

Present:

Town Supervisor: Meg Wood

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

Town Clerk: Erica Hedden

Chief Waste Water Operator Brian Ritching

Also Present: Dylan Thisse, Albert may, Ethan Thompson, Fran Mahler

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

Dylan Thisse from Wright Pierce made a presentation regarding Asset Management.

REQUEST TO ACCEPT TOWN CLERK MINUTES

RESOLUTION # 227-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to accept Town Clerk minutes of 10/9/24, 10/15/24, 10/22/24, 10/23/24, 10/29/24, 10/30/2024 and 11/7/2024

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accept Town Clerk minutes of 10/9/24, 10/15/24, 10/22/24, 10/23/24, 10/29/24, 10/30/2024 and 11/7/2024

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE VOUCHERS

RESOLUTION # 228-2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve vouchers of

General: \$ 34,964.42 Highway: \$ 36,893.60 Sewer: \$ 5,159.21 Water: \$ 12,827.46

Post Audits - General: \$ 99,489.73 Highway: \$ 275.00 Sewer: \$ 572.41 Water: \$ 3,147.35

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves vouchers of

General: \$ 34,964.42 Highway: \$ 36,893.60 Sewer: \$ 5,159.21 Water: \$ 12,827.46
Post Audits - General: \$ 99,489.73 Highway: \$ 275.00 Sewer: \$ 572.41 Water: \$ 3,147.35
DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE JOB TITLE CHANGE FROM MEO TO HEO FOR STEVE VINCIGUERRA
RESOLUTION # 229-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve job description change from MEO to HEO for Steve Vinciguerra effective 12/09/2024. Job title is a Grade 5, at a rate of \$22.73/hour.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves a job description change from MEO to HEO for Steve Vinciguerra effective 12/09/2024. Job title is a Grade 5 at a rate of \$22.73/hour.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE INCENTIVE PAYMENT FOR HUNTER ALISON
RESOLUTION # 230-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve incentive payment, per hire agreement, of \$500.00 to Hunter Alison for completion of the Class C and Class 2B Water Operator licenses.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves incentive payment, per hire agreement, of \$500.00 to Hunter Alison for completion of the Class C and Class 2B Water Operator licenses.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE JOB TITLE CHANGE FOR HUNTER ALLISON

RESOLUTION # 231-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve job title change for Hunter Allison from Water and Wastewater Operator Trainee to Water and Wastewater Operator effective 11/22/2024 Grade 5, at a rate of \$25.61/hour

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the job title change for Hunter Allison from Water and Wastewater Operator Trainee to Water and Wastewater Operator effective 11/22/2024 Grade 5, at a rate of \$25.61/hour

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE ONE YEAR CONTRACT WITH BARKS AND RECREATION VETERINARY LLC

RESOLUTION # 232-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve a one-year contract with Barks and Recreations Veterinary LLC, effective 01/01/2025 for impoundment services required by NYS Agriculture & Markets and updated requirements, with an annual administration fee of \$2,500.00.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves a one-year contract with Barks and Recreations Veterinary LLC, effective 01/01/2025 for impoundment services required by NYS Agriculture & Markets and updated requirements, with an annual administration fee of \$2,500.00.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

Margaret C. Wood
Supervisor

Erica Hedden
Town Clerk

Joseph Flores
Supt. of Highways

TOWN OF SCHROON

**PO Box 578, 15 Leland Avenue
Schroon Lake, New York 12870**

"A Town of Recreational Beauty"



Email - supervisor@schroon.net

Office - (518) 532-7737

Fax - (518) 532-9474

Town Council

Lynn Donaldson

Richard Gero

Stephen Miller

Leanna Welch

**AGREEMENT BETWEEN THE
TOWN OF SCHROON
AND
BARKS RECREATION VETERINARY**

This **AGREEMENT** made as the 1st day of January, 2025 by and between the **Town of Schroon**, a municipal corporation organized and existing under the laws of the State of New York and having a principal place of business at 15 Leland Avenue, Schroon Lake, New York (hereinafter referred to as the "**Town**") and **Barks Recreation Veterinary**, a Limited Liability Partnership organized and existing under the laws of the State of New York and having a principal place of business at 270 Queensbury Avenue, Queensbury, New York acting through James Keller, D.V.M. (hereinafter called "**Veterinarian**").

