

**Town Board Meeting held December 12, 2022 at 6:00 P.M. at the Town Hall in**

**Schroon Lake N.Y.**

**Present:**

**Town Supervisor:** Meg Wood

**Councilpersons:** Richard Gero, Ethan Thompson, Lynn Donaldson and Leanna Welch

**Town Clerk:** Patricia Savarie

**Also Present:** Albert May, Brian Ritching, Lynnette Colden, Sue Palisano,

Erica Hedden

Supervisor Wood called the meeting to order at 6:05 P.M. with a pledge to the Flag and a moment of silence for Allan Campbell who worked for the Town and was a good friend to many in our Community.

**Public Participation**

Lynnette Colden, Pastor of the Schroon Lake Community Church, stated that she belonged to the Essex County Suicide Prevention Collation. The Mission of the Essex County Suicide Prevention Coalition is to work together as a community to increase suicide awareness and prevention. The Vision is that Essex County will have the necessary information and tools to raise awareness, promote education, and increase action to reduce suicides. The Prevention Collation does and event each year and would like to do it this year in Schroon Lake. The event is called “Vivid Life Run” it is a mile run or walk with music, live speakers, food trucks and Craft Fair and we would like to do the event in June of 2023. I will give you more details at the January 5, 2023 meeting.

**RESOLUTION #185 Approve Water and Sewer Rates for 2023**

Councilman Gero moved a resolution to approve the new Water and Sewer Rates for 2023 as follows: Water Unit Rates will go from \$180.00 to \$188.00 annually and Sewer Unit Rates will go from \$976.00 to \$996.00 annually, seconded by Councilwoman Donaldson; carried.

**RESOLUTION #186 Approve minutes of November 10 Budget Hearing, November 10, 16 and 30, 2022 Board Meetings**

Councilwoman Welch moved a resolution to approve the minutes of November 10 Budget Hearing, November 10, 16, and 30 2022 Board Meetings, seconded by Councilman Thompson; carried.

**RESOLUTION #187 Approve Vouchers**

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

General Fund \$29,754.61    Sewer 5,029.88    Water \$1,723.46    Highway \$54,918.50

**RESOLUTION #188 To Renew 2023 HHHN Physical Exam, DOT and Hepatitis B**

Councilwoman Donaldson moved a resolution to accept the Physical Examination Agreement with HHHN for Employees Physicals \$142.00 and \$60.00 for Hepatizes B shot seconded by Councilwoman Welch; carried.

**RESOLUTION #189 Approve Erica Hedden as Deputy Town Clerk**

Councilwoman Welch moved a resolution to approve Erica Hedden as Deputy Town Clerk effective January 1, 2023 at the rate of \$16.50 and hour, seconded unanimously; carried.

**RESOLUTION #190 Approve Budget Amendments: Capital Outlay; Sewer**

**Department; Water Department and Budget Transfers**

Councilwoman Welch moved a resolution to approve budget Amendments and Budget Transfers, seconded by Councilman Thompson; carried.

A BUDGET AMENDMENT IS NEEDED TO INCREASE APPROPRIATIONS DA0-960 FROM APPROPRIATED FUND BALANCE DA0-599 TO ACCOUNT FOR ADDITIONAL EXPENSES IN CAPITAL OUTLAY.

Appropriated Fund Balance	DA0-599	\$138,000.00
Appropriations	DA0-960	\$138,000.00

To amend budget per board approval to cover additional expenditures for capital improvements.

DA0-04-5112-200    Capital Improvements    \$138,000.00

A BUDGET AMENDMENT IS NEEDED TO INCREASE APPROPRIATIONS SS0-960 FROM APPROPRIATED FUND BALANCE SS0-599 TO ACCOUNT FOR ADDITIONAL EXPENSES IN THE SEWER FUND EQUIPMENT EXPENDITURES.

Appropriated Fund Balance	SS0-599	\$61,276.00
---------------------------	---------	-------------

Appropriations	SS0-960	\$61,276.00
----------------	---------	-------------

To amend budget per board approval to cover the cost of equipment purchase sewer fund

SS0-07-8130-200 Equipment

A BUDGET AMENDMENT IS NEEDED TO INCREASE APPROPRIATIONS SW0-960 FROM APPROPRIATED FUND BALANCE SW0-599 TO ACCOUNT FOR ADDITIONAL EXPENSES IN THE WATER FUND FOR EXPENDITURES.

Appropriated Fund Balance	SW0-599	\$50,000.00
Appropriations	SW0-960	\$50,000.00

To amend budget per board approval to cover additional expenses.

SW0-07-8340-400 Contractual \$50,000.00

**BUDGET TRANSFER  
TOWN BOARD  
MEETING 12-16-2013**

12/12/22

**GENERAL**

AMOUNT

TO		FROM		
A00-01-1330-400	Tax Collection	A00-01-1220-400	Supervisor Contractual	\$ 1,000.00
A00-01-1355-400	Assessors Contractual	A00-01-1355-100	Assessor Personnel	\$ 5,000.00
A00-01-1430-400	Personnel	A00-01-1420-400	Attorneys	\$ 600.00
A00-02-3660-400	School Attendance CE	A00-02-3660-100	School Attendance Per	\$ 70.00
A00-03-4020-400	Vitals	A00-02-3620-400	Codes Contractual	\$ 300.00
A00-04-5132-400	Garage	A00-04-5410-400	Sidewalks	\$ 10,000.00
A00-06-7550-400	Celebrations	A00-06-7110-400	Parks Contractual	\$ 350.00
A00-07-8510-400	Community Beautification	A00-07-8010-400	Zoning	\$ 110.00
Total				\$ 17,430.00

