



LONG LAKE TOWN BOARD REGULAR MEETING

Long Lake Town Hall

February 23rd, 2022



INTERNAL TENTATIVE 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. Approval of the Justice Court Audit. This evening before the meeting the Board audited the books and records of the two Town Justices.
2. Approve the annual agreement with the Tri-Lakes Humane Society.
3. A resolution Requesting and Authorizing the County Highway Superintendent to post weight restrictions on Town Roads for the year 2022.
4. Approval of Agreement with ADP to provide payroll services.
5. Long Lake Annual Archives report.
6. Resolution Approving Designating Principal Account Clerk a Full-Time Position
7. Recommendation to Hire Principal Account Clerk

V. Councilman Comments

VI. Public Comments

VII. Executive Session

VIII. Adjourn

The next Town Board Meeting will be 3/30/2022 at 7:00 P.M.
at the Long Lake Town Hall.

Tri-Lakes Humane Society
PO Box 1111
255 George Lapan Memorial Highway
Saranac Lake, NY 12983

Amber Wamback
Town of Long Lake
PO Box 42
Long Lake
New York 12847

January 28th 2022

Dear Amber,

I am enclosing 2 copies of the 2022 Shelter Services Contract for Tri-Lakes Humane Society.

I would be grateful if you could you sign one copy and return it at your earliest convenience.

Please do not hesitate to contact me if you have any queries at all. My direct e-mail address is tanya@tt-books.com

Sincerely



Tanya Graves

T&T Business Services

For Tri-Lakes Humane Society

THIS AGREEMENT, made this 10th day of November 2021, pursuant to Sections 114 and 115 of the Agriculture and Markets Law of the State of New York,

BETWEEN TRI-LAKES HUMANE SOCIETY, INC., a not-for-profit corporation organized and existing under and by virtue of the laws of the State of New York, having its principal office for the conduct of business in the Village of Saranac Lake, County of Franklin, New York, hereinafter designated as the party of the first part, and THE TOWN OF LONG LAKE, a municipal corporation of the State of New York, situated in the County of Hamilton, New York, hereinafter designated as the party of the second part,

WITNESSETH,

WHEREAS the party of the first part is an incorporated humane society, such as is defined in Sections 113 and 114 of the State of New York Agriculture and Markets Law as amended, and

WHEREAS the party of the first part is desirous of providing pound or shelter services as described in Sections 114 and 115 of the State of New York Agriculture and Markets Law as amended, and

WHEREAS the party of the second part wishes to engage the party of the first part to provide said services and the party of the first part wishes to render such services to the party of the second part,

NOW THEREFORE, in consideration of the premises and ONE DOLLAR (\$1.00) lawful currency of the United States of America, paid to the party of the first part, the receipt whereof is hereby acknowledged, and other good and valuable consideration,

IT IS AGREED AS FOLLOWS:

1. That the party of the first part shall provide shelter services to the party of the second part at its shelter on Lapan Highway in the Village of Saranac Lake, New York in accordance with the requirements of Sections 114 and 115 of New York Agriculture and Markets Law, as amended.

2. That the party of the second part shall pay to the party of the first part the following sum for shelter services:

for 2022 the sum of \$318.00

3. Said sum will be paid in one lump sum on the first business day of the New Year.

4. The term of this agreement shall be for one (1) year commencing on the first day of January 2022 and expiring on the 31st day of December 2022.

5. The Town of Long Lake agrees to the current adoption fees, as posted at the Tri-Lakes Humane Society.

6. Dog census is not included in the above sum.

TOWN OF LONG LAKE

By: _____ Date: _____
Supervisor

TRI-LAKES HUMANE SOCIETY

By: _____ Date: _____
President

RESOLUTION NO.

**REQUESTING AND AUTHORIZING THE COUNTY HIGHWAY
SUPERINTENDENT TO POST WEIGHT RESTRICTIONS ON TOWN ROADS
FOR THE YEAR 2022**

February 23, 2022

WHEREAS, Vehicle and Traffic Law Article 41, Section 1660 gives authority to the Town Board to post weight limits on Town Roads when the Board deems necessary to protect roads from harm during spring breakup, and

WHEREAS, Vehicle and Traffic Law Article 40, Section 1650 gives authority to the county superintendent of highways to post weight limits on County Roads when the superintendent deems it necessary to protect County roads from harm during spring breakup, and

WHEREAS, the Town would need to place an ad in the local newspaper notifying the public of such postings, and

WHEREAS, the County Superintendent places a legal ad in the local newspaper notifying the public of such posting on County highways, and

WHEREAS, the Town roads are typically posted for the same duration as the County roads, and

WHEREAS, the Town Board and Town Highway Superintendent believes that it would be in the interest of the Town if the County Superintendent post weight restrictions on the Town roads in conjunction with the County Roads during spring breakup, therefore be it

RESOLVED, the Town Board of the Town of Long Lake hereby requests and authorizes the County Superintendent of Highways post weight restrictions on Town roads within the Town of Long Lake when he deems necessary for the calendar year 2022.



