

**Present:**

**Town Supervisor:** Meg Wood

**Councilpersons:** Richard Gero, Steve Miller, and Leanne Welch (Lynn Donaldson – Excused)

**Town Clerk:** Erica Hedden

**Wastewater Chief:** Brian Ritchings

**Also Present:** Fran Mahler, Dave Williams, Ed Gandolf, Lynette Colden, Albert May

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

**Public Participation:**

Lynette Colden stated: Hello everyone, I'm sorry I haven't been here lately, my wife now works Monday nights, I have missed you all! I am here tonight to talk about the Vivid Life Run for 2025, we are thinking of doing it on Father's Day weekend, on Saturday the 13th in conjunction with the North Hudson car show. We would do the run in the morning and tag team with the car show. This vivid life run we want to focus on men's health. June is men's health month and the demographics for Essex County is above 65 males. Typically, laborer type jobs are professions most affected. I will continue to update you as things progress and be sure to keep things in the loop. Every year we improve and do better than the year before. We require nothing from the Town, we handle everything. I just want to make sure the Town is in the loop and everyone knows the plan. Essex County in the last 5 years has experienced a higher-than-average men's mental health crisis. This is important to us to raise awareness and to help those in need.

Dave Williams stated; I have some questions. I was curious I know you said you had spoken to some people about some grants, I was curious how that went. Also, I found a paper that Moriah recently got some grants and so did Ticonderoga so I was hoping that Schroon could try and take advantage of what is out there as well. The other question I had was about setting goals, I think the people would like to see what goals the town is hoping to accomplish in 2025 and have those posted on the website.

Supervisor Wood stated; we talked about that amount ourselves, instead of setting ourselves up for the potential of missing our goals due to timelines, as we move along and we start a project we will roll out information. We want to keep everyone informed as things move forward. I did meet with the Lake Champlain Lake George Regional Planning board as well as the county community resources people, they are very busy and working hard to try to put together grants for us. We have also been communicating with ROOST. ROOST is a regional marketing, tourism driven organizational that help to promote our region and help out with grants to improve towns. All these organizations work together.

Councilperson Gero stated; Along with Dave's question when we sat down with ROOST, we put together a list that we want to prioritize so we can see what funding is out there based on our priorities.

Supervisor Wood stated; we were also able to provide thee organizations with our history. The things we have already done, things we haven't done and the things that we are reaching for. We are working on it. We do not want to set unrealistic goals for the Town. Once we have a plan and we start moving forward with it, then our plan is to disseminate information regarding where we are at and the status of how everything is going. We want to be sure to keep the public included, but we don't want to put too much on our plate at once. Once we have a plan moving forward, then we will keep the public as up to date as possible at the progress of that plan.

Dave Williams stated; my last question is, is the board aware of what the fund balance is?

Supervisor Wood stated; yes, we do not have the final figure from 2024 yet, but bare in mind that the fund balance fluctuates, it is not a set in stone number. It varies through out the year.

Dave Williams stated; where I was going with that was if we have a decent fund balance, we can possibly use that to segway for some grants, or even something just with the town. Along with that suggestion, we have been talking about the playground, there is a none for profit up there at the school who has been working with them on the playground. I am not sure if there is a way to the town to help out with that with resources or funding.

Supervisor Wood stated; since last spring we have been looking into that legally. There are major legal questions there. That's going to be a fabulous playground. The history of the playground in the park is not to have a massive playground, it was just to help out families to keep their children occupied. It's not supposed to be a destination playground, unlike the one at the school. Which is all the more reason to work with them as much as we can. We cannot give them a donation, as that's taxpayer money, but we can help them with grants.

Dave Williams stated; also, there is another grant coming up this year, it's a small grant but maybe we could use it for flower pots around town or something small.

Supervisor Wood stated; that grant does not work with municipalities.

Dave Williams stated; one las thing, there are still some people out there that would be willing to volunteer their time to help out with some of the leg work with these items, to help with grant research and things like that. So please keep that in mind, there are people who would like to help.

Supervisor Wood stated; thank you, we appreciate that.

