

Organizational Town Board Meeting held January 7, 2016 at 6:00 P.M. at the Town Hall

in Schroon Lake N.Y.

Present:

Town Supervisor: Michael Marnell

Councilpersons: Roger Friedman, Meg Wood and Clara Phibbs

Town Clerk: Patricia Savarie

Highway Superintendent Dana Shaughnessy

Also Present: Albert May, Rosemarie Ritson, Jay Phibbs, Fran and Skip Mahler, Dick Newell, Marcia Hartnett, Linda Milsom, Carole Ann Greig, Denise Paradis and Jane Bouchard

Supervisor Marnell called the meeting to order at 6:00 P.M. with a salute to the Flag.

**Resolution #1 – 54**

Councilman Friedman moved Resolution #1 - #54, with the exception of the tabled items #31,40,41 and 42 seconded by Councilwoman Wood; carried.

1. Day and time of the monthly Town Board meeting shall be the second Monday of each month at 6 PM unless otherwise advertised.
2. Legal Newspaper - Times of Ti, Daily Glens Falls Post Star & Press Republican
3. Official Depository - Glens Falls National Bank & any other NYS bank for investments
4. Sewer and Water Tax Collector – Patty Savarie
5. Auto expenses for Town employees \$.445 per mile
6. Budget Officer – Chris Stone
7. Health Officer-HHHN-Hourly as needed – MD not required
8. Register of Vital Statistics – Patty Savarie - Deputies – Betsy Calhoun & Denise Paradis
9. Deputy Clerk of conservation licenses – Betsy Calhoun & Denise Paradis
10. Maximum of \$1000 for small tools and implements for Highway Department without prior Town Board approval
11. Legal Holidays for Town employees - New Years Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday\*, Memorial Day, Independence Day, Labor Day, Columbus Day, General Election Day, Veteran's Day, Thanksgiving Day and Friday after, and Christmas Day (Day after only if it falls on a scheduled workday. (\*Transfer Station employees will observe Easter Sunday as a holiday in lieu of the Good Friday holiday)
12. Deputy Supervisor - Roger Friedman \$1000/Ann.
13. Deputy Highway Superintendent – Roger Mahler - \$1500/Ann.
14. Clerk to the Supervisor-\$16.06 per hr.
15. Salaries of elected officials as budgeted and advertised
16. Salaries for HEO's: Roger Mahler - \$19.17 per hr.; Gordon Graves - \$18.48 per hr.; Richard

McCray - \$15.08 per hr.; Paul Bessey - \$17.83 per hr.; Wayne Welch - \$17.83/hr. Auto  
Mechanic Brent Dezalia -\$16.73/Hr, MEO's Lance Gould - \$18.48 /hr; Joe Flores - \$ 15.08/hr.  
MEO Trainee: Duane Hammond \$13.30/Hr.

17. Department head salaries – Water – David Clark \$21.76/hr & Sewer – James Roblee  
\$21.42/Hr
18. Town Clerk hours - 10AM to 2 PM – Mon - Fri
19. Public Information Officer - Town Clerk
20. Chairman of Board of Assessors – Richard Schoenstadt
- 21 Re-appoint member of Planning Board – Bruce Murdock
- 22 Set Hourly Rate for Chairman of Board of Assessment Review - \$10.00 per hr. and mileage  
\$.445
- 23 Chairman of Youth Commission - \$2000/Ann.
- 24 Appoint Jeff Cutting Youth Coordinator - \$1500/Ann.
- 25 Town Attorney to be retained as needed – Mark Schachner
- 26 Renew contract with Senior Citizens - \$13,150 Rec. & Soc. Program
- 27 Dog Warden - \$1000 plus \$.445 per mile – Laurie Bruce
- 28 School Crossing Guard – Mallory Moses - \$10.08 per hr.
- 29 Building Inspector III – Jon Senecal - \$16.73/hr
- 30 Approval of Chamber of Commerce Contract as budgeted - \$18,000.00
- 31 Approval of Ambulance Contract- Table
- 32 Re-appointments to Revolving Loan Fund Committee – Kathy Shiell
- 33 Re-appointments to SL Park District Commissioners – None
- 34 Approve attendance to Association of Towns Annual meeting in February with all actual and  
necessary expenditures being paid by the town. Voting delegate for Assn. of Towns Meeting –  
Roger Friedman – Alternate –
  
