

Present:

Town Supervisor:

Meg Wood

Councilpersons:

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

Town Clerk:

Erica Hedden

Also Present:

Albert May, Fran Mahler, Skip Mahler, Dave Williams

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

Public Participation:

Dave Williams stated; First I wanted to say thank you to the Town Board for all the Christmas decorations and the tree, everything looked so nice. I don't know where you got that tree but it looked great!

Councilperson Gero stated; thank you, we built the tree, we had to drill into it and we added 60 branches to it to fill it out more.

Dave Williams stated; wow, well it looked great. Absolutely beautiful. I did have a couple questions. Does the board set goals for what they want to try and accomplish this year?

Supervisor Wood stated; we will be doing that but at this point we are waiting for the Comprehensive plan to be completed, that will have a lot of our goals in it, but yes. We have a never-ending list of things to do, that include sidewalks and the band stand and those types of things. I do have a meeting for some grant stuff later this month, also a meeting with Essex County Community Resources to help us identify some easy to reach grants for us. Things that we can get accomplished now, that may be smaller projects, but things that we can get done and cross off our list so we can focus on the bigger items.

Dave Williams stated; I would love to see a list of those goals, maybe up on the website or somewhere so people can stay up to date on what the town is working on or planning on working on. It would be great to have that information. I am assuming you are also considering writing some grants this year. Do you know what grants you are applying for?

Supervisor Wood stated; yes, one of the things we want to get through is the comprehensive plan committee is holding their public hearing at the school at 5PM Wednesday January 15, 2025.

Dave Williams stated; I know that will hopefully be approved by May.

Supervisor Wood stated; we are not waiting until May to get started on our grant writing and search.

Dave Williams stated; oh good, because I know there are some grants that are due in July and if we just get started in May that would be a really tight time line to get everything done. So ok, that's good.

Supervisor Wood stated; one thing I want to say is that the comprehensive plan is not etched in stone, it is a great tool to have, and it can help guide us along but it does not mean we have to follow it to a T. So, if things pop up first or we can get started on something else that is out of the timeline, we can go ahead and do that.

Dave Williams stated; another question. Has the board considered using some of the fund balance as off set for matching fund grants or to use the fund balance for some local projects?

Supervisor Wood stated; it depends on what's need. A lot of times matching funds come from incoming labor. It depends on what the grant is, and that again we will be working on which grants would be proper for what. We need grants to do studies that we have to get done before we can do any physical work.

Dave Williams stated; the last thing, I know that we have had a committee gone for a while, I would encourage the board to form a grant committee. There are folks within the community who are willing to help out. Willing to do some research and to do some leg work for the Board, I know your plates are very full. I just would like to bring it up I think it's a good idea and I hope the board will take it under advisement and consider it.

REQUEST TO ADOPT THE RULES AND PROCEDURES FOR PUBLIC MEETINGS

RESOLUTION # 001-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the following policy for Public Board meetings

- The following rules of procedure shall govern all meetings held by the Town of Schroon with the Town Board and Supervisor presiding, in an order and manner consistent with established rules and procedures:

-The Supervisor shall preside at all meetings of the Board and shall preserve order and decorum in the best interest ad conduct of the meeting.

- The Supervisor, immediately following the opening of every regular meeting of the Town Board, shall proceed to the regular order of town business as follows: Salute to the Flag. At this time the public shall be invited to address their comments or questions to the Town Board for an allotted period time not to exceed three (3) minutes each per person.

-Any person invited to speak to the own Board shall address and direct his/her remarks to the Town Board as a whole, not to other members of the audience in an attempt elicit public debate.

- No member of the public shall be allowed to engage in any demonstration, distraction, disruption, or any other conduct inconsistent with being able to conduct an official order of business during a meeting.

- Following the first public comments comes the approval of previous minutes discussions of communications addressed to the Town Board, introductions of resolutions and motions, reports of committees and subcommittees, and reports of officers and departments.

- In addition, every resolution or motion must be seconded before being put to a vote by the Supervisor and all resolutions and motions shall be duly recorded in their entirety in the official minutes of the Town Board.

- The public shall, additionally, be invited to comment on any motion or resolution not previously listed or that was omitted from the pre-meeting agenda that is brought before the Town Board during a meeting.

-If the Supervisor is unavailable to preside over a meeting, the Deputy Supervisor shall assume said duties. If both the Supervisor and the Deputy Supervisor are unavailable to attend any public lc meeting and a quorum is present, the remaining Town Board members shall select one of their own to preside over the meeting

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the Rules and Procedures for Public Meetings
DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO SET THE DAYS AND TIMES OF THE MONTHLY BOARD MEETINGS

RESOLUTION # 002-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the Town Board Monthly meetings shall be the second Monday of each month at 6:00PM, with the exception of February 13, 2025 at 6PM and March 13, 2025 at 6PM.

WHEREAS, unless otherwise advertised

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves setting the days and times of Town Board Monthly meetings shall be the second Monday of each month at 6:00PM, except Februarys meeting will be February 13, 2025 at 6PM and March 13, 2025 at 6PM.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

Supervisor Wood stated; we are moving the February and March Town Board Meeting to another date because one of our councilpersons is taking an advanced class and the schedule conflicts with our regularly scheduled board meeting. So, in order to ensure that the entire board can attend our meetings we just need to move those two days.