**REQUEST TO ACCEPT MINUTES OF JANUARY 13<sup>TH</sup> 2025**

**RESOLUTION # 32 -2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Gero

**WHEREAS,** the Town of Schroon seeks to accept town clerk minutes from January 13, 2025 Town Board meeting.

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby accepts town clerk minutes from January 13, 2025 Town Board meeting.

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:**   4   **NAYS:**       

**AYES:** Councilpersons Miller, Gero, Welch, Supervisor Wood                   **(Donaldson-Excused)**

**REQUEST TO VOUCHERS**

**RESOLUTION # 33-2025**

**INTRODUCED BY:** Councilperson Gero

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Welch

**WHEREAS,** the Town of Schroon seeks to approve vouchers

**2024 Vouchers**

**General: \$7,987.15 Highway: \$17,848.05 Sewer: \$5,643.66 Water: \$202.83**

**2025 Vouchers**

**General: \$49,621.16 Highway: \$25,147.68 Sewer: \$4,456.97 Water: \$3,408.21**

**POST AUDITS**

**General: \$151,316.90 Highway: \$74,176.00 Sewer: \$22,149.14 Water: \$ 12,341.50**

**NOW, THEREFORE, BE IT**

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

**2024 Vouchers**

**General: \$7,987.15 Highway: \$17,848.05 Sewer: \$5,643.66 Water: \$202.83**

**2025 Vouchers**

**General: \$49,621.16 Highway: \$25,147.68 Sewer: \$4,456.97 Water: \$3,408.21**

**POST AUDITS**

**General: \$151,316.90 Highway: \$74,176.00 Sewer: \$22,149.14 Water: \$ 12,341.50**

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:   4   NAYS:**

**AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)**

**REQUEST TO APPROVE WAIVING WATER AND WASTEWATER USER LATE FEES FOR**

**PELKY/DECESARES PIZZERIA**

**RESOLUTION # 34-2025**

**INTRODUCED BY:** Councilperson Miller

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Gero

**WHEREAS,** the Town of Schroon seeks to approve waiving \$111.25 in late fees for account 550-0 (formerly TM# 147.13-3-15.001), DeCesare’s Pizzeria, for the period of quarter 4, 2023 to quarter 4 of 2024. Waiver is due to system error, account was not updated to correct owner at time of sale, bills were being sent to prior owner.

**WHEREAS,** Waiver will be in the form of a credit to account 550-0 in the amount of \$111.25.

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby approves the Town of Schroon seeks to approve waiving \$111.25 in late fees for account 550-0 (formerly TM# 147.13-3-15.001), DeCesare’s Pizzeria, for the period of quarter 4, 2023 to quarter 4 of 2024. Waiver is due to system error, account was not updated to correct owner at time of sale, bills were being sent to prior owner.

**FURTHER RESOLVED,** Waiver will be in the form of a credit to account 550-0 in the amount of \$111.25.

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

AYES:   4   NAYS:       

AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)

**REQUEST TO APPROVE BID AND BID ADVERTISEMENT FOR HVAC EQUIPMENT MAINTENANCE AND REPAIR CONTRACT**

**RESOLUTION #35 -2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Miller

**WHEREAS,** the Town of Schroon seeks to approve a BID and advertisement of BID for HVAC Equipment Maintenance and Repair.

**WHEREAS,** BID shall be duly advertised in the official newspaper. As well as on the Town and County website.

**WHEREAS,** BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby approves the BID and advertisement of BID for HVAC Equipment Maintenance and Repair.

**FURTHER RESOLVED,** BID shall be duly advertised in the official newspaper. As well as on the Town and County website. BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

AYES:   4   NAYS:       

AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)

**REQUEST TO APPROVE BID AND BID ADVERTISEMENT FOR 2025 SIDEWALK REPLACEMENT**

**RESOLUTION #36 -2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Gero

**WHEREAS,** the Town of Schroon seeks to approve BID and BID advertisement for 2025 Sidewalk Replacement BID shall be duly advertised in the official newspaper. As well as on the Town and County website.