**HIGHWAY**

DA0-04-5110-400	Highway Contractual	DA0-04-5110-100	Personnal	\$ 35,385.00
DA0-04-5112-200	Capital Outlay	DA0-04-5142-100	Personnel	\$ 400.00
DA0-04-5130-200	Machinery Equip	DA0-04-5130-400	Machinery Contractual	\$ 5,000.00
DA0-04-5130-200	Machinery Equip	DA0-08-9060-800	Health Insurance	\$ 10,750.00
Total				\$ 68,965.00

**SEWER**

SS0-07-8110-200	Sewer Adm Equip	SS0-07-8110-400	Sewer Admin	\$ 372.00
SS0-07-8120-400	Sewer Collection	SS0-07-8130-400	Treatment Contractual	\$ 10,000.00
Total				\$10,372.00

**WATER**

SW0-07-8310-400	Admin Contractual	SW0-07-8310-200	Admin Equipment	\$ 3,000.00
-----------------	-------------------	-----------------	-----------------	-------------

SW0-07-8320-400	Source Power	SW0-07-8310-200	Admin Equipment	\$ 18,000.00
SW0-07-8350-400	Water Meters	SW0-07-8310-200	Admin Equipment	\$ 1,000.00
SW0-07-8330-400	Purification	SW0-07-8310-200	Admin Equipment	\$ 1,000.00
SW0-07-8340-400	Transmission	SW0-07-8310-200	Admin Equipment	\$ 22,000.00
Total				\$ 45,000.00

**RESOLUTION #191 Approve EMCOR Services 2023 service contracts for 15 Leland Ave, 2640 Hoffman Rd, 11 Broad St, 27 Fairfield Ave**

Councilwoman Welch moved a resolution to approve the Emtor Service Contract for our HVAC needs for preventive maintenance for the following properties: 15 Leland Avenue \$ 4642.00, 2640 Hoffman Road \$2036.00, 11 Broad Street \$1082.00 and 27 Fairfield Avenue \$1184.00, seconded by Councilman Gero; carried.

**Discussion on Number of Water / Wastewater Units at The Lodge at Schroon Lake**

Supervisor Wood stated that we will table this for now and we will meet with the Lodge at Schroon Lake tomorrow December 13, 2022 at 1:00 P.M. to have everyone go over the units so they can understand it. We will recess this meeting tonight and reconvene tomorrow at 1:00 P.M.

**RESOLUTION #192 Approve Part Time and Seasonal Wage Adjustment**

Councilwoman Welch moved a resolution to approve the part time and seasonal Wage adjustment, seconded by Councilwoman Donaldson; carried.

	Years of Service	Grade 2023	Grade	Minimum	Current	Wage Adj. Wage
<b>Library</b>						
Botterbush, Jessica	16	2		\$16.50	\$16.04	\$18.54
Bruce, Vicki	6	2		\$16.50	\$15.04	\$17.24
O'Bradovic, Tatianne	3	2		\$16.50	\$15.00	\$16.87
<b>Golf Course, Grounds</b>						
Swinton, Jon	20	3		\$18.15	\$16.49	\$21.00
Hall, Brandon	5	3		\$18.15	\$15.00	\$18.82
<b>Golf Course, Clubhouse</b>						
Riggins, Cathy	5	1		\$15.00	\$15.00	\$15.56
DeZalia, Brad	6	1		\$15.00	\$15.00	\$15.67
DeZalia, Brian	2	1		\$15.00	\$15.00	\$15.22
Bowen, Dee	6	1		\$15.00	\$15.00	\$15.67
Egan, Mary	1	1		\$15.00	\$15.00	\$15.11
Ramachandran, Anjay	1	1		\$15.00	\$15.00	\$15.11
Collins, Pam	1	1		\$15.00	\$15.00	\$15.11

Transfer Station, Subs					
Shield, Ray	1	2	\$16.50	\$15.00	\$16.62
Bruce, Laurie	7	2	\$16.50	\$15.00	\$17.36
Cleaners					
Reeves, George	1	2	\$16.50	\$15.00	\$16.62
Court Security Officer					
Bearor, Cliff	(4 years)*22	2	\$16.50	\$16.94	\$19.37
Crossing Guard					
Shields, Ray - appointed*	2	1	\$15.00	\$20.00	\$20.96
Water/Sewer Tax Collector					
Savarie, Patty	22	2	\$16.50	\$16.52	\$19.37

**RESOLUTION #193 Approve 2023 Organizational Meeting Date**

Councilman Thompson moved a resolution to approve the date for the 2023 Organizational meeting for Thursday, January 5, 2023, seconded by Councilwoman Welch; carried.

**RESOLUTION #194 Approve Request for Proposals for Comprehensive Plan**

Councilwoman Donaldson moved a resolution to approve request for proposal for the Comprehensive Plan, seconded by Councilman Gero; carried.

Town of Schroon

Comprehensive Plan Update

Released on: December 28, 2022

Proposals due: February 1, 2023, 4:00 pm

The Town of Schroon is requesting proposals from qualified consultants to assist in the implementation of a project to update the community's 1977 Comprehensive Plan to address current conditions and guide future sustainable growth within the municipality. The project is being funded by a 2021 Smart Growth Comprehensive Planning Grant from the New York State Department of State.

