected	Actual
Male	199	40
Female	194	28
<b>Total</b>	<b>393</b>	<b>68</b>

Ethnicity	Projected	Actual
White	386	64
Black or African American	3	1
Hispanic or Latino	0	0
American Indian or Alaskan Native	0	0
Asian	1	1
Native Hawaiian or Pacific Islander	0	0
2+ Races	3	2
<b>Total</b>	<b>393</b>	<b>68</b>

Age	Projected	Actual
0-4	52	0
5-9	196	16
10-14	133	46
15-17	12	6
18-20	0	0
21+	0	0
<b>Total</b>	<b>393</b>	<b>68</b>

2. Winter

Gore- The program is set to begin Saturday January 30. Of the 25 participants from last year, only 4 have signed up this season, but 5 new, first time skiers have signed up for a total of 9 participants. Most past participants opted to purchase season passes, made alternate arrangements because of the delay in releasing the program, or they did not like the new guidelines in place for this season. The Town of Bolton will not be providing transportation this season.

3. Summer Programs

A. Both Department of Health Bathing Beach Applications have been completed and submitted.

**Councilmember Tim Coon**

Wastewater:

- Total flow for the month 3,627,255 gallons for a daily average of 121,000 gallons.
- We have repaired several pumps around the plant due to leaking packing glands.
- We have conducted bio sampling twice this month. The nitrate removal has been 30-50%.
- We have also flushed the bio reactor twice to make sure there was no plugging throughout.
- We removed a small plug at the main station in the inside pipe. This was caused from grease and rags.

- Also cleaned the station with sewer jet.
- Matt has assisted the parks and highway dept. with plowing during the past several snowstorms.
- We cleaned several buildings with the sewer jet around the plant.
- We have been working with Kathy Suozzo on the upcoming grant for the bio reactors, pump stations, and the plant.
- On 1-14 we had our yearly DEC inspection. Everything was good and no issues.

Water:

- Total flow to distribution for the month of January is 10,952,326 gallons with a daily flow average of 365,077 gallons.
- Responded to all U.F.P.O. requests.
- Conducted all general maintenance at the water plant and P.R.V. stations.
- Snow removal on all P.R.V. stations and fire hydrants after snowstorms.
- Monthly total coli-form tests were taken according to the sampling schedule.
- New Neptune radio read meters were installed with customers when circumstances allowed.
- Meter readings were conducted per Covid-19 protocol.
- Monitoring of the repair work done to the system blow off valve located on route 9 shows no leak by. This has resulted in continuing reduction of water loss from the distribution system.

Assessor:

- The office is keeping up with sales transfers, building permits, CO's, mailing addresses, map changes, and valuation for the 2021 assessment roll.
- We are again nervously waiting to see what Governor Cuomo's budget will do to the STAR program. Each time NYS makes these changes, it gets very confusing for our taxpayers, especially our Senior population. The newest proposal will now prevent the Assessor's office from moving people up to the Enhanced exemption from the Basic exemption. Anyone turning 65 years old must now register for the check program instead of receiving the STAR exemption on their school bill as they have done for many years. This puts a burden on those with mortgages as it will change their escrow accounts, and those without escrows will have to wait for the check to be mailed to them so they can pay their school bill. All administration of the STAR program is being dwindled out of the Assessor's offices, in years to come, if anyone would be entitled to the larger Aged exemption, applying for that exemption will be left up to the taxpayer to know how and when to apply, we would no longer know their age or income level to be able to reach out to them.

## **Councilmember Susan Wilson**

### Planning Office:

- During the month of January, the Planning Office collected fees in the amount of \$872.75 for items that include Certificates of Compliance and Septic Permits, Variances and Stormwater Permits.