**WHEREAS,** BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby approves the BID and BID advertisement for 2025 Sidewalk Replacement

**FURTHER RESOLVED,** BID shall be duly advertised in the official newspaper. As well as on the Town and County website. BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

AYES:   4   NAYS:       

AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)

**REQUEST TO APPROVE BID AND BID ADVERTISEMENT FOR HIGHWAY GARAGE ROOF REPLACEMENT**

**RESOLUTION # 38-2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Miller

**WHEREAS**, the Town of Schroon seeks to approve BID and BID advertisement for Highway Garage Roof Replacement

**WHEREAS**, BID shall be duly advertised in the official newspaper. As well as on the Town and County website.

**WHEREAS**, BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of Schroon hereby approves the BID and BID advertisement for Highway Garage Roof Replacement

**FURTHER RESOLVED**, BID shall be duly advertised in the official newspaper. As well as on the Town and County website. BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:**   4   **NAYS:**       

**AYES:** Councilpersons Miller, Gero, Welch, Supervisor Wood                   **(Donaldson-Excused)**

**REQUEST TO APPROVE RETENTION AND DISPOSITION SCHEDULE FOR NEW YORK LOCAL GOVERNMENT RECORDS (LGS-1)**

**RESOLUTION # 39-2025**

**INTRODUCED BY:** Councilperson Miller

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Gero

**WHEREAS**, the Town of Schroon seeks to approve the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, effective February 13, 2025.

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of Schroon hereby approves the *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, issued pursuant to Article 57-A of the Arts and Cultural Affairs Law, and containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed therein, effective February 13, 2025.

**FURTHER RESOLVED,**

- a. only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records (LGS-1)*, after they have met the minimum retention periods described therein;
- b. Only those records will be disposed of that do not have sufficient administrative, fiscal, legal, or historical value to merit retention beyond established legal minimum periods.

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:   4   NAYS:**

**AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)**

**REQUEST TO APPROVE AIRPORT LEASE ADDENDUM**

**RESOLUTION #40 -2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Miller

**WHEREAS,** the Town of Schroon seeks to approve Airport Lease Addendum

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby approves the Airport Lease Addendum

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:   4   NAYS:**

**AYES: Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)**

**TOWN OF SCHROON**

**AIRPORT HANGAR LEASE AGREEMENT**

**THIS LEASE AGREEMENT, effective the 1<sup>st</sup> day of February, 2025, by and between the TOWN OF SCHROON, whose offices are located on 15 Leland Avenue, 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 1<sup>st</sup> day of February, 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 Dollars (\$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 Dollars (\$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 liability insurance coverage shall be at least One Million Dollars (\$1,000,000.00) Single Limit 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.**

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**LEWIS DONNELLY, LESSEE**

**DATE**

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**TOWN OF SCHROON**

**DATE**

**BY: MARGARET WOOD, TOWN SUPERVISOR**

**REQUEST TO APPROVE BID AND BID ADVERTISEMENT FOR AUDIO/VISUAL CAMERAS AT TRANSFER**

**STATION**

**RESOLUTION # 41-2025**

**INTRODUCED BY:** Councilperson Gero

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Miller

**WHEREAS**, the Town of Schroon seeks to approve BID and BID advertisement for Audio/Visual cameras at the Transfer Station

**WHEREAS**, BID shall be duly advertised in the official newspaper. As well as on the Town and County website.

**WHEREAS**, BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of Schroon hereby approves BID and BID advertisement for Audio/Visual cameras at the Transfer Station

**FURTHER RESOLVED**, BID shall be duly advertised in the official newspaper. As well as on the Town and County website. BID opening will be scheduled for March 19<sup>th</sup> at 1:00PM

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:**   4   **NAYS:**       

**AYES:** Councilpersons Miller, Gero, Welch, Supervisor Wood                   **(Donaldson-Excused)**

**REQUEST TO APPROVE YOUTH COMMISSION ANNUAL REPORT**

**RESOLUTION # 42-2025**

**INTRODUCED BY:** Councilperson Miller

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Welch

**WHEREAS**, the Town of Schroon seeks to approve Youth Commissions Annual Report for 2025

**NOW, THEREFORE, BE IT**

**RESOLVED**, that the Town Board of Schroon hereby approves the Youth Commissions Annual Report for 2025

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:**   4   **NAYS:**       

**AYES:** Councilpersons Miller, Gero, Welch, Supervisor Wood **(Donaldson-Excused)**



**REQUEST TO APPOINT DEPUTY TOWN CLERK**

**RESOLUTION # 45-2025**

**INTRODUCED BY:** Councilperson Welch

**WHO MOVED ITS ADOPTION**

**SECONDED BY:** Councilperson Miller

**WHEREAS,** the Town Clerk seeks to approve appointment of Dee Bowen as Deputy Town Clerk at a pay rate of \$17.33/ hour, grade 2.