**PROJECT DESCRIPTION**

The Town of Schroon (Contractor) and its Comprehensive Plan Steering Committee will prepare an update to the Town's existing Comprehensive Plan pursuant to New York State Town Law §272-a, which grants municipalities the authority to prepare and adopt comprehensive plans. The Town of Schroon will use 2021 Smart Growth Comprehensive Planning Grant funding for the consultant services necessary for the coordination of the planning process, preparation, and adoption of the updated Comprehensive Plan. The development of the Schroon Comprehensive Plan update will be driven by a robust community engagement process and will result in a planning tool and document that incorporates Smart Growth principles, addresses existing assets and local resources, identifies needs and opportunities for growth, outlines goals and priorities for future development, and better reflects the vision that the current population has for this vibrant, waterfront community. The selected planning consultant will work closely with the Steering Committee to develop the comprehensive plan through a public process that will engage a variety of stakeholders. The updated Comprehensive Plan will respond to the short-term and long-term needs of the community, establish the objectives that the Town of Schroon wants to achieve, guide future sustainable growth, enhance quality of life, and protect natural and cultural local resources.

The Comprehensive Plan update must address the following general Smart Growth

principles, in addition to the elements suggested by the New York State statutes:

- Promote mixed land uses in focus areas
- Create an adequate range of housing opportunities and choices
- Promote development and redevelopment where infrastructure is adequate and sustainable
- Build on traits that make a distinctive and attractive community with a strong sense of place
- Promote well-planned and well-placed public spaces
- Promote sustainable compact neighborhoods
- Increase mobility and circulation within jurisdictional lines and improve connectivity with areas outside jurisdictional lines
- Promote sustainable mass transit that reduces the local levels of greenhouse gas emissions
- Promote walkable/bikeable neighborhood designs
- Promote and integrate clean energy resources and related incentives
- Improve green infrastructure and resident's participation in this effort
- Increase resiliency to extreme weather events
- Encourage social diversity and integration
- Expand planning and implementation efforts across jurisdictional lines, to increase effectiveness, sustainability, and resiliency
- Promote community and stakeholder collaboration in planning

#### SCOPE OF WORK

As enumerated in the DOS Contract Work Plan, preparation of the Town of Schroon Comprehensive Plan update, shall include the following applicable tasks and provisions:

##### Task 5: Comprehensive Planning Committee Meetings

The Comprehensive Planning Committee will meet on a regular basis during the planning process to advance the preparation, review, and approval of the Comprehensive Plan, and to organize and conduct community participation events.

During the first meeting, the Comprehensive Plan Committee will review project requirements and roles and responsibilities, transfer necessary information to the team of consultants (if applicable), and identify new information needs and next steps. The Comprehensive Plan Committee or the consultant (if applicable) will prepare and distribute a brief meeting summary clearly indicating the understandings reached at the meeting. All subsequent meetings will advance the preparation of the Comprehensive Plan and assess the evolution of the project, the new information needed, changes in roles and responsibilities, and next steps. Works on subsequent tasks shall not proceed prior to Department review.

Products: Meetings held with appropriate parties. Written meeting summaries outlining what has been discussed and understandings reached and identifying the participants at the meeting.

##### Task 6: Community Participation Plan

Prepare a Community Participation Plan that describes the public outreach and participation efforts that will be conducted during the development of the Comprehensive Plan, pursuant to the local and State statutes. At a minimum, the Community Participation Plan shall include (in-person or virtual) interviews with local and regional stakeholders, a community survey, a public information meeting, one or more public workshops, one or more public hearings, and a webpage with links to announcements, presentations and documents prepared during the planning process. The Community Participation Plan shall identify key individuals, organizations, and entities to be involved, and shall identify roles and responsibilities in coordinating the entire outreach process, logistics, and the proposed schedule of the proposed public outreach and participation efforts. All public outreach and participation efforts will be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Public access must be provided to each public meeting or workshop. Outreach efforts should encourage participation from populations who are frequently underrepresented in this process, including immigrants, refugees, and minorities. A summary of each public outreach and participation effort will be made available to the public in written form and through other appropriate means, such as websites.

Products: Draft and final Community Participation Plan.

##### Task 7: Community and Stakeholder Interviews Develop a relevant and realistic community survey about current local conditions and issues.

The survey should be made available to the public as a hard copy and online. In addition,

identify a set of topics that shall be discussed with stakeholders to obtain additional relevant information and elicit stakeholder reactions and suggestions. Following the completion of the survey, develop a summary of results and analysis.

Products: Draft and final Community Survey. Draft and final list of topics to be discussed during the stakeholder interviews. Summary of survey and interviews responses and analysis.

#### Task 8: Review Local and Regional Planning Efforts and Ongoing Initiatives

Identify and review existing local and regional planning documents and ongoing initiatives. This review process will also include consultation with community leaders and with neighboring communities, if applicable, to identify common issues and assess if Smart Growth principals are the basis for addressing those issues.

The Comprehensive Planning Committee and the consultant(s), if applicable, shall develop a

written findings report describing and assessing existing planning documents and the issues and opportunities identified by community leaders.

Products: Written findings report.

