



LONG LAKE TOWN BOARD REGULAR MEETING

Long Lake Town Hall

January 26th, 2022



AGENDA

I. Call Regular Meeting to Order

1. Pledge to the Flag of the United States of America
2. Opening Prayer - Craig Seaman
3. Roll Call by Dixie Lee LeBlanc, Town Clerk:
 - Councilman Richard B. Dechene
 - Councilman Dean H. Pohl
 - Supervisor Clay J. Arsenault
 - Councilman Thomas L. Donnelly
 - Councilman Craig J. Seaman

II. Board Approvals:

1. Town Clerk's Minutes
2. Warrants for the Month of December

III. Supervisor's Report:

IV. AGENDA:

1. A Resolution Approving Updated Holiday Pay Rate for Town Employees for 2022.
2. Organization Resolutions-In your packets are the 2022 organization resolutions.
3. Part 284 Agreement.
4. Chip Farr to address Board regarding pickup truck replacement.
5. Town of Long Lake Annual Assessor's Report.
6. Town of Long Lake Annual Code Enforcement Officer's Report.
7. Resolution to establish a Comprehensive Plan Implementation Review Committee.

V. Councilman Comments

VI. Public Comments

VII. Adjourn

The next Town Board Meeting will be 2/23/2022 at 7:00 P.M.
at the Long Lake Town Hall.

January 26, 2022

A Resolution of the Town Board of the Town of Long Lake

Establishing Town Employee Holiday Work Time Compensation Rate for the Year 2022

WHEREAS, all Town employees are given thirteen (13) Federally recognized holidays off each year and are compensated for eight (8) hours at their normal job pay rate for those days, and;

WHEREAS, select employees may be asked to work on those holidays, and;

WHEREAS, these employees are to be additionally compensated for time worked on these holidays, and;

WHEREAS, these employees agree to work and track their time worked on these holidays.

NOW THEREFORE, BE IT RESOLVED that the Town Board of the Town of Long Lake on this day agrees in the year 2022 to pay these employees for time worked on the thirteen (13) recognized paid holidays an additional compensation of one and a half times (1.5x) their regular hourly rate. This holiday work time pay will be added to the eight (8) hours at their normal hourly rate that they receive for the paid holiday.

MOTION by Supervisor Clay J. Arsenault, seconded by _____ to adopt this Resolution.

VOTING				
Clay J. Arsenault, Supervisor	Aye	No	Abstain	Absent
Richard B. Dechene, Councilman	Aye	No	Abstain	Absent
Thomas L. Donnelly, Councilman	Aye	No	Abstain	Absent
Dean H. Pohl, Councilman	Aye	No	Abstain	Absent
Craig J. Seaman, Councilman	Aye	No	Abstain	Absent
Adopted /Not Adopted				

RESOLUTIONS FOR JANUARY 2022 ORGANIZATION MEETING

- 1. A Resolution that the Glens Falls Post Star is determined to be a newspaper having a general daily circulation in this Town, and further that said newspaper is hereby designated as an Official Daily Newspaper for the Town of Long Lake, New York in which all legal notices may be published.**
- 2. A Resolution to designate Official Posting areas (Town Clerk Bulletin Board) for Public Notices as:**
 - (1) in Long Lake, the outside window box at the Town Office Building, and**
 - (2) in Long Lake, the inside (unlocked) entryway at the Town Hall, and**
 - (3) in Raquette Lake, the outside window box of the Raquette Lake Supply wall, and**
 - (4) on the Town Website at WWW.MYLONGLAKE.COM.**

The aforementioned locations were selected for their 24 hour, 7 day/week accessibility to the Public.

- 3. A Resolution to designate National Public Radio (NPR) as the official radio station for State of Emergency and Public Health notices.**
- 4. A Resolution that the regular meetings of the Town Board of the Town of Long Lake be held the last Wednesday of each month at 7:00 PM. (Town Law Section 62.)**

Additional Town Board meetings may be called by the Town Supervisor or Town Board as necessary.

All Town Board meetings will be held either at the Long Lake Town Hall, the Long Lake Meal Site (upstairs in the Town Hall), the Long Lake Geiger Arena, the Raquette Lake Union Free School Gymnasium or by virtual platform unless otherwise announced.
- 5. A Resolution that members of the public may speak only at the discretion of the Town Board during all open and public meetings.**

6. A Resolution that vouchers are due on Wednesday, one week before the monthly meeting. All vouchers turned in after the designated day will be held until the next scheduled payment of warrants. Warrants will be approved at the monthly meeting.

7. A Resolution authorizing the payment in advance of audits of claims for utilities, employee benefits, postage, bond payments, insurance bills, freight and bid-procured purchases which have been awarded by the Board and like vouchers; all such claims shall be presented at the next regular meeting for audit. (Town Law Section 118, Section 2)

8. A Resolution that sets a deadline for all bills presented to the Town for payment; they must be submitted to the Supervisor's office within one year of the date of service (Example: an invoice dated 7/15/21 must be submitted for payment prior to 7/15/22).

9. A Resolution that department heads or designees may be requested to attend Board meetings where warrants are audited (end of the month) and may be requested to attend certain regular and/or special Town Board meetings.

10. A Resolution that the Town of Long Lake pay full-time and eligible part-time year around employees the following thirteen holidays.

New Year's Day	Monday, 01/03/2022
Martin Luther King, Jr. Day	Monday, 01/17/2022
President's Day	Monday, 02/21/2022
Good Friday	Friday, 04/15/2022
Memorial Day observed	Monday, 05/30/2022
Juneteenth Day	Monday, 06/20/2022
Independence Day	Monday, 07/04/2022
Labor Day	Monday, 09/05/2022
Columbus Day	Monday, 10/10/2022
Veteran's Day	Friday, 11/11/2022
Thanksgiving	Thursday & Friday, 11/24 & 25/2022
Christmas Day observed	Monday, 12/26/2022

No additional days off with pay will be granted to Town employees, other than the above holiday dates, without prior approval of the members of the Town Board.

11. A Resolution designating the Town Supervisor as Chief Fiscal Officer and, as such, is authorized to invest surplus money at the best available rates as stated in the Town of Long Lake Investment Policy. (General Municipal Law 11.)

12. A Resolution to appoint the Town Supervisor as Budget Officer for 2022. (Town Law Section 103.)

13. A Resolution that the Supervisor shall submit to the Town Clerk within sixty days after the close of the fiscal year, a copy of the Adjusted Annual Update Document reported to the State Comptroller and acceptance of general, highway and water district Town monies received and disbursed throughout the year. (Town Law section 29; Subdivision 10A.) An additional 60 days is permitted with approval of the State Comptroller.

