

REGULAR MEETING
BOLTON TOWN BOARD

January 3, 2023

Regular Meeting:

Supervisor: Ronald Conover
Councilmember: Robert MacEwan
Councilmember: Brendan Murnane
Councilmember: Wanda P. Cleavland
Councilmember: Susan Wilson
Town Clerk: Jodi Petteys
Counsel: Brian Reichenbach

Minutes:

- Approve the December 6, 2022, regular Town Board Meeting Minutes.

RESOLUTION #27

Councilmember Cleavland moved, seconded by Councilmember Murnane to approve the December 6, 2022, regular Town Board Meeting Minutes. **All in Favor. Motion Carried.**

- Approve the December 28, 2022 End of Year Town Board Meeting Minutes.

RESOLUTION #28

Councilmember MacEwan moved, seconded by Councilmember Murnane to approve the December 28, 2022 End of Year Town Board Meeting Minutes. **All in Favor. Motion Carried.**

Public in Attendance:

Correspondence:

- Warren and Washington County IDA, regarding UTEP.
- NYGFOA Annual conference notification.
- SUNY Adirondack Alumni Collective.

Committee Reports:

Councilmember Rob MacEwan

Highway:

N/A

Justice Court:

- During the month of December 2022 Justice Edward G. White collected \$ 1,397.00 in funds (check to Town of Bolton # 559), and Justice Joe Connally collected \$ 1,914.00 in funds (check to Town of Bolton # 535). Total monies forwarded to the Town of Bolton amounted to \$3,311.00. Itemized lists are available upon request by contacting the Court.

Transfer Station:

N/A

Recreation:

N/A

EMS:

Calls: 12 (one mutual aid to Lake George cancelled enroute) of which 8 calls were billable.

Gross Charges Billed in November:	\$ 14,258.80
Gross Charges Billed Year to Date	\$ 346,880.13
Payments Received in November:	\$ 16,655.83
Payments Received Year to Date:	\$ 173,739.68

In 2021 we had billed \$285,770 and received payments of \$139,670.84 thru November, 2021.

Payroll Expenses thru this November were \$361,959.07 versus \$304,107.62 in 2021.

Made application to the Warren County American Recovery Act committee for a grant of \$75,000 toward the purchase of a replacement for the 10 year old Sprinter ambulance in 2023. During the last meeting of the committee grant awards to EMS agencies in the county were tabled pending requests for more information from some agencies but a sum of \$320,000 was set aside for future consideration. Discussions indicated a mindset of awarding a maximum of \$50,000 to any one agency.

Keena (our payroll processing vendor) advised the following for 2023:

- Upstate New York minimum wage increasing from \$14.20 to 15.00 per hour.
- Exempt employee threshold anticipated to increase from \$51,480 to \$55,341.

- NYS Unemployment Insurance wage base will increase to \$12,300 per employee.
- Taxable wages for Social Security will increase from \$147,000 to \$160,200 per employees.

Received liability and property insurance policies from insurance carrier. Overall premiums increased from \$6,638.14 to \$7,123.18.

Contract with Hudson Headwaters Health Network for physicals increased to \$142.00 from \$138.00 per physical.

Councilmember Brendan Murnane

Water:

- The total flow for the month of December is 4,111,674, averaging 132,635 gallons a day.
- The monthly total coliform tests were taken according to the sampling schedule.
- The monthly Total Organic Carbon tests were taken in accordance with DOH regulations and sampling schedule.
- Gathered final readings for multiple properties that were sold.
- Conducted general maintenance and grounds work around the plant and P.R.V. stations.
- Sold several Neptune radial meters to replace non-working meters.
- Prepared for the emergency sub pump project.
- Responded to several Dig Safe requests.
- Had meetings with Josh Westfall about procedures moving forward that would improve record keeping with water projects in the future.
- 12/01 Installation of the emergency sub pump to the wet well was started by Ruben Ellsworth and electrical done by Brownell.
- 12/02 Ruben Ellsworth finished his part of the emergency sub project.
- 12/05 Brownell finished their part of the emergency sub project.
- 12/09 Soda Ash pump failed to pump, replaced: intake line, foot valve, and diaphragm.
- 12/15 Filter 2 shutdown, high turbidity.
- 12/18 Emergency power, national grid cut power to the plant to replace a pole on Finkle Road.
- 12/21 Emergency power call.
- 12/29 Horicon PRV had a 15psi swing on the outlet side causing Penny Candy Lane pressure relief to blow off.
- 12/30 Ross Valve came to repair the valve at Horicon. Steve from Ross says that is the last time he could repair that valve. The parts to repair are harder and harder to come by and next time he may not be able to fix it.