REQUEST TO DESIGNATE OFFICIAL TOWN NEWSPAPER

RESOLUTION # 003-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the Press Republican as its official town newspaper.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the Press Republican as its official town newspaper.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO DESIGNATE THE OFFICIAL TOWN REPOSITORY

RESOLUTION # 004-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Arrow Bank as its official repository, and any other NYS banks may be used for investments.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Arrow bank as its official repository, and any other NYS banks may be used for investments.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE PAYING BILLS TO DATE

RESOLUTION # 005-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve authorizing the Town Supervisor, or when required, the Town Deputy Supervisor to pay in advance the audits of claims for public utility services (electric, gas, water, sewer and telephone services and the purchase of fuel oil), postage, freight, and express charges, contractual installments in addition to NYS Retirement and health insurance costs before they are audited. These payments shall be presented at the next regularly scheduled board meeting for audit as pre-pays.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves authorizing the Town Supervisor, or when required, the Town Deputy Supervisor to pay in advance the audits of claims for public utility services (electric, gas, water, sewer and telephone services and the purchase of fuel oil), postage, freight, and express charges, contractual installments in addition to NYS Retirement and health insurance costs before they are audited. These payments shall be presented at the next regularly scheduled board meeting for audit as pre-pays.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE USE OF SHORT FORM FOR ADVERTISING OF ANNUAL REPORT OF FISCAL AFFAIRS

RESOLUTION # 006-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the use of the short form for advertising of the annual report of fiscal affairs of the Town of Schroon

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the use of the short form for advertising of the annual report of fiscal affairs of the Town of Schroon

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE FUNDING THE HRA ACCOUNT FROM FUNDS

RESOLUTION # 007-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve funding the HRA accounts from funds totaling \$65,505.12 to bring the HRA account to a total of \$286,000.

General, Highway, Wastewater and Water department contribution totals to be determined and reported at next board meeting.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves funding the HRA accounts from funds totaling \$65,505.12 to bring the HRA account to a total of \$286,000.

General, Highway, Wastewater and Water department contribution totals to be determined and reported at next board meeting.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE SIMPLY BLUE PLUS BRONZE 4; BCBS 65+ POLICY AND SIMPLY PERSCRIPTION HEALTH INSURANCE PLANS FOR 2025; DENTAL AND EYE PLANS

RESOLUTION # 008-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Simply Blue Plus Bronze; BCBS 65+ and Simply Prescription Health insurance plans for 2025

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Simply Blue Plus Bronze; BCBS 65+ and Simply Prescription Health insurance plans for 2025

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE TOWN CLERK HOURS

RESOLUTION # 009-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Town Clerk hours to be Monday – Friday, 8:00AM to 2:00 PM

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Town Clerk hours to be Monday – Friday, 8AM - 2PM

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE TRANSFER STATION HOURS

RESOLUTION # 010-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Transfer Station hours to be Friday-Tuesday, 8:00AM to 4:00 PM

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Transfer Station hours to be Friday-Tuesday, 8:00AM to 4:00 PM

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE LEGAL HOLIDAYS

RESOLUTION # 011-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the following legal holidays

New Years Day

Martin Luther King Jr Day

Presidents Day

Good Friday – Transfer Station employees observe Easter Sunday in lieu of Good Friday

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Columbus Day

Veteran’s Day

Thanksgiving Day and the Friday after; Transfer Station employees will use that Friday as a floater to be taken prior to December 15.

Christmas Day (the day after only if it falls on a work day)

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves following legal holidays

New Years Day

Martin Luther King Jr Day

Presidents Day

Good Friday – Transfer Station employees observe Easter Sunday in lieu of Good Friday

Memorial Day

Juneteenth Day

Independence Day

Labor Day

Columbus Day

Veteran’s Day

Thanksgiving Day and the Friday after; Transfer Station employees will use that Friday as a floater to be taken prior to December 15.

Christmas Day (the day after only if it falls on a work day)

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE AUTO EXPENSE REIMBURSEMENT RATE

RESOLUTION # 012-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve setting the auto expense reimbursement rate to the approve IRS rate of \$ 0.70 per mile for 2025.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves setting the auto expense reimbursement rate to the approve IRS rate of \$0.700 per mile for 2025.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE ANNUAL SALARIES OF ELECTED OFFICIALS

RESOLUTION # 013-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the annual salaries of the elected officials

Assessor, Chairman	Kevin Doherty	\$ 36,878.000
Assessor	Neil Chippendale	\$ 7,900.00
Assessor	Joy (Marlene) Koch	\$ 7,900.00
Highway Superintendent	Joseph Flores	\$ 56,930.00
Town Clerk/ Tax Collector	Erica Hedden	\$ 41,194.00
Town Councilperson	Richard Gero	\$ 7,873.00
Town Councilperson	Steve Miller	\$ 7,873.00
Town Councilperson	Leanna Welch	\$ 7,873.00
Town Councilperson	Lynn Donaldson	\$ 7,873.00
Town Justice	Mark Granger	\$ 28,281.00
Town Supervisor	Margaret Wood	\$ 38,125.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the annual salaries of the elected officials.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE THE ANNUAL SALARIES OF NON-ELECTED PERSONAL