WITNESSETH:

WHEREAS, in accordance with the New York State Agriculture and Markets Law Article 7 and/or Local Ordinance No. 1 of 2010, the Town of Schroon is authorized to seize dogs within the Town of Schroon that, among other things, run at large and/or cause physical harm to persons and damage to property; and

WHEREAS, the New York State Agriculture and Markets Law local ordinances states that unidentified dogs must be held for five (5) days; and

WHEREAS, the New York State Agriculture and Markets Law local ordinances states that where a dog is identified, meaning that it is wearing a Town of Schroon identification tag (license), the owner must be notified either in person or in writing that the dog has been impounded; and

WHEREAS, Barks Recreation Veterinary has offered to hold such dogs until they can be claimed by their owners or, after a mandatory five (5) day period, placed in an appropriate shelter; and

WHEREAS, Barks Recreation Veterinary has also offered to provide euthanasia and/or cremation services as necessary.

NOW, THEREFORE, for good and valuable consideration as set forth herein, the parties agree as follows:

1. All dogs seized by the Town of Schroon for violations of New York Agriculture and Markets Law Article 7 and/or Local Ordinance No 1 of 2020 shall be impounded at Barks Recreation Veterinary until each dog shall be claimed by its owner or, after a mandatory five (5) day period, placed with an appropriate shelter or humane society, euthanized or adopted by another owner. The Town Clerk in his/her discretion may authorize an additional time period for boarding in an attempt to find appropriate placement.
2. It shall be the Town of Schroon's responsibility to notify the owners of identified dogs that the dog has been impounded.
3. The Town agrees to pay Barks Recreation Veterinary euthanasia and/or cremation fees as set forth.
4. It is acknowledged that the boarding fee set forth is the boarding fee for a dog.
5. It is understood by the parties that this Agreement applies only to the dogs that were seized with and by the Town of Schroon. Nothing in this Agreement shall make the Town responsible for the euthanasia and/or cremation of dogs brought to Barks Recreation Veterinary from other municipalities and/or individuals.
6. Nor shall this Agreement make the Town responsible for the destruction of animal carcasses brought to Barks Recreation Veterinary from other municipalities and/or individuals.
7. It is understood and agreed that no dog held by Barks Recreation Veterinary pursuant to this Agreement may be released to its owner unless the owner presents a receipt evidencing payment of boarding fees and seizure fees to the Town Clerk's Office.
8. Barks Recreation Veterinary shall bill the Town quarterly for the services provided under this Agreement. Such bill shall include a reduction for any fees collected in accordance with Section 7 above.
9. This Agreement shall be for the calendar year 2025 and shall be renewed annually thereafter unless either party shall notify the other party of their desire not to renew.

NOW THEREFORE, be it agreed as follows:

The Veterinarian agrees to furnish services for the impoundment of lost or stray dogs according to the follow fee schedule:

Yearly Administrative Fee	\$2,500.00
Daily Impoundment Fee	\$55.00
Flea Treatment	\$10.00

[2]

Emergency Examination	\$180.00
Daily Hospitalization Rate (Sick - <i>medication is additional</i>)	\$50.00
Euthanasia and Transport	\$200.00
Cremation (depending on weight)	\$100.00 - \$200.00
Spay/Neuter	\$200.00
Rabies Vaccination	\$79.00

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals as follows with said agreement beginning January 1, 2025.

TOWN OF SCHROON

BARKS RECREATION VETERINARY

Meg Wood
Town of Schroon Supervisor

Jame Keller, D.V.M.