14. A Resolution that the Town Board establishes the Office of Deputy Supervisor. (Town Law section 42) The Supervisor appoints Clark J. Seaman as Deputy Supervisor.

15. A Resolution appointing the Principal Account Clerk as bookkeeper for the Highway Superintendent and for Water Districts #1 and #2 Funds.

16. A Resolution that the Town Supervisor appoints Dixie Lee LeBlanc as Registrar of Vital Statistics; and Dixie Lee LeBlanc appoints Amber L. Wambach as Deputy Registrar of Vital Statistics.

17. A Resolution authorizing the Town Supervisor to appoint a Town Historian from Long Lake and a Town Historian from Raquette Lake who shall each promote the establishment and improvement of programs for the management and preservation of local government records with enduring value for historical or other research; encourage the coordinated collection and preservation of non-governmental historical records by libraries, historical societies, and other repositories; and carry out and actively encourage research in such records in order to add to the knowledge, understanding and appreciation of the Town of Long Lake's history. Those appointments are Hallie Bond, Long Lake and Joanna L. Darling, Raquette Lake. (Education Law Section 148.)

18. A Resolution that the Supervisor appoints the Long Lake Councilmen to the following committees:

CHAIRMAN / SUB CHAIR	DEPARTMENT
Dechene / Pohl	Parks & Recreation Department Snowmobile Beach / Skate / Docks Emergency Management
Donnelly / Seaman	Buildings / Property / Maintenance Multi-use Mountain Bike trails Personnel Medical Building Transfer Station, Long Lake
Pohl / Dechene	Raquette Lake Highway Raquette Lake Water Raquette Lake Transfer Station Raquette Lake E-911/Fire - EMS (Herkimer) Emergency Management
Seaman / Donnelly	Long Lake Highway Long Lake Water Commerce / Tourism

19. A Resolution that the Town Clerk appoints Amber L. Wamback and L. Brian Castler as Deputy Town Clerks.

20. A Resolution to designate the Town Clerk as FOIL Officer and the Town Supervisor as Appeals Officer. (Per recommendation of the NYS Committee on Open Government.)

- 21. A Resolution that the Town Board appoints Dixie Lee LeBlanc, Town Clerk, as Agent to Issue Parking Permits to People with Disabilities as required by the NYS Vehicle and Traffic Law.**
- 22. A Resolution that the Town Board appoints Bruce M. Jennings, M. John Hosley and Captain Dean Pohl as Marriage Officers for the Town of Long Lake who shall have the authority to solemnize a marriage; which marriage shall be valid if performed in accordance with other provisions of law.**
- 23. A Resolution to appoint Bruce Jennings as Long Lake Cemetery Custodian to map burials and maintain cemetery records.**
- 24. A Resolution to appoint Bruce Jennings as the E-911 Coordinator with Essex County.**
- 25. A Resolution whereas the Town Board, as the Long Lake Board of Health (Public Health Law, Section 302 (2)), appoints Russell E. Rider, MD to the position of Health Officer of the Town of Long Lake and Chief Executive Officer of the Board of Health (Public Health Law, Section 320 (1) and 308 (a)).**
- 26. A Resolution that the Town Board contracts with Russell E. Rider, MD to provide medical services to the community for \$57,000.00 in 2022.**
- 27. A Resolution that any Town officer/employee should be compensated for the use of their automobiles in the performance of their official duties at the current rate of 58.5 cents per mile as determined by the IRS; rate is subject to fluctuation.**
- 28. A Resolution to pay, if requested, dues to the following associations and organizations, said list not being all inclusive: Association of Towns; The Hamilton County Association of Highway Superintendent's; New York State Magistrate's Association; Town Clerk's New York State Association; Town Clerk's Tri-Lakes Association; New York State Supervisor's Association; New York State Assessor's Association; Hamilton County Assessor's Association; Adirondack Association of Towns and Villages; NYS Nurse's Association; NYS Snowmobile Association; Northern Adirondack Code Enforcement Official's Association and Central Adirondack Association; New York State Association of Town Superintendents of Highways.**

29. A Resolution that the following bank is hereby designated as the official depository for the Town of Long Lake and that the Town Supervisor, Town Clerk, Deputy Clerks and Town Justices shall deposit all funds coming into their hands in their official capacities in said bank: Community Bank, Long Lake Branch, PO Box 215, Long Lake, NY 12847 (Town Law Section 64, Subdivision 1.)

30. A Resolution whereas all elected and appointed Town officials and employees be authorized, with the approval of the Town Supervisor, or if necessary, the Town Board, to attend any authorized school or seminar with all actual and necessary expenses being a proper Town charge as stated in the Town of Long Lake Employee Handbook dated 12/09/08.

31. A Resolution authorizing the attendance at the 2022 Association of Towns (AOT) “Annual Meeting & Training School” in February and/or AOT with the Office of the State Comptroller (OSC) for “New Town Officials Schools”, held in January for all elected Town officials and appointed officials and employees with all actual and necessary expenses being a proper Town charge. This includes meetings of a virtual platform.

32. A Resolution authorizing Long Lake Town Justices to appoint or hire court clerks and/or court stenographers as necessary. The Town Justices appoint Tina Burnett as Court Clerk.

33. A Resolution that the Town of Long Lake Board of Assessment Review (BAR) Members be compensated one hundred dollars (\$100) for each day assessment review services are performed or mandated.

34. A Resolution that the salaries of all elected officials be fixed as to the amounts respectively specified in the notice of public hearing upon preliminary budget of 2022 as follows:

Town Supervisor (4-year term)	44,579.00
Town Justices, each (2) (4-year term)	13,077.00
Town Council Members, each (4) (4-year term)	4,998.82
Town Clerk (4-year term)	40,505.00
Town Highway Superintendent (4-year term)	46,421.00
Town Sole Assessor (6-year term)	34,730.00

35. A Resolution that year 'round Town of Long Lake Employees (unless noted as seasonal or temporary) will be paid at an hourly rate according to the salary grade schedule as follows:

Highway Employees:

Foremen	19.49 - 25.28
MEO/laborer	17.76 - 23.44
Laborers, temporary	13.97 - no limit
MEO/ <i>not</i> CDL/temporary	16.48 - no limit

Water District(s) Employees:

Water Plant Operators	18.61 - 24.39
Water Supt.	21.13 - 26.72
Trainee WP Operators	15.22 - 21.01
Employees, seasonal laborer	13.97 - 17.30