RESOLUTION # 014-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the annual salaries for non-elected personal

Budget Officer	Susan Drescher	\$ 6,000.00
Chief Wastewater Dept Operator	Brian Ritchings	\$ 83,711.00
Chief Water Dept Operator	William Jenks	\$ 60,460.00
Deputy Supervisor	Richard Gero	\$ 2,000.00
Deputy Highway Supervisor	Duane Hammond	\$ 2,000.00
Sewer & Water Fee Collector	Erica Hedden	\$ 5,000.00
Short Term Rental Inspector	Jon Senecal	\$ 2,500.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the annual salaries for non-elected personal

Budget Officer	Susan Drescher	\$ 6,000.00
Chief Wastewater Dept Operator	Brian Ritchings	\$ 83,711.00
Chief Water Dept Operator	William Jenks	\$ 60,460.00
Deputy Supervisor	Richard Gero	\$ 2,000.00

Deputy Highway Supervisor	Duane Hammond	\$ 2,000.00
Sewer & Water Fee Collector	Erica Hedden	\$ 5,000.00
Short Term Rental Inspector	Jon Senecal	\$ 2,500.00

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE HOURLY PAY RATES

RESOLUTION # 015-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the hourly pay rates for non-salaried employees

Building and Grounds Department	Ethan Thompson	\$ 28.25
Building & Grounds Department	Patrick Shaughnessy	\$ 21.30
Building & Grounds Seasonal	Tom Morton	\$ 19.21
Building Inspector III	Jon Senecal	\$ 27.92
Clerk	Chris Stone	\$ 26.66
Court Clerk	Maureen Palmatier	\$ 19.49
Court Security Officer	Cliff Bearer	\$ 20.66
Cleaner	George Reeves	\$ 17.72
Clerk to the Supervisor	Susan Drescher	\$ 23.40
Golf Course Seasonal	Ethan Tyrrell	\$ 23.42
Heavy Equipment Operator	Duane Hammond	\$ 24.66
Heavy Equipment Operator	Kevin Lashway	\$ 24.13
Heavy Equipment Operator	Paul McCann Jr	\$ 23.95
Heavy Equipment Operator	Steve Vinciguerra	\$ 23.57
Laborer	Kevin Breyerton	\$ 19.21
Laborer	Rich Hall	\$ 21.10
Laborer	Thomas Morton	\$ 19.22
Laborer	Ethan Tyrrell	\$ 19.22
Library Aide	Margaret Baranoff	\$ 15.57
Library Aide	Jessica Botterbusch	\$ 19.76
Library Aide	Victoria Bruce	\$ 18.40
Library Aide	Tatiane O'Bradovic	\$ 17.98
Library Aide	Shirley Richards	\$ 17.13
Library Manager	Jane Bouchard	\$ 24.28
Mechanic	Dennis Christian	\$ 26.74
Motor Equipment Operator	Dustin Deyette	\$ 21.29
School Crossing Guard	Ray Shields	\$ 22.35
Transfer Station Attendant	Richard Hall	\$ 21.68
Transfer Station Attendant	Laurie Bruce	\$ 18.52
Transfer Station Attendant	Raymond Shields	\$ 17.59
Transfer Station Attendant	Kevin Breyerton	\$ 17.47
Transfer Station Attendant	Logan Mitchell	\$ 19.22
Water and Wastewater Operator	Hunter Alison	\$ 26.57

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the hourly pay rates for non-salaried employees.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE APPOINTMENTS AND COMPENSATION FOR APPOINTMENTS

RESOLUTION # 016-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve appointments and compensation for appointments

Board of Assessment Review Chair	Jack Boyea	term 10/01/2024 – 09/30/2029
Board of Assessment Review	Laurie Bruce	term 1/01/2021 - 09/30/2026
Board of Assessment Review	Larry Reid	term 1/01/2020 – 09/30/2025
Deputy Town Clerk	Jessica Botterbusch	\$17.27/ hour
Dog Warden	Laurie Bruce	\$1,500
Health Officer, HHHN	hourly as needed, MD not required	
Library Board Chair	Marion Weaver	term 1/01/2024 – 12/31/2028
Library Board	Beth Massiano	term 1/01/2025 – 12/31/2027
Library Board	Carissa Mangan	term 1/01/2025 – 12/31/2025
Library Board	Catherine Bendert	term 1/01/2024 – 12/31/2028
Library Board	Julia Chippendale	term 1/01/2025 - 12/31/2029
Library Board	Joan Lawless	term 1/01/2022 – 12/31/2026
Library Board	Laura Dewey	term 1/01/2025 – 12/31/2029
Library Board	Laura Donaldson	term 1/01/2019 – 12/31/2025
Library Board	Pam Ireland	term 1/01/2023 – 12/31/2027
Planning Board Chair	Glen Repko	term 1/01/2025 - 12/31/2028
Planning Board	Duke Connor	term 1/01/2025 - 12/31/2028
Planning Board	Ken Clark	term 1/01/2024 - 12/31/2028
Planning Board	Bruce Murdock	term 1/01/2019 - 12/31/2025
Planning Board	Doug Bleier	term 1/01/2024 - 12/31/2028
Planning Board	Matt Massiano	term 1/01/2022 - 12/31/2026
Public Information Officer	Town Clerk – Erica Hedden	
Registrar of Vital Statistics	Town Clerk - Erica Hedden	
Registrar of Vital Statistics Deputy	Jessica Botterbusch	
Parade Chairperson	Schroon Lake Chamber of Commerce	\$5,000/annual
Revolving Loan Fund, Chair	Vacant	
Schroon Lake Park District	Neil Chippendale	term 1/01/2019 – 12/31/2025
Town Historian	Loris Clark	\$600/annual
Youth Commission Chairperson	Naomi Smith Veverka	\$2,500/annual
Youth Commission	Elizabeth Parsons	term 1/01/2024 - 12/31/2028
Youth Commission	Jeanine Melville	term 1/01/2024 - 12/31/2028
Youth Commission	Rebecca Sobek	term 1/01/2024 - 12/31/2028
Youth Commission	Sara LeClair	term 1/01/2024 - 12/31/2028
Zoning Board of Appeals	Colin Mangan	term 1/01/2024 - 12/31/2028
Zoning Board of Appeals	Dan Drescher	term 1/01/2023 - 12/31/2027
Zoning Board of Appeals	Randy Garrison	term 1/01/2023 - 12/31/2027
Zoning Board of Appeals	Robert Yoeckel	term 1/01/2022 - 12/31/2026
Zoning Board of Appeals	Larry Reid	term 1/01/2024 - 12/31/2028