Date Signed

Date Signed

REQUEST TO APPROVE PROPOSED WATER AND WASTEWATER RATES EFECTIVE 01/01/2025

RESOLUTION # 233-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve proposed Water and Wastewater rates for 2025

Proposed Water rate increase of \$5.00 quarterly per unit

Proposed Water usage rate increase of \$0.10 per 1,000 gallons.

Proposed Wastewater rate increase of \$3.00 quarterly per unit

Proposed Wastewater usage increase of \$0.10 per 1,000 gallons.

Public Hearing was held December 9th 2024 at 5:30, no public comments were observed.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves new Water and Wastewater rates effective 1/1/2025

Water rate increase of \$5.00 quarterly per unit

Water usage rate increase of \$0.10 per 1,000 gallons.

Wastewater rate increase of \$3.00 quarterly per unit

Wastewater usage increase of \$0.10 per 1,000 gallons.

Public Hearing was held December 9th 2024 at 5:30, no public comments were observed.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE PROPOSED BUILDING AND CODES FEE SCHEDULE EFFECTIVE 1/1/2025

RESOLUTION # 234-2024

INTRODUCED BY: Supervisor Wood

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve proposed Building & Codes fee schedule effective 01/01/2025.

Public hearing was held December 9th 2024 at 5:45PM, no public comments were observed.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves proposed Building & Codes fee schedule effective 01/01/2025. Public hearing was held December 9th 2024 at 5:45PM, no public comments were observed.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

TOWN OF SCHROON Zoning / Building / Fire Codes Department

Fees 2025

- 1 and 2 family dwellings .25 per sqft / minimum \$100/ foundations \$75
- multiple dwellings .30 per sqft/ minimum \$150/ foundations \$100
- non-residential .40 per sqft/ minimum \$200
- residential garages etc. .15 per sqft/ minimum \$50
- additions \$50 minimum
- repairs and alterations \$60 up to \$1000/ \$100 up to \$5000/ \$60 each additional \$5000
- demolition \$100 (this dept. at times has to fight for asbestos reports)
- Septic system \$45
- Zoning \$35
- Decks /open porches \$50 for the 1st 200 sqft/ \$10 per each 100 sqft
- mobile homes same as number one
- swimming pools \$50
- fuel burning \$35/ if applied with other permitting N/C
- chimney \$35/ if applied with other permitting N/C
- fuel burning and chimney \$50
- Change of use \$75
- required fire safety \$50
- inspection outside normal area \$50/ hour
- Certificate of inspection \$80
- building permit renewal stay the same
- Solar \$100
- Filing Fee \$10 - Per Filing

REQUEST TO ACCEPT LIBRARY TRUSTEE RESIGNATION FOR JEN SLOTHOWER

RESOLUTION #235 -2024

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to accept Library trustee resignation of Jen Slothower effective 11/13/2024
NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accepts Library trustee resignation of Jen Slothower effective 11/13/2024

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE APPOINTMENT OF CATHERINE BENDERT TO COMPLETE VACANT LIBRARY TRUSTEE TERM

RESOLUTION # 236-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve appointment of Catherine Bendert effective 1/01/2025 to complete Jen Slothower's five-year library trustee term, ending 12/31/2028

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves appointment of Catherine Bendert effective 1/01/2025 to complete Jen Slothower's five-year library trustee term, ending 12/31/2028

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE LIBRARY TRUSTEE RESIGNATION OF JOSEPH PROVONCHA

RESOLUTION # 237-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to accept Library Trustee resignation of Joseph Provoncha effective 12/31/2024.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accepts Library Trustee resignation of Joseph Provoncha effective 12/31/2024.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE APPOINTMENT OF BETH MASSIANO TO COMPLETE VACANT LIBRARY

TRUSTEE TERM

RESOLUTION # 238-2024

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve appointment of Beth Massiano effective 01/01/2025 to complete Joseph Provoncha's 5 – year Library Trustee term, ending 12/31/2027

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves appointment of Beth Massiano effective 01/01/2025 to complete Joseph Provoncha's 5 – year Library Trustee term, ending 12/31/2027