General Fund employees:

Employees, permanent	12.70 - 33.46
Employees, seasonal	13.57 - 17.30

36. A Resolution that the following General Fund, appointed employees will be paid an annual salary as follows:

Historians (2) each	2,257.07
Dog Control Officer	3,676.16
Deputy Dog Control Officer	763.64
Deputy Town Supervisor	1,614.46
Cemetery Custodian (of records)	2,706.54
Deputy Highway Superintendent	No compensation
Town Attorney	3,495.55
Transfer Station Supervisor	6,000.00
E-911 Coordinator	2,674.75
Confidential Secretary to the Supervisor	59,740.00

37. A Resolution that all permanent, year-round, hourly employees will receive annual longevity payments after 10 years of service; these annual payments will increase after 15 years of service, 20 years of service, 25 years of service, etc. in accordance with the longevity policy as approved by the Board on 12/10/97. (Amended 10/07, amended again 11/25/14, 1/31/2018, 10/30/2019)

38. A Resolution whereas the Town Board establishes the position of Dog Control Officer to the Town of Long Lake: Andrew Pauls is appointed Dog Control Officer; Dixie Lee LeBlanc is appointed Deputy Dog Control Officer. (Agriculture and Markets Law sections 108, 115, 115a, 120, 122, 126.)

39. A Resolution establishing a petty cash fund, which is used by the Parks, Recreation and Tourism Department (PRT), at the maximum not-to-exceed amount of \$500.00. (NYS OSC)

40. A Resolution whereby the vendor claimant's certification on a voucher does not have to be completed when accompanied by an invoice unless requested by the department head or Town Supervisor.

41. A Resolution that the Town Supervisor shall have the authority to enter into all necessary agreements to purchase materials, supplies and equipment with a limit of \$20,000.00 or less and utilizing the procurement policy where applicable.

42. A Resolution authorizing checks to be signed with the facsimile signature of the Town Supervisor, as reproduced by a check signer. (Town Law, #29 (3)).

43. A Resolution that the Town Board appoints Carl T. Ferrentino, Esq. as Town Attorney and to the Office of Town Attorney. Also, the Town Board by this Resolution designates Karen S. Martell, Esq. of the firm of Lemery Greisler, LLC of Saratoga Springs as bond counsel for the Town and further, designates Daniel G. Vincelette, Esq. of The Vincelette Law Firm as an attorney for the Town for real property tax assessment issues.

44. A Resolution that the Board appoints John Deming of Adirondack Professional Services, Elizabethtown, NY as Town Surveyor.

45. A Resolution that the Board appoints Jonathan Soukup of Cedarwood Engineering, Warrensburg, NY as Town Engineer.

46. A Resolution for the following contract for the Superintendent of Highways:

A. The Town of Long Lake Highway Department shall maintain a work force the equivalent of 5.8 full-time positions plus one non-benefitted position. The permanent work force shall consist of no more than two foremen/MEOs: one in Long Lake and one in Raquette Lake, and four MEOs/laborers.

Other part-time employees may be assigned to assist the Highway Department. Any part-time staffing will only be done in accordance with the Highway Budget as approved by the Town Board.

In the event the Highway Superintendent chooses not to have a foreman in Long Lake, that position can be held by an MEO/laborer.

B. The Town Highway Superintendent shall have the authority to enter into all necessary agreements to purchase parts, road materials for repairs and improvements, outside repair contracts, leases and equipment purchases up to a limit of \$10,000.00 in value. With the agreement of the Town Supervisor, this authorization is extended to \$20,000.00 on any of the above expenditures.

C. Pursuant to the provisions of Section 284 of the Town Highway Law, monies collected and levied for the repair and improvement of highways and received from the State for repair and improvement shall be expended as agreed upon by the Highway Superintendent, Town Supervisor, Town Board, and Hamilton County Highway Superintendent.

D. The Town Highway Superintendent shall maintain, improve and repair all Town roads, parking areas, equipment and properties as provided for in the annual budget, and furthermore, may be assigned additional duties by the Town Board, not inconsistent with Town Highway Law, which are within the general scope of his employment and which do not interfere with his ordinary duties.

47. A Resolution that the Town Board establishes the Office of Deputy Highway Superintendent; the Highway Superintendent appoints Michael M. Lamphear as Deputy Highway Superintendent for the Town of Long Lake.

48. A resolution that all financial dealings and contracts between Officers of the Town of Long Lake and their relatives must be given express prior approval by vote of the Town Board. (Town of Long Lake Ethics Code.)

49. A Resolution that the Town Board appoints Dixie Lee LeBlanc, Records Management Officer and Matthew A. Newby, Confidential Secretary to the Supervisor, as the designated persons who shall have the authority to enter the safe deposit box, which box fulfills the storage needs for small items and records required to be stored off premises in a regulated atmosphere at a safe and secure location at premises currently named Community Bank NA, Long Lake Branch, to remove all or part of its contents; and also authorizing the Town Supervisor to cancel or modify the agreement between the Town and the Bank and to surrender or exchange the box; and also states that each year the Town Board will reaffirm or renew those designated persons authorized to have access to the box.

50. A Resolution to officially designate all Long Lake Town roads as snowmobile roads for the 2021 - 2022 winter season as requested annually by the DEC. The Town Board reserves the right to post specific sections of Town roads for non-usage by snowmobiles.

51. A Resolution that the Town Board Members annually approve the contents of the Town Policy Manual.

52. A Resolution to allow the Town Supervisor to sign documents in support of regional efforts that directly benefit the Town of Long Lake, where timing is critical to the success of the effort.

53. A Resolution that the Town of Long Lake, Location Code 30227, hereby establishes the following as standard work days for the elected and appointed officials and will report the following days worked to the NYS and Local Employee's Retirement System based on the time keeping system records or the record of activities maintained and submitted by these officials to the clerk of this body:

Elected Officials, (none of whom are Tier 1), whose work days are hereby set at 6 hours/day:

Councilman Richard B. Dechene, term 1/1/2020 – 12/31/23, does not participate in Employer's time keeping system, is given 4.99 days/month;

Councilman Craig J. Seaman, term 1/1/2020 – 12/31/23, does not participate in Employer's time keeping system, is given 4.34 days/month;

Judge Brian Farr, term 1/1/2019 – 12/31/22, does not participate in Employer’s time keeping system, is given 13.22 days/month;

Town Supervisor, Clay J. Arsenault, term 1/1/2022 - 12/31/2025, does not participate in Employer’s time keeping system, is given 21-22 days per month.

