

Present:

Town Supervisor: Meg Wood

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

Town Clerk: Erica Hedden

Chief Waste Water Operator Brian Ritching

Also Present: Albert May, Dave Williams, Fran Mahler, Skip Mahler, Joy Koch, Keith Usiskin, Ethan Thompson, Carol Ann Gregg

Supervisor Wood called the meeting to order at 6:00 P.M. with a salute to the Flag.

Public Participation:

Joy Koch stated; I wanted to give you an update on the Dark Sky. I was invited by the seniors to speak; I received a warm welcome. I now have over 150 signatures. I have ESLA interested as well, they are putting ads in their newsletters about Dark Skys. I also have been invited by Schroon Lake Association to speak at one of their meetings. This movement is gaining favor. Lastly, I just wanted to say please consider a lighting ordinance for new construction and for commercial. This doesn't have to happen overnight but it does have to start with simple steps.

Carol Ann Gregg stated; I live directly across from the tennis courts and the pavilion. I am very aware of how many nights the lights are left on all night long. I am also aware of the lack of signage, and I am concerned. I think we need to make it clear to those that use our facility, what our regulations are. As of last Saturday night, there was a gathering, which left a mess in its wake, I felt bad for the town employees that had to clean up after that, but as well the lights were left on. My son in law quite often has to go over at night and turn the lights off. I don't think this would have to happen if the lights were on a timer. I am here to support Joy and her efforts.

Supervisor Wood states; we did approve the purchase of a timer last month. We are waiting for it to arrive. The timer is adjustable by town employees but no one else. We also ordered signage for the pavilion, stating that pavilion is under surveillance. As well as establishing hours for the pavilion as well. We have been working on this with David and hopefully this will see some improvement soon. There will also be a slippery when wet sign at the tennis courts and the pavilion.

Keith Usiskin stated; hello again I just wanted to make sure the deliberators stay on the radar.

Supervisor Wood stated; we are starting out budget talks soon, this is something we have to discuss them.

Keith Usiskin stated; if it is a budget issue, I believe I can get support with that. I know there is a lot of support for this. The other thing I wanted to mention the speed limit from town goes from 55 to 40. There are three speed limit signs, two of them are partially obstructed and one is completely obstructed. I was going to go myself and trim back the foliage but I decide maybe I should come to the town board first, make you aware.

Councilperson Gero stated; those are on route 9, which is a state road. You did the right thing to bring it up here and to make us aware. The county has a county wide sign crew that takes care of all the signs.

Keith Usiskin stated; oh great, I can reach out to them and make them aware too.

Dave Williams stated; Are there hours that you put down on the beach area as well?

Supervisor Wood stated; the beach is closed at 5 o'clock, but it doesn't mean that people can't be there.

Dave Williams stated; I have also been doing some more research on grants. I did call the secretary of state who is in charge of all those things. We could proceed in creating a plan of the water front and if we did that between now and next spring, it will give us a possibility to get one of these grants. Most of the areas around here seem to not apply for these, I think we have a great possibility of getting one of these grants. I also wanted to ask if the board is looking to create any sort of advisory committee in regards to this?

Supervisor Wood stated; we will have to approach that idea when we get there, right now we have a lot of committees so it's hard to say yes or no, but we will definitely revisit that as it gets closer.

Carol Ann Gregg stated; another thing I would like to mention if I may. Fairfield Ave, where I live is one way from route 9 to broad street, then there is a funky stop sign and it changes and becomes a two-way street. My heart aches for the employees of the town who have to plow that street and keep it clear. As a resident of the town, I move my car regularly to get it off the street. The employees that are trying to plow, with the cars they are trying to dodge, and the delivery trucks, as well as the trash pick-up folks. It's like musical cars down there! My recommendation is to think about making Fairfield a one-way street, that goes down to Leland, then down and fowler a one way, the other way. It seems like it's not a financial issue, but just a decision that can be made by the board.

Supervisor Wood stated; it could be, but it has been looked at before but for whatever reason they decided not to move forward with it. I would have to do some research into what they found and why they ultimately decided not to make a change.

REQUEST TO ACCEPT MINUTES OF JULY 31TH, AUGUST 12TH, 20TH, 26TH AND SEPTEMBER 6TH 2024

RESOLUTION # 182-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to accept minutes of July 31th, August 12th, 20th, 26th, and September 6th.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accepts minutes of July 31th, August 12th, 20th, 26th, and September 6th.

DULY ADOPTED SEPTEMBER 9TH, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE VOUCHERS

RESOLUTION # 183 -2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve

General Fund: \$85,184.39 Highway: \$31,309.31 Sewer: \$10,204.01 Water: \$12,941.32

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves

General Fund: \$85,184.39 Highway: \$31,309.31 Sewer: \$10,204.01 Water: \$12,941.32

DULY ADOPTED SEPTEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

Resolution No. 184-2024

September 9th, 2024
Town Board Regular Board Meeting

**RESOLUTION ADOPTING PROPOSED LOCAL LAW
ESTABLISHING PROCEDURES FOR PUBLIC ACCESS TO
RECORDS OF THE TOWN OF SCHROON UNDER THE
FREEDOM OF INFORMATION LAW**

The following resolution was offered by Councilperson Miller who moved its adoption.

