

**Budget Workshop to discuss 2018 Budget held October 5, 2017 at 9:00 A.M. at the**

**Town Hall in Schroon Lake N.Y.**

**Present:**

**Supervisor:** Michael Marnell

**Councilpersons:** Roger Friedman, Don Sage and Clara Phibbs

**Town Clerk:** Patricia Savarie

**Budget Officer:** Chris Stone

**Also Present:** James Roblee, David Clark, Mark Suozzo, Anne Durkee

Supervisor Marnell called the meeting to order at 9:00 A.M. with a salute to the Flag.

**Storm water Improvements - Directional Boring Bid Package Bid Review and Recommendation**

Mark Suozzo, from Cedarwood Engineering Services, stated based upon our review of the bids submitted and opened on September 27, 2017, we recommend that the Town award the construction contract to WM. J. Keller & Sons Construction Corporation, of Castleton, NY, the lowest responsible bidder, for the base bid contract price of \$154,000.00.

The Engineer's estimate for the portion of the project related to directional boring was \$170,000 based up the final design plans sent for bid. Actual base bid costs ranged from \$154,000.00 to \$245,225.

Our recommendation to award to WM. J. Keller & Sons is based on the following:

- According to references provided WM. J. Keller & Sons is a well-established regional contractor with a strong history of successful work. They have always completed work effectively and in a timely manner.
- No bid abnormalities were noted in WM. J. Keller & Sons bid and no bid abnormalities occurred in other bids which would change WM. J. Keller & Sons status as the lowest responsible bidder.
- We contacted John D. Keller (Vice-President/Project Manager) following the bid opening, and were advised that they are ready to proceed with the work and have no reservations regarding their bid or the project. The company is aware of the project deadline and the project's importance to the Town.
- Based upon the discussions with Mr. Keller the company is aware of the scope of the project, presented a comprehensive approach to completing the project, and appeared to be knowledgeable in the field of work to be performed.

As such, we recommend that the Town resolve to award Contract No. TS-2017-01G – the Town of Schroon Lake Storm water Improvements – Directional Boring project to WM. J. Keller & Sons, the lowest responsible bidder with a credible bid, for the base bid work in the amount of \$154,000.00.

Should the Town agree with our recommendations, then we recommend that the Town Board resolve to:

- Award the Town of Schroon Lake Storm water Improvements – Directional Boring project, Contract No. TS-2017-01G to WM. J. Keller & Sons Construction Corporation of Castleton, NY, the low bidder, for the base bid contract price of \$154,000.00.
- Authorize the Supervisor to execute the necessary paperwork for contract initiation and completion of the work (e.g., Notice of Award, Notice to Proceed, Agreement, Certificate of Substantial Completion, checks for contractor payments, etc.), and
- Authorize Engineering Services to proceed with preparation of execution copies of the contract documents and forward said contracts to the contractor and Town for subsequent execution.

In addition, if the Town agrees with these recommendations, we recommend that the Town Supervisor sign the Notice of Award, Notice to Proceed (copies attached) and provide them to us. We will then incorporate these forms into three “execution” copies of the Contract, and then obtain subsequent execution by the contractor. The Agreement will be signed at the preconstruction meeting by the Supervisor and Contractor.

Bid Submission List				
Project Name: Schroon Lake Stormwater Improvements		Opening: September 27th 3:00 P.M.		
Contract Number: TS-2017-01G		Owner: Town of Schroon		
Town/Village of: Town of Schroon - Essex County - NY				
Bidder:	WMJ Keller and Sons	Bellamy Construction		
Address:	1425 Route 9 Castleton, NY 12033	6684 Amsterdam Road Scocia, NY 12302		
Bid Amount:	\$154,000.00	\$245,225.00		
<b>FORMS INCLUDED:</b>				
Bid Form - All Contracts	X	X		
Bid Form - General	X	X		
Certification of Non-Segregated Facilities	X	X		
Receipt of Addenda	X	X		
Non-Collusion Affidavit of Prime Bidder	X	X		
Certification of Prime Contractor Regarding EEO	X	X		
Contractor's Certification from Debarred Contractor List	X	X		
Statement of Qualifications	X	X		

**Resolution #165 Award bid for Storm water Improvements**

Councilman Sage moved a resolution to award the Town of Schroon Stormwater Improvements – Directional Boring project, Contract No. TS-2017-01G to WM. J. Keller & Sons Construction Corporation of Castleton, NY, the low bidder, for the base bid contract price of \$154,000.00. authorize the Supervisor to execute the necessary paperwork for contract initiation and completion of the work (e.g., Notice of Award, Notice to Proceed, Agreement, Certificate of Substantial Completion, checks for contractor payments, etc.), and authorize Engineering Services to proceed with preparation of execution copies of the contract documents and forward said contracts to the contractor and Town for subsequent execution, seconded by Councilwoman Phibbs; carried.