Elected Officials, (none of whom are Tier 1), whose work days are hereby set at 8 hours/day:

Highway Superintendent, Charles H. Farr II, term 1/1/2022 – 12/31/2025, does not participate in Employer’s time keeping system, is given 21 - 22 days/month.

Appointed Officials, (none of whom are Tier 1), whose work days vary as noted:

Health Officer of the Town of Long Lake/Chief Executive Officer of the Board of Health/Town Doctor Russell E. Rider, his standard work day is hereby set at 8 hours/day, term: 1 year, is given 21 - 22 days/month. (Standard Work Day and Reporting Resolution RS 2417)

54. A Resolution that the Town of Long Lake, Location Code 30227, hereby establishes the standard work day hours for employees at 8 hours/day except as noted below and will report days worked to the NYS and Local Employee’s Retirement System based on the time keeping system or the record of activities maintained and submitted by these members to the clerk of this body:

Clerk - P&R, seasonal	6 hours/day
Clerk - Med. Services FT	7.25 hours/day
Clerk - Med. Bldg PT	6 hours/day
Code Enforcement Officer	6.54 hours/day
RLK Snowmobile Trail Groomer	6 hours/day
LLK Seasonal Transfer Station	6 hours/day
Events Coordinator	6 hours/day
Seasonal Skate	6 hours/day
Clerk - Court	6 hours/day
Clerk - Deputy Town Clerk	6 hours/day

(Retirement Reporting Resolution RS 2418)

55. A Resolution to authorize the County Superintendent of Highways to post weight restrictions on Town roads within the Town of Long Lake in conjunction with the County Roads when deemed necessary during spring break-up for the calendar year 2022.

(Vehicle and Traffic Law Article 41, Section 1660 and Article 40, Section 1650.)

56. A Resolution to establish the office of Confidential Secretary to the Supervisor and that the Supervisor appoints Matthew A. Newby as Confidential Secretary to the Supervisor.

57. A Resolution that the Town Board establishes the designation of a Senior Town Justice. The Senior Town Justice will receive an additional stipend of one hundred dollars (\$100.00) per month. The Town Board appoints Justice Brian Farr as Senior Town Justice for the remainder of his existing term of office ending December 31, 2022.

58. A Resolution that full-time town employees will be paid 1.5 times their normal hourly rate for working on designated town holidays in addition to the paid 8 hours at their regular hourly rate.

AGREEMENT TO SPEND TOWN HIGHWAY FUNDS

TOWN OF: Long Lake

COUNTY OF: Hamilton

Pursuant to the provisions of Section 284 of the Highway Law, we agree that the moneys levied and collected for the repair and improvement of highways, and received from the state for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$ 249,078.00 may be expended for general repairs upon 21.29 miles of town highways, including sluices, culverts and bridges having a span of less than five feet and boardwalks or the renewals thereof.
2. IMPROVEMENTS. The following sums shall be set aside to be expended for the improvement of town highways:
 - (a) On the road commencing at Heathfield Park Lane and leading to end of road, a distance of 1200 Ft, there shall be expended not over the sum of \$ 45,000.00
Type 3 Width of traveled surface 20 Ft
Thickness 3 inches Subbase _____
 - (b) On the road commencing at Owls Head Lane and leading to end of pavement, a distance of 1100 Ft, there shall be expended not over the sum of \$ 15,000.00
Type 3 Width of traveled surface 20 Ft
Thickness 3 inches Subbase _____
 - (c) On the road commencing at Old Steamboat Lane and leading to end of road, a distance of 1900 Ft, there shall be expended not over the sum of \$ 65,000.00
Type 3 Width of traveled surface 20 Ft
Thickness 3 inches Subbase _____

No moneys set aside for such improvements shall be expended, nor shall any work be undertaken on such improvements, until the County Superintendent approves the plans, specifications and estimates for such construction.

This agreement shall take effect when it is approved by the County Superintendent of Highways.

Executed in duplicate this _____ day of _____, 20____.

Supervisor

- Councilman

- Councilman

Councilman

Councilman

Councilman

Councilman

Councilman

The foregoing Agreement is hereby approved this _____ day
of _____, 20____

Town Superintendent

County Superintendent of Highways

NOTE: This agreement should be signed in duplicate by a majority of the members of the Town Board and by the Superintendent. Both copies must be approved by the County Superintendent. One copy must be filed in the Town Clerk's office and one in the County Superintendents office. COPIES DO NOT HAVE TO BE FILED IN ALBANY.



January 10, 2022

Mr. Chip Farr
Town of Long Lake Highway Dept.

Thank you for the opportunity to quote you for your 2022 road program.

The following is our pricing for **Hot Mix paving**

Road	Length	Width		SY
Tifani Lane	600	18		1,200
Owls Head Lane	1100	20		2,444
Heathfield Park Ln	1200	20		2,667
Old Steam Boat	1900	20		4,222

Material	Depth	Tons	\$ / Ton	Total
Type 3	3	198	60.000	\$11,880.00
Type 3	3	403	60.000	\$24,200.00
Type 3	3	440	60.000	\$26,400.00
Type 3	3	697	60.000	\$41,800.00
Total		1,738		\$104,280.00

	Days	\$ / Day	Total
Equipment	3	10,970.00	\$32,910.00
Mobilization	1	1,570.00	\$1,570.00

Total Estimated Cost \$138,760.00

Town to supply: Traffic control, trucking and aggregate

We look forward to working with you to make your 2022 road program a SUCCESS!

Sincerely,


John Scoones

John Scoones
Sales Representative

Assessor's Office
Town of Long Lake
Post Office Box 307
Long Lake, New York 12847
518.624.2106
lassessor@frontiernet.net

31 December 2021

ASSESSOR'S ANNUAL REPORT FOR THE TOWN BOARD

FROM: Jim Bateman 

SUBJECT: 2021 Annual Report & Assessment Roll Review

ENCLOSURES: (1) Sales Data Spreadsheet, 1 Jul 2020 to 30 June 2021
(2) Sales Analysis Graphic, 2010 – 2021 (ten roll years)
(3) Sales Analysis Graphic, Sale Prices, Jul 2020 Jun 2021
(4) Data Spreadsheet, PCC & Ave. S/P by Roll Year

1. The 2021 Assessment Roll was final 1 July 2021. Concurrently, that date became the Valuation Date used for review and analysis in determining to what extent the database should be revised prior to the 1 July 2022 Roll. The purpose of this memorandum is to review last cycle's sales activity relative to prior cycles and to what extent it may influence the 2022 roll.