BE IT RESOLVED that the Town of Schroon Town Board hereby adopts proposed Local Law No.2 of 2024 entitled "A Local Law Establishing Procedures for Public Access to Records of the Town of Schroon Under the Freedom of Information Law" as follows:

"TOWN OF SCHROON LOCAL LAW NO 2 OF 2024"

A local law establishing procedures for public access to records of the Town of Schroon under the Freedom of Information Law for the Town of Schroon Essex County, New York.

BE IT ENACTED by the Town Board of the Town of Schroon as follows:

Section 1. Authority, Purpose and Scope

A. This local law is adopted pursuant to the authority granted by and in the Statute of Local Governments, the Municipal Home Rule Law, and Public Officers Law Article 6, and the regulations promulgated thereunder. Public Officers Law Article 6 is more commonly known as the Freedom of Information Law, and together with its rules and regulations, and as amended from time to time, it is hereinafter referred to as "FOIL."

B. The people's right to know the process of government decision-making, and the documents and statistics leading to determinations is basic to our society. This local law provides information concerning the procedures by which records may be obtained, and It is the stated purpose of this local law to direct Town personnel to furnish to the public the information and records required by FOIL, as well as other records otherwise available by law.

C. This local law applies to Town records and should not be deemed or construed to require the Town or the Records Access Officer ("RAC") to obtain records from other agencies or to create records that provide the information sought. This local law is designed to comply with the basic requirements of FOIL and be a guide to assist in the understanding of government and how records affect and Influence policy and decision making.

Section 2. Designation and Duties of Records Access Officer(s)

A. The Town designates its Town Clerk as Records Access Officer ("RAO"). The Town Clerk is free to appoint one of his or her Deputy Clerks as a RAO, subject to formal approval of such appointment by resolution of the Town Board.

B. RAOs shall have the duty of coordinating the responses of the Town to public requests for access in accordance with FOIL. In addition, the RAO shall also:

1. Develop and maintain reasonably detailed and up-to-date subject matter lists of the records and types of records in the possession of the Town.
2. If necessary, or upon reasonable request therefor, assist the requester in identifying requested records and crafting appropriate FOIL requests.
3. Upon locating the records, take on of the following actions: (i) make records available for inspection; or (ii) deny access to the records in whole or in part and explain in writing the reasons therefor.
4. Upon request for copies of records that are being made available: (I) provide copies of the records in the medium requested, if the Town can reasonably make such copy or have such copy made by engaging an outside professional service, provided that the requester pays or agrees to pay fees, if any, established in accordance with FOIL or Section 8 of this local law; (ii) upon request, certify that a record is a true copy; (iii) if unable to locate some or any portion of such requested records, certify in writing that the Town is not the custodian for such records or that the records cannot be found after a reasonably diligent search.
5. Establish a process or procedure whereby a person may arrange an appointment to obtain assistance in respect to FOIL or to inspect records. Such procedure shall include the name, position, address and phone number of the RAO or other persons to contact for the purpose of making an appointment.

c. The RAO shall determine first whether requested records exist, and then the RAO shall determine whether the request may be granted or must be denied in whole or in part due to exceptions contained in FOIL or due to statutes or obligations preserving confidentiality or nondisclosure. The RAO may consult with the attorney for the Town, the Committee on Open Government, the Association of Towns, or any other person or entity to provide assistance in making these determinations.

Section 3. Requests for Public Access to Records.

A. Requests for public access to records shall be accepted during all hours the Town Clerk's Office is regularly open for business.

B. FOIL requests shall be made to the RAO in writing. The RAO shall also accept requests for records and respond thereto by electronic mail when feasible, unless the requester seeks a response in some other form.

c. Any records requested must be identified or described with sufficient particularity so as to allow the RAO to locate and identify the records sought. "Sufficient particularity" generally includes information regarding applicable dates, file designations, document names or titles, types of records, information within the record sought (such as keywords, resolutions, approvals, etc.), or the office, officer, or body that made such record, or any other reasonable identifying information.

D. All requests shall state whether records are desired to be examined or whether copies of the records are requested. Electing to examine records does not preclude a later request for copies or reproduction.

E. The RAO shall respond to a request within five business days of receipt by:

1. Granting or denying access to records in whole or in part; or
2. Acknowledging the receipt of a request in writing, including an approximate date when the request will be granted or denied in whole or in part, which shall be reasonable under the circumstances of the request and shall not be more than 20 business days after the date of the acknowledgment.
3. However, if it is reasonably known or believed that the records cannot be obtained or produced within 20 days then the RAO shall provide a statement in writing indicating the reason for the inability to grant or deny the request within such 20 days, and the RAO shall further provide a date certain, within a reasonable period of time under the circumstances of the request, when the request will be granted or denied in whole or in part.

F. If the request was acknowledged in writing and included an approximate date when the request would be granted in whole or in part within 20 business days of such acknowledgment, but circumstances prevent disclosure within that time, The RAO shall provide, within such 20day period after acknowledgement:

- 1 . A statement in writing specifying the reason for the inability to meet the production date noticed; and
- 2 An alternate date certain for production, which date shall be within a reasonable period of time under the circumstances.

G. In determining a reasonable time for granting or denying a request under the circumstances of a request, the RAO shall consider the volume of a request, the ease or difficulty in locating, retrieving or generating records, the complexity of the request, the need to review records to determine the extent to which they must be disclosed or protected information redacted therefrom, the number of requests received by the Town, and similar factors that bear on the ability to grant access to records promptly and within a reasonable time frame.