35. Resolution to use short form for advertising of Annual Report of fiscal affairs of the Town  
of Schroon
  
36. Resolution to pay bills to date and to pay utility bills when received during 2016
  
37. Petty cash fund for Town Justice - \$200, for Town Clerk - \$50, Golf Course (Seasonal)  
\$150.00 and Landfill - \$179.00
  
38. Renew Dog Control Contract with Dr. Mack
  
39. Town Historian – Gary Glebus- \$600
  
40. Accept Annual Justice Report Table
  
41. Accept Golf Course Annual Report Table
  
42. Accept Animal Control Officers' Report Table
  
43. Set copy fees at \$.25 for first 10, then \$.10 per copy
  
44. Set fax fees - \$.25 incoming - \$2.00 out-going
  
45. Accept Zoning/Septic/Bldg. codes report form Codes Enforcement Officer, Jon Senecal
  
46. Appoint Parade Chairperson – SL Chamber of Commerce

47. Review Procurement Manual
48. Annual Accounting – Any Department collecting monies
49. Renew County & State Highway Work Permit
50. Approval of the Highway Superintendent's attendance to the Annual Highway School including the payment of necessary expenditures
51. Request from all departments a list of surplus, if any, equipment with a minimum bid – sold to highest bidder
52. Cemeteries – Catholic, Severance and Protestant - \$400 for cemetery maintenance
53. Renew oil separator contract for Highway Garage floor drain system
54. Transfer Station Hours Fri-Tues 8:00-4:00 closed Wednesday and Thursday and Town Holidays excluding day after Thanksgiving

#### **Resolution #55 Audit of Claim**

Councilwoman Phibbs moved a resolution to pay the bills as reviewed, seconded by Councilman Friedman ; carried.

#### **2015**

General Fund \$14,083.68    Water \$1,769.31    Highway \$5,569.26    Sewer \$9,298.20

#### **2016**

General Fund \$20,604.13    Water \$978.50    Highway \$59,324.66    Sewer \$2,082.50

#### **Resolution #56 Approval of Board Minutes**

Councilman Friedman moved a resolution to accept the minutes of Regular Board Meeting December 14, 2015 at 6:00 P.M, seconded by Councilwoman Phibbs; carried.

#### **Resolution #57 To Sign Shared Service Agreement NYSDOT**

Councilwoman Phibbs moved a resolution for an agreement for shared services between NYSDOT and the Town of Schroon for one year, seconded by Councilman Friedman; carried.

#### **Resolution #58 Appropriate \$5885.00 for South Schroon Cemetery Fence from Cemetery Funds**

Councilwoman Phibbs moved a resolution to appropriate \$5885.00 for the South Schroon Cemetery Fence to come out of the South Schroon Cemetery Fund, seconded by Councilman Friedman; carried.

#### **IT Support in 2016**

Supervisor Marnell had a quote from FHG for IT support, the Board would like more information and to get another quote from Robbie Metthe for the next Board meeting.

#### **Discussion on the Airport Hangar**

Supervisor Marnell stated that Mr. Shaw had come by the office and had complained about

Patrick Vidas storing a boat and car in the hangar and stated only airplanes could be stored there. Supervisor Marnell contact the Town Attorney, Mark Schachner, to look over the signed contract between the Town of Schroon and Patrick Vidas he stated that it was a poor contract and should be rewritten in the near future, but did state that the Town can order the car and boat removed from the hangar and that the Tenant is not required to have his plane in the hangar. He is renting hangar to store his plane whenever he desires. Even though the boat and car are removed no one else would have the right to store a plane in the hangar.