2. By way of review, real estate market activity drives the value of real property over time. For assessment purposes, parcel valuation is derived by analyzing data from one year (or years) and determining its impact on the subsequent year. For the 2021 roll, this was the period 1 July 2019 through 30 June 2020.

3. The Long Lake 2021 cycle was the most active in recent memory, with an all-time high of 50 "arms-length" sales out of 130 conveyances. Much the same can be said for Hamilton County, the North County and the entire state. For the county, there were 203 sales in 2020 and 322 this cycle.

4. 2021 Review. Enclosure (1) spreadsheet presents sales data for the 1 July 2020 through 30 June 2021 Roll, with highlights shown below.

Number (N) of sales = 50, all Property Classification Codes (PCCs)

Sales Ratio = Assessment divided by sale price expressed as a weighed mean (average of averages), $Asmt \div S/P = WM$. A value of 1.00 indicates assessment equals sale price, while the sweet spot for the assessor, this rarely occurs. Ratios above 1.00 depict sale prices below assessments, indicating possible buyers' market. On the other hand, ratios below 1.00 depict sales above assessed, a sign of a sellers' market.

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For the 2020 cycle there were 31 sales and a sales ratio of 1.0944, indicating assessments were for the dataset, 9.4% above sale prices. In marked contrast, the 2021 cycle completely reversed course, becoming an active sellers' market with 50 sales and a sales ratio of .8391. Bear in mind that for analysis, the annual datasets are small in number and subject to wide variation. Roll year 2021's ratio of .8391, expressed as a percentage, indicates for that dataset properties on average sold 16% over their assessments. Expressed another way, the active market suggests our assessed values might be 84% below market value. Are we under assessed overall?

Enclosure (1) also furnishes numerical ratio data for multiple roll years out to 48 months. For graphic presentation, enclosure (2) depicts ratio data for ten roll years, with annual rates shown relative to 1.00 over time. Our ten-year sales ratio is .9977.

Enclosure (3) presents 2021 sales activity in four groups based on individual sale prices. In contrast to earlier roll years, high-end waterfront properties did not dominate sales. Rather, sales were spread evenly below \$500,000, with just about one third in each category. This would seem to indicate that buyers of more moderate means predominated this cycle's performance.

Enclosure (4) breaks-out sales activity by types of properties over time. Highlights are shown below.

Sales by Property Classification Codes (PCC):

All PCCs, roll year 2021, N = 50, WM = .8391

200 - Residential (all sub-classes) parcels with improvements,

N = 37, WM = .8452, 74% of dataset

300 – Residential vacant land,

N = 13, WM = .7626, 26% of dataset

Waterfront/WF, 22 (200 & 300), N = 22, WM = .8891, 44% of dataset

Sales by school districts (method of differentiating sales between Long Lake and Raquette Lake):

12 months, N = 50

LLCSD, 78%, N = 39, WM = .8546

RLUFSD, 22%, N = 11. WM = .7909

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School districts (continued):

48 months, N = 144

LLCSD, 78%, N = 113, WM = 1.0397

RLUFSD, 22%, N = 31, WM = .7688

5. Roll 2022 year-to-date (1 July - 31 December 2021), for the first six months of the cycle, 23 sales with a ratio mean of .8420. The trend is continuing last cycle's sellers' market, but it's too early to estimate where we'll be 30 June. I would like to see average sale-price ratios begin to moderate as the year progresses, however, given last cycle's frenetic pace, it's a crap shoot.

6. Equalization Rate (ER). This metric is annually determined by the Office of Real Property Tax Services (ORPTS). The ER is a ratio of the municipality's total assessed value divided by the total market value (as calculated by the state). For example, an ER of 80% indicates that overall assessments are at 80% of full market value of 100%. Stated conversely, assessments are 20% below (or under) market value. Our ERs have consistently been at 100% over time. However, the 2021 cycle's dramatic sellers' market is expected to result in an ER below 100%. I expect to receive final ER in April 2022.

7. Future planning. In my view the current real estate "bubble" will cool in time. The eventual trend may not become evident until late next cycle, if then. Given our relatively flat 100% sales ratio over time, I'm not inclined to initiate a reassessment reacting to a wildly fluctuating market in the midst of an ongoing endemic.

8. Please contact me should you wish to exchange viewpoints.

Cc: Board of Assessment Review (BAR)
Town Clerk/Tax Collector
Superintendent, Long Lake CSD
Superintendent, Raquette Lake UFSD
Barry Baker, Hamilton County Director, ORPTS

