

REGULAR MEETING
BOLTON TOWN BOARD

February 7, 2023

Regular Meeting:

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

Minutes:

- Approve the January 3, 2023 Town Board Meeting Minutes.

RESOLUTION #39

Councilmember Murnane moved, seconded by Councilmember Wilson to approve the January 3, 2023 Regular Town Board Meeting Minutes. **All in Favor. Motion Carried.**

- Approve the January 3, 2023 Organizational Town Board Meeting Minutes.

RESOLUTION #40

Councilmember Wilson moved, seconded by Councilmember Murnane to approve the January 3, 2023 Organizational Town Board Meeting Minutes. **All in Favor. Motion Carried.**

Public in Attendance:

Megan Baker representing the Bolton Free Library discussed the following:

- They have been remodeling the library.
- They have applied for a grant to improve the handicap access.

Correspondence:

- Town of Queensbury – notification of adoption of Local Law 2 of 2023.
- NYS Department of State notification of CFA #119478 for 1,725,000.00 award for Veterans Memorial Park Phase 2.
- NYS Department of State notification of CFA #120033 for \$50,014.00 award for Town of Bolton Smart Growth Comprehensive Plan update.
- Conkling Center Newsletter.

- NYS DOH regarding monitoring requirements.
- Robert Blais annual village report.
- Robert Blais regarding Student Connection.

Committee Reports:

Supervisor Conover stated that Councilmember MacEwan’s and Councilmember Cleavland’s reports would be added to the agenda in their absence.

Councilmember Rob MacEwan (Absent)

Highway:

- Plowed, sanded and salted several snow and ice storms.
- Clean-up brush and branches and chip-up down trees from wind and ice.
- Cleaned out trucks several times to try to keep the salt off.
- Sent dump truck and loader to help Sewer Dept. at Rogers Park for several days.
- Made 7,000 gallons of brine with Warren County’s brine machine.

Justice Court:

- During the month of January 2023 Justice Edward G. White collected \$ 1,651.00 in funds (check to Town of Bolton # 560), and Justice Joe Connally collected \$ 3,731.00 in funds (check to Town of Bolton # 536). Total monies forwarded to the Town of Bolton amounted to \$5,382.00. Itemized lists are available upon request by contacting the Court.

Transfer Station:

N/A

Recreation:

N/A

EMS:

Calls: 17 (including 4 mutual aid) of which 9 calls were billable.

Gross Charges Billed in December:	\$ 23,708.40
Gross Charges Billed in Year 2022:	\$ 370,588.53
Payments Received in December:	\$ 6,713.05

Payments Received in Year 2022: \$ 180,452.73

In 2021 we had billed \$300,890.00 and received payments of \$147,709.99 thru December, 2021.

Payroll expenses thru this December were \$396,630.71 versus \$327,558.42 in 2021. Budgeted estimate for 2022 Was \$406,024.

Councilmember Brendan Murnane

Water:

- The total flow for the month of December is 4,085,928, averaging 131,804 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.
- Conducted general maintenance and grounds work around the plant and P.R.V. stations.
- Completed the final quarter meter reads of 2022.
- Sold several Neptune radial meters to replace non-working meters.
- 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.
- Worked on the Water service survey for DOH.
- Tested Emergency Sub pump.
- 1/23 Filter 1 Valve stuck closed, I have contacted Rob Samuels from Koester I have also sent in the PO for replacement valves. Will contact Rob again to inform him when the valves will arrive, and I will schedule him to help us replace it.

Wastewater:

- Total flow for the month 5,146,675 gallons for a daily average of 166,000 gallons.
- We have assisted water dept with meter reads and maintenance around the water dept.
- We have been working with Kathy Suozzo on grant information for the plant and pump stations.
- We had Barry Kincaid cut the trees down around main pump station. We had them removed because of roots growing into pump station and work that needed to be completed for new valves.
- We maintained the grounds around plant and pump stations after several snowstorms.

