

Present:

Town Supervisor: Meg Wood

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

Town Clerk: Erica Hedden

Wastewater Superintendent: Brian Ritching

Highway Superintendent: Joe Flores

Also Present: Albert May, Lynette Colden, Sue Palisano

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

Public Participation: None

REQUEST TO APPROVE MINUTES OF SEPTEMBER 9, 11, 17, 25 of 2024

RESOLUTION # 194-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve Town Clerk meeting minutes of September 9, 11, 17, 25 of 2024.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Town Clerk meeting minutes of September 9, 11, 17, 25 of 2024.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE VOUCHERS

RESOLUTION # 195-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve vouchers

Post Audit Highway: \$2,786.40 Post Audit Water: \$8,396.30 Post Audit Sewer: \$19,188.11

Post Audit General: \$ 93,648.55

Highway: \$211,161.64 Water: \$10,223.92 Sewer: \$15,533.08 CDBG: \$184.84

General: \$204,836.20

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves vouchers

Post Audit Highway: \$2,786.40 Post Audit Water: \$8,396.30 Post Audit Sewer: \$19,188.11

Post Audit General: \$ 93,648.55

Highway: \$211,462.58 Water: \$10,223.92 Sewer: \$15,533.08 CDBG: \$184.84

General: \$205,208.48

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE ANNUAL PAYMENT TO ADIRONDACK LOCAL GOVERNMENT REVIEW BOARD

RESOLUTION #196-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve the annual payment of \$300.00 to the Adirondack Local Government Review Board.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the annual payment of \$300.00 to the Adirondack Local Government Review Board.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE 2025 MOUNTAIN MEDICAL CONTRACT

RESOLUTION #197-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve the 2025 contract with Mountain Medical Services for standard medical testing.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the 2025 contract with Mountain Medical Services for standard medical testing.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE 2025 MEMBERSHIP DUES FOR NYSAC, \$1,200.00

RESOLUTION #198-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve 2025 memberships dues for NYSAC \$1,200.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves 2025 memberships dues for NYSAC \$1,200.00

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE WATER UNIT REDUCTION FOR 146.16-2-9.000

RESOLUTION #199-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Water Department seeks to approve a water unit reduction from 1.00 unit to .50 unit. Property owned by John & Susan Kelly, at 16 Club House Dr, Tax map # 146.16-2-9.000 is vacant. Vacant land is charged .50 Unit per Water Department Rules and Regs

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the reduction in water units from 1.00 to .50 for TM# 146.16-2-9.000.

DULY ADOPTED DATE, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE WATER UNIT REDUCTION FOR 146.20-2-19.000

RESOLUTION #200-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Water Department seeks to approve a water unit reduction from 1.50 unit to .50 unit. Property owned by Robert and Judith Keute, at 1390 Charley Hill rd., Tax map # 146.20-2-19.000 has a garage that is serviced with water, but no dwelling. Unimproved parcels are charged .50 Unit per Water Department Rules and Regs.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the reduction in water units from 1.00 to .50 for TM# 146.16-2-9.000.

DULY ADOPTED DATE, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE WATER UNIT REDUCTION FOR 147.45-1-39.000

RESOLUTION #201 -2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Water Department seeks to approve a water unit reduction from 1.00 unit to .50 unit. Property owned by Matthew McVoy, at 32 Center St. Tax map # 147.45-1-39.000 is a vacant property. Unimproved parcels are charged .50 Unit per Water Department Rules and Regs.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the reduction in water units from 1.00 to .50 for TM# 147.45-1-39.000.

DULY ADOPTED DATE, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE WATER UNIT INCREASE FOR 147.45-1-38.000

RESOLUTION #202-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Water Department seeks to approve a water unit increase from .50 unit to 1.00 unit for property owned by Hilda Mercado, at 30 Center St, Tax map # 147.45-1-38.000 is a Single-Family Dwelling. Single Family Dwelling parcels are charged 1.00 Unit per Water Department Rules and Regs.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the increase in water units from .50 to 1.00 for TM# 147.45-1-38.000.

DULY ADOPTED DATE, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE 2024 BEACH MANAGEMENT CONTRACT

RESOLUTION # 203-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve 2024 Beach Management Contract payment to Jeanine Melville for \$4,000.000

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves 2024 Beach Management Contract payment to Jeanine Melville for \$4,000.000

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE ADJUSTMENT TO INDIVIDUAL HEALTH INSURANCE LIFETIME ACCOUNT

RESOLUTION # 204-2024

INTRODUCED BY: Supervisor Wood

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to approve the 2023 insurance claim of \$4,591.37 for Susan Drescher to be deducted from Lifetime benefit card amount of \$ 12,400.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the 2023 insurance claim of \$4,591.37 for Susan Drescher to be deducted from Lifetime benefit card amount of \$ 12,400.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE REPAIRS TO WASTEWATER DEPARTMENT BOILER - TABLED