#### Task 9: Community Profile

Draft a Community Profile consisting in an inventory and analysis of existing conditions, including narrative, maps, and relevant data. The inventory will be used to assist in the identification of local issues and potential opportunities. The analysis of the local conditions and issues will be conducted from a Smart Growth perspective and identify potential solutions to existing issues and potential opportunities. A chart of smart growth principles will be provided to be included in the comprehensive plan which will summarize the opportunities and challenges to addressing each principle. The inventory and analysis of existing conditions may include the following, at a minimum:

- History of the municipal jurisdiction and boundaries.
- Description of previous comprehensive plan development and adoption processes.
- Demographic characteristics (population and growth trends, age distribution, average household size, ethnic composition, average household income, social diversity and integration, demographic trends).
- Local and regional economic characteristics (unemployment rates and trends, work force characterization, dominant business sector type, major employers and industries, sales tax information, property tax rates, economic trends and jobs range).
- Housing characteristics (the age, type, and condition of structures, type of occupancy - renters versus owners, vacancy rates and trends in the community and length of residency - percentage of residents five years in home, the extent and availability of low-income housing throughout the community and in identified neighborhoods, assessment of housing opportunities and choices, housing trends and access to jobs).
- Local and regional economies and development trends (including housing, commercial, industrial and agricultural development).
- Land use and smart growth focus areas.
- Agricultural and forest lands, uses, and districts.
- Infrastructure and public utilities (i.e., drinking water supply, sewage disposal, solid waste disposal, stormwater management and green infrastructure, communications, gas and electricity) extent, capacity, age, and maintenance.
- Transportation systems, local levels of greenhouse gas emissions, levels of mobility and circulation, walkable/bikeable neighborhood, connectivity with areas outside jurisdictional lines, distance to jobs.
- Natural resources and climate (air quality, watercourses, wetlands, floodplains, aquifers, forests/tree cover, steep slopes, soil types, and rare plant and animal habitats, precipitations, winds, temperatures, etc.).
- Extreme weather events, flooding, erosion hazards, and local resiliency.
- Health and emergency services and facilities.
- Parks and public spaces, recreation facilities, range of passive and active recreation, capacity and maintenance, accessibility etc.
- Historic, cultural, and scenic resources.
- Waterfront resources and public access.
- Zoning and other relevant local development controls.
- Fiscal resources.

The draft Community Profile shall be submitted to the Department for review before being used to design workshop activities and prepare materials needed to conduct community visioning workshops or to draft the Comprehensive Plan.

Products: Community Profile report, including a comprehensive inventory and analysis in the form of relevant data, narrative, maps, and graphics.

#### Task 10: Community Visioning Workshops

Conduct at least two public workshops that will inform the public about the findings of the planning process conducted up to this point, present a clear assessment of how Smart Growth policies are integrated in the municipality's planning efforts, governmental decisions, and ongoing initiatives, and will solicit public input on existing resources, community character, and future growth. The workshops are also intended to identify Smart Growth solutions to current issues and future growth. Each workshop shall be advertised with generous advance notice to garner maximum publicity, awareness, and participation. The site of the workshops must be accessible to the public. Products: Published workshops announcements and fliers. Materials prepared for each public workshop. Workshops held.

#### Task 11: Draft Comprehensive Plan

Assemble the draft comprehensive plan that addresses each of the Smart Growth policies and establishes a long-term strategy for future growth and protection of resources, and may include the following topics commensurate with the community's needs and vision for future actions:

- Goals, objectives, principles, policies, and standards upon which proposals for the immediate and long-range enhancement, growth, and development of the community.
- Consideration of regional needs and the official plans of other government units and agencies within the region.
- The existing and proposed location and intensity of land uses.
- Consideration and recommendations for the protection of agricultural and forest lands, historic and cultural resources, natural resources, and sensitive environmental areas.
- Consideration of population, demographic and socio-economic trends and future projections.
- Location and types of transportation facilities that reduce the local levels of greenhouse gas emissions.
- Existing and proposed general location of public and private utilities and infrastructure, including clean energy generation.
- Existing housing resources and future housing needs, including affordable housing.
- The present and potential future general location of educational and cultural facilities, historic sites, health facilities, and facilities for emergency services.
- Existing and proposed recreation facilities and parkland.
- The present and potential future general location of commercial and industrial facilities.
- Specific policies and strategies for improving the local economy in coordination with other plan topics.
- Proposed measures, programs, devices, and instruments to implement the goals and objectives of the various topics within the comprehensive plan.
- All or part of applicable plans of other public agencies.
- Any and all other items which are consistent with the orderly growth and development of the community.

A detailed strategy implementing the community's policies, concepts, projects, and programs

shall be identified in the plan. This includes phased implementation approach (short-term, mid, and long-term), as well as anticipated costs, and priorities.

Submit the draft Comprehensive Plan to the Department for review and approval and incorporate the Department's comments in the final plan.

Products: Draft Comprehensive Plan, including relevant data, narrative, maps, and graphics.

#### Task 12: Review by Adirondack Park Agency (if applicable)

Submit the draft Comprehensive Plan to the Adirondack Park Agency for review, comments, and Agency guidance and assistance to ensure interest and regulatory alignment. The comments and recommendations prepared by the Adirondack Park



Agency shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the Adirondack Park Agency.

#### Task 13: Review by the Local Municipal Board

Submit the draft Comprehensive Plan to the local municipal board, for review, comments, and recommendations. The comments received from the local municipal board shall be addressed before the initiation of the SEQRA compliance process.

The comments and recommendations prepared by the local governing board/local legislature shall be addressed and incorporated into the final plan and prior to making the draft available for public review.