**Library Board**

Anne Durkee, Financial Officer and Chair of the Budget Committee for the Library Board, stated it seems impossible this year to separate our budget request for 2018 from some reflections on the expansion project. The board of trustees expansion committee began the process of applying for grants from the NYS over two years ago. In September 2017 we were able to give the Town \$75,000.00 received by the library from the state for the bricks and mortar portion of the project. A phase II grant has been completed and sent to the state to help cover the costs of the interior of the expanded library. Mark LaPlante has chaired the expansion Committee bringing over 30 years experience as an educator working with capital projects. Committee member Betsy Ross as a certified librarian for many years in

the Lake George school district has been a great addition to the committee. Marion Weaver and Joe Provoncha has shared their many areas of expertise and Sue Repko has represented the Friends of the Library. Our Library Manager, Jane Bouchard, has worked with the committee as a whole, with our consultants and with the individual projects assigned to each member. Over the past two years they have given countless hours to the project and I think we should thank them. Our budget request for 2018 as you can see doesn't have any surprises but we do have a concern. We've studied the proposed Town of Schroon Wage and Salary Administration Booklet and the entire library board find it difficult to accept the Library Manager position at a level 4 along with the Maintenance person. We would like to discuss this with the Town Board in the near future. In fairness to all Town employees we encourage you as a board to make completing the wage and salary policy a priority.

### **Water Department**

David Clark, Water Treatment Plant Operator, stated that the Pump Station and the Well Site Station need to be repaired by each doorway. The wood has rotted by the doorway on both buildings and he suggested siding or something that will not rot. Dave feels it will cost around \$12,000.00 to reconstruct. Supervisor Marnell suggested to hire Dale Pecor and get quotes to repair both doorways with time and materials. Dave stated that he and Jim would like to be at Level 7 in the drafted Wage and Salary Program at the max of \$27.55 an hour and when there are any annual raises they would be included. I have been here 30 years this next June and Jim has been here 31 years. Supervisor Marnell stated we have not adopted the new Wage and Salary Program for this amount. Dave stated he had ordered \$20,000.00 worth of meters for next year.

### **Water and Sewer Department discussion on Raises**

Jim Roblee, Waste Water Treatment Operator, stated we never got the mid jump ten years ago we should have had it. Dave stated the years of experience we have now compared to ten years ago is huge. The max on level 6 is not enough compared to the work we do and you have seen letters from Jim and myself where other people have recognized us for our knowledge and expertise. Jim stated that by the time you get this new guy licensed, you will have about \$100,000.00 investment. When I got licensed it cost \$125.00 because of my experience and going through upgrades and they credited me for all the work I did for the project. They credited me with that for my four years of training. You didn't have to hire engineers or an operator to see what I did and that saved you about \$100,000.00 and remember at the time I asked you for a \$600.00 raise and you refused me. If you want to keep anybody in the future, you are going to have to do something. DEC rules have changed and they are going to make you contract a lot out and operators will take care of just daily operations at the Sewer Plant and

meet permits they're not suppose to deal with anything else. What they're pushing now is your going to have to hire two full time operators. Billy Jenks is a part time operator between the two plants. One of the issues the state is having is they are mandating that the part time person be at the Sewer Plant x amount of hours per day and that's not happening and you are going to have to do it. Right now I'm keeping track of the hours he is there and the State is keeping track of what it is costing and what they're doing is collecting that data so when the times comes they are going to mandate that you have a person full time because you are not supplying the help that you need. You are going to have to raise the Sewer rates. I do daily logs and document it for the State and you have to do it. The controls need more programming and you will have to replace the equipment. Dave stated that they work 7 days a week. Jim stated that he felt their schedule would change because we have more activity on the week-ends since the Town has become a retirement community, so we will have to work more hours on the week-ends and less during the week. You as a Board need to look at these two position differently, they are not like every other job in Town. You will have to have a 3A license down there with a Bachelors degree. No young people are staying because there are no jobs here that pay and you need to look at things differently. If you do away with your min and max what incentive is there for young people? They may come here for 10 years, get their training and move on to a better paying job. Councilman Sage asked are you going to have to raise Sewer rates? Jim stated yes, you are going to have to for the Sewer to meet all the requirements. Water will be alright because the long term debt is paid off.

Councilman Friedman stated one of the reasons we looked at the Wage and Salary Program is because we realized that the Water and Sewer Department needed to be looked at because they require so much more, that was the primary focus. I defiantly understand where you are coming from when you are asking for your raises because it is not the same world as it was in the 70's, 80's, 90's and 2000. It is based on technology if you don't have the skill, you can't have the department.

