

**Town Board Meeting held April 26, 2023 at 8:30 A.M. at the Town Hall in**

**Schroon Lake N.Y.**

**Present:**

**Town Supervisor:** Meg Wood

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

**Town Clerk:** Patricia Savarie

**Also Present:** Brian Ritching and Jim Kowalka

Supervisor Wood called the meeting to order at 8:30 A.M. with a pledge to the Flag.

**Resolution #90 Approve Minutes**

Councilwoman Welch moved a resolution to approve the minutes of March 23, 2023, seconded by Councilwoman Donaldson; Carried

**Resolution #91 Approve Contract for Edmunds Gov Tech to Replace BAS**

Councilwoman Donaldson moved a resolution to approve the Contract for Edmunds Gov Tech to Replace BAS for the Water and Sewer Billing program, seconded by Councilman Thompson; carried.

Investment Summary

Software Services - Subscription \$2,400.00

Professional Services - Implementation \$3,200.00

Conversion Services \$1,500.00

Year 1 Investment: \$7,100.00

Summary Notes

One-time Implementation Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

One-time Data Conversion Fees: 50% will be due upon execution of the contract, 25% will be invoiced 60 days after the Effective Date and the remaining 25% will be invoiced upon the earlier of project acceptance or first production use.

Annual Subscription Fees: 100% will be invoiced upon execution of the contract for the first annual term. Thereafter, 100% of each subsequent annual fee will be invoiced annually, 60 days prior to the anniversary of the term date.

All invoices shall be paid within 30 days of the invoice date. Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

Software Services - Subscription Amount

Utility Billing & Collections - 3 Year \$2,400.00

Annual Fees: \$2,400.00

Customer: Schroon Town Sales Order

Customer Address: 15 Leland Avenue, PO Box 578

Schroon Lake, NY 12870 Order #: 00005853

Customer County: Essex Sales Order Date: March 23, 2023

Customer Admin Contact: Patricia Savarie Effective Date: Date of customer signature below

Customer Admin Phone: 518-532-7737 New/Add-On: Add-on Simple

Customer Admin Email: psavarie@schroon.net Sales Rep: Shane Ireland

Professional Services - Implementation Amount

BAS UB to MCSJ Utility Billing \$3,200.00

One-Time Fees: \$3,200.00

Conversion Services Amount

Utility Billing - Base Conversion

- Current Customer Master Account and Bill to Information

- Meter Master Information

- Current Billing Configuration (Services, cycles, rates, etc.)

- Current Open Balance Information for Active and Inactive Accounts (Open balances by service, Penalty, Interest, Deposits, etc.)

- Minimum required consumption information needed to calculate next cycle billing by service  
\$1,500.00

One-Time Fees: \$1,500.00

Software Services - Subscription

Notes

Initial term of the Software Services are a 36 month subscription, commencing 90 days after the

Effective Date.

Thereafter, the Software Services subscription shall renew automatically for 12-month renewal terms unless written

notice is provided by Customer at least 90 days prior to the expiration of the initial or then-current renewal Term.

Fees may increase annually with renewal terms subject to the National Consumer Price Index (CPI) or four percent (4%) of prior year's fees.

Professional Services - Notes Includes all standard implementations listed under "Professional Services - Implementation".

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### **Resolution #92 Approve Water Tap for 1061 US Route 9**

Councilman Thompson moved a resolution to approve a Water Tap for 1061 US Route 9, Tax Map # 146.53-2-20.028 owned by DK Vince Inc., seconded by Councilman Gero; carried.

### **Resolution #93 Approve Hiring Seasonal Golf Course Superintendent**

Councilman Gero moved a resolution to hire Ethan Tyrrell as a seasonal Golf Course Superintendent at the rate of \$21.96 an hour effective April 26, 2023, seconded by Councilwoman Donaldson; carried.