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves appointments and compensation for appointments

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE TOWN BOARD COMMITTEES

RESOLUTION # 017-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Town Board Committees Appointments

- Boathouse/Beach/Parks – Gero and Wood
- Building and Grounds – Miller and Welch
- Chamber of Commerce – Gero and Wood
- Codes/ Planning/ Zoning – All Members
- Economic Development – All Members
- Fire & EMS – Donaldson and Wood
- Golf – Welch with Community Volunteers
- Highway/Sidewalks – Gero and Welch
- HHHN – Miller and Wood
- Lake and Watershed – Gero and SLA member R. Friedman
- Library – Donaldson and Wood
- Transfer Station – All Board Members
- Water and Wastewater – Miller and Wood
- Youth Commission – Miller and Wood

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Town Board Committee Appointments

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE CONTRACTS

RESOLUTION # 018-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve contracts

Airport Hanger Rental Income	\$3,600.00
Arts Council	\$8,500.00
Attorney Mark Schachner	to be retained as needed
Catholic Cemetery, annual maintenance	\$400.00
Chamber of Commerce	\$20,000.00
Cleaner, Maria Dziamba –	\$14,700.00
Dog Control contract, Countryside Veterinary Practice	\$2,500.00
Historical Society	\$2,500.00
Lake Stewards, with Schroon Lake Association (SLA)	\$4,000.00
Paradox Lake Association	\$10,000.00
SLA & PLA Boat Wash Station Expenses	\$1,500.00
Schroon Lake Emergency Squad	\$339,261.00
Senior Citizens Recreational & Social Program	\$14,500.00
Snowmobile Club	\$3,000.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves contracts

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE NYS ASSOCIATION OF TOWNS MEETING IN FEBRUARY WITH ALL EXPENSES PAID BY THE TOWN

RESOLUTION # 019-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve payment of any town employees attending the NYS Association of Towns meeting in February in NYC, all expenses to be paid by the Town of Schroon.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves payment of any town employees attending the NYS Association of Towns meeting in February in NYC, all expenses to be paid by the Town of Schroon.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

Supervisor Wood stated; please note, that this year no one is going to the NYS Association of Towns meeting, we wanted to keep this resolution in place, so in the event someone does want to go, it is already approved.

REQUEST TO APPROVE PETTY CASH FUNDS

RESOLUTION # 020-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve petty cash funds
Town Clerk \$100.00, increased from \$50.00 Transfer Station \$200.00, increased from \$179.00
Town Justice \$200.00

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves petty cash funds
Town Clerk \$100.00, increased from \$50.00 Transfer Station \$200.00, increased from \$179.00
Town Justice \$200.00

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE SET FEES

RESOLUTION # 021-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve the set fees
Boathouse Rental - \$200/event Copies -\$0.25 first, \$0.10 after DEC License Printing Fee \$1.00
Fax- incoming \$0.25 Fax – outgoing \$2.00 Return Check Fee \$20.00

Dog License Fees

Spayed/Neutered - \$ 10.00 Unspayed/Unneutered - \$20.00
Amounts include surcharges for the State of New York and Enumeration fees.

Transfer Station Fees

Trash - \$ 0.20/LBS C&D - \$0.20/LBS Electronics - \$0.25/LBS
Refrigerators - \$15 Tires, 14”-20” - \$3.00 Tires, Large - \$25.00

Water and Wastewater Fees

Water Quarterly Minimum - \$55.00 Water usage Fee – \$1.15/ 1,000 Gallons
Wastewater Quarterly Minimum - \$ 258.00 Wastewater usage Fee - \$ 2.17/1,000 Gallons

Building and Codes fees vary according to project size – see Building and Codes for fee schedule

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the set fees
Boathouse Rental - \$200/event Copies -\$0.25 first, \$0.10 after DEC License Printing Fee \$1.00