H. If records are maintained on the internet the requester shall be informed that the records are accessible via the internet and can be further printed or provided in another information storage medium upon payment of any applicable fees.

- 1 . A failure to comply with the time limitations set forth above constitutes a denial of a request that may be appealed.

Section 4. Denial of access to records.

A. A denial of access to records shall be in writing stating the reasons therefor. Such writing shall also advise the requester of the right of appeal, the deadline for an appeal, and the name and address of the body or officer to whom an appeal shall be directed.

B. If a denial occurs due to a person requesting records that cannot be found or replied to because the request, or a portion of the request, does not reasonably describe the records sought, the RAO shall inform the requester that they can seek assistance from the RAO to help enable such person to frame a request reasonably describing such records and then submit an updated FOIL request.

C. If the Town or the RAO fails to comply with the time limitations for records production as set forth in this local law or in FOIL, such failure(s) shall also be deemed a denial of access effective on the date of non-compliance. Non-compliance shall include situations in which an officer or employee:

- 1 . Does not grant access to the records sought, does not deny access in writing, or does not acknowledge the receipt of a request within 5 business days of the receipt of the request.
- 2 Acknowledges the receipt of a request within 5 business days but does not furnish an approximate date when the request will be granted or denied in whole or in part.
- 3 Furnishes an acknowledgment of the receipt of a request within 5 business days with an approximate date for granting or denying access in whole or in part, or responds to a request stating that more than 20 business days is needed to grant or deny the request in whole or in part, and the date provided is unreasonable under the circumstances of the request.
- 4 Does not respond to a request within a reasonable time after the approximate date given or within 20 business days after the date of the acknowledgment of the receipt of the request.
- 5 Determines to grant a request in whole or in part within 20 business days of the acknowledgment of the receipt of a request, but does not do so, unless the Town provides the reason for its inability to do so in writing and a date certain within which the request will be granted in whole or in part.
- 6 Does not grant a request in whole or in part within 20 business days of the acknowledgment of the receipt of a request and does not provide the reason in writing explaining the inability to do so and a date certain by which the request will be granted in whole or in part.

D. Some of the principal reasons for denial are set forth in Public Officers Law Section 87(2), and within FOIL certain exceptions to disclosure and production include records or portions thereof that:

- 1 . Are specifically exempted from disclosure by state or federal statute or regulations.
- 2 If disclosed would constitute an unwarranted invasion of personal privacy, including but not limited to: (i) disclosure of employment, medical or credit histories, or personal references of applicants for employment; (ii) disclosure of items involving the medical or personal records of a client or patient in a medical facility; (iii) sale or release of lists of names and addresses if such lists would be used for commercial or fund-raising purposes; (iv) disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject party and such information is not relevant to the work of the Town in maintaining it; (v) disclosure of information of a personal nature reported in confidence to the Town and not relevant to the ordinary work of the Town (vi)

- information of a personal nature contained in a workers' compensation record; or (vii) any records disclosed or disclosable in connection with any name or address that may be or become personally identifying information, the disclosure of which is prohibited by Article 6-A of the New York Public Officers Law, more commonly known as the Personal Privacy Protection Law ("PPPL"), and further FOIL rules pertaining to the PPPL are set forth below.
- 3 If disclosed would impair present or imminent contract awards or collective bargaining negotiations.
 - 4 Are trade secrets or are submitted to the Town by a commercial enterprise, or derived from information obtained from a commercial enterprise, and which, if disclosed, would cause substantial injury to the competitive position of the subject enterprise.
 - 5 Are compiled for law enforcement purposes and which, if disclosed, would: (i) interfere with law enforcement investigations or judicial proceedings; (ii) deprive a person of a right to a fair trial or impartial adjudication; (iii) identify a confidential source or disclose confidential information relating to a criminal investigation; or (iv) reveal criminal investigative techniques or procedures, except routine techniques and procedures.
 - 6 If disclosed, could endanger the life or safety of any person.
 7. Are inter-agency or intra-agency materials, except: (i) statistical or factual tabulations or data; (ii) instructions to staff that affect the public; (iii) final Town policy or determinations; or (iv) external audits, including but not limited to audits performed by the New York State Comptroller and the federal government.
 8. Are examination questions or answers which are requested prior to the final administration of such questions.
 9. If disclosed, would jeopardize the Town's capacity to guarantee the security of its information technology assets, such assets encompassing both electronic information systems and infrastructures.
 10. Are photographs, microphotographs, videotapes or other recorded images prepared under authority of the New York State Vehicle and Traffic Law.

Section 5. Personal Privacy Protection Requirements and Records Redaction

The PPPL (and related laws and regulations) mandates that certain information about persons may not be disclosed, including under FOIL or by municipalities generally, even if the information may otherwise be public or obtainable. Thus, for example, even though a person's name and address can be obtained from an official public tax roll, it is still improper and a potential or actual violation of law for the Town to disclose the name and address of any person in reply to a FOIL request (though there are exceptions as well). Therefore, to inform the public and provide guidance to the RAO and others concerning the PPPL and personal privacy laws, the following protection and redaction rules are implemented as part of this local law:

1. For purposes of this policy "personal information" means any information concerning a natural person, as opposed for instance to a corporate entity, which, because of name, number, symbol, mark, or other identifier, can be used to identify that natural person. To prevent an unwarranted invasion of personal privacy the RAO and all Town officers and employees shall observe guidelines for the non-disclosure or redaction of identifying details from specified records

