

Town Board Meeting held February 13, 2023 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

Deputy Town Clerk: Erica Hedden

Also Present: Randy Garrison, Thomas Schuhle, Jean Schuhle, Fran Mahler, Skip Mahler, Alexis Connors, Sue Palisano, Albert May, Brian Ritching

Supervisor Wood called the meeting to order at 6:00 P.M with the pledge to the flag.

Presentation on Farmers Market by Alexis Connors:

Alexis Connors:

At the last meeting I gave a brief presentation on the Farmers Market for Schroon. What I have with me today is a paper that on the front outlines the important information and on the back it goes over why I am starting this up. I'll go ahead and read this paper for everyone

My idea for the farmers market

This region is made up of doers, growers and makers. The pillar is, and will always remain the foundation of this market is to expand and further support the Schroon Lake community.

For vendors, our mission is to provide small businesses an additional revenue outlet and opportunity for expanded exposure with area locals and visitors.

For customers, we aim to expand access to local products and create a space that fosters relationships between producers and consumers.

So here is the overview I have, and we spoke about this at the previous meeting as well. To have it in one place, the Pavilion, for dates it would be a 12 week market season. Starting June 17th through labor day, the idea is that it would be the growing season. The times of the market would be Saturdays from 9 AM to 1PM, with vendors being set up and ready by 8:30 AM. After talking to the community and with some formal outreach to local businesses, I will have some vendor packets that I would be sending out to participants and anyone we want to work with in the area. Also incorporating other local businesses is really important, not just farmers. Curtis, I spoke to Dwayne briefly about participation, or any local business that isn't selling fruit and vegetables. In regards to getting tables, and getting donations from them and different ways for local businesses to have print advertising available for the visitors. To create a 360 for the town itself. After reaching out to all the local businesses the idea is to reach out to Adirondack Harvest which is an awesome organization that is a part of Cornell Cooperation and they are non profit. They are excited to work with us along with other farmers markets in the surrounding areas. I will hand them a full packet and then I will meet with all the farmers and talk to them so they can learn more about Schroon Lake and why we are starting up this market.

Mid April the applications would be due as soon as possible after that I would be notifying them, and then we would roll out local advertising, and then June 1st would be our first market day.

Next we have the vendor outline

We measured the pavilion at about 100 by 50 so the capacity would be roughly 20 vendor booths, which would be 10 by 10 spaces for each vendor, and they are more than welcome to apply for more than that, if they want to take up the whole lot or have two spaces. The booths would be allotted through the vendor application process. The idea behind the applications is that the vendor would be able to establish a structure and consistency for the customers. They would be able to have the same spot every time, which would make it easier for the customers to quickly locate and find their goods. This also benefits the farmers, as they are investing a lot of their time, and we want them to know that they have security in this venture with us.

Vendors would be required to supply an application, a signed terms of agreement and a certificate of liability which they would owe to me and then in turn I would owe to you, the town. Also any certificates, permits or licenses that the individual vendor would require, pending what they are selling.

So now I have a proposal for you guys, the idea is that for the entirety of the market season the market would pay the town a lump sum of \$20.00 per vendor. We don't know how many vendors yet, so I would be unable to give a more accurate figure at this time. I think this is important for different reasons, one reason is to support the town, to be able to give a little bit back to the town. I know that currently there isn't a process for reserving the pavilion, but if that is something the town is open to talking about, this would help secure our spot for 12 weeks in a row. It would give security to the market, to the town and to the local consumers of the market.

I did have a couple questions for the town regarding liability requirements. I was looking online through the town, the corporate I think is a million dollars and two million aggregate, I wanted to confirm with the town the level of such requirement?

Supervisor Woods: I think we need to sit down and discuss the details with you further, rather than during a presentation.

Alexis Connors: Great, we will work through all the little details at another time, I just wanted to ask if there is anything you expect from me and what you want from the market?

