

Present:

Town Supervisor: Meg Wood

Councilpersons: Richard Gero, Steve Miller, Lynn Donaldson and Leanne Welch

Town Clerk: Erica Hedden

Chief Water: William Jenks

Highway Superintendent: Joe Flores

Also Present:

Supervisor Wood called the meeting to order at 8:00 A.M. with a salute to the Flag.

Public Participation:

None

REQUEST TO APPROVE PART TIME SEASONAL GOLF CLUB HOUSE EMPLOYEE

RESOLUTION # 116-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Golf Course Superintendent seeks to approve a hiring Suzanne Kaskewsky as part time seasonal Golf Club House Attendee at a rate of \$15.41 effective 5/21/2024

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby hiring of Suzanne Kaskewsky as part time seasonal Golf Club House Attendee at a rate of \$15.41 effective 5/21/2024

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:**

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

REQUEST TO APPROVE GOLF COURSE MEMBERSHIP FEE FOR SEASONAL GOLF COURSE EMPLOYEES

RESOLUTION # 117-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Golf Course Superintendent seeks to approve golf course fee membership for seasonal golf course employees of, \$120.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves setting golf course fee membership for seasonal golf course employees of \$120.00.

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:**

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

REQUEST TO APPROVE ADVERTISING FOR FULL TIME HIGHWAY POSITION

RESOLUTION # 118-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Highway Department seeks to approve an advertisement for a Full Time Highway Position

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves advertising for a Full Time Highway Position in the Press Republican (Official newspaper) as well as the Sun Community Times

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:**

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

REQUEST TO APPROVE 2024 CONTRACT WITH TISALES

RESOLUTION # 119-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

Schroon Lake Second Town Board Meeting
Held at the Town Hall

May 21 2024
8:00AM

WHEREAS, the Town of Schroon seeks to approve a contract with TiSALES for a new water meter reading system, in the amount of \$4,312.00.

WHEREAS, contract consists of a \$2,200 Set-up and training fee and a \$2,112.00 subscription fee per year, in a three (3) year contract

WHEREAS, cost of the contract will be split between the Water Department and the Waste Water Department.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves 2024 TiSALES contract for \$4,312.00

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:**

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

REQUEST TO APPROVE EDMUNDS ONLINE BILL PAY CONTRACT FOR ONLINE VIEWING AND PAYMENTS OF WATER AND WASTEWATER BILLS

RESOLUTION # 120-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town Clerk seeks to approve the Edmunds Online Bill Pay contract for online viewing and payment of water and waste water billing in the amount of \$2,200.00.

WHEREAS, contract consists of a one-time implementation fee of \$1,000.00 and a 3-year contract of \$1,200.00 per year.

WHEREAS, the payment for Edmunds Online Bill Pay contract for 2024 will be assessed to the Water Department and the Wastewater Department equally at, \$1,100.00 due from each department.

WHEREAS, annual renewal of contract \$1,200 will be assessed to Water Department and Wastewater Department equally.

WHEREAS, payment structure will be;

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 during 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 term date.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the 2024 Edmunds Online Bill Pay contract totaling \$2,200.00.

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

REQUEST TO APPROVE EDMUNDS ITAX CONTRACT FOR ONLINE VIEWING AND PAYMENTS OF TOWN AND COUNTY TAX BILLS

RESOLUTION # 121-2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town Clerk seeks to approve the Edmunds iTax contract for online viewing and payments of Town and County tax bills totaling \$6,500.00.

WHEREAS, contract consists of a one-time implementation fee of \$2,500.00 and a 3-year contract of \$4,000.00 per year.

WHEREAS, the payment for Edmunds iTax contract will be appropriated from General Funds.

WHEREAS, payment structure will be;

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 during 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 term date.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the 2024 Edmunds iTax Contract in the amount of \$6,500.00

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

EXECUTIVE SESSION

INTRODUCED BY: Councilperson Welch

SECONDED BY: Councilperson Miller

Supervisor Wood moved a motion to go into executive session at 8:35 AM to discuss medical, financial, credit or employment history of a particular person or corporation, or relating to appointment, promotion, demotion, discipline or removal pursuant to Section 105 (1) (f) of the Public Officers Law, and permit Water Department Chief William Jenks to attend in accordance with Section 105(2) of the Open Meeting Law.

EXECUTIVE SESSION

INTRODUCED BY: Councilperson Welch

SECONDED BY: Councilperson Donaldson

Supervisor Wood moved a motion to return to regular session at 9:35 AM, seconded by Councilperson Donaldson; carried

REQUEST TO APPROVE GRANT APPLICATION TO GORE MOUNTAIN COMMUNITY FUND

RESOLUTION # 122-2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to approve a Gore Mountain grant application for a generational swing to be installed at the Schroon Lake Park

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the application to Gore Mountain Grant for a generational swing.

DULY ADOPTED MAY 21, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:**

AYES: Councilpersons Miller, Donaldson, Gero, Welch, Supervisor Wood

Supervisor Wood stated: does that include everything?