- Matt assisted parks dept. with snow blowing sidewalks with skid steer.
- On 1/30 We had a force main break on Goodman Avenue. Ellsworth excavation did the repair and we had Hometown Sewer hauling wastewater from main pump station to plant. The force main had a shear crack all the way around pipe. The water dept. assisted with the repair. We filed a NY Alert due to sewage on road around manhole.
- On 1/31 we started valve replacement at main pump station. Ellsworth Excavation is doing the work. We are installing new valves so that we can completely by-pass the pump station and pump from the wet well to force main in emergency situations. It has taken a week to complete due to tight digging area and depth of pipes and ground water situations. We also removed a 10” gate valve inside that was leaking. The valve was original 1960’s. We installed a spool piece and no longer have a valve inside.

Assessor:

N/A

Library:

N/A

Councilmember Susan Wilson

Planning / Zoning:

- The Planning Office for the month of September collected fees in the amount of \$1,023.75. for various items including Certificates of Compliance, Variances, Site Plan Reviews, Stormwater Permits and After the Fact Fees.
- NYSDOS Smart Growth Comprehensive Plan
 - Pays for 90%.
 - POP 5 years.
 - Tentative kick off mid- to late summer, followed by inventory and analysis.
 - Will update existing Comp Plan (2003) 20 Years Old.
 - Will consider new uses/ technology including solar and other alternative energy, STR’s, parks, infrastructure.
- Grant Assessment
 - Consultants are completing assessment.
 - Meet with all departments and Bolton Museum.
 - Will present at March or April TB meeting.
 - Will provide a road map for next year’s CFAs.
 - State Archives Grant will be pursued next year.
- Veterans Park
 - Coordinating committee now.
- Drinking Water Source Protect Program

- DEC/ DOH Planning Project to assess water supply safety.
 - LCLGRPC will produce plan with town committee
 - Will provide extra points in EFC, WIIA, and some DOS Grants
 - Will have a general draft for 2023 CFAs
- Update Local Laws
 - Clarify Planning and Zoning Roles – Wastewater.
 - Clarify Charges, WD Authority, Requirements – Water.
 - Stormwater and Erosion – update in accordance with LGPC.
- Training- ZBA/ PB/ AOT
 - ZA and CEO will take Warren County Stormwater and Erosion Control Laws 2/8.
 - Planning and Zoning is coordinating training with Miller, Mannix, Schachner and Hafner.
 - NYS Code Enforcement Training – Rich.
 - Local Government Efficiency Meeting 2/22 in NYC at AOT – Josh.
- Water
 - KSPE will be developing a brief Capital Plan for Water- will align us up for grants better and allow for Town Board to plan for improvements.
- Sewer
 - KPSE is completing an assessment of main Pump Station. KPSE, Planning and DEC will meet before submission to the agency.
- Water and Sewer
 - Preparing RFQ for Water and Sewer work.
- Code Enforcement
 - Working with Town Atty on CE issues.
 - Working with Brian on Berberian issue- Consent Order.
 - Addressed 5 Enforcement concerns.
 - Performed 6 final walkthroughs.
 - Approved 13 ZCCs.
 - Code Enforcement specific inquires 60+ calls.
- STRs
 - Preparing second mailing-newly ID'd STRs.
 - Review County suggestions for STR compliance.
 - Provide a listing to Chamber.
- Open Grants
 - Working with DOS on C007005.
 - Will Work with DOS to combine both LWRPs as appropriate, maximize efficiency and savings.
 - Working with DEC on Consent Order and how to incorporate that to address Violation.
 - FEMA- Awaiting Scope Change for Bridges- Two Requests have been provided. Third will be provided after feedback.
- Grants List Tickler for 2023
 - WIIA -Water.

- WQIP -Sewer.
- EFC- Sewer or Water.
- LGE- EMS/ Fire.
- LWRP- Veterans Park.
- Parks – Other Elements to Supplant Match.
- Northern Border – Water or Sewer.
- *** DWSRP and Climate Smart will add extra points to above State Grants.
- Hazard Mitigation Plan
 - Attending meeting and provide requested documentation.
 - Next Meeting Mid-February.
- Solid Waste Plan
 - Attending meeting and provide requested documentation.
 - Next meeting late-February.
- Planning and Zoning Office
 - Working to better accommodate Town Engineers review schedule for SPR.
 - Working to better accommodate Town Engineers review schedule for Septic Variances.
 - Coordinating review with town Water and Sewer, and Fire District as applicable.
 - Revise mailing and legal notices - more generalized; in compliance with Town Atty. guidance.