TOWN OF SCHROON  
AIRPORT HANGAR LEASE AGREEMENT

**THIS LEASE AGREEMENT**, dated the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by and between the TOWN OF SCHROON, whose offices are located on 15 Leland Avenue, Town of Schroon, New York, 12870 (Lessor) and \_\_\_\_\_, residing at \_\_\_\_\_ (Lessee).

**WHEREAS**, the Lessor herein is the owner of the Airport Hangar located on Alder Meadow Road, Town of Schroon, County of Essex, State of New York, and

**WHEREAS**, the Lessee is an individual who is requesting to lease space from the Lessor in the Town of Schroon Airport Hangar, and

**WHEREAS**, the Lessor is desirous to lease out space to the Lessee for the purpose of storing an aircraft in the airplane hangar owned by the Lessor, and

**WHEREAS**, the Lessee desires to obtain and avail itself of the said rights, privileges and uses and interests herein, and

**WHEREAS**, this agreement has heretofore been duly authorized by the Schroon Town Board at their meeting held at the Town Hall, Schroon Lake, New York on the 12<sup>th</sup> day of October 2011.

**NOW, THEREFORE**, in consideration of the mutual covenants contained herein, the parties hereto agree as follows:

1. The Lessor shall lease to the Lessee the right and privilege, in common with others, to store an aircraft in the hangar on a month to month basis.
2. The Lessor shall agree to provide parking space, by permit, in common with others, for the Lessee during the term of the lease.
3. The Lessee shall have the right to the use of the airstrip in common with others at no additional charge.
4. The Lessee shall pay the sum of Two Hundred Fifty and no/100 (\$250.00) per month per airplane and associated parking space, with a maximum of two airplanes in the hangar.
5. The Lessee shall pay the sum of Two Hundred Fifty and no/100 (\$250.00) per airplane as a security deposit to be held by the town of Schroon, in an escrow account for this purpose, upon the signing of this lease.
6. The Lease can be renewed on an annual basis, with the security deposit made at the time of signing being transferred to the new lease. The Lessor retains the right to adjust the monthly lease amount on an annual basis.
7. The Lessee shall be responsible for providing their own insurance on their airplane and any personal items stored in the hangar and provide proof of insurance to the Lessor upon the signing of this agreement.
8. The Lessee shall be responsible for maintaining the premises in the condition on the day the lease begins for the entire term of the lease.
9. The Lessee shall be responsible for removing any and all trash from the site that they bring in.
10. There shall be no sub-letting of the hangar space by the Lessee.
11. The Lessor shall be responsible for keeping the hangar in good physical condition.
12. The Lessor shall maintain insurance coverage on the premises, but not to the Lessee's personal belongings and/or aircraft on the premises, or any items in the parking area.
13. The Lessor may terminate this lease agreement by giving written notice to the Lessee thirty (30) days prior to

termination for failure to meet any of its obligations under the term of this agreement.

14. The Lessee may terminate this lease agreement by giving written notice to the Lessor thirty (30) days prior to termination to Town Supervisor, 15 Leland Avenue, Schroon Lake, New York, 12870.

**IN WITNESSETH WHEREOF**, the parties have hereunto set their hands the date opposite their respective signatures.

**Resolution #59 Laborer seasonal as needed at Highway**

Councilwoman Phibbs moved a resolution to hire Joseph DeZalia as a seasonal laborer as needed at the Highway Garage at the rate of \$10.08 an hour, seconded by Councilman Friedman; carried.

**Resolution #60 Re-appoint Anita Drozdyk to Zoning Board Appeals**

Councilman Friedman moved a resolution to re-appoint Anita Drozdyk to Zoning Board Appeals for a five year term to expire December 31, 2020, seconded by Councilwoman Wood; carried.