- according to rules promulgated by the New York State Committee on Open Government, or as otherwise required by law.
2. In the absence of specific guidelines for a particular situation, personal information and identifying details shall not be disclosed, or shall be redacted and made unreadable and nonrecoverable, whenever such disclosure may constitute an unwarranted invasion of personal privacy. In addition to FOIL exemptions, this shall include the following:
 - a. Disclosure of employment, medical or credit histories or personal references of employees and applicants for employment.
 - b. Any person's social security number or any significant portion thereof.
 - c. Disclosure of items involving the medical or personal records of any person or employee, including any medical facility records or medically-related records, including without limitations workers' compensation records, disability records, records pertaining to disability accommodations, and other medical records protected by HIPAA (the Health Insurance Portability and Accountability Act of 1996, as now codified or hereafter amended).
 - d. Disclosure of lists of names and addresses if such lists would be used for commercial or fund-raising purposes.
 - e. Disclosure of information of a personal nature when disclosure would result in economic or personal hardship to the subject person and such information is not relevant to the work of the agency or person requesting or maintaining such records.
 - f. Disclosure of information of a personal nature reported in confidence to an agency and not relevant to the ordinary work of such agency.
 3. The non-disclosure or redaction rules stated above shall not apply when the records are actually redacted, when the person to whom a record pertains consents in writing to disclosure, or when a person, upon presenting reasonable proof of identify, seeks their own records, or when otherwise required by law.
 4. Voicemail, email, computers, computer networks, digital media and storage and transfer devices, computer files, software programs, and all communications created on, received by, stored on or transmitted through those systems are the sole and exclusive property of the Town. Records, data, files, software, and all electronic communications contained in these systems likewise are the property of the Town. These systems and their contents are subject to inspection, examination and monitoring by authorized Town officers and personnel (or authorized third-party contractors) at any time and without notice. The authorized personnel are the Town Supervisor, the in-house IT, Clerk and Deputy Town Clerk, and any of their designees as indicated by a written document bearing their original signature(s). No organic data or metadata shall be supplied in any native format unless it is cleared of any personal information.
 5. Town officers and employees are advised that the computers, computer networks, email systems, telephone systems (including voicemail), and other electronic communications systems (and all communications created on, received by, stored on or transmitted through those systems) are the sole and exclusive property of the Town and that there is and should not be any expectation of privacy regarding any such documents, records, or communications. Passwords are only intended to

prevent unauthorized access to email, computer files, or voicemail, but the town reserves the right to allow authorized persons to access messages and files on the Town-owned systems or telephones at any time, and all employees must supply their current passwords to the Town Supervisor, who shall keep the same secured from third party review or capture.

6. The collection of information through Town websites, servers, and telephones, and similar devices used by the public and by the Town are further subject to the provisions of the Internet Security and Privacy Act. Participation in an online transaction resulting in the disclosure of personal information to the Town by the user, whether solicited or unsolicited, constitutes consent to the collection and disclosure of such information by the Town for the purposes reasonably ascertainable from the nature and terms of the transaction. None-the-less, if any such personal information is the subject of a FOIL request, the above-noted rules of non- disclosure or redaction shall apply unless such disclosure is:
 - a. Necessary to perform the statutory duties of the Town, or necessary for the Town to operate a program authorized by law, or authorized by state or federal statute or regulation.
 - b. Made pursuant to a court order or otherwise compelled by law.
 - c. For the purpose of validating the identity of the user.
 - d. Of information to be used solely for statistical purposes that is in a form that cannot be used to identify any particular person.
7. While Town officers and employees are prohibited from misusing or improperly disclosing personal information, these policies shall not provide any claim or cause of action should improper disclosure occur, and the information provided in this privacy policy should not be construed as giving business, legal, or other advice, or warranting that the Town's systems are fail proof, or that all information provided through the Town's website or hosted on any Town servers or media are not subject to being improperly accessed by any person. Town officers and employees and the public are warned that the Town utilizes telephonic and facsimile transmissions and email and web based correspondences in the provision of municipal services, and these are each and all digital forms of communication that carry unique risks, including, but not limited to, the accidental, unlawful, or improper interception thereof by unintended recipients and the transmission of viruses, malware, and other deleterious codes.

Section 6. Lost, Missing, or Destroyed Records

Upon any failure to locate any requested records the RAO shall either certify that the Town of Schroon is not the custodian for such records, that the records of which the Town of Schroon is a custodian cannot be found after a reasonably diligent search, or that the records requested have been destroyed pursuant to NYS Archives and related rules regarding document retention schedules and document destruction.

Section 7. Location for Production of Records

Records shall be available for public inspection at the Office of the Town Clerk during regular office hours.

Section 8. Fees and Copies

A. Upon receipt of a request for copies of records the RAO shall make such copies available upon payment of established fees set in accordance with this local law and the requirements of FOIL.

B. Original Town records may not be removed from Town buildings under or in relation to this local law, except by or under the supervision of the RAO for purposes of compliance herewith, such as to make copies.

C. There shall be no fee charged for inspections of records, searches for records or for any general administrative costs, or for any certifications required under this local law or FOIL unless authorized by law. Nor may any fee be charged for an appeal.