**NOW, THEREFORE, BE IT**

**RESOLVED,** that the Town Board of Schroon hereby approves the appointment of Dee Bowen as Deputy Town Clerk at a pay rate of \$17.33/ hour, grade 2.

**DULY ADOPTED FEBRUARY 13, 2025 BY THE FOLLOWING VOTES:**

**AYES:**   4   **NAYS:**       

**AYES:** Councilpersons Miller, Gero, Welch, Supervisor Wood (Donaldson-Excused)

**TOWN OF SCHROON RESOLUTION NO. 46 -2025**

**RESOLUTION OF THE TOWN BOARD OF THE TOWN OF SCHROON ACCEPTING THE FINAL DRAFT OF THE COMPREHENSIVE PLAN, DECLARING LEAD AGENCY STATUS, DETERMINING SEQR TYPE CLASSIFICATION, REFERRING THE PLAN TO REQUIRED AGENCIES, AND SCHEDULING A PUBLIC HEARING**

WHEREAS, the Town of Schroon Town Board established a Comprehensive Plan Committee to prepare an updated Comprehensive Plan for the Town; and

WHEREAS, the Committee has completed its work and submitted a Final Draft of the Comprehensive Plan to the Town Board; and

WHEREAS, the adoption of a Comprehensive Plan is subject to the requirements of the State Environmental Quality Review Act (SEQRA); and

WHEREAS, the Town Board wishes to proceed with the review and potential adoption of the Comprehensive Plan in accordance with all applicable laws and regulations;

NOW, THEREFORE, BE IT RESOLVED that:

1. The Town Board hereby accepts the Final Draft of the Town of Schroon Comprehensive Plan as complete and ready for public review;
2. The Town Board declares its intent to serve as Lead Agency for the SEQR review of the Comprehensive Plan;
3. The Town Board hereby classifies the adoption of the Comprehensive Plan as a Type 1 Action under SEQRA;
4. The Town Clerk is hereby directed to refer the Final Draft Comprehensive Plan to: a. The Adirondack Park Agency for review and comment pursuant to Section 807 of the Adirondack Park Agency Act and b. The Essex County Planning Board for review and recommendation pursuant to Section 239-m of the General Municipal Law

5. A Public Hearing on the proposed Comprehensive Plan shall be held on March 13, 2025, at 5:30 PM at the Schroon Town Hall;
6. The Town Clerk is hereby directed to publish notice of said Public Hearing in the Town's official newspaper at least ten (10) days prior to the hearing date and to post such notice on the Town's official bulletin board and website.

Motion made by: Welch Motion Seconded by: Gero

ROLL CALL VOTE:

Supervisor Wood aye

Councilperson Welch aye

Councilperson Gero aye

Councilperson Miller aye

Councilperson Donaldson Excused

#### **DISCUSSION: COMPREHENSIVE PLAN UPDATE**

Supervisor Wood stated; there will be a hearing on our March 13<sup>th</sup> meeting. Jaimie Konkoski will be coming down to give a brief presentation. It is the final draft; she very kindly did the whole resolution for us. After we have the public hearing, it has to remain open for 30 days as required by law and it will be closed at the April Town Board meeting. Then hopefully in April this will be up and running.

#### **DISCUSSION: COURT AIDE FOR JUSTICE MARK GRANGER**

Supervisor Wood stated; this is just to keep this on the agenda, we have been waiting for months to get written approval from the Offices of Court Administration, that it is ok for us to do. The court has its own very strict set of rules and we want to be sure that we are not violating any of them by allowing an Aide to come in and help Mark with tasks that he is not physically able to do. This will stay on the agenda until we hear from the Offices of Court Administration.