**Resolution #61 Allow the NYS Police to Purchase Fuel in Emergency Situation**

Councilwoman Wood moved a resolution to allow the NYS Police to Purchase Fuel in a Emergency Situation with reimbursing the Town of Schroon, seconded by Councilman Friedman; carried.

**Resolution #62 Approve 2016 Youth Board/Planning Committee**

Councilman Friedman moved a resolution to authorize to expend \$16,000. to cover the 50/50 match required by the New York State office of Children and Family Services and that the Town of Schroon appoint Tina Armstrong to act as the official representative for the Town of Schroon on the Youth Board Planning Committee and that Jeff Cutting shall act as her alternate, seconded by Councilman Wood; carried.

**Resolution #63 Advertise for 2016 Lifeguards**

Councilwoman Phibbs moved a resolution to advertise for the 2016 Lifeguards, seconded by Councilman Friedman; carried.

The Town of Schroon

is accepting applications for the  
2016 Summer Lifeguard positions at the  
Town of Schroon Beach .  
You may pick up and application at the  
Town of Schroon Town Hall  
Monday - Friday 8 – 4 p.m.

**Resolution #64 Declare Equipment at Library Surplus**

Councilwoman Wood moved a resolution to declare a HP Compaq 8100 Elite Desktop Computer and a Canon Color Imagerrunner C1022 Copy Machine as surplus from the Library,

seconded by Councilwoman Phibbs; carried.

### **Public Sector**

Supervisor Marnell stated that Public Sector had contacted him with a Professional Service Agreement for the Wage and Salary Administration Program Update in the amount of \$7,500.00. Supervisor Marnell stated they had not budgeted this year for that. Councilwoman Phibbs moved to **table** the discussion until the Board had a chance to look over the contract, seconded by Councilwoman Wood; carried.

### **Resolution #65 Contract between the Town of Schroon and the Fire Department**

Councilman Friedman moved a resolution to sign the annual contract between the Town of Schroon and the Schroon Lake Fire Department, seconded by Councilwoman Wood; carried.

### **CONTRACT**

This agreement made January 1, 2016, between the Town Board of the Town of Schroon, Essex County, NY, party of the first part, and the Schroon Lake Volunteer Fire Co., Inc. a membership corporation organized under the laws of the State of New York and having its activities in the Town of Schroon, party of the second part.

**WHEREAS**, it is provided in Section 209-B of the General Municipal Law that a Town Board may contract with a Volunteer Fire Company having an organized rescue squad, ambulance and equipment for general ambulance service within the town, and

**WHEREAS**, the party of the second part has an organized rescue squad, ambulance and equipment, has consented to furnish general ambulance service in the Town of Schroon during 2016 for consideration of \$245,000.00, and

**WHEREAS**, the party of the first part has held a public hearing, after due notice on the proposal to contract for ambulance service, and following said public hearing, adopted a resolution authorizing this contract.

**NOW, THEREFORE**, it is agreed between the parties as follows:

1. The party of the second part agrees, during the period from the date of this contract until December 31, 2016, to provide a motor ambulance with stretcher, oxygen and first aid equipment and with sufficiently trained personnel from its rescue squad and to provide general ambulance service in the Town of Schroon on call, including, but not limited to the following:
  - A. Transporting any sick, injured or disabled resident in the Town of Schroon to the Glens Falls

Hospital, Albany Medical Center, Plattsburgh Hospital and Burlington Medical Center or to a licensed nursing home within this area.

B. Transporting any sick, injured or disabled person from Glens Falls Hospital, Albany Medical Center, Plattsburgh Hospital and Burlington Medical Center or a licensed nursing home within this area to a residence in the Town of Schroon.

C. To respond on call from a police officer to the scene of an accident within the Town of Schroon.

D. To respond on call from the County Fire Coordinator or the Chief of any volunteer Fire Company to the scene of a fire in the Town of Schroon.