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE LIBRARY TRUSTEE RESIGNATION OF ANNE DURKEE

RESOLUTION # 239-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to accept Library Trustee resignation of Anne Durkee effective 12/31/2024.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accepts Library Trustee resignation of Anne Durkee effective 12/31/2024.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE APPOINTMENT OF CARISSA MANGAN TO COMPLETE VACANT LIBRARY

TRUSTEE TERM

RESOLUTION # 240-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve appointment of Carissa Mangan effective 01/01/2025 to complete Anne Durkee’s 5 – year Library Trustee term, ending 12/31/2025

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves appointment of Beth Massiano effective 01/01/2025 to complete Joseph Provoncha’s 5 – year Library Trustee term, ending 12/31/2025

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE 5 YEAR LIBRARY TRUSTEE RENEWAL TERMS FOR JULIA CHIPPENDALE AND

LAURA DEWEY

RESOLUTION # 241-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve renewal of Library Trustee appointments to Julie Chippendale and Laura Dewey effective 1/1/2025 and ending in12/31/2029

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves renewal of Library Trustee appointments to Julie Chippendale and Laura Dewey effective 1/1/2025 and ending in12/31/2029

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE CHANGE IN 2025 YOUTH COMMISSION CO-SHAIR BUDGETED AMOUNT FROM \$1,500 TO THREE PAYMENTS OF \$500 TO BE PAID TO EACH OF THREE SEASONAL SPORT COACHES

RESOLUTION # 242-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve change to 2025 Youth Commission Co-Chair budget amount from one (1) \$1,500 payment to now be three (3), \$500 dollar payments to three seasonal sports coaches, totaling \$1,500.00.
NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves change to 2025 Youth Commission Co-Chair budget amount from one (1) \$1,500 payment to now be three (3), \$500 dollar payments to three seasonal sports coaches, totaling \$1,500.00.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE 4 YEAR HIGHWAY SUPERINTENDENT – NYS DOT SHARED SERVICES AGREEMENT FOR EMERGENCY ASSISTANCE TO BE PROVIDED TO THE TOWN OF SCHROON IN THE ABSENCE OF A DECLARED NYS STATE OF EMERGENCY

RESOLUTION # 243-2024

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve 4-year Highway Superintendent – NYS DOT Shared Services Agreement for emergency assistance to be provided to the Town of Schroon in the absence of a declared NYS State of Emergency

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves 4-year Highway Superintendent – NYS DOT Shared Services Agreement for emergency assistance to be provided to the Town of Schroon in the absence of a declared NYS State of Emergency \$1,500.00.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

SHARED SERVICES AGREEMENT

Between

NYSDOT and Town of Schroon

THIS AGREEMENT, dated 15 November, 20 24, is between the People of the State of New York, hereinafter referred to as "State" or "NYSDOT" and the Town of Schroon, hereinafter referred to as "Municipality." Pursuant to Section 99-r of the General Municipal Law, the State and the Municipality wish to share services, exchange or lend materials or equipment which shall promote and assist the maintenance of State and Municipal roads and highways and provide a cost savings by maximizing the effective utilization of both parties' resources. Shared Services shall mean any service provided by one party (Provider) to another party (Recipient). The State and the Municipality agree to share services as follows:

1. Description and Cost of Services, Materials or Equipment to be shared: Provide details of the services, materials or equipment to be shared in the attached standard Schedule A. The total amount of the agreement shall not exceed twenty-five thousand dollars (\$25,000.00). If applicable, indicate that the return exchange will be determined at a later date.
2. The Provider's employees shall remain under full supervision and control of the Provider. The parties shall remain fully responsible for their own employees for all matters, including but not limited to, salary, insurance, benefits and Workers Compensation.
3. If the borrowed machinery or equipment is damaged or otherwise needs repair arising out of or in connection with the Recipient's use, the Recipient shall be responsible for such repairs.
4. The Municipality agrees to defend and indemnify the State for any and all claims arising out of the Municipality's acts or omissions under this Agreement. The term of this Agreement shall be for two (2) or four (4) years from _____ to _____. The parties will endeavor to provide no less than thirty (30) days' notice of its intent to extend the Agreement. Either party may revoke this Agreement by providing sixty (60) days written notice of such revocation. Upon revocation, any outstanding obligations of the parties must be satisfied within thirty (30) days of the date of such revocation.