Councilperson Gero stated; this is just for the swing and the chains.

DISCUSSION: WATER DEPARTMENT UPDATES

Councilperson Donaldson stated; we need to find a time to set up a workshop meeting.

Councilperson Gero stated; we also need to think about getting a resolution together for Dave. If we want to enter into a professional service contract with Dave then we need to get the details sorted.

Councilperson Donaldson; yes, we do, the next meeting is not till June 10th. Do we want to do it before?

Supervisor Wood stated; we also need to bare in mind, this is a service contract, not an employee, so he will have a set list of things that we expect him to do, we cannot treat him like an employee. Town Clerk stated; the procurement policy states a professional service contract under 4,999.99 you do not need to go out to bid, above 5,000.00, on the recommendation of the department head and/or town supervisor, use RFPs at discretion of the board. Also, in the procurement policy it describes what a professional service is and what a consultant is.

It states: Contracts which require professional methods, character, standards, or the exercise of independent professional judgment fall into the professional service contract category. Many of these professional services require a State license to practice or may be creative and specialized in nature. Examples of professional services:

- Consultants

- Instructors/Teachers/Training

Among others items. To my understanding, that is what Dave would be doing. He would be brought in to help train, he will not be operating, he will be training.

Supervisor Wood stated; ok so after \$5,000, we can go out to bid

Town clerk stated; on the recommendation of the board, you can go out to bid, but it is not required.

Supervisor Wood stated; I think documenting that he has the history and he has the knowledge, he has the ability to do anything with this water system. He has so much knowledge. I will run it by public sector just to be sure.

Councilperson Gero stated; we didn't budget for this, so we have to be very conscious of that. I think we are at a point where; it's going to cost us money but it would cost us more if we don't.

Councilperson Donaldson stated; I think we need to set a cap.

Supervisor Wood stated; we don't have a time frame yet.

Councilperson Gero stated; there are a lot of logistics that need to be figured out. We can touch base with Marlene again too.

Supervisor Wood stated; oh yes absolutely. I also want to reach out to her with a question, so Brian has a 2A water license. Which means a license for a population greater than ours. It is expiring at the end of this month. According to Dave, a 2A is way more than we need. We need a 2B, I'm not 100% of the titles of the licenses. So, we need to look into what we need for him to have.

Councilperson Donaldson stated; I think we should also contact that guy from the health department as well.

Councilperson Gero stated; yes, I agree and he's free! So, we will absolutely use him.

Councilperson Donaldson stated; do we want to wait to set a date for this so we can get Dave in here too? Do we want to include him in this workshop?

Supervisor Wood stated; oh yes absolutely we want to include him on this, so maybe we should set a date at a later time.

Town Clerk stated; I have some things I would like to contribute to that meeting as well.

Councilperson Gero stated; Good

Supervisor Wood stated; Erica has been doing a deep dive and finding all kinds of things. She should be a part of that discussion.

Councilperson Gero stated; I just want to say one thing, as this goes forward, it falls on us to make sure we are keeping on track. Once we get this back on track its up to you and us to make sure it stays that way

Supervisor Wood stated; yes.

Town Clerk stated; just a side note, if anyone is interested in some "lite reading" I have plenty of Water Department information from other towns, as well as work sheets and letters for us to all take a look at. Some ideas and some inspiration. It's just some ideas, some things that I found that other towns are doing, and why they are doing it. Some things really don't apply to us or don't make sense for our town but there are some things that I think we can

improve on with this information.

Councilperson Gero stated; good. We might as well get it just the way we want it before we present it back to the public. Once we get where we need to be, this needs to be a workshop with all of us and Erica, Dave, Bill and Hunter.

Supervisor Wood stated; Marlene and the Department of Health are a great resource and they I'm sure will be happy to hear that we are working on this. It's important to make sure our policies are up to date and reflect modern usage and issues. This will be well received.

DISCUSSION: CLEAR OLD LANDFILL AREA OF TREES AND BRUSH

Supervisor Wood stated; this is just an item for discussion, we have one quote but I think we need to get more. We need to find out how many acres there are.

Councilperson Donaldson stated; is there any reason that our Parks Department couldn't help with this.

Supervisor Wood stated; the Parks Department can be very busy. It might simply be a time issue.

Councilperson Welch stated; there may need to be some special training involved. Some certification.

Supervisor Wood stated; the guys in Parks can be so busy and pulled in so many directions.

Councilperson Gero stated; but this could be a fall project, it doesn't need to be done during the busy season.

Supervisor Wood stated; this area gets inspected annually, the inspector called me last fall and basically said 'it's been "X" number of years and nothing has ever happened, I could write a letter to the state asking if we can cut back on these inspections' but I replied 'well it's been "X" number of years without an issue, doesn't that mean we might be due for an issue to pop up somewhere?' and he said "well there's that". He also mentioned he couldn't find a couple of the things that he was supposed to be measuring because of all the growth. We need to make sure that the tree roots won't puncture the plastic covering or anything that is under the ground. Some of the trees are little but some of them are getting to be a good size.