2. The party of the second part shall make no charge to any resident transported under the terms of this contract, but it may make a charge for transportation of residents from the Town of Schroon to points or places outside the area defined in Section 1. This contract shall not be deemed exclusive and the party of the second part may use its ambulance, covered by this contract and also for taking part in conventions, parades, meetings and schools of instruction within and without the Town of Schroon.

3. The party of the second part shall provide all insurance coverage required in the performance of this contract and the party of the first part shall be in no way liable for any acts or omissions of the party of the second part, its members or employees.

4. It is understood and agreed that the party of the second part shall submit to the party of the first part, in December of each year, a complete financial report of all revenues and expenditures of the current year.

5. The party of the first part agrees to pay to the party of the second part the sum of \$245,000 for ambulance service during 2016 as follows: The sum of \$245,000 shall be paid in quarterly payments of \$61250.00 in January, April, July and October after the execution of this agreement, providing that all required reports have been made to the party of the first part for 2015.

6. The Schroon Lake Volunteer Fire Department shall be allowed to continue all fund raising activities as they shall be determined by the department.

IN WITNESS WHEREOF, the parties have caused this agreement to be executed by their respective duly authorized officers as of the day and year first written above.

**Resolution #66 Agenda for Town Board Meetings**

Councilwoman Wood moved a resolution as follows, seconded by Councilman Friedman; carried.

WHEREAS Town of Schroon business is regularly conducted at public meetings usually held on the second Monday of each month, or at a time when special considerations must be addressed, and

WHEREAS the purpose of the Town Board meeting agenda is know and assess in advance topics to be discussed and acted upon at such meetings, and

WHEREAS the decision-making members of the Town Board are considered "part time employees"

regularly engaged in other pursuits, and

WHEREAS many items presented for a vote have financial and/or policy implications that may affect future decisions, and may be of interest to members of the community who wish to participate in the discussion, and

WHEREAS knowledgeable discussion of such items often requires research and review,

NOW THEREFORE it is agreed as follows:

Items of interest submitted by an individual or group of individuals for consideration at Town Board meetings that may require a vote by the Town Board should be received by the Town Clerk or Supervisor at the Town Hall and acknowledged by same in writing or by email no later than seven days before the designated meeting date.

Such items will be included in the designated meeting agenda made available to the Board and the public no later than five days before the designated public meeting date to ensure that members of the community who wish to participate in the discussion, and

Items not received in this time frame may not be included in the meeting agenda, but may be presented for discussion at the designated meeting and these items may be tabled until a later meeting before action is taken.

### **Board Comments**

Councilman Friedman would like to address the following items for the upcoming 2016 year.

#### **NEW YEAR'S RESOLUTIONS FOR 2016**

Complete the Franchise Agreements for Slic & Time Warner  
Make sure all water meters are installed properly  
Timely updating of Town's website with notices of meetings & events  
Complete stormwater project  
Complete revised employee salary schedule  
Get cost estimates for Town Hall expansion  
Research feasibility of solar on Town Hall roof  
Find way to dispose of recyclables at Transfer Station without charge  
Complete tennis court project  
Assemble committee for townwide waterfront revitalization grant  
Implement a tagging system (also called a vessel inspection control seal) for boats  
With the threat of Asian Clams, change Invasives Local Law making it mandatory for untagged boats wanting to launch within the Town of Schroon to be decontaminated  
"Flush out" homes on water and / or sewer that have unreported multiple units  
Decide what to do with hockey rink  
Get estimate (cruise) for timber on Town owned property  
Discuss ways to reduce and better control road salt on our roads

Councilwoman Wood moved to adjourn at 6:55 PM, seconded by Councilwoman Phibbs;  
carried.

I, Patricia J. Savarie, do hereby certify the foregoing to be a true and correct transcript from the minutes now on file in my office and of the whole such original minutes.

Dated: January 11, 2016 \_\_\_\_\_  
Town Clerk