Products: Comments and recommendations received from the local municipal board submitted to the Department.

#### Task 14: Environmental Quality Review

Prepare materials necessary for compliance with the State Environmental Quality Review Act

(SEQRA). The adoption of a new or amended Comprehensive Plan is classified as a Type I action, pursuant to the State Environmental Quality Review Act (SEQRA) and 6 NYCRR Part 617. The Comprehensive Planning Committee or the consultant(s) shall prepare the Generic Environmental Impact Statement (EIS) to provide a review of land use actions proposed in the comprehensive plan. The local municipal board shall declare to be the Lead Agency for the action of adopting the new or amended comprehensive plan.

Copies of all SEQR documents shall be submitted to the Department.

Products: SEQRA documents.

#### Task 15: County Planning Board Review

Submit the draft Comprehensive Plan to the County Planning Board for review and recommendations pursuant to Section 239-m of the New York State General Municipal Law. Comments received from the County Planning Board shall be addressed in the final version of the Comprehensive Plan that will be locally adopted.

Comments received from the County Planning Board shall be submitted to Department.

Products: Comments and recommendations prepared by the County Planning Board.

#### Task 16: Final Comprehensive Plan

Address all comments and recommendations received from the public and involved local, regional and State agencies and incorporate into the Final Comprehensive Plan and schedule a public hearing and the local adoption of the plan. The final Comprehensive Plan and the date of the public hearing and local adoption of the plan shall be submitted to Department.

Products: Final Comprehensive Plan ready for local adoption.

#### Task 17: Public Hearing and Local Adoption

Conduct a public hearing prior to adoption of the comprehensive plan. Notice of the public hearing shall be published in a newspaper of general circulation in the community at least ten calendar days in advance of the hearing. The proposed comprehensive plan shall be made available for public review during said period at the office of the municipal clerk and public library and shall be posted on the municipal website. The public hearings may also be publicized in the community through press releases, announcements, individual mailings, and any other appropriate means. Copies of the public hearing minutes and the local adoption resolution shall be submitted to the Department.

Products: Minutes from the public hearings and record of decision submitted to Department.

#### Task 18: MWBE Reporting

Comply with MWBE Reporting Requirements by completing the following actions:

- Submit Form C - Workforce Employment Utilization to report the actual work force utilized for this contract broken down by specified categories (every March 31, June 30, September 30 and December 31).
- Submit Form D - MWBE Utilization Plan to indicate any state-certified MWBE firms selected to work on this contract. Form D must be updated and submitted to the Department whenever changes to the selected MWBE firms occur (addition or removal).
- Record payments to MWBE subcontractors using DOS funds through the New York State Contract System (NYSCS). Technical assistance for use of the NYSCS system can be obtained through the NYSCS website at <https://ny.newnycontracts.com> by clicking on the "Contact Us & Support" link. Products: Ongoing reporting through

NYSCS during the life of the contract. Form C submitted on a quarterly basis and Form D submitted as necessary.

Task 19: Project Status Reports Submit project status reports semi-annually (every June 30 and December 31) on the form provided, including a description of the work accomplished, the status of all tasks in this work plan, schedule of completion of remaining tasks, and an explanation of any problems encountered.

Products: Completed project status reports submitted during the life of the contract.

#### SUBMISSION OF PROPOSALS

Interested respondents must submit three (3) paper copies and one (1) electronic version (USB flash drive) of their proposal no later than 4:00 P.M. on Wednesday, February 1, 2023. Proposals should be submitted to:

Town of Schroon - Town Hall

15 Leland Ave

PO Box 578

Schroon Lake, NY 12870

Attention: Supervisor Meg Wood

Proposals received after the scheduled time and date will not be accepted. Facsimile and email proposals will not be accepted.

#### PROPOSAL CONTENT AND CONDITIONS

Each proposer must submit a complete proposal which addresses each component of the RFP.

1. A cover letter expressing the firm's interest in working with the Town of Schroon and Schroon Comprehensive Plan Steering Committee.
2. A description of the general approach to be taken to complete the project, an explanation of any variances to the proposed project scope of work as outlined in the RFP, and any insight gained as a result of developing the proposal.
3. A full description of how the Scope of Work will be completed along with a schedule detailing when tasks will be completed, and products/deliverables resulting from each task.
4. Budget and expense information which details all costs including:
  - o Personnel expenses which state the name/title of everyone assigned to the project, hourly rates and the number of estimated hours the individual will be working on the project. The same information should be submitted in detail for subcontractors.
  - o Administrative costs for travel, postage, photocopying, telephone, printing, and other related expenses must be detailed.
  - o Estimates of expense for each of the tasks with assumptions.
5. A description and/or resume for each staff member or sub-consultant who will be involved with this project and their roles/responsibilities.
6. A representative work sample comparable to the work being requested.
7. Demonstrated success on projects of similar scope and nature. Please include brief project

Descriptions for each and project contact names/phone numbers for reference.

8. A description of the respondent's efforts to comply with New York State's MBE/WBE goals. Proposal Items 2-5 should be limited to fifteen (15) pages. Resumes, professional qualifications and work sample(s) are not included in this total.

The electronic version must be in PDF format, divided into two (2) or more PDFs as described below:

1. First PDF – Project Letter of Interest, required proposal components, resumes, summary of previous relevant work, proposed budget and schedule.
2. Second PDF – Examples of previous relevant work.