Town of Long Lake Sales Data
1 July 2020 - 30 June 2021

Page 1

SBL	Sale Date	Buyer	Seller	NBR	L
44.000-1-6.131	7/17/2020	Benincasa, Gregory	Joel G Zilloux	1764	Long
25.016-4-31.110	7/27/2020	Lockman, James F	John P Wogaman	49	Stone
32.010-2-11	7/28/2020	Junco, Kirk	Thomas B Sides	66	Old St
25.016-1-15	7/13/2020	St John, Pamela M	Brian J Moore	1215	Main
25.008-2-16.121	8/8/2020	Tang, Koon	Richard Gostic	28	Fox
12.000-2-25	8/13/2020	Northern Limits, LLC	Gayle K Zelazny	20	Long l
37.018-2-18	8/14/2020	Garcia-Dale, Isaac	John Schading	116	Cove/l
52.006-1-14	8/17/2020	Raquette Lake Supply Co., Inc.	Leland F DeMarsh	52	Dillon
25.016-4-22.100	8/19/2020	Parker, Alan C	Carl D Angus	88	Southl
32.010-2-4	8/21/2020	Orr, Elizabeth D	265 River Road LLC	755	Dock l
32.007-1-9	8/27/2020	Knoll, Thomas	Christine A Blumberg	12	Deerla
25.012-3-25	8/30/2020	Monaghan, James	Mark D Goerg	32	Bear l
32.014-1-5	9/3/2020	Pearce, Melinda	Douglas H Porschet	1776	Carthe
44.000-1-6.120	9/23/2020	Leigh, Richard D	Walter E Tolcser	28	Long
18.000-1-11.212	9/24/2020	Rutledge, Eric	Robert J Vris	772	off Kicl
32.007-1-15.100	10/1/2020	Kuhn, James J Sr	Clark J Seaman	30	Emers
32.007-1-13.110	10/2/2020	Jenny-Avital, Elizabeth	Richard G Chapman	39	Deerla
25.012-3-10.111	10/6/2020	Puric, Zeco	Robert R Adams	58	Adams
18.000-1-12.226	10/16/2020	Penrose, Brian S	John G Heron	29	Steinte
32.010-2-3.120	10/23/2020	Cambria, Paula M	Craig Lawrence	1671	Old St
25.000-1-19	10/28/2020	Washington, Chris	Fenton Camp Association, LLC	29	Tuppei
25.011-4-31	11/4/2020	Powers, Margaret M	Theodore Potempa	51	Wright
37.018-2-39.300	11/6/2020	Murphy-Dal Pos, Deborah	Julian P Traugot	8568	Off Cr
25.016-3-26	11/17/2020	Dodson, Russell S	Debra H LaPlante	64	South
25.016-2-25.220	11/24/2020	Paula, Richard	Klaus O Haberich	96	Newco
25.008-2-6.200	11/30/2020	Alle-Chris, LLC	Matthew B Davis	1062	Mattso
44.018-1-27.114	12/1/2020	Malmberg, Ludmilla P	Elliott Masie	782	Bright
25.012-3-4.200	12/1/2020	Peate, Lawrence	James H Jenness	927	Rice
25.016-4-5	12/17/2020	Bashant, Gerald W Sr	Valerie Quackenbush	2430	Deerlar
44.000-1-27.113	12/21/2020	Jackson, Scott	Robert Darling	782	Woods
25.019-4-48.100	12/27/2020	Mish, Sheridan A	James Knowles	37	Deerlar
25.019-4-13	12/29/2020	Lawyer, Mark	Kenneth W Dott	955	Deerlar
25.019-5-1.112	1/9/2021	Redfield, Jack M	Burdick Revocable Trust	180	Alice B
25.019-4-23.120	1/13/2021	Tellstone, Jodi A	DePaola, FLP	617	Deerlar
25.010-2-6	1/13/2021	Moore, David	John M Kwasnik		Beeche
50.020-2-9	2/2/2021	Donalds, Lisa M	Jon F Cupepper		Uncas

Enclosure (1)

SBL	Sale Date	Buyer	Seller	NBR	Lo
37.018-2-36	3/1/2021	Talluto, Mark A	Ann Badger	21	Waters
25.012-3-32	3/10/2021	Cahill, D S	Steven Paige	46	Zamp
26.010-2-10.111	4/12/2021	Barrett, Timothy	Alignment Investments, LLC		Off NY's
26.010-1-10.100	4/15/2021	Milano, Melissa	Arthur Trombly	8124	NYS Rc
25.016-3-34.210	4/16/2021	Moore, Carrie A	James D Piraino	11	Jazmin
37.016-1-4.110	4/16/2021	Hathway, Thomas	Patricia A Miltz		Cr 3
18.000-1-13.140	4/21/2021	Messier, Shawn	Gunter Kern	67	Grange
25.019-4-47.100	5/3/2021	Schwab, Alfred G	Bruce Broderick	790	Deerlar
32.007-1-17.120	5/17/2021	Amos, Charles R	Joseph M Moore	14	Emersc
52.011-1-31	6/12/2021	Smith, Kenneth G	Margaret Gallagher		Off Bur
25.016-4-23	6/22/2021	Fraczyk, Iwona	Edith W Smith	54	South
25.012-3-8	6/23/2021	Black, Michael J	Harris Family Trust		Mix
25.008-2-14	6/23/2021	Clas, Carol	Michael C Lemieux	258	Kickern
44.000-1-3	6/24/2021	Long, Barton S	James H Posniewski	2444	Woods

Sales Data Legend

N = Number in data set
PCC = Property Classification Code
W = Waterfront Parcel
Sale \$ = Sale Price
Ratio = Sale Ratio, TAV / Sale Price

PCCs

311 - Residential Vacant Land
312 - Res. Vac. Land w/improvement
210 - Res. Yr-round, single family
260 - Res. Seasonal
270 - MFG housing

12 Mo. Summary:

Sales, all PCCs, N = 50, WM = .8391
PCC 200, N = 37, WM = .8452
PCC 300, N = 13, WM = .7647
Off Water Parcels:
All PCC, N = 28, WM = .7285
PCC 200, N = 18, WM = .7455
PCC 300, N = 10, WM = .6415
Waterfront Parcels:
All PCC, N = 22, WM = .8891 (44% of all PCCs)
PCC 200, N = 19, WM = .8843
PCC 300, N = 3, WM = 1.0218

Town Sales Data, PCCs 200 & 300

12 mo., N = 50, WM = .8391
24 mo., N = 78, WM = .9328
48 mo., N = 139, WM = .9676

Hamilton County Stats:

County wide: N = 322
WM = .8542
Market Area, Long Lake, Indian Lake
Inlet, Lake Pleasant & Arietta:
N = 255, WM = .8688