#### **DISCUSSION: POLICY REGARDING TOWN OF SCHROON EMPLOYEES WORKING ON PRIVATE WATER LINES**

Supervisor Wood stated; we have a list of all the streets that have town water coming through private lines. We have had some issues over the year and they seem to be compounding lately. We have consulted with our town attorney, and we will come up with a policy and guidelines to use in regards to town employees working on private lines. We want to make it very clear what the Towns responsibility is and what the property owners' responsibilities are. Once this plan is developed, it will go out with the water and/or waste water bills,

as well as being available online. The Town has never been responsible for the private lines, but we want to make it very clear and have a written plan in place in the event of emergencies. As this develops, we will continue to talk about it and get feedback.

**DISCUSSION: USE OF TOWN MATERIALS BY PRIVATE CONTRACTORS IN THE COURSE OF THEIR BUSINESS**

Supervisor Wood stated; I spoke with the town attorney about this. He strongly recommended that we do not allow people to use town products for their business.

Councilperson Gero stated; this came up a year ago and I thought this was all taken care of, are there new or reoccurring offenders to this problem.

Supervisor Wood stated; yes. I also thought it was taken care of but apparently from what Joe told us; it was communicated that they cannot use town EQUIPMENT to access Town materials. This is to make it very clear that this just cannot be done. Obviously for liability reasons, we cannot have someone, for example, climbing the sand pile and shoveling out sand by hand, at night. What if that person fell, what if that person got injured or the sand pile slide and they were buried with sand. Who knows, so many things can happen.

Councilperson Gero: Not only for the liability of it but also these materials were purchased with taxpayer dollars, it is our duty to protect the towns investment. We cannot have a contractor come in and take taxpayer materials and make a profit off of it in the private sector. I also want to make it clear that when we draw up this policy that we are still able to allow someone to load up a 5-gallon bucket for their PERSONAL use. They need some sand to sand the end of their driveway to get their vehicle unstuck, that they can still do that. I know that some towns have everything locked and gated but they place a small sand pile outside of the gate so that people in need can assess it.

Supervisor Wood stated; I agree with you, but it was advised by our Town attorney to not allow any person to access or take Town materials. So, we will have to think this through and work on this.

**DISCUSSION: SURVEYS OF MUNICIPAL PROPERTIES**

Supervisor Wood stated; I think that we should have some sort of plan for the Town to have all its properties surveys. The county has a surveyor that they use, I have contacted him and he said that he would be happy to work with us. The reason I am bringing this up now is because we have to get a survey of the Route 9 water tower lot. The Health Department wants to see us have a gate and fence all the way around the property but they also understand that the fence may hinder plowing for that area. Anyways, I think we should have a plan moving forward to get one or two of our properties surveyed. So, we have fresh up to date surveys. Some of our parcels have had surveys, so we certainly do not need to do all of them but many of the surveys were done a very long time ago and encroachments have been made on

Town property since then. I know we can't just have all of them done at once but if we can get a list of our properties, I think it would be a good idea to get started on our list of surveys.

**DISCUSSION: RECORD 2025 HRA BENEFIT BREAKDOWN AMONG DEPARTMENTS – TABLED**

Supervisor Wood stated; this is our HRA health insurance break down. This is what the town offsets in the form on an HRA account to help offset the very high deductible we have. We have the total amount with we stated at the last meeting, but we also started that we were going to have the break down of which department needed how much. We do not currently have that as Susan is still working on end of year reports and state filings. So hopefully we will have that information ready for the next meeting in March.

**DISCUSSION: STEEL TOE BOOT POLICY EFFECTIVE 3/1/2025**

Supervisor Wood stated; everyone in their pay-slips today received a notice that as of March 1<sup>st</sup>, 2025 the enforcement of the steel toe boot policy will be in full effect. We have always had a policy that steel toed boots or protective footwear are required. Basically, the policy says we follow what the state follows. We recently enacted a policy that offers a \$250 dollar voucher to help offset the cost of these boots to our employees that require them. The notice is to let them know that now that they have had time to use these vouchers if they chose to, that the compliance with the policy is mandatory and enforceable as of March 1<sup>st</sup>, 2025. This is just to have it in the minutes, the policy has always been enforceable and mandated, this is just to have an official record that with the addition to the vouchers, that we are now expecting 100% compliance.