RESOLVED, that the Town Board of Schroon hereby approves highway department approvals
\$1,000 maximum for small tools and implements without Town Board approval
\$2,700 Maximum for Building and Grounds for small tools and implements without Town Board approval
\$250 annual maximum per employee for steel toed footwear as described in Handbook Policy
Renew County and State Highway Work Permit
Highway Superintendent attendance at Annual Highway School, including payment for necessary expenses
Renew oil separator contract for Highway Garage floor drain system
Request complete inventory

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE RESOLUTIONS 001-2025 THROUGH 023-2025

RESOLUTION #024-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve Resolutions 001-2025 through 023-2025

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves Resolutions 001-2025 through 023-2025

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO ACCEPT MINUTES FROM 12/9/2024 AND 12/30/2024

RESOLUTION # 025-2025

INTRODUCED BY: Councilperson Gero

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to accept Town Clerk minutes from 12/09/2024, Town Board Meeting as well as Public Hearing for Building and Codes Fee Schedule and Public Hearing for Water and Wastewater Rates, and 12/30/2024 minutes.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby accepts Town Clerk minutes from 12/09/2024, Town Board Meeting as well as Public Hearing for Building and Codes Fee Schedule and Public Hearing for Water and Wastewater Rates, and 12/30/2024 minutes.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE VOUCHERS

RESOLUTION # 026-2025

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to approve vouchers

Post Audits 2024	General: \$66,129.06	Highway: \$2,353.87	Sewer: \$546.95	Water: \$677.74
2024	General: \$10,859.70	Highway: \$7,719.97	Sewer: \$28,257.03	Water: \$49,584.20
2025	General: \$10,409.56	Highway: \$4,361.07	Sewer: \$1,628.06	Water: \$519.78

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves vouchers

Post Audits 2024	General: \$66,129.06	Highway: \$2,353.87	Sewer: \$546.95	Water: \$677.74
2024	General: \$10,859.70	Highway: \$7,719.97	Sewer: \$28,257.03	Water: \$49,584.20
2025	General: \$10,409.56	Highway: \$4,361.07	Sewer: \$1,628.06	Water: \$519.78

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 NAYS: 0

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

REQUEST TO APPROVE HANGER LEASE

RESOLUTION # 027-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to approve the Hanger Lease between the Town of Schroon and Lewis Donnelly.

WHEREAS, to add to the lease agreement section

1. The lessor shall lease to the lessee the right and privilege, in common with others, to store aircraft and aviation equipment only in the hanger on a month-to-month basis. Lessee shall not store any other motor vehicles or items not related to aircraft.

11. The lessee shall be responsible for maintaining the premises in the condition on the day the lease begins for the entire term of the lease. Any improvements made by the lessee do not alter the status of the building ownership or the lease condition.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the Hanger lease between the Town of Schroon and Lewis Donnelly

FURTHER RESOLVED, to add to the lease agreement section

2. The lessor shall lease to the lessee the right and privilege, in common with others, to store aircraft and aviation equipment only in the hanger on a month-to-month basis. Lessee shall not store any other motor vehicles or items not related to aircraft.

11. The lessee shall be responsible for maintaining the premises in the condition on the day the lease begins for the entire term of the lease. Any improvements made by the lessee do not alter the status of the building ownership or the lease condition.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

TOWN OF SCHROON

AIRPORT HANGAR LEASE AGREEMENT

THIS LEASE AGREEMENT, effective the day of February 1, 2025, by and between the TOWN OF SCHROON, whose offices are located on 15 Leland Avenue, Town of Schroon, New York 12870 (Lessor) and Lewis Donnelly residing at 42 Colonial Avenue, Warwick NY 10990(Lessee).

WHEREAS, the Lessor is the owner of the Airport Hangar located on Alder Meadow Road, Town of Schroon, County of Essex, State of New York, and

WHEREAS, the Lessee is an individual who is requesting to lease space from the Lessor in the Town of Schroon Airport Hangar, and

WHEREAS, the Lessor desires to lease out space to the Lessee for the purpose of storing aircraft and related aviation equipment in the airplane hangar owned by the Lessor, and

WHEREAS, the Lessee desires to obtain and avail himself of these rights, privileges, and uses and

WHEREAS, this Agreement has been duly authorized by the Schroon Town Board at its meeting held at the Town Hall, Schroon Lake, New York on the day of 13th of January 2025.

NOW, THEREFORE, in consideration of the mutual covenants contained herein, the parties agree as follows:

1. The Lessor shall lease to the Lessee the right and privilege, in common with others, to store aircraft and aviation equipment only in the hangar on a month-to-month basis. Lessee shall not store any other motor vehicles or items not related to aircraft.