### Town Clerk:

- 2021 tax season. Numerous phone inquiries and continuously updating changes from the Assessor's office. Taxes are now available to be paid on-line at either the Town of Bolton's website [www.boltonnewyork.com](http://www.boltonnewyork.com) or Bas.gov-online tax portal.
- Total Collected as of January 29 - \$5,789,912.73
- Prepared equipment for the January water billing cycle. This office estimated most accounts as the Water department was unable to complete actual reads due to Covid-19.
- Satisfied several FOIL requests.
- Resident clean-up cards are still available for pick up in the Clerk's Office
- hunting / fishing licenses.
- Sold \$2444.00 in landfill tickets at the counter.
- Numerous legal advertisements with the Post Star.
- Issued 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.
- Marriage licenses.
- Death Certificates.
- Issued numerous disability parking plaques.
- Completed departmental internal audit.

## **Councilmember Wanda Cleavland**

### Police:

- 31 patrol shifts, 151 reportable activities & 136 property checks.

### Supervisor's Report:

- Deposits: \$ 921,837.37
- Disbursements: \$ 428,662.22
- Sales Tax: Down -2.6% for December from December 2019 (Year prior comparison down - 1.2 %; \$41,778.56 compared to 2019)

- Thank you to Sue and Penny for completing the Departmental Audits.
- Positive cases of COVID appear to be on the decline in Warren County in recent days from the Holiday spike. Hopefully, the State can provide more doses of the vaccine just as quickly as possible so that we can return to more normal operations.
- Warren County has a telephone number with latest information for those that do not have access to a computer at: (518) 761 6200.
- Bolton Officer Russ Lail will be stepping down from the Bolton Police Department after 7.5 years of service. Big thank you to Russ for his exceptional public service.
- Warren County Occupancy Tax receipts are much better than previously thought. We should have a final number by April. Discussions regarding the Town Supplement funding are ongoing.
- Since Friday of last week, there has been a gift card scam targeting the County as well as several towns within the county. The gift card scam is simple yet effective. You may receive an email purportedly from a supervisor or senior management stating they are tied up in a meeting and need you to purchase some gift cards. After purchase you are to then take a picture of the appropriate gift card codes and send along to the scammer. This scam is simple as it takes no technical skill. The scam is effective as it cannot be blocked by any type of filtering as there is nothing malicious attached to the email and is worded to resemble any other email. Since we post when we have meetings, it makes the scam more plausible since the scammer knows the person, they are impersonating is actually in a meeting.
- Here are the clues to look for:
  - Pay attention to the return address. The displayed name may be of a person you know, but the actual email address is not.

New Business:

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

**RESOLUTION #32**

Councilmember Coon moved, seconded by Councilmember Wilson 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 to authorize the Supervisor to enter into contract with CT MALE for Landfill Monitoring services for 2021 in the amount of \$4,600.

Supervisor Conover explained that this was the required quarterly gas monitoring and ground water testing.

**RESOLUTION #33**

Councilmember Cleavland moved, seconded by Councilmember Wilson to authorize the Supervisor to enter into contract with CT MALE for Landfill Monitoring services for 2021 in the amount of \$4,600 **All in Favor. Motion Carried.**

- Resolution to approve the Public Employer Health Emergency Plan for Town of Bolton and include it in the employee handbook.

Supervisor Conover explained this was a requirement of law now and thanked everyone for their input.

**RESOLUTION #34**

Councilmember Wilson moved, seconded by Councilmember Coon to approve the Public Employer Health Emergency Plan for Town of Bolton and include it in the employee handbook. **All in Favor. Motion Carried.**

- Resolution to increase the Zoning and Planning Board Members rate of pay to \$75.00 per meeting starting January 1, 2021.

Supervisor Conover stated it was well deserved and long overdue. The Board agreed.

**RESOLUTION #35**

Councilmember MacEwan moved, seconded by Councilmember Coon to authorize the increase of the Zoning and Planning Board Members rate of pay to \$75.00 per meeting starting January 1, 2021. **All in Favor. Motion Carried.**

- Resolution to appoint Joel Jacko to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023.