#### CONDITIONS GOVERNING PROPOSALS

Only those proposals which contain complete information and are responsive to the RFP will be considered. Proprietary or patented information which may be included in the proposal must be clearly identified and brought to the committee's attention.

The Town of Schroon reserves the following rights:

- To accept or reject any or all proposals;
- To waive or modify minor irregularities in proposals received;
- To negotiate with proposers, within proposal requirements, to best serve the interests of the community and the Department of State;
- To amend specifications after their release, with due notice given to all bidders to modify their proposals to reflect changed specifications;

- To consider every offer as firm and not revocable for a period of sixty (60) days unless withdrawn in writing or unless otherwise specified in the solicitation;
- To award a contract for any and all parts of a proposal including award of specific project components to individual proposer team members and to negotiate with the successful bidder(s);
- By submitting a proposal, the proposer agrees that is will not make any claim for or have any right to damages because of any lack of information or misinterpretation of the information provided in this RFP;
- The Town of Schroon will not utilize any of the materials submitted in the RFP process included in unsuccessful proposals without permission. The New York State Department of State must approve all consultants and subcontractors. The Consultant must comply with all provisions of the contract between the New York State Department of State and the Town of Schroon, including all appendices. A copy of the contract is available upon request.

#### NEW YORK STATE MWBE PARTICIPATION REQUIREMENTS

Pursuant to New York State Executive Law Article 15-A, the State recognizes its obligation under the law to promote opportunities for maximum feasible participation of certified minority and women-owned business enterprises and the employment of minority group members and women in the performance of state contracts. For the purposes of this project, the NYS Department of State has established an MWBE participation requirement of 30% of the total state grant contract value. The selected proposer, if not certified MWBE, must actively solicit for bids for contracts and subcontracts from qualified State certified MWBEs which can be identified using the NYS Directory of Certified Firms (<https://ny.newnycontracts.com/>). The Contractor must retain records of the procurement process including direct solicitation to MWBEs; results; and any actions that its subcontractors have taken toward meeting MWBE contract participation goals. To demonstrate good faith efforts to achieve MWBE contract goals the following should be retained:

- Evidence of outreach to MWBEs: mail, email, phone calls and follow-up.
- Written responses by MWBEs to the grantee/vendor's outreach.
- Copies of search(es) of the directory and advertisements for participation by MWBEs in appropriate general circulation, trade, and minority or women-oriented publications.
- Attendance at any pre-bid, pre-award, or other meetings, if any, scheduled by the grantee with MWBEs including dates and location.
- Description of how the scope of work maximizes opportunities for MWBE participation.
- Description of how non-MWBE subcontractors' have engaged MWBEs to undertake part of the project's work or to procure equipment/ materials/supplies.

**INQUIRIES** All inquiries regarding the RFP should be made in writing and sent either regular mail or email (preferred) and must cite the RFP section in questions. Answers to substantive questions will be provided to all proposers. Inquiries should be directed to: Jessica DesLauriers

Essex County Office of Community Resources

7514 Court Street, PO Box 217

Elizabethtown, NY 12932

518.873.3303

[jessica.deslauriers@essexcountyny.gov](mailto:jessica.deslauriers@essexcountyny.gov)

#### PROPOSER INTERVIEWS

The Town of Schroon will conduct interviews with the two to three (2-3) highest scoring proposals. The intent of the interview process will be to provide the Town and the Comprehensive Plan Steering Committee with an opportunity to obtain an understanding of:

- The extent of the firm's depth of knowledge of the subject matter of the RFP, overall project understanding, and insight into local conditions;
- Whether the methods and resources that will be used by the firm performing the services to achieve the project goals and objectives are appropriate, and cost effective;
- The firm's ability to draw together specialists and professionals with the necessary skills and experience to contribute to the overall project;
- To allow proposers to further define the primary features and benefits of their proposal; and
- To evaluate the communication and public presentation skills of the proposers.

**LIABILITY** The Town of Schroon and the Steering Committee are not liable for any cost incurred by any individual or firm for work performed to prepare its proposal or for any travel and/or other expenses incurred in the preparation and/or submission of its proposal. Further, the Town of Schroon is not liable for any costs incurred prior to approval of the contract.

#### **EVALUATION PROCESS**

The Town of Schroon, the Comprehensive Plan Steering Committee, and representatives from the NYS Department of State will review submitted proposals with reference to the qualifications and criteria as detailed in this RFP. The intent is to select the planning consultant firm having the technical capability and necessary experience to perform the services as outlined in this RFP within the time frame required. Please note that the total grant funding award has not been presented in this RFP as the Town of Schroon will select a consultant through a qualifications-based selection process. The selection of a consultant will be made without regard to race, color, age, religion, national origin, or political affiliation.