2. The Lessor shall agree to provide parking space, by permit, in common with others, for the Lessee during the term of the lease.
3. The Lessee shall have the right to the use of the airstrip in common with others at no additional charge.
4. The Lessee shall pay the sum of Three Hundred and no/100 (\$300.00) per month per airplane and associated parking space, with a maximum of two airplanes in the hangar.
5. The Lessee shall pay the sum of Three Hundred and no/100 (\$300.00) per airplane as a security deposit to be held by the Town of Schroon, in an escrow account for this purpose, upon the signing of this lease.
6. The Lease may be renewed on an annual basis, with the security deposit made at the time of signing being transferred to the new lease. The Lessor retains the right to adjust the monthly lease amount on an annual basis.
7. The Lessee shall be responsible for providing his own liability insurance on his airplane(s) and any personal items stored in the hangar and provide proof of insurance to the Lessor upon the signing of this Agreement. Lessee's insurance shall be in the minimum amount of at least Million Dollars and also name the Town as an additional insured. Lessee shall provide the Town with a Certificate of Insurance so stating.
8. The Lessee shall be responsible for maintaining the premises in the condition on the day the lease begins for the entire term of the lease.
9. The Lessee shall be responsible for removing any and all trash from the site that he brings in.
10. There shall be no sub-letting of the hangar space by the Lessee.
11. The Lessor shall be responsible for maintaining the premises in the condition on the day the lease begins for the entire term of the lease. Any improvements made by the lessee do not alter the status of the building ownership or the lease conditions.
12. The Lessor shall maintain insurance coverage on the premises, but not to the Lessee's personal belongings and/or aircraft on the premises or any items in the parking area.
13. The Lessor may terminate this Lease Agreement by giving written notice to the Lessee thirty (30) days prior to termination for failure to meet any of its obligations under the term of this Agreement.
14. The Lessee may terminate this Lease Agreement by giving written notice to the Lessor thirty (30) days prior to termination to Town Supervisor, 15 Leland Avenue, Schroon Lake, New York, 12870.

Lewis Donnelly, Lessee

Date

Town of Schroon Town Supervisor

By: Margaret Wood, Town Supervisor

Date

REQUEST TO APPROVE STEEL TOE SHOE POLICY

RESOLUTION # 028-2025

INTRODUCED BY: Councilperson Miller

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Welch

WHEREAS, the Town of Schroon seeks to approve a policy regarding Steel Toe shoe.

The Town of Schroon will provide, on an annual basis, a \$250 allowance per employee required to follow federal and NYS safety regulations to be used solely toward the purchase of OSHA designated steel toe boots, composite or their accepted equivalent, at minimum to be over the ankle protection, to be worn during the course of employment

WHEREAS, the employee manual will be amended as follows:

Section 513 – Personal Appearance

Safety clothing, steel toe boots and equipment – an employee may be required to wear safety clothing and equipment as directed by the Department Head. If such is the case, the employee must comply with all safety requirements. Employees in the Highway Department, Water and Sewer Departments, Parks, Transfer Station, Building and Grounds and employees who work at the Golf Course who operated a lawn mower or other heavy equipment are mandated to wear ANSI steel toe boots. The Town will apply an annual monetary allowance for these boots.

TAKE FURTHER NOTICE, the employee handbook corrective action and discipline policy (Section 407) already contains the consequences for failing to adhere to the personal appearance/dress code policy.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves a Steel Toe Shoe Policy and Handbook amendment

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

REQUEST TO APPROVE BUILDING AND GROUNDS JOB DESCRIPTION FOR MAINTENANCE SPECIALIST

RESOLUTION # 029-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Miller

WHEREAS, the Town of Schroon seeks to approve adopting the 10/24/2024 Essex County personnel position description of Maintenance Specialist.

WHEREAS, Per Jennifer Mascarenas, Essex County Personnel Officer, the job description encompasses various duties, all or some of which are to applied to the specific duties of the Town of Schroon Maintenance Specialist.

WHEREAS, Supervision of all Building and Grounds Employees resides with the Town Supervisor, or the Supervisor's designee, unless otherwise determined by the Full Town Board.

WHEREAS, Job description will be sent to Public Sector, Town of Schroon Human Resource Consultants, for grade classification in the Town of Schroon employment manual.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves adopting the 10/24/2024 Essex County personnel position description of Maintenance Specialist.

FURTHER RESOLVED, the job description encompasses various duties, all or some of which are to applied to the specific duties of the Town of Schroon Maintenance Specialist. Supervision of all Building and Grounds Employees resides with the Town Supervisor, or the Supervisor's designee, unless otherwise determined by the Full Town Board.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

MAINTENANCE SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing a variety of mechanical and other building maintenance, repair and construction related tasks. A working knowledge of more than one trade is necessary, a Maintenance Specialist utilizes more skilled journeyman techniques for any considerable portion of time. A Maintenance Specialist has a working knowledge of more than one trade but specializes in one specific trade which consists of but not limited to electrical, mechanical (HVAC), finish carpentry, etc. General instructions are received, and work is performed under immediate or general supervision depending upon the nature of the tasks. The incumbent does related work as required.

Note: *In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).*

TYPICAL WORK ACTIVITIES: (Illustrative only)

Performs skilled work in but not limited to masonry, plumbing, carpentry, electrical and/or HVAC operations;
Performs preventative maintenance and maintenance on a variety of mechanical equipment;
Performs and/or leads general construction pertaining but not limited to remodels, replacement in kinds, etc;
Installs and repairs wiring systems and electrical fixtures and equipment;
Repairs windows, doors, floors, walls and other parts of buildings;
Installs and repairs general plumbing equipment such as sinks, toilets and baths;
Cleans and repairs boilers, pumps, heaters, pipe lines, valves and traps, including work associated with LP gas and fuel oil boilers, tanks (fuel and sewer), pipe lines and associated hardware;
Leads lower level employees in general grounds maintenance activities as per the direction of the Building and Grounds Supervisor;
Serves as general worker performing a variety of basic tasks;
Keeps simple records and reports of maintenance performed and materials received and used;
May monitor and record energy conservation equipment readings and note irregularities;
May, on occasion, perform housekeeping and cleaning tasks.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Advanced knowledge of modern buildings and grounds maintenance and repair practices; good knowledge of safety precautions and practices associated with maintenance work; proficient knowledge of the practices and techniques of two or more of the standard trades; mechanical aptitude; manual dexterity; industry; ability to understand and follow instructions.