D. The Town Board may by resolution update and provide for additional fees for photocopying and related goods and service costs incurred under or in relation to requests submitted under this local law and FOIL, including the provisions of this Section 8 (the 'Fee Schedule'); however, such Fee Schedule shall not charge any costs or expenses prohibited by FOIL or other requirements of New York law. Unless otherwise governed by applicable law or by any updated Fee Schedule hereafter adopted, fees shall be charged at a rate of \$0.25 per page for photocopies not exceeding 9 by 14 inches. The actual cost for copying other records, such as electronic records, may be charged as follows:

1. A reasonable per page rate for oversized paper of not less than \$0.25 per page, and not greater than \$1.00 per page or the actual costs of reproduction per page, unless the document must be sent to an outside agency for reproduction.
2. An amount equal to the hourly pay attributed to the lowest paid employee who has the necessary skill required to prepare a copy of the requested record, including the cost of redaction or preparing copies with confidential or other nondisclosed matters protected or removed, except that no fee shall be charged unless at least two hours of an employee's time is needed to prepare the copy;
3. The actual cost of the storage devices or media (such as a computer disk) provided to the person making the request. If the requester provides its own media, then there shall be no charge.
4. If information or reproduction technology equipment is inadequate to prepare a copy of the record, or if the Town for some other reason is unable to prepare a copy of the record itself, the actual cost to the Town of engaging an outside professional or service company to prepare a copy.
5. However, no amount may be charged for an employee's time or for use of an outside professional or service company unless the requester is informed of the fee and its estimated cost in advance. If the requester rejects such amount the requester may still examine such record(s) but may not require a copy at such time.

E. The foregoing provisions regarding fees and copying expenses do not apply when a different fee is otherwise prescribed by FOIL or any applicable statute.

Section 9. Appeals

A. The Town Supervisor is hereby designated as the person who shall determine appeals regarding denial of access to records, as well as any other appeals under FOIL and this local law, and such appeals shall be delivered to the following mail or electronic addresses:

- 1 By mail addressed to Town Supervisor, Town of Schroon, Meg Wood
- 2 By email to the address posted on any FOIL notices and bulletins posted upon the Town Clerk's official signboard, as updated or amended from time-to-time. B. All

appeals shall be filed within 30 days of the date of any reply denying a FOIL request in whole or in part, or within 30 days of any other event giving rise to an appeal.

- c. A written appeal shall state the following:
- 1 The date of the appeal, the date of the request for records, and the date of any denial of records or other applicable date or time that gives rise to the appeal.
 - 2 The specific requests denied and the records to which the requester was seeking access.
 - 3 So far as known, the reasons for the denial of access to the requested records, including whether the denial was in writing or due to the failure to provide records promptly.
 - 4 The name and return address of the requester.

D. The time for deciding an appeal shall commence upon receipt of a written appeal that meets the above informational guidelines, and the determination upon the appeal shall be provided to the appellant-requester within 10 business days of receipt of an appeal. A failure to determine an appeal within 10 business days of its receipt by granting access to the records sought or by fully explaining the reasons for any further denial in writing shall constitute a denial of the appeal.

E. A copy of every appeal or determination upon appeal shall be filed with the New York State Committee on Open Government as required by FOIL.

Section 10. Public Notice

- A. A notice containing the title or name and business address of each RAO and each appeals person or body, and the location where records can be seen, shall be posted in the Town Clerk's Office in accord with FOIL.
- B. Such notice shall also be posted upon the Town's website and the Town Clerk's official signboard, and such online posting shall further state or include the times and places that public records are available for inspection, information on how to request records in person, by mail, or by email, and a link to the website of the New York State Committee on Open Government.

Section 11. Construction

By listing references to and rules and exceptions to FOIL production and disclosure in this local law the Town is seeking only to provide an informative process for the public. In all such cases actual reference to FOIL is required for the exact wording of the law, including updates or amendments to the New York State Public Officers Law. When required by law, the terms and requirements of FOIL as to document disclosure exemptions and exceptions and reproduction and copying fees shall be controlling, and the terms of this local law shall yield when in conflict therewith.

Section 12. Severability

If any provision hereof, or the application thereof to any person or circumstance, is adjudged invalid by a court or tribunal of competent jurisdiction, such provision shall be deemed severed and any such judgment shall not affect or impair the validity of the other provisions of this local law (which shall remain in force and effect) or the application hereof to other persons and circumstances.

Section 13. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State of New York.

BE IT FURTHER RESOLVED that the Town Board of the Town of Schroon did hold and conduct a public hearing on the foregoing proposed local law on the 9th day of September, 2024 at 5:45 p.m. in the forenoon of that day to hear any and all person concerning the same; and

This resolution was duly seconded by Councilperson Welch a roll-call vote as follows:

Vote

Supervisor Wood	<u>Aye</u>
Councilperson Donaldson	<u>Aye</u>
Councilperson Gero	<u>Aye</u>
Councilperson Miller	<u>Aye</u>
Councilperson Donaldson	<u>Aye</u>

REQUEST TO APPROVE CLOSURE OF DOCK STREET AND TOWN BOAT LAUNCH

RESOLUTION # 185 -2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve the closure of Dock St from the Leland corner to Stewart’s parking lot as well as the Town of Schroon Boat launch from 7:00 AM to 3:00 PM, to include the boat trailer parking area on Saturday October 19, 2024, with a rain date of October 20th, 2024 for the Fall Festival and Car Show.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the closure of Dock St from the Leland corner to Stewart’s parking lot as well as the Town of Schroon Boat launch from 7:00 AM to 3:00 PM, to include the boat trailer parking area on Saturday October 19, 2024, with a rain date of October 20th, 2024 for the Fall Festival and Car Show.