Supervisor Woods: I think we need to digest all this information. This is a lovely idea, there's practicality and concern regarding Saturdays being the busiest day for the park anyway. We would have to figure out the logistics of it all and we are in the process of reviewing our peddlers permit right now, so we can't make a statement regarding what we would require at this time, but this is a good start. We will discuss this. We do have a market on Thursdays, and they have already been given permission to go ahead. Have you talked to all the businesses on main street?

Alexis Connors: Yes

Supervisor Woods: OK, great, this is very thorough and a good start and thank you very much!

Alexis Connors: Thank you, I appreciate it.

Resolution #38 Approve minutes from January 5th Public hearing and Organizational Meeting

Councilwoman Welch moved a resolution to approve the minutes of January 5th, 2023 Board Meeting and Public Hearing January 5th, 2023 Seconded by Councilman Gero; Carried

Resolution #39 Approve Vouchers

Councilman Gero moved a resolution to pay the bills as reviewed, seconded by Councilwoman Donaldson; Carried

2022 General Fund \$17,095.23 Sewer \$962.43 Water \$1817.23 Highway \$28,489.31
2023 General Fund \$123,344.06 Sewer \$25,153.74 Water \$6591.37 Highway \$31,346.17

Resolution #40 Approve Budget Transfers for Year End 2022

Councilwoman Welch moved to approve the Budget Transfers for year end of 2022, seconded by Councilman Thompson; Carried.

BUDGET
TRANSFER
TOWN BOARD
MEETING 12-16-
2023

02/13/23 Year End 2022

GENERAL AMOUNT
TO FROM

A00-01-1110-100 Court Per A00-01-1010-400 Town Board Cont \$ 388.84
A00-01-1110-400 Court Clerk Cont A00-01-1010-400 Town Board Cont \$ 290.46
A00-01-1410-100 Town Clerk Per A00-01-1410-400 Town Clerk Cont \$ 902.42
A00-01-1620-200 Building Equip A00-01-1620-100 Building Per \$ 8,075.00
A00-01-1620-200 Building Equip A00-06-7110-400 Parks Contractual \$ 23,425.00
A00-01-1620-400 Building Cont A00-08-9060-800 Health Insurance \$ 56,479.10
A00-01-1650.100 Central Comm Per A00-01-1650-400 Central Comm Cont \$ 375.26
A00-01-1680-100 Central Data Per A00-01-1680-400 Central Date Cont \$ 140.40
A00-01-1680-200 Central Data Equip A00-01-1670-400 Central Print Cont \$ 2,600.00
A00-01-1650-400 Central Comm Cont \$ 341.95
A00-01-1680-400 Centra Data Cont \$ 1,380.23
A00-02-3620-100 Codes Per. A00-02-3620-400 Codes Cont \$ 1,500.00

A00-02-3510-400 Dogs Cont \$ 2,283.47
A00-03-4020-4000 Vitals A00-03-4068-400 Insects \$ 32.00
A00-04-5132-400 Garage Cont A00-03-4989-100 Invasive Per \$ 3,309.46
A00-04-5182-400 Street Light A00-04-5410-400 Sidewalks \$ 8,017.38
A00-06-7410-400 Library Cont A00-06-7410-100 Library Per \$ 44.31
A00-07-8160-100 Landfill Per A00-07-8160-400 Landfill Cont \$ 1,588.62
A00-08-9050-800 Unemployment Ins A00-08-9060-800 Health Insurance \$ 932.47
Total \$ 112,106.37
HIGHWAY
DA0-04-5110-400 Highway Contractual DA0-04-5142-100 Snow Remove Per \$ 54,470.34
DA0-04-5112-400 Bridges DA0-08-9060-800 Health Insurance \$ 5,260.95

Total \$ 59,731.29

SEWER

SS0-07-8120-400 Sewage Collect Cont SS0-07-8130-400 Treatment Contractual \$ 5,600.00

SS0-07-8110-400 Admin Per \$ 831.57

SS0-07-8130-100 Treatment Per SS0-07-8130-400 Treatment Contractual \$ 2,402.97 Total
\$ 8,834.54