REQUEST TO APPROVE BUILDING AND CODES 3RD QUARTER REPORT

RESOLUTION # 205-2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Building and Codes Department seeks to approve the Building and Codes 3rd Quarter 2024 report.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the Building and Codes 3rd Quarter 2024 report.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE PURCHASE OF 2024 JOHN DEERE PALADIN BROOM

RESOLUTION # 206-2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Highway Department seeks to approve the purchase of a 2024 John Deere Paladin Broom for \$8,235.71.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the purchase of a 2024 John Deere Paladin Broom for \$8,235.71.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 4 **NAYS:** 0

AYES: Councilpersons Donaldson, Miller, Welch, Supervisor Wood

ABSTAINED: Councilperson Gero

REQUEST TO APPROVE NEW CREDIT CARD POLICY AND PROCUREMENT OF CREDIT CARD

RESOLUTION # 207-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve the credit card policy and procurement of a Credit Card per the Town of Schroon Credit Card policy

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the credit card policy and procurement of a Credit Card per the Town of Schroon Credit Card policy

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

Town Credit Card

Obtain one (1) credit card through Glens Falls National Bank.

Card to be held by the Supervisor/Clerk to the Supervisor and kept in the walk-in safe. Card will not be given to any employee or person.

Ordering will only be done by the head of each department or someone assigned by the department head. When requested, orders may also be placed by the Clerk to the Supervisor.

Credit card is to be used to purchase items (or specialty services) found at retailers (i.e. Amazon) other than store accounts currently held by the Town.

A tax-exempt account in the Town’s name and tax-exempt sub-accounts for each department will be created by the Clerk to the Supervisor ONLY. This will ensure that each department is able to log-in and shop for their department only and that purchases are separated by departments. Accounts will have the payment information already entered so each department head will only be able to see the last few digits of the credit card and they will not be given the security code. If orders require the security code, the Clerk to the Supervisor will log-in and enter the necessary information.

ALL PURCHASES ARE SUBJECT TO FOLLOWING THE TOWN’S PROCUREMENT POLICY AND PROCEDURES.

Accounts will be set up with the clerk-supervisor@schroon.net email so the clerk is aware of all purchases being made.

It is the responsibility of department head to let the Clerk to the Supervisor know when an order has been placed and delivered or if items were not delivered, orders cancelled or items returned.

To ensure that the Town is not billed interest all monthly invoices will be paid via a Post Audit check from each purchasing department.

REQUEST TO APPROVE ALTERATION TO FIRE DEPARTMENTS WATER BILL

RESOLUTION # 208-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Supervisor Wood

WHEREAS, the Town of Schroon seeks to approve alteration of the Fire Departments 4th quarter, 2024 water bill to charge the minimum flat amount for this quarter until the malfunction can be corrected. It has been determined that the meter

was being inaccurately read for an unknown length of time. The mistake has been identified and generated a \$49,603.48 charge from all the missed meter readings.

WHEREAS, The Town of Schroon is unable to determine when the error occurred, and due to this, will not be charging the Fire Department back owed water usages fees.

WHEREAS, The Fire Department will be required to replace their water meter registers to a radio frequency meter, to ensure more accurate readings in the future.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the alteration of the Fire Departments water bill for the 4th quarter of 2024, to reflect minimum charge only until the proper corrections can be made to their water meter.

DULY ADOPTED OCTOBER 17, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

DISCUSSION: BAY ROAD

Supervisor Wood stated; we have spoken to a resident of Bay Rd who put in a request that the Town of Schroon take over Bay rd. Our highway superintendent gave the resident the requirements that must be met before a Town can take over a private road. The road must meet town specs before we can assume ownership. The cost of bringing the road up to town specs is not the towns responsibility, it is the owners that live on the road or whoever has ownership of the roads responsibility to bring it up to modern town codes, then the town can take the road. If the resident or residents would like to bring the road up to town specs, then this is something we can discuss further.

DISCUSSION: AED INSTALLATION(S)

Supervisor Wood stated; we are still working on a plan to address the AED request. We are going to speak to a couple local businesses in town to see if they would be willing to house these AED's.

DISCUSSION: TOWN HALL REAR RAILING SPECIFICATIONS

Supervisor Wood stated; we are not going to do anything with the railing out back until 2025. It's too late in the season to get that project going now.

DISCUSSION: OPERATION GREEN LIGHT

Supervisor Wood stated, Operation Green light is a request for folks to illuminate their outdoor lighting with green lights to support out veterans. The town hall will look into getting green lights to use for our outdoor lights to support this cause.

DISCUSSION: COMPREHENSIVE PLAN HEARING DATE

Supervisor Wood stated; at this point, I do not have an update.

Councilperson Gero stated; one last thing I wanted to thank Ethan Thompson and Joe Flores for all their help with the prep and demolition of the sidewalk work. They saved us a ton of money. Also, a shoutout to Luck Brothers, they were really great to work with, very professional. Excellent crew and they did an outstanding job.

ADOURN MEETING AT 7:04PM

INTRODUCED BY: Supervisor Wood

SECONDED BY: Councilperson Gero

With no further business, this meeting was adjourned at 7:04 PM, carried unanimously

Respectfully Submitted by

Erica Hedden

Town Clerk