#### **SELECTION CRITERIA**

The selection of a consultant for this effort will be based on the following criteria:

1. **Technical Proposal:** Proposals will be evaluated based on their quality and clarity; creativity and thoroughness in addressing the Scope of Work; demonstration of overall project understanding and insight into local conditions and potential issues. Proposal must include a plan outlining how each Task in the Scope of Work will be addressed. (25 pts)
2. **Relevant Experience:** Proposer must provide a list of projects similar in scope and nature completed in the last 5 years. Proposer should demonstrate experience with New York State- based land use and planning, local laws, and regulations. Proposals will also be evaluated based on quality of representative work sample provided. (20 pts)
3. **Implementation Schedule:** Proposals will be evaluated based on ability and capacity to complete project by 03/31/2025. Proposal must include an implementation schedule that lists all milestones for the development and implementation of project deliverables. (15 pts)
4. **Cost Proposal:** A cost proposal outline organized to follow the outline of Scope of Work, with detail of cost assigned for the task/action, including personnel costs and reimbursable expenses. (10 pts)
5. **Team Composition and Resumes:** Evaluation will be based upon the experience of the consultant personnel working together as a team to complete comparable projects. The Proposer must provide a list of all person(s) who will be assigned work pursuant to this RFP (including subcontractors) and resumes showing qualifications and relevant experience. Proposer must designate an individual as the Project Manager who will be directly responsible for all activities of the organization relevant to this RFP and provide their resume and relevant experience. The designated Project Manager must have managed the implementation of at least one other project of similar scope and nature, a description of which must be submitted with the Project Manager resume. (15 pts)
6. **Presentation/Communication Skills:** The proposer will be evaluated based on their knowledge of the subject material, their overall understanding of the proposed project, their ability to relay the message in a clear, concise, and timely fashion and their ability to field questions posed to them from the Town and Comprehensive Plan Steering Committee members. (15 pts)

#### **NOTIFICATION OF AWARD**

The Town of Schroon will notify the successful bidder by phone and/or email, followed by written confirmation. Each bidder whose proposal is not accepted will be notified in writing. The Town of Schroon will authorize the award of a contract to the successful proposer based upon the evaluations and recommendations of the Steering Committee. In the event that a contract cannot be finalized within thirty (30) days of the award, the Steering Committee reserves the right to enter negotiations with the consultant which received the second highest evaluation. The New York State Department of State must approve all consultants and sub-contractors.

**RESOLUTION #195 Order Calling Public Hearing Rogers Brook Project**

At a regular meeting of the Town Board of the Town of Schroon, Essex County, New York, held at the Town Hall, in Schroon Lake, New York on December 12<sup>th</sup>, at 6:00 o'clock P.M., Prevailing Time.

PRESENT:

Margaret C. Wood  
Supervisor

Richard Gero  
Councilman

Etan Thompson  
Councilman

Lynn Donaldson  
Councilwoman

Leanna Welch  
Councilwoman

In the Matter  of  The Increase and Improvement of the Facilities of Rogers Brook Project in Sewer District 1 in the Town of Schroon, Essex County, New York	ORDER  CALLING  PUBLIC  HEARING
---	---

WHEREAS, the Town Board of the Town of Schroon, Essex County, New York, pursuant to the provisions of Section 202-b of the Town Law, has determined it to be in the public interest to provide for a certain increase and improvement of the facilities of Rogers Brook Project Sewer District 1 in the Town of Schroon, Essex County, New York (the "Sewer District"), consisting of cost related to the replacement of sanitary sewer mains in the vicinity of Main Street/Route 9 and Rogers Brook, in and for the Rogers Brook Project Sewer District 1, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith at a maximum estimated cost of \$480,000;

WHEREAS, a map, plan and report including an estimate of cost has heretofore been prepared in connection therewith and is on file in the office of the Town Clerk of such Town; and

WHEREAS, in order to undertake the improvements to the aforesaid facilities as described therein, it will be necessary to expend the sum of \$1,500,000, an increase of \$1,020,000 over that previously authorized for such improvements, and an explanatory addendum to said map, plan and report has been prepared and added thereto in connection therewith as to the increased cost; and

WHEREAS, said project has been determined to be a “Type II Action” pursuant to the regulations of the New York State Department of Environmental Conservation promulgated pursuant to the State Environmental Quality Review Act (“SEQRA”), the implementation of which as proposed, as such will not result in any significant adverse environmental impacts; and

WHEREAS, it is now desired to call a public hearing on the question of authorizing such increase and improvement of facilities of said Rogers Brook Project Sewer District 1 at the revised maximum estimated cost; NOW, THEREFORE, IT IS HEREBY

ORDERED, by the Town Board of the Town of Schroon, Essex County, New York, as follows:

Section 1. A public hearing will be held at the Town Hall, 15 Leland Avenue, in Schroon Lake, New York, in said Town, on the 5th day of January, 2023, at 5:30 o’clock P.M., Prevailing Time, on the question of increasing and improving the facilities of the Rogers Brook Project Sewer District 1, in the manner described in the preambles hereof, and to hear all persons interested in the subject thereof, concerning the same, and to take such action thereon as is required or authorized by law.

Section 2. The Town Clerk is hereby authorized and directed to cause a copy of the Notice of Public Hearing hereinafter provided to be published once in the official newspaper designated for this purpose, and also to cause a copy thereof to be posted on

the sign board of the Town, such publication and posting to be made not less than ten, nor more than twenty, days before the date designated for the hearing.

Section 3. The notice of public hearing shall be in substantially the form attached hereto as Exhibit A and hereby made a part hereof.

Section 4. This Order shall take effect immediately.

The question of the adoption of the foregoing Order was duly put to a vote on roll call, which resulted as follows:

Supervisor Wood                      VOTING Aye

Councilman Gero                      VOTING Aye

Councilman Thompson              VOTING Aye

Councilwoman Donaldson          VOTING Aye

Councilwoman Welch              VOTING Aye

The Order was thereupon declared duly adopted.