NYSDOT - Region 1

MUNICIPALITY

By: [Signature] Date: 11/15/24
Resident Engineer - Essex County

By: _____ Date: _____
Highway Superintendent

NYSDOT - Region 1

By: _____ Date: _____
Regional Director of Operations

SCHEDULE A

NYSDOT

Description of services, materials, or equipment (Check All that apply) to be shared:

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total NYSDOT Cost/Value: \$25,000.00

MUNICIPALITY

Description of services, materials, or equipment (Check All that apply) to be shared:

Estimated Cost/Value of Service Equipment Materials (Check All that apply):

Total MUNICIPALITY Cost/Value: \$25,000.00

Short 10-29-18

**REQUEST TO APPROVE ANNUAL AGREEMENTS WITH HHHN FOR PHYSICAL EXAMINATION AND
HEPATITIS B IMMUNIZATIONS**

RESOLUTION # 244-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve annual contract with HHHN for physical examinations and Hepatitis B immunizations.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves annual contract with HHHN for physical examinations and Hepatitis B immunizations.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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



PHYSICAL EXAMINATION AGREEMENT

The following outline describes the services agreed upon between **Hudson Headwaters Health Network (HHHN)** and **Town of Schroon (Town)** effective **January 1, 2025** through **December 31, 2025**

Hudson Headwaters Health Network's medical staff, including physician's assistants, will provide Town employees Physical Examinations as requested by the Town at a HHHN location convenient for the employee. The employee's medical documentation will remain in the employee's confidential medical record at the Health Center and will be maintained according to HHHN's privacy practices.

HHHN will bill the **Town** as outlined below. These rates reflect a discount from our usual and customary rates.

- **\$155.00** each **Physical Examination**
 - This fee includes the medical history review and physical examination.

The need for additional testing will be determined by HHHN medical staff based on the employee's medical history and examination. If the physical exam necessitates, HHHN medical staff will refer the employee to employee's physician for follow up treatment. The Town will notify each employee that payment for testing beyond the physical examination (for example: chest x-ray, lab work, pap's, etc.) will be the employee's responsibility.

This agreement excludes patients that have been discharged from HHHN in accordance with HHHN policies and procedures.

The Town employee(s) will need to present a Contract Services Form to the receptionist at time of service. HHHN will provide the Contract Services Form to the Town.

HHHN will invoice Town weekly. Invoices will be sent to the following address.

Essex County-Worker's Comp
PO Box 217
Elizabethtown, NY 12932

Payment for services is expected within 30 days of invoicing. Either Party may terminate this agreement with a written notice of at least 30 days.

Town of Schroon

Date

Contact: Judy Garrison
Phone: (518) 873-3353
Fax: (518) 873-3356
Email: _____

Laura Pasco CFO
Hudson Headwaters Health Network
Laura Pasco
Chief Financial Officer

11/16/24
Date



HEPATITIS B AGREEMENT

The following outline describes the services agreed upon between **Hudson Headwaters Health Network (HHHN)** and **Town of Schroon (Town)** effective **January 1, 2025** through **December 31, 2025**

Hudson Headwaters Health Network's medical staff, including physician's assistants, will provide Town employees Hepatitis B Immunizations as requested by the Town at a HHHN location convenient for the employee. The employee's medical documentation will remain in the employee's confidential medical record at the Health Center, and will be maintained according to HHHN's privacy practices.

HHHN will bill the **Town** as outlined below. These rates reflect a discount from our usual and customary rates.

- **\$96.00** each **Hepatitis B Vaccination** (series of 3 required).
 - This fee includes the administration of the vaccine.