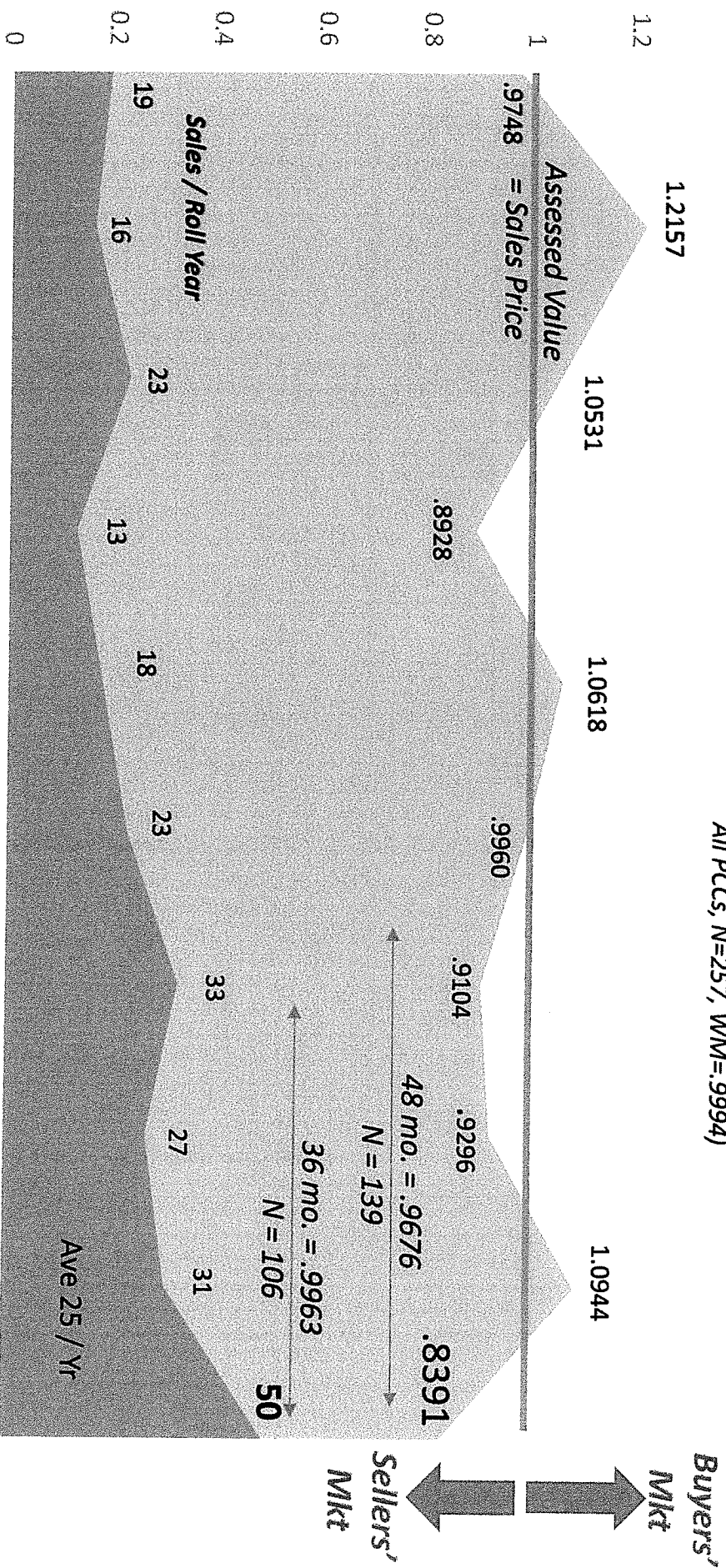
Sales Analysis

Roll Years 2012 - 2021
Residential & Vacant Land
(PCC = 200 & 300)

10 year mean: .9977

(JUL 2011-JUN 2021, PCC=200 & 300, N=248, WM=.9977)

All PCCs, N=257, WM=.9994)



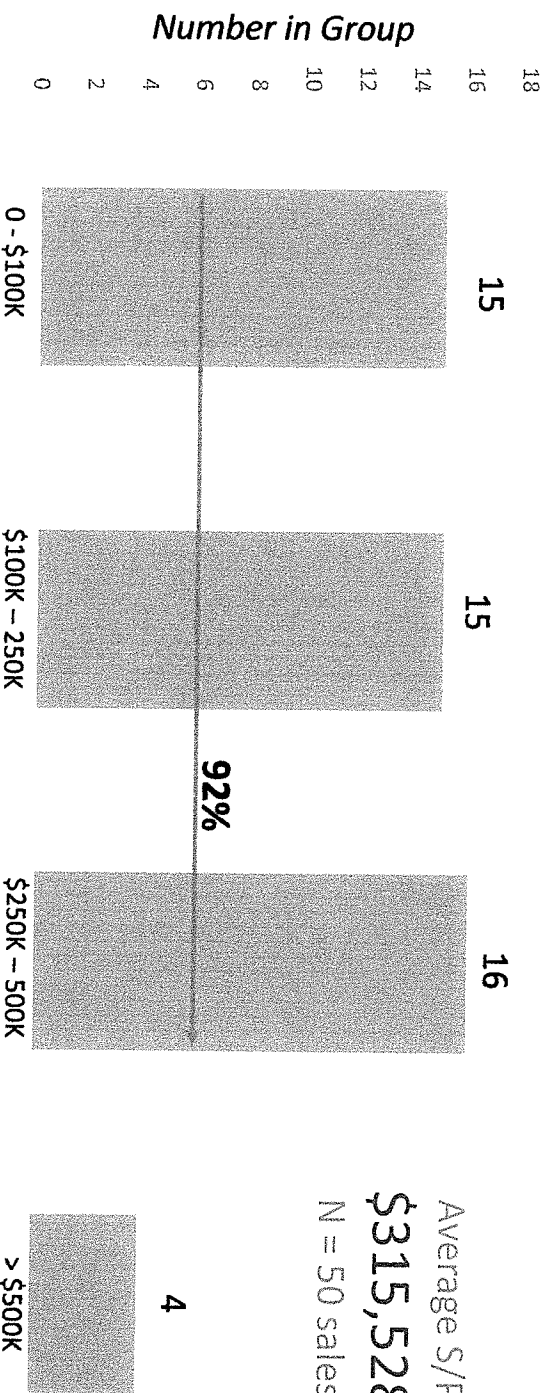
Town of Long Lake

Roll Years

Enclosure 2

Jim Bob Graphics
Dec 2021

Residential By Sale Prices



Data by Property Classification Code (PCC)

Months	200 & 300	200	210	210W	260	260W	311	311W
12	N=50	37	12	7	3	12	12	3
Ave	0.8391	0.8452	0.7415	0.9381	0.6599	0.849	0.7626	1.0218
24	N=78	61	21	11	5	20	15	4
Ave	0.9326	0.9337	0.8141	1.0095	0.7593	0.9483	0.8625	1.1702
36	N=106	85	30	14	8	27	19	5
Ave	0.9963	0.9924	0.8155	1.1912	0.7507	0.9507	1.0539	1.4587
48	N=139	110	61	20	42	33	26	7
Ave	0.9676	0.9596	0.9581	1.027	0.9613	0.9698	1.0758	1.214

Data by Average Sale Prices

	R/Ys	2018	2019	2020	2021			
All PCCs		34	28	30	50			
200		25	24	24	37			
Ave S/P		\$421,570	\$284,171	\$286,329	\$296,281			
200W		12	10	12	19			
		\$891,104	\$497,550	\$438,825	\$414,284			
210		17	12	13	19			
		\$416,059	\$324,550	\$294,231	\$292,400			
210W		6	3	4	7			
		\$847,333	\$773,000	\$590,000	\$445,143			
260		7	10	10	15			
		\$473,750	\$286,350	\$298,690	\$341,493			
260W		6	7	8	12			
		\$534,875	\$379,500	\$360,238	\$396,283			