WATER

SW0-07-8310-400 Admin Contractual SW0-07-8310-200 Admin Equipment \$ 220.90

SW0-07-8320-100 Source Power SW0-07-8340-400 Trans Contratual \$ 4,350.39

SW0-07-8320-400 Source Power SW0-07-8340-400 Trans Contratual \$ 1,975.45

SW0-07-8330-400 Purification SW0-07-8310-200 Admin Equipment \$ 372.90

SW0-08-9030-800 Soc Security SW0-08-9055-800 Disability \$ 5.32

Total \$ 6,924.96

Resolution #41 Approve Schroon Lake Public Library Annual Report

Supervisor Woods stated, Another nice job for giving us their information, data and having a very successful year.

Councilman Gero moved a resolution to accept the Schroon Lake Public Library Annual Report, Seconded by Councilwoman Donaldson; Carried

Resolution # 42 Approve Town Historian, Lois Clark, Annual Report

Supervisor Woods stated, She does a great job, makes it folksy and business-like at the same time.

Councilwoman Welch moved a resolution to accept the Historical Annual Report, seconded by Councilman Thompson; Carried

Resolution # 43 Approve Youth Commission Annual Report

Supervisor Woods stated, Naomi Smith is the chair of our youth commission, we will make sure she understands the requirements of having public meetings posted.

Councilman Thompson moved a resolution to accept the Schroon Lake Youth Commission Annual Report, seconded by Councilman Gero; Carried

Resolution #44 Appoint Rebecca Sobek to Youth Commission

Councilman Thompson moved a resolution to appoint Rebecca Sobek to the Youth Commission, term will be until December 31, 2027, seconded by Councilman Gero; Carried.

Resolution #45 Approve 2023 Adirondack Association of Towns dues, \$550

Councilwoman Welch moved a resolution to approve 2023 Adirondack Association of Towns Dues of \$550, Seconded by Councilwoman Donaldson; Carried

RESOLUTION #46 Approve Santore's Fireworks Contract for 7/04/2023 and 09/03/2023

Councilman Thompson moved a resolution to approve the Fireworks Contract with Santore's World Famous Fireworks LLC for July 4, 2023 in the amount of \$10,250.00 and September 3, 2023 in the amount of \$6,000.00, seconded by Councilman Gero; carried.

Resolution #47 Appoint Assessors Positions

Councilman Thompson moved a resolution to appoint Beth Melecci and Kevin Doherty to Assessors position effective March 1, 2023 till December 31, 2023 at the prorated rate of \$7669.00 annually, seconded by Councilman Gero; carried.

Resolution # 48 Hire Jessica Botterbusch for Laborer for Assessors office

Councilman Gero moved a resolution to Hire Jessica Botterbusch for Laborer for Assessors office, at the rate of \$18.54 an hour, seconded by Councilwoman Welch; Carried

Resolution #49 Appoint Zoning Board of Appeals Position

Don Drescher to fill the vacancy for the term of 2/14/2023 to 12/31/2023.

Supervisor Woods stated, I gave him a packet with several local laws and zoning information and he seemed very interested and excited, and upon Larry Reid, Chair of the Zoning board of appeals recommendation, I would like to present a motion to approve.

Councilman Thompson moved a resolution to appoint Don Drescher to the zoning board of appeals, term ending December 2026, Seconded by Councilman Gero; Carried

Resolution #50 Change Board Meeting time and date from 8:30 a.m. on Thursday 2/23/2023 to 1:30 p.m. on Monday 2/27/2023

Councilman Thompson moved a resolution to change Board Meeting time and date from 8:30am on Thursday 2/23/2023 to 1:30 p.m. on Monday 2/27/2023, seconded by Councilman Gero; Carried

RESOLUTION #51 Table Approve Advertising Policy

Supervisor Woods stated, We talked previously about having an employment advertising policy, I gave each of you a draft, this isn't something that needs to be approved today. It is a way to standardize the positions we post for, to use the language we use in the employee handbook, to be consistent and to follow the county rules and regulations. All the applicants for the positions will receive a phone call whether they get the position or not, so everyone is informed of our decision. They will be interviewed by a department head and committee members of the town board. We want to make sure that the applicant receives the information on the benefits and the expectation that the town has for the said position.