### **Security Cameras in the Parks**

Jim Kowalka went over the details with the security cameras that will be located through out the Parks. Estimate to do all the cameras with labor will be \$12,000.00 - \$13,000.00. Councilman Gero asked if there should be a battery back up in case the power goes out, Jim stated that is a good idea.

### **Resolution #94 Approve Security Cameras in the Parks**

Councilman Gero moved a resolution to approve Jim Kowalka to go forward with the purchase and installation of the cameras in the Parks and not to exceed \$14,000.00, seconded by Councilman Thompson; carried.

General pricing:

\$180 : per location - hardware for each location for power distribution to each location camera.

\$325 : per Ethernet dome camera (preferred), including mounting hardware.

\$280 : per Wireless dome camera, including mounting hardware (wireless is a misnomer, because it still needs a wire for power, but it can be located in areas where power is available

but no network activated ethernet switch, such as the light post in area F)

Area A: \$2730 - No cameras but houses the NVR box that stores and provides access to the security system

\$2135 : required (includes UPS for power and 32 Channel dual network interface system,

8TB of storage, large for any future expansions

\$595 : not required, but upgrades current controller computer with Blue Iris to give much

greater control to use and remote access the system.

Area B: \$1935 - Pavillon area - 5 cameras covering entire pavilion, basketball, tennis courts, and north of bathhouse

(including conduit to run from shed underground to pavillon for power wires to SW corner cams)

Area C: \$1155 - Beach Gazebo area - 3 cameras covering upper park area with public lake view for web streaming

Area D: \$1180 - Boathouse

\$930 : 2 cameras covering north of BH and west park area toward bandstand

\*\*\*\$250 : Wireless AC Pro unit to simplify and extend wireless coverage over bandstand area

Area E: \$830-\$1805 - Bandstand Closeup Coverage (2-5 Cameras)

-Bandstand structure (lots of hiding places) is difficult so depending on desired coverage

2-5 cameras might be required.

Area F1A: \$ 930 - Bathhouse building 2 ethernet cameras mounted rear side and playground facing  
or

Area F1B: \$ 740 - Bathhouse building 2 wireless cameras mounted rear side and playground facing  
and/or

Area F2 : \$ 1020 - Playground closeup coverage 2 wireless cameras mounted on light pole in playground area

Area G1: \$325 - Lake coverage from rear of boathouse of fishing/boat docks

- 1 Camera (town coverage but probably duplicated by SLA cameras)

and/or

Area G2: \$325 - South side of Boathouse coverage toward bandstand

South Wifi Boost- \$220 - Depending on Area D(\*\*\* option) this UAP can be located on bandstand or SE boathouse to

re-boost wifi signal in either of those weaker areas.

**Resolution #95 Advertise to go out to bid for Mowing of Cemeteries**

Councilwoman Donaldson moved a resolution to go out to bid for the mowing of the Cemeteries for a second time, seconded by Councilman Gero; carried.

TOWN OF SCHROON  
Is seeking a 2023 Contract Maintenance  
BID for the following  
Severance Cemetery  
Protestant Cemetery  
Baker Street Cemetery  
South Schroon Cemetery  
Scope of work includes Mowing and  
Spring and Fall Clean Up

Contractors shall furnish all necessary equipment, fuel materials and labor  
Successful bidder must provide a Certificate of Insurance indicating \$1,000,0000 Single  
Limit Liability Coverage and naming the Town of Schroon as an Additional Insured as  
well as proof of Workers Comp. Coverage, if required.

Bids will be accepted until 1:00 P.M. May 4, 2023

For specifications contact Meg Wood at 518 532-7737 X11 or [supervisor@schroon.net](mailto:supervisor@schroon.net)

**Resolution #96 Approve new Specifications for Beach Concession**

Supervisor Wood moved a resolution to change the Specifications for the  
Beach Concession seconded by Councilwoman Welch; carried.