Councilmember Wanda Cleavland (Absent)

Police:

- Patrol Shifts - 44
- Total Reportable Activity - 556
- Property / Activity Checks - 523
- The police department’s work on the Lexipol Policy and Procedure Manual is continuing with bi-weekly meetings with Lexipol staff. We have transitioned to the customer success program.
- New police vehicle update: All ordered equipment has arrived with installations scheduled for the week of February 13, 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/utility infrastructure in several states, directed patrols of critical utility sites in the town is continuing.
- The MED Project NY medication disposal kiosk has been utilized frequently and we anticipate the first collection of medications will be sent for destruction shortly.
- The police department has conducted forty-one (41) Bolton Central School checks during January. We continue to work with school administrators and surrounding law enforcement partners to ensure a safe environment for staff and students. We have also conducted two (2) safe-stop patrols to ensure that vehicular traffic is stopping for the flashing red lights of our

busses. We are happy to report that no violations have been observed or reported to the police department during the month of January.

- The police department was notified recently that our grant request for Body Worn Cameras has been approved. The grant amount awarded was \$20,000.00. We are currently seeking quotes from several vendors through the NYS Office of General Services Centralized Contract.
- It has been another busy month with numerous projects in various stages of completion that include:
- Our continuing work with the Laberge Group on securing funding for Live Scan arrest processing equipment. We have sought quotes from several vendors and are working to identify the best product for our agency.
- We are continuing our work with Healing Springs Recovery Center to sponsor a Narcan training event that will be open to the public. We are hoping to schedule the event during the week of February 20, 2023.
- We are continuing our work with Warren County regarding the placement of a radio tower at the Bolton Highway Department garage. Meetings are continuing with the Bolton Planning/Zoning Department, Adirondack Park Agency, and the Warren County Sheriff's Office Systems Maintenance Coordinator Mark Neal.

Town Clerk:

- Total Local Shares Remitted: \$7,185.75
- Total State, County and Local Revenues: \$7,204.75
- I would like to take this opportunity to commend Becky and Kelli in the Clerk/ Tax Collector office for the outstanding job done in the month of January. This office collected \$7,022,071.79 in Town & County tax payments in the month of January, along with completing a water billing and our usual responsibilities. Well done ladies!

Supervisor's Report:

- Deposits: \$ 636,894.62
- Disbursements: \$ 498,165.41
- Critical Improvements at Main Pump Station largely completed. Difficult work given weather conditions, big thank you to all involved.
- Chief Galante has secured a \$20,000 grant from the NYS Criminal Justice Services to fund Bolton Police Body Cameras.
- Bolton awarded a 1.725 million funding grant from DOS LWRP for phase 2 improvements to Veterans Park. Work anticipated to begin in 2024.
- Thank you to Council Members Wilson and Cleavland for completing the required audits of Town Departments.
- Last Monday (January 30) Sewer break on Goodman repaired. Speedy repair and great work by all involved.
- Purchase of BobCat on agenda, it will be a great help to our Town Departments.

New Business:

- Resolution to authorize the change to the signatory cards with TD Bank for the Supervisor accounts to include Supervisor Conover, Deputy Supervisor Susan Wilson and Deputy Supervisor Wanda P. Cleavland.

RESOLUTION #41

Councilmember Murnane moved, seconded by Councilmember Wilson to authorize the change to the signatory cards with TD Bank for the Supervisor accounts to include Supervisor Conover, Deputy Supervisor Susan Wilson and Deputy Supervisor Wanda P. Cleavland. **All in Favor. Motion Carried.**

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

Supervisor Conover thanked Councilmember Wilson and Cleavland for their assistance in this endeavor.

RESOLUTION #42

Councilmember Wilson moved, seconded by Councilmember Murnane 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 Town Clerk to prepare and distribute the annual resident clean-up cards.