Councilman Gero: there is a section of the employee handbook that deals with this, we should carry that through so we can add or delete and be consistent in the policy. There are some things in this draft that mirror the handbook, since we are reviewing the employee handbook, maybe we can create this draft and review it at the next meeting.

Employment Advertising Policy

Advertisement for Town of Schroon appointed and volunteer positions.

Advertise in the Sun Times, Post Star and Press Republican and put on Town Website, facebook page, Essex County website and appropriate industry sites, if applicable.

Set dates for hire and when applications need to be in, if appropriate

A Job Description and Title to match the Town of Schroon Employment Manuals and Custom, as well as State and County Regulations Direct interested parties to obtain information from the Town of Schroon Supervisor or designated representative

All applicants will be contacted for an interview or to be told the position has been filled by a qualified candidate. If an unsuccessful candidate wishes, their application will be kept on file for up to one year for future reference. Applications will be interviewed by Department Heads and Town Board Committee members and any other appropriate individuals. Interview will include information on the position, the department and the HR/ Benefits Committee.

Councilman Gero moved a resolution to table the advertising policy resolution until next meeting, seconded by Councilman Thompson

RESOLUTION #52 Advertise Seasonal Positions per job descriptions in Employee Handbook Superintendent, Grounds Laborers, Club House Attendants

Supervisor Woods stated, This is a motion to do the ads, we currently have drafts available. Once a draft is approved we will post, pending this motion's approval.

Councilman Thompson moved a resolution to approve to Advertise Seasonal Positions per job description in Employee Handbook Superintendent, Grounds Laborers, and Club House Attendant, seconded by Councilwoman Welch; Carried

Golf Course Advertisement

Town of Schroon is seeking seasonal Golf Course Personnel:

Superintendent – coordinate, supervise and perform daily maintenance and operation of the grounds, property and equipment; direct scheduling of personnel and equipment; maintain proper inventory; plan project work; other related duties. Applicant must have and maintain a valid NYS Driver's License. Applicant should submit a resume and 3 references with contact information.

Greenskeepers / Laborers – perform maintenance duties to assure proper Golf Course grounds and property conditions; operate and maintain a variety of machinery used in all stages of Course maintenance; inspect and maintain irrigation systems; relocate cup positions; other related duties. Applicants should provide 3 references with contact information.

Club House Attendants – perform a variety of functions associated with Golf Course operations and customer service activities; promote high level of customer satisfaction; collect various fees; keep gas carts fueled and in good working order. Applicants should provide 3 references with contact information.

Hours and wages for all positions are subject to duties and experience. For complete job descriptions and employment application contact Supervisor Meg Wood at 518-532-7737 ext. 11 or supervisor@schroon.net

Deadline for applications is March 31, 2023.

Resolution #53 Table Approve Cash for Cans recycling program to replace Boy Scouts at Transfer Station

Supervisor Woods stated, This was brought to attention by an email from Mr. Pedroncelli. "I am the operator of CASH FOR CANS REDEMPTION, we offer free pick ups, we currently do pick ups for the current transfer sites, North Elba, Horicon, Keene, Keene Valley, Jay, Speculator, and

North Hudson.” I talked with Jim Dougan this morning and he had heard about them too, I guess this gentleman has contacted the whole county transfer station. “We come around and take your redeemable bottles, if they are counted we can cash upon pick up, if you need us to count them, we take them to our redemption center and mail you a check or PayPal you within 10 days. Basically whatever is more convenient for you. If your town uses the profits for any charitable cause we offer .06 cents per can/bottle, as we always offer this percent of our profits to give to your charitable causes.” Supervisor Woods stated can we develop a policy where if we decide the town doesn't need this cash we can use an organization that handles this. The boy scouts just stopped doing this. The senior class that is doing this collection for this year as part of their class fundraiser I'm sure would be able to continue what they have started for this year. I think it is a way for us to solve a problem and to get some cash for a local organization.

Councilman Thompson: How often do they pick up?