Supervisor Conover stated that the new dialer systems had been installed at the pump stations which adds an additional layer of reporting.

Wastewater:

- Total flow for the month 5,591,694 gallons for a daily average of 180,000 gallons.
- On 12/2 we had an overflow at Rogers Park. The Alarm dialer wasn't working due to a power surge, so we had no idea there was a high-water alarm. We filed a NY Alert because of sewage in the lake. The grinder got flooded with sewage and no longer works. We ordered a new one and is arriving in 8-10 weeks.
- On 12/9 we had Ellsworth Excavation replace the check valve on pump #2 at main station. The valve was not closing allowing water to spin the other pump backwards not allowing the wet well to pump down properly.
- On 12/12 Dan Harris started as the new wastewater trainee. He is working very well. We have been doing training daily.
- We have had several meetings with Kathy and the town to discuss grants to upgrade plant and issues at pump stations.
- Matt has assisted Parks and Highway during snowstorms and heavy rain event.
- We have been assisting Water Dept. with issues at the plant and distribution system.
- We have had several alarms due to heavy rain and pump station issues.
- We maintained the grounds around the plant and stations after several snowstorms.

Assessor:

- Sales continue to be received by this office daily, sale prices are typically coming in twice as much as the current assessments.
- The valuation process for the 2023 Assessment Roll has begun.
- The office has received the PDC (Pre-Decisional Collaboration) report from the state and I expect that our equalization rate for the 2023 Assessment roll will be down dramatically from our current 90%.

Library:

N/A

Councilmember Susan Wilson

Planning / Zoning:

- The Planning Office for the month of September collected fees in the amount of \$2,935.00 for various items including Certificates of Compliance, Variances, Site Plan Reviews, Stormwater Permits and After the Fact Fees.

Councilmember Wanda Cleavland

Police:

- 41 patrol shifts, 312 reportable activities & 288 property checks.
- The police department’s work on the Lexipol Policy and Procedure Manual is continuing with weekly meetings with Lexipol staff. We will be transitioning from the Professional Services Training Specialist Assistance Program to the Customer Success Program. The transition signifies that we, as a department, have met the requirements and have demonstrated proficiency in Lexipol’s KMS system.
- New police vehicle update: All ordered equipment is expected to arrive during the week of January 09, 2023. We have been advised that the equipment installations are tentatively scheduled for the week of January 16, 2023.
- Our work is continuing with the Town of Bolton Code Enforcement Officer on areas of mutual concern that effect public health and safety.
- In light of recent incidents of attacks on electrical infrastructure in several states we have initiated directed patrols of critical utility sites in the town.
- On 12/09/2022 MED Project NY installed the unwanted medication kiosk at Town Hall. This is a free service that provides for safe disposal of unwanted medications.
- The police department has conducted thirty Bolton Central School checks during December.
- They are continuing our work with Healing Springs Recovery Center to sponsor a Narcan training event that will be open to the public.

Town Clerk:

- Total Local Shares Remitted: \$12,280.00
- Total Non-Local Revenues: \$65.72
- Total State, County and Local Revenues: \$12,345.72

Supervisor’s Report:

- Deposits: \$ 561,777.89
- Disbursements: \$ 1,338,083.32
- We were very successful in the last round of the consolidated funding round in the State of New York, and he would like to thank the Governor, the Department of State and our team for putting this application together. This grant is \$1.725 million for funding Phase 2 of the Veterans Park project.
- We also have received a \$50,000 Smart Growth Grant under the direction of Josh Westfall and our consultants.

New Business:

- Resolution to approve Occupancy Tax Advisory Committee recommendations for 2023.

The Board thanked everyone on the committee for their advisements.