**RESOLUTION #36**

Councilmember Wilson moved, seconded by Councilmember MacEwan appoint Joel Jacko to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023. **All in Favor. Motion Carried.**

- Resolution to appoint Brian Humphrey to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023.

### **RESOLUTION #37**

Councilmember Coon moved, seconded by Councilmember Wilson to appoint Brian Humphrey to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023. **All in Favor.**  
**Motion Carried.**

- Resolution to appoint Charles Klass to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023.

### **RESOLUTION #38**

Councilmember MacEwan moved, seconded by Councilmember Wilson to appoint Charles Klass to a 3-year term on the BLDC Board of Directors with term to expire 12/31/2023. **All in Favor.**  
**Motion Carried.**

- Resolution to appoint Wendy Burkowski to the Warren County Youth Bureau for a one year term to expire 12/31/2021.

### **RESOLUTION #39**

Councilmember Cleavland moved, seconded by Councilmember Wilson to appoint Wendy Burkowski to the Warren County Youth Bureau for a one year term to expire 12/31/2021. **All in Favor. Motion Carried.**

- Resolution designating authorized representative, authorizing local share expenditure, and SEQRA determination for engineering planning grant – I&I Study Sewer Project to be partially funded through EFC.

Supervisor Conover explained that this was a grant to investigate I & I infiltration into the sewer system. The grant will be prepared and submitted by Kathy Suozzo.

### **RESOLUTION #40**

Councilmember Wilson moved, seconded by Councilmember Cleavland designating authorized representative, authorizing local share expenditure, and SEQRA determination for engineering planning grant – I&I Study Sewer Project to be partially funded through EFC:



WHEREAS the New York State Environmental Facilities Corporation (EFC) is accepting applications for the Engineering Planning Grant Program through the 2021 CFA application process; and

WHEREAS, the Town of Bolton is seeking a 2021 EPG through the New York Clean Water State Revolving Fund program in the amount of \$30,000; and

WHEREAS, EFC requires that the Town designate an Authorized Representative for the project with the authority to submit the application, execute and deliver the grant agreement and any other documents necessary to receive grant assistance, to act in connection with the project, and to provide such additional information as may be required; and

WHEREAS, the Town is required to provide a minimum of 20 percent of total grant amount in cash or in-kind labor as a local match to meet the program requirements under the Engineering Planning Grant Program.

WHEREAS, 6 NYCRR Section 617.5 (Title 6 of the New York Code of Rules and Regulations) under the State Environmental Quality Review Act (SEQR) provided that certain actions identified in subdivision C of that section are not subject to environmental review under the Environmental Conservation Law; and,

WHEREAS, the proposed project is an engineering study for the purposes of identifying inflow and infiltration points along sewer collection mains and at manholes that have been previously inaccessible,

NOW, THEREFORE BE IT RESOLVED, that the Town Board of the Town of Bolton hereby authorizes the Town Supervisor, Ronald Conover, or the designated representative, KSPE, PLLC to submit the application to the EFC through the CFA process and to act in connection with the submission of the application, including execution of all required certification forms, and to provide such additional information as may be required; and

THEREFORE, BE IT FURTHER RESOLVED, that the Town Board of the Town of Bolton hereby designates the Town Supervisor Ronald Conover as the Town's Authorized Representative for the project and further authorizes the Town Supervisor to execute and deliver the grant agreement with the NYS Environmental Facilities Corporation and any and all other contracts documents and instruments necessary to bring about the project and to fulfill the Town's obligations under the Engineering Planning Grant Agreement; and

THEREFORE, BE IT FURTHER RESOLVED, that the Town Board of the Town of Bolton authorizes and appropriates a minimum 20% local match of \$6,000 in in-kind labor, as required by the Engineering Planning Grant Program, for the project. The Town Supervisor may increase this local match through the use of in-kind services without further approval from the Town Board; and,

THEREFORE, BE IT FURTHER RESOLVED that the Town Board of the Town of Bolton hereby determines that the proposed engineering study for the I+I and Sanitary Sewer System Evaluation project is a Type II action in accordance with 6 NYCRR Section 617.5(c0(18) which constitutes that engineering studies, surveys, subsurface investigations and soils studies that do not commit the

agency to undertake, fund, or approve any Type 1 or Unlisted action, and not subject to review under 6 NYCRR Part 517. **All in Favor. Motion Carried.**

- Resolution to schedule a Public Hearing regarding Ordinance #45 Regulating Short-Term Rentals in the Town of Bolton.