RESOLUTION #43

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

- Resolution to authorize the Supervisor to enter into an agreement with Edmunds GovTech for website updating and annual support.

RESOLUTION #44

Councilmember Wilson moved, seconded by Councilmember Murnane to authorize the Supervisor to enter into an agreement with Edmunds GovTech for website updating and annual support. **All in Favor. Motion Carried.**

- Resolution to appoint Jodi Petteys as Records Management Officer (RMO) and Records Access Officer (RAO) for the Town of Bolton with term to expire 12/31/2025.

Supervisor Conover thanked her and stated she does a great job.

RESOLUTION #45

Councilmember Wilson moved, seconded by Councilmember Murnane to appoint Jodi Petteys as Records Management Officer (RMO) and Records Access Officer (RAO) for the Town of Bolton with term to expire 12/31/2025. **All in Favor. Motion Carried.**

Councilmember Wilson stated this was a great move for the Town of Bolton.

- Resolution to appoint Merritt Joshua Westfall as Director of Planning & Zoning.

RESOLUTION #46

Councilmember Wilson moved, seconded by Councilmember Murnane to appoint Merritt Joshua Westfall as Director of Planning & Zoning. **All in Favor. Motion Carried.**

- Resolution to schedule a Public Hearing at the March 7, 2023 Town Board meeting for Local Law ___ of 2023 removing the Real Property Tax Law Section 487 exemption in the Town of Bolton.

Atty. Reichenbach explained that this has to do with solar and farm waste energy project. Supervisor Conover stated this would allow the town to consider each project on its own merits.

RESOLUTION #47

Councilmember Murnane moved, seconded by Councilmember Wilson to schedule a Public Hearing at the March 7, 2023 Town Board meeting for Local Law ___ of 2023 removing the Real Property Tax Law Section 487 exemption in the Town of Bolton. **All in Favor. Motion Carried.**

- Resolution to purchase a Bobcat L28 Small Articulated Loader with attachments per New York State Contract PC69396 in an amount not to exceed \$61,507.49.

RESOLUTION #48

Councilmember Murnane moved, seconded by Councilmember Wilson to purchase a Bobcat L28 Small

Articulated Loader with attachments per New York State Contract PC69396 in an amount not to exceed \$61,507.49. **All in Favor. Motion Carried.**

- Resolution to declare a 2004 Ford F350 Vin #1FTSF31L54ED81693 with a Fisher Poly Caster sander as surplus and authorize the Highway Superintendent to place them on the GovDeals auction site for sale.

RESOLUTION #49

Councilmember Wilson moved, seconded by Councilmember Murnane to declare a 2004 Ford F350 Vin #1FTSF31L54ED81693 with a Fisher Poly Caster sander as surplus and authorize the Highway Superintendent to place them on the GovDeals auction site for sale. **All in Favor. Motion Carried.**

- Resolution to authorize an agreement in the amount of \$300 with the Adirondack Park Local Government Review Board for 2023.

RESOLUTION #50

Councilmember Wilson moved, seconded by Councilmember Murnane to authorize an agreement in the amount of \$300 with the Adirondack Park Local Government Review Board for 2023. **All in Favor. Motion Carried.**

- Resolution to authorize a \$1,000 contribution to the Student Connection Program administered by the Village of Lake George for 2023.

RESOLUTION #51

Councilmember Murnane moved, seconded by Councilmember Wilson to authorize a \$1,000 contribution to the Student Connection Program administered by the Village of Lake George for 2023. **All in Favor. Motion Carried.**

- Resolution to schedule a Public Hearing at the March 7, 2023 Town Board meeting for additions and corrections to Chapter 125 Stormwater and Erosion control.

Atty. Reichenbach stated that there were some discrepancies with the effective date and there have been some additional definitions promulgated by the APA that will make it more comprehensive. He said this is mostly housekeeping and make them both compliant with the LGPC regulations.