**NOTICE OF PUBLIC HEARING**

Town of Schroon

## Rogers Brook Project Sewer District 1

NOTICE IS HEREBY GIVEN that the Town Board of the Town of Schroon, Essex County, New York, will have a meeting at the Town Hall, 15 Leland Avenue, in Schroon Lake, New York, in said Town, on the 5th day of January, 2023, at 5:30 PM Prevailing Time, for the purpose of conducting a public hearing upon a certain map, plan and report including an amended estimate of cost prepared in relation to the proposed increase and improvement of the facilities of Rogers Brook Project Sewer District 1 in the Town of Schroon, Essex County, New York, consisting of the replacement of sanitary sewer mains in the vicinity of Main Street/Route 9 and Rogers Brook, in and for the Rogers Brook Project Sewer District 1, including original furnishings, equipment, machinery, apparatus, appurtenances, and incidental improvements and expenses in connection therewith. The new maximum estimated cost of the aforesaid increase and improvement of the facilities of Rogers Brook Project Sewer District 1 in the Town is \$1,500,000, consisting of an increase of \$1,020,000 for such improvements.

The capital project described above has been determined to be a "Type II Action" pursuant to the regulations promulgated under the State Environmental Quality Review Act ("SEQRA") which as proposed, as such will not result in any significant environmental adverse impacts. The map, plan and report are available in the office of the Town Clerk, where they may be inspected during regular office hours.

At said public hearing said Town Board will hear all persons interested in the subject matter thereof.

Dated: Schroon, New York,

December 12, 2022

BY ORDER OF THE TOWN BOARD OF THE TOWN OF SCHROON, ESSEX COUNTY, NEW YORK

/s/ Patricia J. Savarie Town Clerk

### **RESOLUTION #196 Approve TP Monahan bill for the Roof at the old Fire House**

Councilman Gero moved a resolution to approve the old Fire House Roof Replacement per contract agreement in the amount of \$61,000.00, seconded by Councilwoman Welch; carried.

### **Resolution #197 Approve Schroon Lake Chamber of Commerce bill**

Councilman Thompson moved a resolution to approve the VIC payroll for the Schroon Lake Chamber of Commerce in the amount of \$2578.16, seconded by Councilwoman Gero; carried.

### **DISCUSSION: Resume 2<sup>nd</sup> meeting of month in January 2023**

Supervisor Wood stated that they would resume their second meeting of the month in January. The format of the meeting will be Town Department updates, any business necessary, Comprehensive Plan updates and Project updates. The Board will discuss dates at the Organizational Meeting.



### **DISCUSSION: Short Term Rentals**

Supervisor Wood stated that she had contacted Granicus which is a comprehensive Short Term Rental compliance monitoring solution for government. With the increase of short-term vacation rentals, such as those advertised on Airbnb, VRBO, and FlipKey, many communities are struggling to define and enforce regulations that preserve community character, keep communities safe while ensuring revenue collection. Find properties offered for rent, educate hosts on how to become compliant, and gain revenue with Short-Term Rental Compliance Monitoring from Granicus. Supervisor Wood will set up a time to meet with them with the Board through a zoom meeting.

### **DISCUSSION: ORPTS Increased Senior Citizen Income Exemptions**

Supervisor Wood stated she had talked to Essex County Real Property as to what other Towns are doing with increasing the Senior Citizen Exemption. The Board would like to pursue this and get accurate numbers on how it will affect the tax payers.

### **NYS Association of Towns Conference February 19 - 22, 2023 in NYC**

### **NYSAC Conference February 27 - March 1, 2023 in Albany**

### **Thank Town employees for Christmas preparations and the Chamber of Commerce for successful Olde Tyme Christmas**

Supervisor Wood would like to thank everyone who helped with all the Christmas preparations and the Chamber for the Olde Tyme Christmas celebration. It was a great success and there were many people in Town for it.

### **Volunteer to Cut brush by the Corner at the Bath House**

Supervisor Wood stated that Dave Williams would like to do some cutting of brush by the corner at the Bath House the view is beautiful there and it needs to be cleaned up and he is willing to do it as a volunteer. Supervisor Wood stated she will check with DEC soil and water.

## **Board Comments**

Councilman Gero stated he would like to thank Punkie Whitty for the donation of this years Christmas Tree in the Park and the Highway Crew,(Dana, Gordy, Larry, Dennis, Paul, Dwayne) Billy Jenks, Pat Shaughnessy for going up and getting the tree and getting them put up. I would like to thank John King for helping with the Trees for the Chamber of Commerce for cutting them and Brent DeZalia, Joe Flores, Brian Boyd and Tom Palisano also Chip McKenna and Chad for helping us all day with the hydraulic lift for the tree. Councilman Gero had a discussion with Dana Shaughnessy about the plowing of parking lots since Phil Armstrong is leaving and Dana would like to hire a part time seasonal employee for the winter. I was thinking maybe Water and Sewer can help us out in the mean time.

Supervisor Wood would like to thank Ethan Thompson for all the work that he did on the Wage Statement it was a lot of work that he did, you kept us in line and you asked a lot of good questions. It is a valuable tool that he has created for us.

### **Resolution #198 Advertise for Seasonal Part time Laborer and Full Time CDL drivers for Highway Department**

Councilwoman Welch moved a resolution to advertise for a Seasonal Part time Laborer for Highway Department and a full Time CDL Driver, seconded by Councilman Gero; carried.

Councilman Thompson moved to recess at 7:00 P.M. and reconvene on \_\_\_\_\_, December 13, 2022 at 1:00 P.M., seconded by Councilwoman Welch; 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: December 15, 2022\_\_\_\_\_Town Clerk