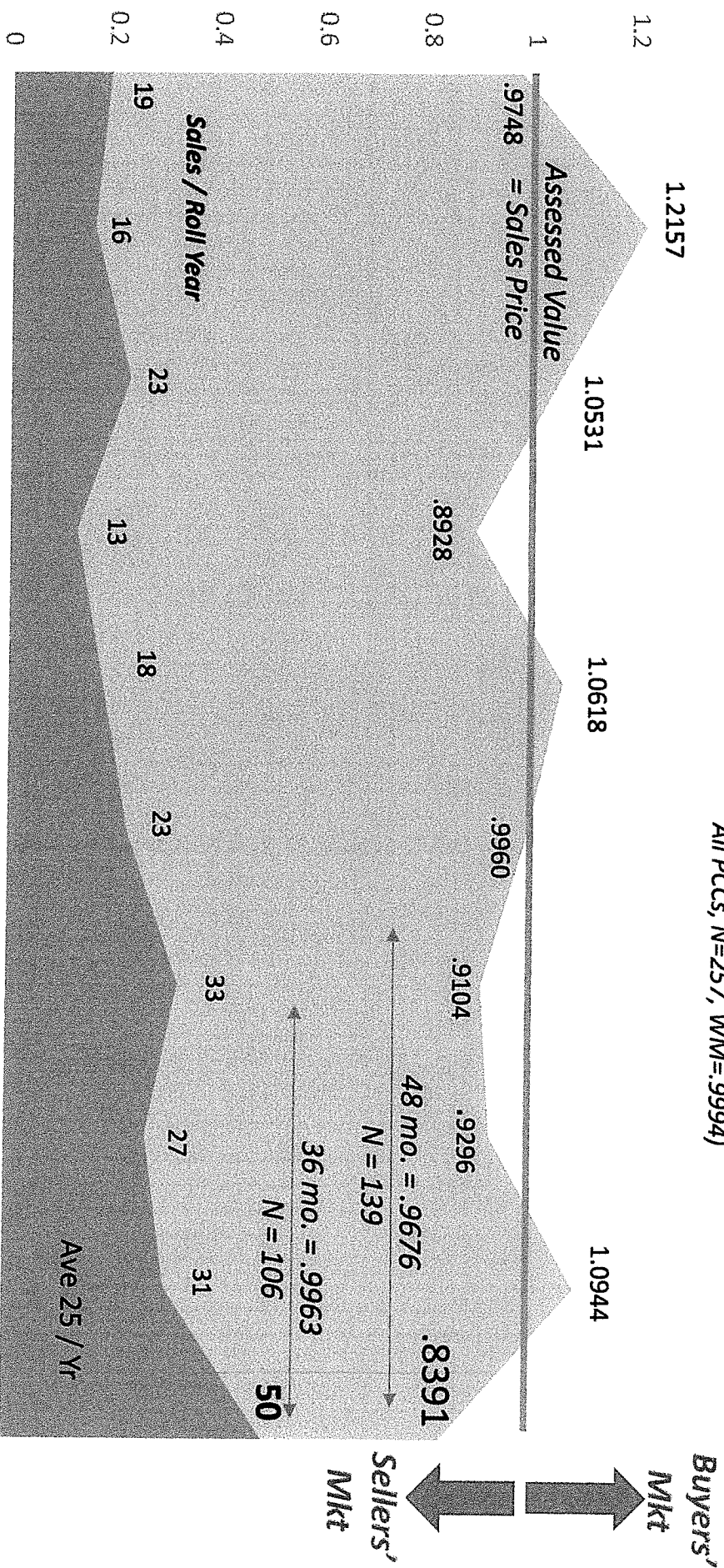
Enclosure (4)

Sales Analysis

Roll Years 2012 - 2021
Residential & Vacant Land
(PCC = 200 & 300)

10 year mean: .9977

(JUL 2011-JUN 2021, PCC=200 & 300, N=248, WM=.9977
All PCCs, N=257, WM=.9994)



Town of Long Lake

Roll Years

Enclosure 2

Jim Bob Graphics
Dec 2021

**A Resolution of the Town Board of the Town of Long Lake to establish a
Comprehensive Plan Implementation Review Committee**

January 26, 2022

WHEREAS, the Town Board of the Town of Long Lake (the Board) adopted the Town of Long Lake Comprehensive Plan by resolution passed on January 27, 2021.

WHEREAS, the adopted Comprehensive Plan outlines the creation of an "Implementation Committee" to support and review the Town of Long Lake's efforts in achieving the goals outlined throughout the entirety of the Comprehensive Plan.

WHEREAS, the Board desires to formally appoint the voting members of this committee from a list of Town community residents that are suggested, nominated, or volunteered and can prove the time and ability to accomplish the duties defined in the attached charter.

NOW, THEREFORE, BE IT:

RESOLVED, that the Board hereby establishes the Town of Long Lake Comprehensive Plan Implementation Review Committee (heretofore referred to as the IRC);

RESOLVED FURTHER, that the Board approves the charter attached to this resolution to define the purpose, duties, authority, membership, and operation of said committee (the IRC);

RESOLVED, that the Board will accept applications for the four (4) community members to be appointed as voting members of the IRC, as well as nominations from the community at large;

RESOLVED FURTHER, that the Board will appoint the four (4) voting members of the IRC from this pool of applicants and nominations at the June 29, 2022 regularly scheduled meeting of the Town Board;

RESOLVED FURTHER, that the Board designate the member of the Board to serve as Town Board Liaison and voting member of the IRC for 2022 at the June 29, 2022 regularly scheduled meeting of the Town Board;

On Wednesday January 26, 2022 this Resolution was offered by _____ and
Seconded by Councilman _____.

VOTING				
Clay J. Arsenault, Supervisor	Aye	No	Abstain	Absent
Richard B. Dechene, Councilman	Aye	No	Abstain	Absent
Thomas L. Donnelly, Councilman	Aye	No	Abstain	Absent
Dean H. Pohl, Councilman	Aye	No	Abstain	Absent
Craig J. Seaman, Councilman	Aye	No	Abstain	Absent
Adopted /Not Adopted				

Town Clerk Certification

STATE OF NEW YORK :
COUNTY OF HAMILTON :
Office of the Clerk of the : ss.:
TOWN OF LONG LAKE :

I, Dixie Lee LeBlanc, Clerk of the Town of Long Lake, in the County of Hamilton, New York, DO HEREBY CERTIFY that I have compared the preceding Resolution with the original thereof filed in my office on _____, and that the same is a true and correct copy of said original and of the whole thereof so far as the same relate to the subject matters referred to therein.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Town this _____.

Dixie Lee LeBlanc, Town Clerk