MINIMUM QUALIFICATIONS:

- (a) Graduation from high school or possession of a high school equivalency diploma and four years of experience in either general building construction, maintenance or repair work in more than one of the standard trades, such as carpentry, plumbing, electrical or masonry work.
- (b) Five years of experience in either general building construction, maintenance or repair work in more than one of the standard trades, such as carpentry, plumbing, electrical or masonry work; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:

Possession of appropriate class New York State Motor Vehicle Operator's License at time of appointment.

Created: October 29, 2024

REQUEST TO APPROVE TOWN AUTOMOTIVE MECHANIC JOB DESCRIPTION

RESOLUTION # 030-2025

INTRODUCED BY: Councilperson Welch

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Donaldson

WHEREAS, the Town of Schroon seeks to approve the job description for Town Automotive Mechanic

WHEREAS, position provides needed maintenance services for all town owned vehicles and equipment

WHEREAS, the position requires the maintenance of a valid CDL Driver's License

WHEREAS, principal designated place of service is the Town of Schroon Highway Garage and cost of services are billed to the appropriate department.

WHEREAS, tool allowance will be set annually by agreement with the incumbent and the Town Board

WHEREAS, acquisition of required parts, programs and other necessities will be determined in consultation with the Department heads and/or the Town Supervisor or the Supervisors designee; the Town procurement policy will be followed.

WHEREAS, Job description will be sent to Public Sector, Town of Schroon Human Resource Consultants, for grade classification in the Town of Schroon employment manual. Once Public Sector as approved the changes, it will be adopted as our official job description for Town Automotive Mechanic.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves job description and job description changes to Town Automotive Mechanic.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

**TOWN OF SCHROON
JOB DESCRIPTION**

JOB TITLE : AUTOMOTIVE MECHANIC
CIVIL SERVICE CLASSIFICATION: Non-competitive
EMPLOYMENT STATUS: Full-Time
REPORTS TO: Highway Superintendent and Town Supervisor
PREPARED BY: Public Sector HR Consultants LLC 1/17/25

JOB SUMMARY:

Perform skilled work including metal fabrication and welding in the repair, maintenance, and modification of Town owned vehicles and equipment to ensure proper and safe operation and increase longevity.

ESSENTIAL JOB FUNCTIONS:

- Inspect, diagnose and evaluate repairs needed and prioritize repairs based upon safety, reliability and need. Perform inspections and large-scale repairs, tear down and rebuild and/or repair major components on vehicles and equipment. Perform metal fabrication and welding on new and old equipment.
- Make immediate repairs to vehicles and equipment to ensure safe and dependable operation. This includes preventative and scheduled maintenance, lubrication, adjustments, body work and painting, and converting equipment for seasonal requirements (attaching/removing snowplow blades, etc.).
- Evaluate repairs for completeness and adequacy and test drive equipment to ensure proper working condition.
- Design and fabricate parts for loader buckets, truck bodies, snowplows, or other equipment. Fabricate special pieces from exact diagrams, rough sketches, pictures, or general oral directions.
- Perform on-site repairs and/or retrieval of vehicles as needed.
- Research and acquire parts and materials as needed, monitor and maintain inventories of supplies and stocked parts. Provide input into major purchases, such as determining appropriate specifications for vehicle and component purchases.
- Maintain a clean, uncluttered work area. Mechanic's work area must be cleaned at the end of each day — area washed with soap weekly.

SUPERVISORY RESPONSIBILITIES:

- The Automotive Mechanic does not have any supervisory responsibilities.

PHYSICAL ACTIVITIES AND REQUIREMENTS:

- Ability to climb, balance, stoop, kneel, crouch, crawl, reach, sit, stand, walk, push, pull, lift, use fingers, grasp, feel, and perform repetitive motions. Ability to exert in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

ENVIRONMENTAL CONDITIONS:

- The worker is subject to both inside and outside environmental conditions: Activities occur inside and outside.
- The worker is subject to extreme cold: Temperatures below 32 degrees for periods of more than one hour. Note: Portable heaters and generators are available for use.
- The worker is subject to extreme heat: Temperatures above 100 degrees for periods of more than one hour.
- The worker is subject to noise: There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
- The worker is subject to vibration: Exposure to oscillating movements of the extremities or whole body.
- The worker is subject to occupational hazards: Includes a variety of physical conditions, such proximity to moving mechanical parts, electrical current, working on scaffolding and high places, exposure to high heat, exposure to chemicals, exposure to serious injury (crushed fingers, extensive burns, broken bones). Note: Safety glasses, ear protection and hardhats are provided. It is the employees' responsibility to protect themselves.
- The worker is subject to atmospheric conditions: One or more of the following conditions that affect the respiratory system or the skin: Fumes, odors, dusts, mists, gases or poor ventilation. Note: Exhaust fans are available for use.