Supervisor Woods: They can come, either bi weekly, or whatever we set up. If they are doing this end of Essex county I think they would want to set it all up so they aren't going back and forth all over the county, for each pick up. I think we can work that out.

Sue Palisano: Is there a separate receptacle that they bring? How do the redeemable bottles get there?

Supervisor Woods: There is a shed

Randy Garrison: Can I just say that I was with the boy scouts and if it's not picked up weekly it's out the door of the trailer, especially in the summer. It's a shame that there are no other scouts to move up in the ranks, that's why this fell to the wayside for the boy scouts. Each boy had a week that they had to do and let me tell you it was very profitable to the scouts. That's how the boys were able to do all their trips, but within a week, it was out the trailer door. In the summer we had to do it weekly, not so much in the winter, but when it gets to the holidays it could be twice a week, like July. We can't let it go for a long period of time.

Supervisor Woods: I will give him a call and find out

Councilman Gero: Do we have a list of the non for profit, maybe we could rotate that?

Supervisor Woods: Yes, we need to talk about that, and if the boy scouts resurrect themselves, and we are still in this contract, they can still be one of the beneficiaries of this contract.

Randy Garrison: One of the things you have to make sure of if you sign a contract with this company, being that I used to clean out that trailer constantly, a lot of people put their garbage in there. If he's going to charge you back for that, be careful. We used to get up to .08 cents a can from the scouts, and that was just for crown point. We got paid .08 cents a can.

Councilman Thompson: Was that cleaned and sorted?

Randy Garrison: That's just bagged, cans in one, bottles in the other, that was it.

Supervisor Woods: I will talk to this gentleman again and discuss these details, we have to make sure to get liability with whatever contract we use, and insurance.

Randy Garrison: We would get two trash bags a week that we would have to pay, go up to the scales and scale of people dumping it in.

Supervisor Woods: So do we want to table this so we can get some more information about this?

Councilman Gero moved to table this resolution pending more information, seconded by Councilman Thompson; Carried

RESOLUTION #54 Granicus Contract for Short Term Rental Management

Supervisor Woods stated, Granicus is a company that specializes in helping municipalities and government organizations operate smoothly and effectively/. One of the things that they have developed is a program to help municipalities manage and track the compliance of short term rentals. We have talked to them a few times and they did a presentation with us a few weeks ago and we had a 45 minute session with one of their urban planners who

went over our short term rental law. They didn't find any faults. What they offered to do is to help us manage from start to finish. The main thing is to not be managing people but to be managing things with our local codes. The price for us for the year is \$10,630 dollars which is considerably less than hiring someone who would have to figure out how to do this from scratch. They do Queensbury, Lake George and several towns in Dutchess County. I contacted several of the towns that use them, and they seem to be pleased with their work. It's worth a try, they will scan short term rental platforms all over the county, 60 of them. They will send out letters that we create to inform any short term rentals that are discovered, and per our letter will inform them of the laws and what the next steps will be. They also have a 24/7 hotline where we don't have to handle all the complaints or questions, they have someone that will handle all that for the town.

The main goal here is compliance, this is a statewide issue, a loss of housing for our local community to the short term rentals. There are several things up for discussion, these compliance organizations, do we cap the number of folks that are allowed to offer short term rentals? This is an on-going discussion as to how to handle this, there is no ONE way to solve this issue

Councilwoman Welch moved a resolution to initiate a contract with Granicus, seconded by Councilman Thompson; Carried

Resolution #55 Advertise for Building and Grounds Advertisement

Councilman Gero moved a resolution to advertise for a Grounds and Maintenance Employee seconded by Councilwoman Welch; carried.

Building and Grounds Maintenance

The Town of Schroon is seeking an individual for the position of Building and Grounds Maintenance. Full time. On-call emergency.

Required Skills & Experience: Carpentry, Masonry, Painting, Electrical, Plumbing, and HVAC.

Duties & Responsibilities: Develop and implement schedules and plans for the regular inspection, maintenance, and repair of buildings and equipment. Report to the Town Board on inventories, purchases, current plans, and future needs. Assist with grounds maintenance.