Chris Stone stated you need to raise the sewer rates because we keep going into their fund balance, the major revenue comes from their rates and we are taking in less because we don't have the usage like we use to, because the homeowners are not here year round so they are not using as much, so you have no choice, but to raise them. You will have to raise the unit price not the usage. Jim stated the only way is if an Industry came into Town. We have about 600 units in the Sewer Department. We do not have a consistent flow year round because it has become a retirement town. In the summer there is a consistent flow but that's it.

Dave stated as soon as you get a new operator on for Water and Sewer things will be totally different. Right now Jim and I can get around things that a new guy wont be able to because we have

experience and knowledge. Jim stated you will have to replace Billy Jenks if he goes to the Water Department as full time, after Dave retires. It will be very difficult to find someone who has both licenses for Sewer and Water and you wont get them for \$14.00 an hour. You could do a Beneficiary District since we do not dump into the lake. How it works is every tax payer who owns a piece of property on the lake would pay a ½ percent, which goes to run the Sewer Plant because they benefit from the quality of that water, but you would have to have a new district, a lot of Towns are doing this.

Councilwoman Phibbs stated I'm not against either one of you but I have not seen the figures yet, I think there maybe a better way to do this in terms of levels. I felt like the Library was the major elephant on my back and we spent 1.7 million dollars on that project and I would of loved to give all the employees a \$5000.00 raise a year and we would still be money ahead, but that doesn't work that way. When I put it into figures and put it on the backs of the tax payers even you and me when we retire, so having said that I'm not ready to vote this now, if we want to do it later when we have figures in front of us then I will know how it effects our budget.

Councilman Friedman stated that in Public Sector it isn't often we can reward someone for a good job. We have worked together, this Board and you guys, this is and opportunity to reward for a good job.

#### **Resolution #166 Pay Raises for Jim Roblee and David Clark**

Supervisor Marnell moved a resolution to raise James Roblee and David Clark to \$27.55 an hour effective January 1, 2018, seconded by Councilman Sage; carried. (Councilwoman Phibbs – abstained)

#### **Sewer Budget**

Jim Roblee, Waste Water Treatment Operator, stated that the main project is the Rogers Brook Project and it will probably come in at \$300,000.00. Our Computer Software needs to be upgraded which will come in at about \$7,000.00 it maybe able to be put off until next year. I need two pumps which will be about \$4,000.00. We have a problem coming up in the Industrial Park and we will have to hire Martin Thompson to do a description of the Sewer line and do a as built of the system because we already have had an issue with Mt. Petroleum encroaching the easement. The problem is they are not a district user. When the Town put the line in there they didn't get a contract, so the problem is they can do whatever they want. They got nailed by DEC for floor drains, oil and fuel and the DEC inspector came to me and they want us to tie their floor drains into our system and I argued the fact that our Highway Department has to have their own oil separator, why should we do it? The state is trying to force us to do it because then they can get rid of a bunch of inspectors and do a one stop shop. They

will come down and we are the ones who are going to have to deal with it, so they can come and inspect us. I told the inspector I refuse to do it, she would have to mandate it and bring it up to the Town Board and that's where we left it. Down the road you want to plan for it and will be a \$150,000.00 investment. You will have to put it in at the head of the plant and any new construction they will be able to dump it in the Sewer and we will have to treat it. The other concern I have is out here with the directional boring of the Sewer line, the plans they have, that they bid on, the Sewer lines are right in the way. On the map they had it didn't even show the Sewer line and when they come across there, they will be a 1 1/2 feet from the main, which to me is not far enough. What we discovered when we did this tie in down here was the main has some bad pipes. I could take a drill and punch hole right through it, the glazing is bad on it. We are hoping to do spot repairs on it and not have to line the whole thing. My concern is rocks may be pushed into the main, since it is so close. We will have to monitor it and they need to be aware of it and make sure nothing happens. I have it scheduled to have it TD'ed but that company is so behind, at that time we can check it, because we know there are soft spots.

**Health Insurance – Stay with Platinum 2 Plan, Employee Increase to 13%**

	2017	2018	Increase
General	\$274,861	\$317,050	\$42,189
Highway	\$145,449	\$160,022	\$14,573
Sewer	\$ 48,822	\$ 53,319	\$4,497
Water	\$25,037	\$27,668	\$2,631
Totals	\$494,169	\$558,059	\$63,890

**Ambulance District**

	2017	2018	Increase
	\$245,000	\$292,175	\$47,175

**Workers Comp Revised**

The County added in the Village of Lake Placid which adjusted the rate for the Town of Schroon. Increase of \$6539.18 compared to \$13602.89

**Ban Town Hall Project**

Increased principal payment to reflect \$77,143.00 per Bob Hafner memo and left the interest alone.

**Hockey Rink**

Added \$15,000.00 for the Tennis Court/ Hockey Rink Project

Councilman Sage made a motion to adjourn at 11:00 A.M., 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: October 19, 2017 \_\_\_\_\_  
Town Clerk