MINIMUM QUALIFICATIONS:

- (Adopted by the Essex County Department of Personnel and Civil Service)
- Two years of experience as a skilled automotive mechanic.

EMPLOYER'S DISCLAIMER:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.
- This job description in no way states or implies that these are the only duties to be performed by the employee holding this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as required by the Department Head.
- This job description is intended for the internal use by the Town of Schroon and does not replace the job specification that has been adopted by the Essex County Department of Personnel and Civil Service.
- This job description does not create a contract of employment, express or implied.

REQUEST TO APPROVE ADVERTISEMENT FOR TOWN AUTOMOTIVE MECHANIC

RESOLUTION # 031-2025

INTRODUCED BY: Councilperson Donaldson

WHO MOVED ITS ADOPTION

SECONDED BY: Councilperson Gero

WHEREAS, the Town of Schroon seeks to approve the advertisement Town Automotive Mechanic.

NOW, THEREFORE, BE IT

RESOLVED, that the Town Board of Schroon hereby approves the advertisement Town Automotive Mechanic.

DULY ADOPTED JANUARY 13, 2025 BY THE FOLLOWING VOTES:

AYES: 5 **NAYS:** 0

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

DISCUSSION: ICE RINK NETTING

Supervisor Wood stated; apparently everything is going well. I was talking with someone recently about another town's hockey rink/ice rink, that town was being inspected by their insurance. Their question was is that town had a designated time for hockey and a designated time for other activities. The Town of Schroon does not have a designated time. I believe it's just for insurance reasons to help eliminate potential injuries. We do have the timer on the lights at the pavilion so we do have a closing time. I recommending that we have specific times. We can leave the hockey alone and say "free skating" at this designated time or day.

Councilperson Welch stated; I think skating is generally younger people during the day and the hockey games are generally the adults after work.

Councilperson Gero stated; no, I see them on Saturdays and Sundays too.

Supervisor Wood stated; I did ask Steve McNally today if they used netting on their rink, he said no. We did have an incident recently where someone was walking by the hockey rink and they got hit in the face with a stray puck. The netting to go around the hockey rink is very expensive. Would we net off one section? Make it moveable? These are all things we need to consider.

Councilperson Gero stated; I will say, with our decision to not use a liner this year and try the spray foam, I think the ice looks GREAT! I think it really looks sharp the clarity of the ice, it looks professional I think it was a good idea to try to not use a liner this year.

Councilperson Welch stated; I am not sure that I think designating time is a good idea. I think that is going to deter people. A lot of times people just go on a whim or they go when they can and if their schedules don't work with the designated time, they don't skate.

Supervisor Wood stated; there is also a spot on the ice, on the lake that people have cleared off and they were out there playing hockey the other day. So not only do we have the rink, we have the lake too. There are alternatives if the rink is too crowded.

DISCUSSION: CONTRACT FOR WASTEWATER BOILER

Supervisor Wood stated; Brian is away but we have to get a contract together for the wastewater boiler work to start. Once Brian gets back, we will discuss this with him and get that ball rolling.

DISCUSSION: HANDBOOK REVIEW

Supervisor Wood stated; this is something we do every year. Each board member is going to take a section of the handbook policies to review, make notes or offer suggestions or revision ideas.

DISCUSSION: POLICY REGARDING TOWN EMPLOYEES WORKING OFF HOURS

Supervisor Wood stated; we have to start working on a policy regarding Town employees working doing things that they do for the Town, on their off hours. This is in regards to employees working on water issues, or private roads or things of such nature on their off hours, as Town representatives. The policy would state something like 'The Town of Schroon is willing to help in the event of an emergency, but are not obligated to do so, any employee time will be billed out at the cost to the Town of Schroon.'

We want to help where we can, but we are not obligated to help on private water lines, private roads or private property. We are a small community, if we can help, we would like to but we can't do it at the expense of the Town. That's taxpayers' dollars. At the bare minimum we need to at least have those costs covered if we are going to help out with the things like I mentioned. I would like the Board to start working on this, we can get a written account of where all the private lines are from Bill. This will also help us with some of our other tasks to include the Lead Service Line inventory. This can also help us gather emergency contact information from these private line owners.

Councilperson Miller stated; yes, it can state, 'When available, at Town discretion and at prevailing rate'.

DISCUSSION: ROWING BOAT STORAGE

Supervisor Wood stated; We had a town resident inquire about rowing boat storage down by the beach or park. The problem is we can't pick and choose who we allow to use Public Town property. If we allow rowers to store their boats on town property, then what about the folks with the row boats or the sunfish or the wake boards. It's unfortunate because he was really willing to work with us in many different ways to make this work, but unfortunately, it's not something the Town can allow. I would suggest that he explores the marina, or maybe some sort of private boat storage.

DISCUSSION: COMPREHENSIVE PLAN MEETING

Supervisor Wood stated; just a reminder there is a Comprehensive Plan Public Meeting at the School at 5PM on Wednesday the 15th, 2025.

ADOURN MEETING AT 7:36 PM

INTRODUCED BY: Councilperson Welch

SECONDED BY: Councilperson Donaldson

With no further business, this meeting was adjourned at 7:36PM, carried unanimously

Respectfully Submitted by

Erica Hedden

Town Clerk