DULY ADOPTED SEPTEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE BIDS FOR SURPLUS

RESOLUTION # 186 -2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the awards of successful bidders of the surplus auction

<u>Name:</u>	<u>Item:</u>	<u>Price:</u>
Mike Marnell	1982 Davey Air Compressor	\$300.00
Mike Marnell	1974 Ford Tanker	\$975.00
Mike Marnell	6x24 Dock	\$125.00
Mike Marnell	Toro Sprayer	\$700.00
Ronnie Howe	Central Boiler	\$40.00
Ronnie Howe	Sweepster Frame and Drum	\$25.00
Ronnie Howe	1984 Trailer	\$300.00
Ronnie Howe	Woods Brush Hog	\$50.00
Dustin Deyette	Pirate Ship	\$300.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the award of surplus bids as follows

Mike Marnell	1982 Davey Air Compressor	\$300.00
Mike Marnell	1974 Ford Tanker	\$975.00
Mike Marnell	6x24 Dock	\$125.00
Mike Marnell	Toro Sprayer	\$700.00
Ronnie Howe	Central Boiler	\$40.00
Ronnie Howe	Sweepster Frame and Drum	\$25.00
Ronnie Howe	1984 Trailer	\$300.00
Ronnie Howe	Woods Brush Hog	\$50.00
Dustin Deyette	Pirate Ship	\$300.00

DULY ADOPTED DATE, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

**RESOLUTION AUTHORIZING SETTLEMENT OF
PROPERTY ASSESSMENT CASE
FILED BY ADIRONDACK MAPLE FARMS 1965, LLC**

RESOLUTION NO.: 187-2024

INTRODUCED BY: Donaldson
WHO MOVED ITS ADOPTION

SECONDED BY: Gero

WHEREAS, Adirondack Maple Farms 1965, LLC (“Petitioner”), filed an Article 7 Real Property Assessment Review case against the Town challenging the 2023 assessment on real property located at 12 Jacob Way and identified as Tax Map Parcel #156.12-3-20.000; and

WHEREAS, it appears to be in the best interests of the Town to avoid the significant costs that would result if the litigation continues and goes to trial; and

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board hereby approves the proposed settlement of the tax assessment case filed by Adirondack Maple Farms 1965, LLC for assessment roll 2023 as follows:

- 1) The assessed value on the 2023 assessment roll shall not be reduced and the Proceeding shall be discontinued; and
- 2) Section 727 of the Real Property Tax Law will apply, fixing the assessment for Tax Map Parcel #156.12-3-20.000 at \$970,000 for the 2024, 2025 and 2026 assessment rolls unless the property is further improved or the assessment is subject to some other exception under Section 727, however the assessment shall survive any town-wide or property class revaluation for these assessment

rolls.

BE IT FURTHER, RESOLVED, that approval of this Settlement Agreement is contingent upon Town Counsel's review and approval of the Stipulation of Settlement and Order to be similar in form as that attached hereto; and

BE IT FURTHER, RESOLVED, that the Town Board further authorizes and directs the Town Supervisor, Chairperson of the Board of Assessors, the Town Clerk and/or Town Counsel to execute settlement documents and take any additional steps necessary to effectuate the proposed settlement in accordance with the terms of this Resolution.

Duly adopted this 9 day of September, 2024, by the following vote:

AYES : 5

NOES : 0

ABSENT : 0

SUPREME COURT OF THE STATE OF NEW YORK
COUNTY OF ESSEX

In the matter of the Application for a Review Under Article 7 of the Real Property Tax Law of the Tax Assessment of Adirondack Maple Farms 1965, LLC, 12 Jacob Way, Town of Schroon, County of Essex, New York (Tax Map # 156.12-3-20.000),

Petitioner,

- against -

The Assessor of the Town of Schroon, County of Essex, New York, and the Board of Assessment Review for the Town of Schroon,

Respondents.

**STIPULATION OF
SETTLEMENT AND
ORDER**

Index No.: CV23-0347

Hon. Allison M. McGahay

The above named Petitioner having duly brought this Real Property Tax Law (“RPTL”) Article 7 proceeding to review the tax assessment made against premises owned by the Petitioner, Adirondack Maple Farms 1965, LLC, located at 12 Jacob Way, in the Town of Schroon, County of Essex, State of New York and also identified as Tax Map No.: 156.12-3-20.000 (the “Property”) for the assessment year 2023 and being the real property previously mentioned and more fully described in the Verified Petition made and filed with the Essex County Clerk’s Office, and the Petitioner having appeared by Lemery Greisler, LLC, Peter M. Damin, Esq.; and the Respondents, The Assessor of the Town of Schroon, County of Essex, New York, and the Board of Assessment Review for the Town of Schroon (collectively the “Respondents”), having appeared by Miller, Mannix, Schachner & Hafner, LLC, Jacquelyn P. White, Esq.; and

NOW, IT IS HEREBY STIPULATED AND AGREED, by and between the Petitioner and Respondents, through their respective attorneys of record that:

1. The 2023 final assessment of the Property be and hereby is directed and ordered to be corrected by the Assessor for the Town of Schroon, as follows: the classification of the Property is to be changed from a “210 1 Family Residential Waterfront” to a “260 Seasonal Residence – Waterfront.” Additionally, the assessment information for the Property be and hereby is directed and ordered to be corrected by the Assessor for the Town of Schroon, as follows: the Basement Type for the Property is to be changed from “Full” to “Slab/Pier.”