RESOLUTION #52

Councilmember Wilson moved, seconded by Councilmember Murnane to schedule a Public Hearing at the March 7, 2023 Town Board meeting for additions and corrections to Chapter 125 Stormwater and Erosion control. **All in Favor. Motion Carried.**

- Resolution to schedule a Public Hearing at the March 7, 2023 Town Board meeting for additions and corrections to Ordinance 36 Sanitary Sewage Disposal.

Councilmember Wilson stated that this was for clarification of some items. Atty. Reichenbach stated it was mostly housekeeping.

RESOLUTION #53

Councilmember Wilson moved, seconded by Councilmember Murnane to schedule a Public Hearing at the March 7, 2023 Town Board meeting for additions and corrections to Ordinance 36 Sanitary Sewage Disposal. **All in Favor. Motion Carried.**

Public in Attendance

John Gaddy spoke on the following:

- Questioned how the new Comprehensive Plan will be implemented and used with the zoning and planning laws when it is finalized.
- Affordable housing and where we are as a town with this subject. He had heard that the BLDC may be interested in getting involved with this.
- Dark Sky compliant lighting for Roger’s Park.

RESOLUTION #54

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

TRANSFERS FOR END OF YEAR 2022: 2/07/2023 Meeting

To	From	Amount
<u>GENERAL:</u>		
1620.4 Buildings/Grounds CE	1110.1 Justices PS	\$3,293.00
3120.2 Police/Constable EQ	Fund Balance	\$51,410.00
3120.4 Police/Constable CE	7110.1 Parks PS	\$4,483.00
5132.4 Garage CE	6770.4 Meal Sit Assistance CE	\$3,310.00
7140.4 Playgrounds/Recreation CE	7140.1 Playgrounds/Recreation PS	\$43.00

7150.4 Special Facilities/Cons CE	7110.4 Parks CE	\$104.00
-----------------------------------	-----------------	----------

HIGHWAY:

5130.4 Machinery CE	Fund Balance	\$5,544.00
5142.4 Snow Removal CE	Fund Balance	\$12,690.00

WATER:

8310.4 Administration CE	Fund Balance	\$5,428.00
8320.4 Source Power Pump CE	Fund Balance	\$7,623.00
8330.4 Purification CE	Fund Balance	\$6,221.00

SEWER:

8110.4 Administration CE	8120.2 Sewage Collection EQ	\$1,506.00
--------------------------	-----------------------------	------------

TRANSFERS FOR FEBRUARY 2023

To	From	Amount
<u>GENERAL:</u>		
1670.4 Central Print CE	1990.4 Contingency	\$20,000.00

HIGHWAY:

5140.2 Brush & Weeds EQ	5140.4 Brush & Weeds CE	\$2,169.00
-------------------------	-------------------------	------------

SEWER:

8120.2 Sewage Collection EQ	Fund Balance	\$28,588.00
-----------------------------	--------------	-------------

ADDITIONAL TRANSFERS:

\$20,000.00 to be transferred to Sewer District from General Fund. The transfer will be set up as a Due To / Due From in anticipation of upcoming Quarterly Billing.

Pay the Bills:

RESOLUTION #55

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

Pay the Bills:

Abstract 12C

General	1980-2025	83,003.19
---------	-----------	-----------

Highway	425-437	19,441.65
Sewer	383-394	1,506.14
Water	325-336	19,271.48
St Lights	58-59	4,235.85
Tourism	47	4,000.00

Abstract 1A

General	62-101	4,879.72
Sewer	9-17	5,540.23
Water	10-13	1,249.22
St Lights	1-3	45.09

Abstract 2

General	12-61 102-176	149,766.38
Highway	2-38	100,757.58
Sewer	2-8 18-32	42,479.99
Water	2-9 14-23	12,447.42
St Lights	4-5	13,885.53
Tourism	1-2	40,000.00
Sewer Improve	1	2,475.00
Vets Park	1	520.05

Executive Session

RESOLUTION #56

Councilmember Murnane moved, seconded by Councilmember Wilson to enter into Executive Session to discuss settlement of potential litigation. **All in Favor. Motion Carried.**

No Action Taken

Meeting Closed: 6:29PM

Minutes respectfully submitted by:

Jodi Petteys
Town Clerk

Katie Persons
Minute Taker