Councilperson Gero stated; I think Lynn is onto something, this could be a nice October project for the Parks Department. We have a chipper, we have the man power. It would be a cost savings for us to do it in house.

Supervisor Wood stated; I have no problem doing that, I just wanted to bring it up.

Councilperson Gero stated; I wouldn't mind helping out and cutting down some trees, I know we ask a lot of the Highway department but maybe they can help too.

Councilperson Donaldson stated; how do you get existing roots out?

Councilperson Gero stated; well, you don't. we don't want to start pulling and tugging and potentially rip something we shouldn't.

DISCUSSION: CREATION OF PART TIME CLERK POSITION

Supervisor Wood stated; so, we are thinking of starting this position with 15 hours a week, which was just a number thrown out.

Councilperson Donaldson stated; would that be helpful to Susan? She wanted to teach this person to do accounts payable, is 15 hours a week enough to do that work?

Supervisor Wood stated; it could be, we will have to sit down with Sue. Grade 2 is \$16.83. This wasn't budgeted. Doing some quick math off the top of my head \$16.83/ hour times 15 hours a week, that would be approximately \$8,000.00 dollars for the remainder of the year. There other issue is what to call this title, a clerk? A clerk is a civil service definition, and if that person became full time they would be protected by civil service law, just like out court clerk. That would mean that we could not at some point decide this position is no longer needed, and do away with it. Since the clerk to the supervisor is appointed by the supervisor, if a new supervisor came in and decided they didn't want the clerk to the supervisor, they could dismiss that person but not this clerk position. That's if its full time. What has been done in the past, anyone who has done any work like this has been classified as a laborer. It is just a classification for pay, it does not mean that they are doing manual labor. For example, Jessica Botterbusch is a library aide but when Rich Schoenstadt died, his office was in disarray, we hired Jessica as a laborer to come in and help out in the assessor's office. She was paid the same rate but for that she was put under laborer. Also, if it was full time because it is a civil service classification, they would have to take the civil service test for this position. This position could help with vouchers, payroll, grant research and maybe even short-term rental stuff. It could easily become a full-time clerk.

Councilperson Miller stated; there are a lot of moving parts to this. I think we need to define the job, the number of hours.

Councilperson Donaldson stated; right because we already know this person is going to do more than accounts payable

Councilperson Miller stated; I also think we need to think if there are ways to get payroll done outside. That's a lot of time for Sue, that's 20% of her time, is spent doing time cards and chasing time cards. Payroll companies, its pennies per check.

Supervisor Wood stated; when we talked with a payroll company, you could either issue the checks yourself or have them issue them, but then they would be mailed and you wouldn't necessarily get them that day.

Councilperson Gero stated; if they did direct deposit, they it would be. That would also eliminate some of the cost as well.

Councilperson Miller stated; 2 days of her time, every other week, that's a lot of time.

Councilperson Gero stated; have you talked to Sue and asked her what she is comfortable giving up?

Councilperson Donaldson stated; she told me accounts payable

Supervisor Wood stated; but she is also comfortable with someone else knowing how to do payroll and all the other things in the office, so she can take a day off, go on vacation, or whatever. Right now, Sue is the only one in the office that can perform her duties, we need someone who is cross trained for back up.

Councilperson Gero stated; one thing that I've been thinking about too, I know how busy you are and having someone to help with the accounts payable or payroll would help you too, because it would free Sue up to work

more closely with you. I know you have an open-door policy, but you might want to consider having people make appointments. When people come in, go through Sue or Erica. It's a revolving door in your office, maybe they need to call and make an appointment.

DISCUSSION: PARK PLAYGROUND UPDATES

Supervisor Wood stated; do we want to project an idea of a budget that we want to use for this? What do we want to spend, I think once we figure that out, I think that will help us pick a direction. I'm thinking between \$12,000 to \$15,000 dollars.

DISCUSSION: WASTEWATER DEPARTMENT SURPLUS TRUCK

Supervisor Wood stated; This is something we need to discuss at the next meeting. Brian isn't ready to surplus his old truck yet; we need to decide what we want to do with it. So, let's just keep this in mind.

DISCUSSION: LANDFILL TRUCK SURPLUS

Councilperson Gero stated; I got an email on May 13th, "just for your information to keep you in the loop, the truck passes inspection so we will keep it and use it for the summer" that's what I got. I do not know any more than that.

Supervisor Wood stated; ok then we are not going to surplus it right now.

DISCUSSION: SET UP TIME TO TALK WITH THE CLERK TO THE SUPERVISOR ABOUT CREDIT CARD POLICY

Supervisor Wood stated; I just wanted to get this on here to set up a time, but we already talked about this earlier in the meeting.

ADOURN MEETING AT 11:00 AM

INTRODUCED BY: Supervisor Gero

SECONDED BY: Councilperson Welch

With no further business, this meeting was adjourned at 11:00 AM, carried unanimously

Respectfully Submitted by

Erica Hedden

Town Clerk