The need for additional testing will be determined by HHHN medical staff based on the employee's medical history and examination. If the physical exam necessitates, HHHN medical staff will refer the employee to employee's physician for follow up treatment. The Town will notify each employee that payment for testing beyond the Hepatitis B (for example: chest x-ray, lab work, pap's, etc.) will be the employee's responsibility.

This agreement excludes patients that have been discharged from HHHN in accordance with HHHN policies and procedures.

The Town employee(s) will need to present a Contract Services Form to the receptionist at time of service. HHHN will provide the Contract Services Form to the Town.

HHHN will invoice Town weekly. Invoices will be sent to the following address.

Town of Schroon
Attn: Meg Wood
PO Box 578
Schroon Lake, NY 12870

Payment for services is expected within 30 days of invoicing. Either Party may terminate this agreement with a written notice of at least 30 days.

Town of Schroon

Date

Contact: Meg Wood, Town Supervisor
Phone: (518) 532-7737 ext. 11
Fax: (518) 532-9474
Email: supervisor@schroon.net

Laura Pasco, CFO
Hudson Headwaters Health Network
Laura Pasco
Chief Financial Officer

11/6/24
Date

REQUEST TO APPROVE SPECIAL MEETING FOR THE PURPOSE OF PAYING VOUCHERS

RESOLUTION # 245-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve holding a special meeting on December 30th at 6PM, for the purpose of approving 2024 vouchers in the fiscal year of 2024, and any other business deemed necessary.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves holding a special meeting on December 30th at 6PM, for the purpose of approving 2024 vouchers in the fiscal year of 2024, and any other business deemed necessary.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

DISCUSSION: SPECIAL MEETING

Supervisor Wood stated; Susan would like us to hold a special meeting so we can pay the last of our vouchers in 2024. There will of course be some that come in after 2024 year has come to a close but according to Susan it is much easier to have as many vouchers for 2024 paid off in 2024 as possible so she doesn't have to switch back and forth between the years as much. So, I would like to call a special meeting on December 30, 2024 at 6PM.

REQUEST TO APPROVE BID ADVEERTISMENT AND OPENING

RESOLUTION # 246-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Supervisor Wood

WHEREAS, the Town of Schroon seeks to approve advertisement for Wastewater Boiler 2024 BID, as well as a BID opening date of December 30, 2024 at 5:45PM.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves advertisement for Wastewater Boiler 2024 BID, as well as a BID opening date of December 30, 2024 at 5:45PM.

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

**REQUEST TO APPROVE RATIFYING AND AFFIRMING RESOLUTION #218 OF 2023 AUTHORIZING
MODIFICATION OF NOTE AND MORTGAGE AGREEMENT WITH HOMETOWN ANCHOR, LLC**
RESOLUTION # 247-2024

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, on December 11, 2023 the Town Board adopted Resolution #218 of 2023 authorizing the modification of the terms of a Mortgage and Security Agreement with Hometown Anchor, LLC dated and recorded in the Essex County Clerk's Office on February 8th 1995 and recorded at Book 727 at Page 75, and previously modified by an Agreement dated December 4th 1996, and recorded in the Essex County Clerk's Office on December 9, 1996 in Book 792 of Mortgages at Page 247; and

WHEREAS, the loan was made as part of a UDAG Grant Agreement and the Town has received consent to the modification of the Mortgage and Security Agreement from the US Department of Housing and Urban Development; and

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby authorizes and directs the Town Supervisor to execute a Note and Mortgage Modification Agreement, in a form approved by Town Counsel and substantially similar to the Agreement attached hereto extending the term of the loan by four years to July 2, 2031 and modifying the repayment schedule allowing for interest only payments for a period of four years beginning January 2 2024; and be it

DULY ADOPTED DECEMBER 9, 2024 BY THE FOLLOWING VOTES:

AYES: 4 **NAYS:** 1

AYES: Councilpersons Gero, Miller, Welch, Supervisor Wood

OPPOSED: Councilperson Donaldson

Supervisor Wood stated; You all have a copy of Hometown Anchors latest paperwork. A year ago, on December 11th we adopted resolution number 218, authorizing the modification of our agreement with Hometown Anchor. We agreed at that time to do the modification that for four years the interest will be paid on the balance of the loan and at the end of the four years the principal payments will resume. As part of the agreement, Hometown Anchor would cover the cost of drawing up the modification. We finally have that. Now the modification needs to be signed.