**DISCUSSION: MATT WATTS, ESSEX COUNTY EMERGENCY SERVICES, TO BRIG TOWN BOARD UP TO DATE ON COUNTY-WIDE EMS SERVICES**

Supervisor Wood stated; Matt Watts is with Essex County. He has offered to me, to come down and have a meeting with us regarding the pilot program with the state on how to handle very rural emergency services. Schroon/North Hudson emergency squad is one of the more successful in the county. The five-year plan is winding down, we are still waiting for the money that is supposed to go with it.... But we are wanting an update as to where we are with everything between the state and the county.

Councilperson Miller stated; I talked to him; we have a date set. Right now, we share a lot of services and equipment with North Hudson to try to improve services and control costs. As the county has evolved in this five-year program, they have come to a pivotal point in this. It's important for us to understand where they are at so we can be ready for changes with them or be prepared to have to pick up tasks that they previously have done. The county has a flag car program, they have 4 of them, they just

patrol around the county during the day. They have been of such assistance to us, such an asset. We want to understand what more we can do now and what we can or should be prepared for moving forward. The meeting won't be for another month or so.

Supervisor Wood stated; it's interesting too, I have heard from our county manager and he says that he gets calls from other counties asking him, "How are you doing this?" or "How's it going?", "how did you get this started?" It's not often we consider ourselves on the forefront of change.

Councilperson Miller stated; it is all very interesting and all of our agencies have very different needs. Depending on how far they are from the hospital or other town services, the volume or dynamics of their calls, distance from the north way.

Lynette Colden stated; funny that you bring this up today, every year for my birthday I go to Barnes and Nobles and I pick out a book, as I did this year. I just picked a book, not a book in the Essex County section of the local government section but in this book, they were talking about Essex County NY, and Sean Gilliland and this whole EMS project. This is seeming to be a pretty big thing that is catching on. News is spreading about how Essex County is focusing on Emergency services and health services. Its wonderful.

#### **DISCUSSION: HIGHWAY INTERVIEWS**

Supervisor Wood stated; Joe Flores stated that he will be meeting with the Highway Department Committee to review the applications for Highway Department MEO and Automotive Mechanic positions that we have open. I believe we actually have two MEO positions open. I was hoping he could attend tonight's meeting but obviously he is very busy this evening with storm clean-up and was unable to attend.

#### **DISCUSSION: REVOLVING LOAN FUND**

Supervisor Wood stated; Beth Gillis from the Lake Champlain Lake George regional planning board director said she would come down and talk to us about resuscitating the revolving loan fund. They over see the financial end of things, they do not do anything, they just over see. The revolving loan fund has been dormant since Matt Curren was at the bank. I don't believe it will be at a board meeting like this but anyone interested in coming and learning about it is welcome to come and we are currently looking for volunteers! We will update our mission and all our details.

#### **DISCUSSION: OCCUPANCY TAX**

Supervisor Wood stated; and in case anyone is interested we got our new figures for the occupancy tax from Essex County. In 2023 Schroon received \$94,631.81 and in 2024 we received \$121,533.07. The hospitality industry is growing as we all know. Air B&B's account for some of this change. This is money

that is handled by the county and distributed throughout the towns. There is a base amount that each Town receives, and then depending on the Town's size and occupancy tax collected, then the rest is divided up by a predetermined formula. This is an amount that we know changes every year but from one year to the next we can anticipate a certain amount and this money is already accounted for in our budget. When the budget officer builds the budget each year this amount is already added to the budget. If we receive more than expected, there may be some wiggle room on the size of some of the projects we can do, and the same for the opposite. There are rules in how these funds can be use. The funds must be used for the betterment of the Town and tourism type projects. A good example of a use for the occupancy tax is the sidewalks. Improving the sidewalks attributes to the overall beauty and use of the town.

Councilperson Gero stated; I just wanted to add one more thing, I just want to thank and recognize the Highway Department. When we go through a stretch like we went through, and will continue to go through with this coming weekend. I hope they know that we appreciate all their hard work and we are grateful to them for all that they do.

**ADOURN MEETING AT 7:17 PM**

**INTRODUCED BY:** Councilperson Gero

**SECONDED BY:** Councilperson Miller

With no further business, this meeting was adjourned at 7:17PM, carried unanimously

**Respectfully Submitted by**

**Erica Hedden**

**Town Clerk**