Councilmember Wilson thanked Atty. Muller for all of his work he has put in on this Ordinance and said they will hold a Public Hearing next month. Supervisor Conover stated that the town is not opposed to short term rentals, but these are reasonable and necessary rules to protect the neighborhoods. Atty. Muller said it was a good piece of legislation.

#### **RESOLUTION #41**

Councilmember Coon moved, seconded by Councilmember Wilson to schedule a Public Hearing regarding Ordinance #45 Regulating Short-Term Rentals in the Town of Bolton. **All in Favor. Motion Carried.**

- Resolution to authorize the Town Clerk to prepare and distribute the annual resident clean-up cards.

Councilmember MacEwan stated they have done this for years and he thinks the cards are good as they stand.

#### **RESOLUTION #42**

Councilmember MacEwan moved, seconded by Councilmember Cleavland to authorize the Town Clerk to prepare and distribute the annual resident clean-up cards. **All in Favor. Motion Carried.**

- Resolution to adopt a new 911 road name for Federal Hill Corporation for a private roadway/cul-de-sac running north of County Route 11, as Bixby Hills Drive.

#### **RESOLUTION #43**

Councilmember Cleavland moved, seconded by Councilmember Coon to adopt a new 911 road name for Federal Hill Corporation for a private roadway/cul-de-sac running north of County Route 11, as Bixby Hills Drive. **All in Favor. Motion Carried.**

- Resolution to amend the January 5, 2021 Organizational Minutes pertaining to insurance coverage.

Supervisor Conover stated this was the result of the acquisition of Adirondack Insurance by Marshall Sterling. He stated that Marshall Sterling was the insurance broker for the Town of Bolton. The Town of Bolton uses NYMIR as its insurance company.

**RESOLUTION #44**

Councilmember Wilson moved, seconded by Cleavland to amend the January 5, 2021 Organizational Minutes pertaining to insurance coverage as follows:

Insurance coverage for the Town of Bolton is with Marshall & Sterling Upstate Inc. and as Officials we must state if we have our insurance with them.

Supervisor Conover: Yes

Councilman Tim Coon: No

Councilman Rob MacEwan: No

Councilmember Susan Wilson: No

Councilmember Wanda P. Cleavland: Yes

**All in Favor. Motion Carried.**

Public in Attendance:

**RESOLUTION #45**

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

TRANSFERS FOR 2020 YEAR END: Abstract 12C at January Meeting

TRANSFERS FOR FEBRUARY 2021

To	From	Amount
<u>HIGHWAY:</u> 5110.2 Storm Damage EQ	5110.4 General Repairs CE	\$9,826.00

**RESOLUTION #46**

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

Pay the Bills:

Vouchers	Amount
Bolton Town Board Minutes February 2, 2021	

Abstract 1A

General	67-107	7,036.20
Sewer	24-33	4,196.71
Water	20-22	1,563.04
St Lights	1-4	1,734.30

Abstract 2

General	13-66 108-146	296,856.38
Highway	2-40	44,422.43
Sewer	4-23 34-40	5,198.76
Water	3-19 23-30	16,800.53
Rogers Park PH4	1	14,912.15
Rogers Park PH5	1	29,772.05
St Lights	5	699.54
Tourism	1	10,000.00

Adjourn:

**RESOLUTION #47**

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

Adjourn: 10:29AM

Minutes respectfully submitted by:

Jodi Petteys  
Town Clerk

Katie Persons  
Minute Taker