Councilperson Welch stated: I have concerns, since we are not re-doing, should we not just get interest alone payments for 2024, should we also get principal payments? The agreement started 1/1/2024, but we are now 12/2024.

Supervisor Wood stated: they gave us a check for the first amount but we didn't have paperwork from the attorneys, they are supposed to have a payment due January and July every year.

Councilperson Gero stated: and we didn't cash those checks because at the time we had no formal agreement in place. By cashing the checks, we would have inadvertently been agreeing to the amounts that had not been signed yet. That is why up to this point we have not cashed those checks, not until we get this agreement signed.

Supervisor Wood stated: we did pass the resolution on the premise that one would be written up and signed, but it has taken several months.

Councilperson Miller stated; we are doing this in recognition of their investment into the parking lot.

Councilperson Donaldson stated; the interest rate stays the same

Supervisor Wood stated: this was started in 1995, and it was amended in 1996. The original draft for this modification didn't have the full history of the agreement, it didn't go all the way back to 1995. That is partially why it took so long because it needed to be drawn up again and re-drafted. The funding for this came from UDAG which ended in the 80's it was federally funded money. They had to trace this all the way back and make sure they have everything stated in the contract.

DISCUSSION: AED

Supervisor Wood stated; I just wanted this to stay on the agenda. We are continuing to look into this and learn about what the rules and regulations are for creating new areas for AED's. There is a lot to it, a lot of rules about where they can be, what type of housing and maintenance they need and require. It also needs to be registered with the Department of Health and records of its care need to be logged and recorded.

DISCUSSION: COMPRHENISVE PLAN HEARING UPDATE

Supervisor Wood stated; We tentatively have a schedule of what's happening next. The committee has a public hearing at January 15th at the School at 5 PM. The committee will finally refer the plan to the town board, on the 10th the town board will call a public hearing for march 10th. Then the plan gets referred to Essex County and the APA. Then on March 10th the town holds a public hearing and we have to keep it open for 30 days to collect written comments. Following the close of the public hearing, we can adopt the plan from there.

DISCUSSION: PARK BENCHES

Supervisor Wood stated; I got another request from someone who wants to honor a loved one by purchasing a bench for the town of Schroon. We have had several such requests lately. We need to put our thinking caps on to try and figure out a way we can accommodate these requests, without having us overrun by benches.

DISCUSSION: SECOND MEETINGS OF THE MONTH

Supervisor Wood stated; we usually do have a second meeting of the month, but we are thinking of trying to do them but to include the finances of the departments, we are hoping to keep the board more in the loop in terms of where the departments are at with their budgets. Hoping this will help us limit the number of budget meetings we have to have at the end of the year.

EXECUTIVE SESSION

INTRODUCED BY: Councilperson Welch

SECONDED BY: Councilperson Donaldson

Councilperson Welch moved a motion to go into executive session at 7:25 PM to matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation pursuant to Section 105(f) of the Public Officers Law; the Town Board permitted Ethan Thompson to attend in accordance with Section 105(2) of the Open Meeting Law. seconded by Supervisor Wood, carried.

EXECUTIVE SESSION

INTRODUCED BY: Councilperson Welch

SECONDED BY: Supervisor Wood

Councilperson Gero moved a motion to return to regular session at 8:30 PM, seconded by Supervisor Wood; carried
No decisions were made in executive session.

ADOURN MEETING AT 8:30 PM

INTRODUCED BY: Supervisor Wood

SECONDED BY: Councilperson Gero

With no further business, this meeting was adjourned at 8:30PM, carried unanimously

Respectfully Submitted by

Erica Hedden

Town Clerk