RESOLUTION #29

Councilmember Murnane moved, seconded by Councilmember MacEwan to approve Occupancy Tax Advisory Committee recommendations for 2023. **All in Favor. Motion Carried.**

- Resolution to authorize the Supervisor to enter into an agreement with the Bolton EMS.

RESOLUTION #30

Councilmember MacEwan moved, seconded by Councilmember Cleavland to authorize the Supervisor to enter into an agreement with the Bolton EMS for ambulatory services in 2023. **All in Favor. Motion Carried.**

- Resolution to appoint Jason Saris to a 7-year term on the Zoning Board of Appeals with term to expire 12/31/2029.

Supervisor Conover thanked Mr. Saris for his continuing long time service to the community.

RESOLUTION #31

Councilmember Wilson moved, seconded by Councilmember Murnane appointing Jason Saris to a 7-year term on the Zoning Board of Appeals with term to expire 12/31/2029. **All in Favor. Motion Carried.**

Supervisor Conover also thanked Ms. Aldrich for her long time service.

- Resolution to appoint Sandi Aldrich to a 7-year term on the Planning Board with term to expire 12/31/2029.

RESOLUTION #32

Councilmember Wilson moved, seconded by Councilmember Murnane to appoint Sandi Aldrich to a 7-year term on the Planning Board with term to expire 12/31/2029. **All in Favor. Motion Carried.**

- Resolution to appoint Susan Heusner to a 5-year term on the Board of Assessment Review with term to expire 9/30/2027.

The Board thanked Ms. Heusner for continuing her service to the Board.

RESOLUTION #33

Councilmember Murnane moved, seconded by Councilmember Wilson to appoint Susan Heusner to a 5-year term on the Board of Assessment Review with term to expire 9/30/2027. **All in Favor. Motion Carried.**

- Resolution to approve M. Joshua Westfall, Acting Director of Planning & Zoning Administrator, and Richard Roman, Zoning Code Enforcement Officer to attend the Association of Towns of the State of New York Annual Meeting and Training School to be held February 19-22, 2023.

RESOLUTION #34

Councilmember Cleavland moved, seconded by Councilmember Murnane to approve M. Joshua Westfall, Acting Director of Planning & Zoning Administrator, and Richard Roman, Zoning Code Enforcement Officer to attend the Association of Towns of the State of New York Annual Meeting and Training School to be held February 19-22, 2023. **All in Favor. Motion Carried.**

- Resolution to name M. Joshua Westfall, Acting Director of Planning and Zoning Administrator, Voting Delegate and to cast the vote of the Town of Bolton at the Annual Business Session of the Association of Town of the State of New York Annual Meeting and Training School to be held on February 22, 2023, and to name Richard Roman, Zoning Code Enforcement Officer as Alternate.

RESOLUTION #35

Councilmember Wilson moved, seconded by Councilmember Murnane to name M. Joshua Westfall, Acting Director of Planning and Zoning Administrator, Voting Delegate and to cast the vote of the Town of Bolton at the Annual Business Session of the Association of Town of the State of New York Annual Meeting and Training School to be held on February 22, 2023, and to name Richard Roman, Zoning Code Enforcement Officer as Alternate. **All in Favor. Motion Carried.**

Public in Attendance

RESOLUTION #36

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

TRANSFERS FOR END OF YEAR 2022: 1/03/2023 Meeting

To	From	Amount
<u>GENERAL:</u>		
1410.1 Town Clerk PS	1110.1 Justices PS	\$667.00
1620.1 Buildings/Grounds PS	1355.4 Assessor CE	\$266.00
9030.8 Social Security/Town Share	8160.1 Refuse/Garbage PS	\$100.00

TRANSFERS FOR JANUARY 2023

To	From	Amount
<u>GENERAL:</u>		
8810.4 Cemeteries CE	1220.4 Supervisor CE	\$1,500.00

Pay the Bills:

RESOLUTION #37

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

Pay the Bills:

Abstract 1

General	1-11	136,797.53
Highway	1	10,100.00
Sewer	1	80.00
Water	1	13,300.00

Adjourn

RESOLUTION #38

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

Meeting Closed: 6:32PM

Minutes respectfully submitted by:

Jodi Petteys
Town Clerk

Katie Persons
Minute Taker