2. There shall be no reduction in the assessed value for the year 2023, and no refunds or credits shall be issued for the 2023 final assessment roll.

3. The Town of Schroon, having custody of the assessment roll for the Town of Schroon, County of Essex, for the year 2023, shall forthwith correct and revise the assessment information listed for the Property and shall make the necessary entries regarding the assessment of the Property, to reflect the corrected, final assessment for the 2023 tax assessment roll, as set forth above.

5. The Petitioner and the Respondents hereby stipulate and agree that the Property shall have an assessed valuation of \$970,000.00 for the next three (3) succeeding assessment rolls prepared for the Town of Schroon, County of Essex, which shall be the final assessment rolls for years 2024, 2025 and 2026.

6. The Petitioner and the Respondents hereby stipulate and agree that the following events or occurrences shall not create an exception, alter, or change the Property’s stipulated assessed valuation of \$970,000.00 for 2024, 2025 and 2026:

- (a) where there is a revaluation or update of all real property on the assessment roll; or

(b) where there is a revaluation or update in a special assessing unit of all real property of the same class.

6. Subject to the approval of the Court, the above-entitled Article 7 Proceeding be and is hereby settled, compromised and discontinued on the merits, with prejudice, subject to all the terms and conditions set forth herein, without costs or disbursements awarded to or against the Petitioner and the Respondents, which terms and conditions shall survive the settlement, compromise and discontinuance of this Article 7 Proceeding.

5. The undersigned attorneys for the Petitioner and the Respondents are authorized to bind the Petitioner and the Respondents to all the terms and conditions contained herein. The undersigned attorney for the Respondents, hereby represents that the board of the Respondents have granted their approval to enter into and be bound by the terms of this Stipulation of Settlement and Order.

6. This Stipulation of Settlement and Order shall be binding upon and inure to the benefit of the Petitioner and the Respondents hereto, as well as their respective successors and assigns.

7. This Stipulation of Settlement and Order may be signed in counterparts together which shall constitute one original agreement. Facsimile or electronic signatures shall be deemed as originals.

Dated: September __, 2024

Dated: September __, 2024

LEMERY GREISLER LLC

MILLER, MANNIX, SCHACHNER &
HAFNER, LLC

Peter M. Damin, Esq.
Attorneys for Petitioner

Jacquelyn P. White, Esq.
Attorneys for Respondents

Schroon Lake Town Board Meeting
Held at the Schroon Lake Town Hall

September 9, 2024
6:00PM

677 Broadway, 8th Floor
Albany, New York 12207
(518) 433-8800

15 West Notre Dame Street
Glens Falls, New York 12801
(518) 793-6611

ORDER

Based on the annexed Stipulation of Settlement, executed by the Petitioner and Respondents,
it is hereby:

ORDERED, ADJUDGED and DECREED that the annexed Stipulation of Settlement signed by the attorneys of record for Petitioner, Adirondack Maple Farms 1965, LLC, and Respondents, The Assessor of the Town of Schroon, County of Essex, New York, and the Board of Assessment Review for the Town of Schroon, be and hereby is approved and adopted, in its entirety by this Court, and be and hereby is incorporated by reference herein as the Final Order and Judgment of this Court, as if set forth herein again at length.

IT IS SO ORDERED and ADJUDGED.

Signed this ____ day of _____, 2024 at Elizabethtown, New York.

Honorable Allison M. McGahay
Supreme Court Justice

REQUEST TO APPROVE JESSICA BOTTERBUSCH TO WORK THE RABIES CLINIC ON 10/30/24

RESOLUTION # 188-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Wood

WHEREAS, the Town of Schroon seeks to approve Jessica Botterbusch to work the rabies clinic on Oct. 30th 2024 at a rate of \$15.00/ hour.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Jessica Botterbusch to work the rabies clinic on Oct. 30th 2024 at a rate of \$15.00/ hour.

DULY ADOPTED SEPTEMBER 9TH, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

Resolution No. 189-2024

Regular Board Meeting

RESOLUTION INTRODUCING PROPOSED LOCAL LAW NO.3 OF 2024 ENTITLED “A LOCAL LAW TO OVERRIDE THE TAX LEVY LIMIT ESTABLISHED IN GENERAL MUNICIPAL LAW §3-C”

The following resolution was offered by Councilperson Donaldson, who moved its adoption.

Upon the passage of a motion to consider from the floor, and the same appearing proper and necessary.

BE IT RESOLVED that the Town of Schroon, Town Board hereby introduces proposed Local Law No. 3 of 2024 entitled “A Local Law To Override the Tax Levy Limit Established in General Municipal Law §3-c,” reading and provided as follows:

“TOWN OF SCHROON LOCAL LAW No. 3 OF 2024”

A Local Law To Override the Tax Levy Limit Established in General Municipal Law §3-c.

BE IT ENACTED, by the Town of Schroon Town Board as follows:

Section 1. Legislative Intent.

It is the intent of this local law to override the limit on the amount of real property taxes that may be levied by the Town of Schroon pursuant to General Municipal Law §3-c, and to allow the Town of Schroon to adopt a budget for the fiscal year 2024 that requires a real property tax levy in excess of “tax levy limit” as defined by General Municipal Law §3-c.