**TOWN OF SCHROON**

**BEACH CONCESSION CONTRACT SPECIFICATIONS**

**CONCESSION PERMITTED:** Sales of food and non-alcoholic beverages only

**ANNUAL CONTRACT TERM:** Summer of 2023

**DAYS OF OPERATION:** Minimum Friday – Sunday

**Hours of Operation** 11:00AM – 5:00 PM or longer

The Town of Schroon: Reserves the right to allow local not-for-profit organizations to be  
food vendors on July 4<sup>th</sup> and to sponsor food permitted vendors at the Schroon Lake  
Association Craft Fair. Menus will not conflict with Beach Concession.

**CONCESSION SITE / AMENITIES:** East side Dock Street at concrete slab provided for a  
concession trailer as well as adjacent lawn space for up to four (4) tables with seating. Electric  
service provided by the Town of Schroon.

**CONCESSION AREA:** Town of Schroon property along Dock Street and Leland Avenue

**CONCESSION REQUIREMENTS:**

- Copies of permits as required by state and local entities.
- Certificate(s) of Insurance naming the Town of Schroon as Additional Insured including a minimum of \$1,000,000 Single Limit Liability coverage; Worker's Compensation coverage if employees are hired; and any other coverage that may be deemed necessary.
- Electrical panel box must be accessible at all times.
- Trash receptacles to be provided by concessionaire and removed daily at time of closing; all garbage and cleanup is the responsibility of the concessionaire.
- Concessionaire is responsible for any damage to vendor equipment.

**BID:** Minimum bid shall be \$100.00.

**CONTRACT AWARD AND PAYMENT:**

- The Town of Schroon will issue a contract to the successful bidder.
- Payment is to be made to the Town of Schroon as follows, 100% upon signing of contract.

- No refunds will be made after the signing of the contract.

QUESTIONS OR CONDITIONS: Will be addressed by the Town Board of the Town of Schroon and the contract holder. All Town Board decisions will be final.

TERMINATION: Either party may terminate the contract with due cause.

ANNUAL REVIEW of these specifications will be made by the Town Board before going out to bid.

**Resolution #97 Advertise for Sealed Bids on Beach Concession**

Councilman Gero moved a resolution to advertise for sealed bids on the Beach Concession, seconded by Councilwoman Welch; carried.

**TOWN OF SCHROON**

**IS SEEKING BIDS FOR A  
TOWN BEACH CONCESSIONAIRE  
TO PROVIDE FOOD AND NON-ALCOHOLIC BEVERAGES FOR  
SUMMER 2023.**

Electric is included and cement pad at location. Concessionaire will provide copies of permits as required by State and Local entities; certificate of Insurance listing \$1,000,000.00 Single Limit Liability and naming the Town of Schroon as additional Insured; Workman's Compensation coverage if needed; trash receptacles.

Specifications can be obtained from the Town of Schroon Town Clerk or by calling 518 532-7737 X12

Sealed bids must be filed in the office of the Town Clerk on or before 1:00 PM May 12, 2023, after which time the bids will be publicly opened and read aloud. The bid will be awarded at the Town Board meeting on May 18, 2023 at 8:30 AM successful bidder will be notified promptly by letter and must be prepared to enter into a contract to furnish the required material or services.

The Town of Schroon reserves the right to reject or to waive any informality in any and all bids if in the best interest of the Town of Schroon. Bids should be clearly marked BID ENCLOSED: BEACH CONCESSION.

**Resolution #98 Advertise for Full Time Seasonal Parks Department**

Councilman Gero moved a resolution to advertise for a full time seasonal Parks Department employee, seconded by Councilwoman Welch; carried.

**Resolution #99 Advertise 2<sup>nd</sup> Town Board Meeting**

Councilman Thompson moved a resolution to advertise our 2<sup>nd</sup> Town Board Meeting for May 18, 2023 at 8:30 A.M., seconded by Councilwoman Donaldson; carried.

Councilwoman Donaldson moved to adjourn at 10:35 A.M., seconded by Councilman Gero; 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: May 2, 2023

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Town Clerk