Remove snow/ice as needed. Must maintain a valid NYS Driver's License.

Salary & Benefits: Salary is based on experience. The Town offers NYS Retirement and full benefits package. For complete job description and employment application contact Supervisor Meg Wood at 518-532-7737 ext. 11 or supervisor@schroon.net.

In addition, applicants need to submit a resume and 3 references with contact information.

Deadline for applications is March 31, 2023.

Discussion: No change to NY Paid Family Leave Law, our current policy is adequate

Supervisor Woods stated, The NYS Paid Family Leave Law has changed but municipalities are not subject to the changes in the laws, but we want to be fair to everyone. This change for regular business allows an employee paid time off for a short period of time, to take care of a sibling. We talked a little bit about it but I think right now we are going to not make any decisions. Our current policy kind of takes care of that situation, if someone needs the time off for the care of a family member, we give it to them. We are currently reviewing the employee

handbook now. It seems arbitrary to make this change now as we are reviewing and revamping our whole employee manual at this time. Upon review we will decide what to do with this change.

Discussion: Defer any local legislation on Fire and Emergency personnel property tax exemption until Essex County can report on their experiences

Supervisor Woods stated, The state has proposed another tax exemption without providing details or impact statements. Providing a volunteer firefighter and volunteer ambulance worker with a small property tax exemption. It's not the only kind of exemption that a volunteer can get, and it only takes care of homeowners and volunteers who live in the same town where they work. Most of the other towns have decided to "wait and see" on this. Exactly what the repercussions could be and how the state is going to fine tune things are unknown. However the Essex county fire advisory board is in full support. We are not against it, but in order for it to be available this year we would have to pass the law before March 1st and that timeline is too short. Most of the other towns are waiting to see just like us. This is something that we will bring up when we have more information.

Discussion: Defer any local legislation on new Senior Citizen property tax exemption limits

Supervisor Woods stated, Again, same thing with the senior citizen exemption. A tax exemption that applies to low income senior citizens who are homeowners. The state has increased the income limit for the senior citizen tax exemption. However they have not provided any information as to how that would impact our tax roll. Of course we want to be able to help our senior citizens to be able to stay in their homes but we also want to balance that out with our young people that we want them to be able to afford their homes and taxes. So like all the other towns in this county, we want to have more information on the exemption and the impact before we make a change. We also have a brand new assessment board who would be responsible for managing these changes, so it could be something that we can get going at the end of the year, for the following years tax roll, but given the current time restraints, we won't be able to get this enacted for this years tax roll.

Board Comments:

Councilman Gero: Pat Shaughnessy and I went to the skating rink on Friday and it was still in reasonably good shape and it held up good Saturday. He came in on Sunday and it's still not too bad but if you look at the forecast for temperatures, I just want to put this out there is a possibility we might close it this week. So we may have to close it and save it for this holiday week or the week after, it's not too bad but if we get consecutive days that they are predicting and towards the end of the week; we might close it down this week to give ourselves an opportunity to get it ready for the holiday weekend.

Councilman Gero: We have had a couple of concerns from Glens Falls National Bank this week. They have had a couple of near misses, people are looking at the library sign that is at the exit, It's right at the exit. went down and took pictures. It shows "Library" with an arrow pointing into their parking lot. A couple of the people I have talked to have said they thought this was the entrance to the library, and they almost had a couple of head-on collisions. We are going to have to get that moved.

Supervisor Woods: OK, we will see what we can do about that. Driving in the out is not a good thing to do.

Executive Session

Councilman Gero made a motion to go into Executive Session at 6:52 P.M on and Employee issue seconded by Councilman Thompson; carried.

Councilman Gero made a motion to come out of Executive Session at 7:33 P.M, seconded by Councilman Thompson; carried.

Supervisor Wood made a motion to adjourn at 7:33 P.M., seconded by Councilwoman Welch; carried.

I, Erica Hedden, 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.

Dates February 21st 2023 _____ Deputy Town Clerk