Section 2. Authority.

This local law is adopted pursuant to subdivision 5 of General Municipal Law §3-c, which expressly authorizes the Town Board to override the tax levy limit by the adoption of a local law approved by vote of sixty percent (60%) of the Town Board.

Section 3. Tax Levy Limit Override - Budget Authorization.

The Town Board of the Town of Schroon hereby overrides the tax levy limit for the Town of Schroon for 2024 and authorizes the Town of Schroon, after completing all required procedures for the adoption of a budget, to adopt a budget for 2024 that requires a tax levy

that is greater than the tax levy limit calculated for 2024 pursuant to §3-c of the General Municipal Law.

Section 4. Severability.

If any clause, sentence, paragraph, subdivision, or part of this Local Law or the application thereof to any person, firm or corporation, or circumstance, shall be adjusted by any court of competent jurisdiction to be invalid or unconstitutional, such order or judgement shall not affect, impair, or invalidate the remainder thereof, but shall be confined in its operation to the clause, sentence, paragraph, subdivision, or part of this local law or in its application to the person, individual, form or corporation, or circumstance, directly involved in the controversy in which such judgement or order shall be rendered.

Section 5. Effective Date

This local law shall take effect immediately upon filing with the Secretary of State.

BE IT FURTHER RESOLVED that the Town Board of the Town of Schroon shall hold and conduct a public hearing on the foregoing proposed local law on the 7th day of November, 2024, at 5:45 p.m. in the forenoon of that day, to hear any and all persons concerning the same; and

BE IT FURTHER RESOLVED that the Clerk of the Town of Schroon will publish a notice of such hearing in the designated Town newspaper at least five days prior to said hearing.

This resolution was duly seconded by Supervisor Wood, and adopted upon a roll call vote as follows:

Councilperson Welch

Councilperson Gero

Councilperson Donaldson

Councilperson Miller

Supervisor Wood

DISCUSSION: ESSEX COUNTY HAS AWARDED A CONTRACT TO BARTON & LOGUICE DPC FOR THE PREPARATION OF AN UPDATED LOCAL SOLID WASTE MANAGEMENT PLAN

Supervisor Wood stated; this is just to keep everyone update the county has finally received a bid for their Solid Waste Management. One of the reasons this has been difficult is that Essex and Hamilton County are totally within the Adirondack Park, which means that we cannot bury our solid waste, it has to be trucked out of the park. Ours goes to Franklin County and eventually Franklin County will be full and unable to receive any more, when that day comes, we will have a big problem on our hands. Franklin County also takes our sludge from our sewer plant as well.

DISCUSSION: TOWN HALL RAILING SPECIFICATIONS

Supervisor Wood stated: We have to re-do the railings here at the back of the town hall. Ethan Thompson has looked into this and got us some quotes to look at. They are not cheap.

Quotes 1: \$7,099.45

Does not include on site measuring, templates, installation, on-site fabrication and painting

Quote 2: \$18,975.00

Does not include installation

Quote 3: \$21,445.00

Does not include installation

Quote 4: \$22,500.00

Supervisor Wood stated; this came about because the railing at the back of the building were damaged when a vehicle struck the railings. They now need to be replaced.

DISCUSSION: HIGHWAY HOSE REEL

Supervisor Wood stated; this was more information just to get this on everyone's radar, this is an item that the Highway thinks they can use. It is a hose reel; it will help prolong the life of our hoses. Highway wants the board to look into.

Ethan Thompson stated; and I spoke to Chris Stone, because this item would be affixed to the building, this would come out of general fund. These items are not readily available, and they are made to order. So, it could be up to a 4-to-6-week lead time.

DISCUSSION: ILLEGAL ATV USE ON FLEMING POND RD

Supervisor Wood stated; we have had a complaint about illegal and late-night traffic from ATV's on Fleming Pond Rd. Apparently the ATV's drive through at all hours of the night, they are loud, they also leave trash behind. I asked Joe to get a hold of our local snow mobile club to see what their recommendation are. Also, we need to figure out how many miles this issue encompasses and if we put up signs, how often would we need signs. Fleming Pond is a public road, and ATV's are not allowed on public roads, the problem is enforcement. The troopers are here more often, I am hopeful that this will help.

Councilperson Welch stated; does the snowmobile trail use Fleming Pond?

Ethan Thompson stated; yes, it does.

Councilperson Donaldson stated; are they on Letsonville rd. too?

Ethan Thompson stated; oh yes, they are.

Councilperson Donaldson stated; I think they are driving up to the brewery.

Councilperson Gero stated; Meg and I have reached out to the State Police as well as the DEC. We talked with DEC about a year ago regarding this issue, they assured us they would look into it but like anything else, it is a man power issue.

Councilperson Welch stated; ATV's are not allowed on the snowmobile trail.

Councilperson Gero stated; I don't know if the folks complaining have reached out to law enforcement, but keep trying, keep reaching out to them, become a thorn in their side. Be persistent.

Supervisor Wood stated; Last but not least I wanted to thank the Town Crew, as well as the Chamber of Commerce for another successful Labor Day! Thank you to all our EMS members and all our community members who helped make this possible.

ADOURN MEETING AT 7:13 PM

INTRODUCED BY: Councilperson Gero

SECONDED BY: Councilperson Donaldson

With no further business, this meeting was adjourned at 7:13 PM, carried unanimously

Respectfully Submitted by

Erica Hedden

Town Clerk