Workforce Now Included Services

Essential Plus Payroll

- Tax Filing Service
- Payment Services
- Reports Library and Custom Report Writer
- Wage Garnishment Processing
- Group Term Life Auto Calculation
- Online Reports and Pay Statements
- Wisely Pay Card Services
- Employee and Manager Self Service
- Access to Mobile Apps
- Employee Discount Program
- New Hire Reporting
- General Ledger Solution

Enhanced HR

- Employee Development Tracking
- Paid Time Off Accruals Engine
- Multiple Languages & Currencies
- Country Specific Workflows & Processes
- Country Specific Formatting & Custom Fields
- Secure Online Document Storage with Role Based Security, Search & Auditing Functionality
- New Hire Onboarding / I-9 Workflow
- Compliance Reporting
- Organization Charting
- Policy Acknowledgement
- Total Rewards Statements
- TMBC - Essential Engagement

Benefits Administration

- Multiple Benefit Plan Types
- Flexible Rate Structures (Age Banded & Salary Tiers)
- Notifications & Approvals
- Invoice Auditing
- Annual 1095-C Forms
- Dependent & Beneficiary Tracking
- Employee Open Enrollment
- ACA Measurement Dashboard
- Evidence of Benefit Offering Screens
- Annual 1094-C Filing

Essential Time

- Time Collection
- PTO Management & Reporting
- Request & Approval Workflows
- ADP Portal with Customized Content
- Rule Based Calculations
- Scheduling
- Mobile Access
- Paid Time Off Accruals

Employment Verification

- Commercial Employment and Income Verifications
- Social Services Verifications
- Workers Compensation Verifications
- Client access to Electronic Reports and Tools
- Immigration Verifications

Thank you for your consideration



Company Information


The Town of Long Lake New York
 PO Box 307
 Long Lake, NY 12847-0307
 United States


Executive Contact


Clay Arsenault
 Town Supervisor
supervisor@mylonglake.com
 (518) 624-3001
 x{111}


Recurring Fees and Considerations


Number of Employees: 50 on The Town of Long Lake New York

 Per Processing	Count	Min	Base	Rate	Bi-Weekly	Annual
Workforce Now Payroll Solutions	50	-	\$35.00	\$7.00	\$385.00	\$10,010.00
<ul style="list-style-type: none"> • Essential Plus Payroll • Enhanced HR • Benefits Administration • Essential Time 						
Employment and Income Verification						
<ul style="list-style-type: none"> • Employment Verification 						
Additional Jurisdiction (if applicable)		2+		\$8.95/month		
International Employees Rate (if applicable)				\$3.10/month		

 Annual Processing	Count	Min	Base	Rate	Annual
Year End Forms, W2s or 1099s	50	-	-	\$4.91	\$245.50

 Total Annual Investment	Total Annual
Workforce Now Services	<u>\$10,255.50</u>

 Other Considerations	Count	Rate	Setup
Hardware and Other Fees			
<ul style="list-style-type: none"> • Professional Services: Pay Check History Conversion 	1	\$500.00	\$500.00
Implementation			
<ul style="list-style-type: none"> • Implementation for Workforce Now Payroll Solutions 			\$750.00

 Total Other Considerations	Total Setup
Implementation and Setup	\$8,200.00
Implementation Discount Value	(\$6,950.00)
Estimated Total Net Implementation	<u>\$1,250.00</u>

Town of Long Lake



Town Archives

2021 Annual Report

Long Lake Archives

2021 Annual Report

Date: January 19, 2021

To: Town Board Members

From: Brian Castler, Records Management Aide

The purpose of Records Management is to preserve, categorize and have records available for immediate and future use. Archives are used to define government's responsibilities and serve as evidence in courts of law. Without records, much of our history would be lost forever.

This year being my fourth full year in the Town Clerk's Office and Archives continues to be an interesting one with some of the same issues and challenges still outstanding.

The main challenge since 2018 has been the space needs for the Archives Building. A review of square footage needs for present and future were reviewed, and as a result, Reports have been provided by me to the Town Board Members dated: July 24, 2018, September 25, 2018, October 3, 2018, October 29, 2018, and March 25, 2019 plus, discussions were held with Maria McCashion, the Regional Advisory Officer from the New York State Archives, which resulted in a meeting that was held at the Town Archives on October 3, 2018. Board members were invited, but no one attended. At the Board Meeting on March 27, 2019, it was determined that a packet would be provided to the Building Committee for review. The packets were provided on April 24, 2019 to the Committee. The Archives is still waiting for final action. Again, if the Town wants to apply for State grants this year, we need to move ahead with bid documents and build the expansion shell (slab, exterior walls, and roof) this spring. **Not until the shell is built, can we apply for these grants, which will cover almost everything else for the expansion, plus some.**

At the Town of Long Lakes Budget workshops on October 7, October 14, and October 21, 2020, discussions were held on short term solutions to the Archives storage problems. One suggestion was to use the Town Hall area over the old fire truck bays. Upon review, it was discovered that this area was being used currently for storage by other Town Departments. An area would first have to be cleaned out, a partition would have to be constructed with a locked entry door to the newly constructed temporary storage area per state guidelines, to provide a secure area for the Town Records and proper shelving purchased. The stairway and area surrounding the doorway to the storage area would have to be kept clear for proper ingress and egress. There is a safety concern regarding the carrying of boxes up and down the existing stairway and the location placement of the shelving due to the baseboard heating and its negative effect on the documents. Also, there may be more work needed to stay in compliance with State of New York guidelines. This possible solution needs to be considered only as a temporary one, is not an acceptable one (even with upgrades) because of ingress and egress problems

A layout plan and cost estimate were provided to the Town Board in February 2021 and no action has been taken on this location or any other possible location that may meet minimum state requirements. The 2021 Estimated cost was \$6,000.00 Dollars, plus Town labor and equipment.

The following highlights are what was accomplished during 2021.

1. Visitor hours have been Tuesday from 10:00AM to noon and 12:30PM to 4:00PM, and other times by appointment prior to the Coronavirus Pandemic starting April 17, 2020. Currently, visitor hours are the same, except for additional Town requirements.
2. Boxes and files, both Town and Historical Records, with the layout plan and master index of the storage area have been maintained and updated.
3. The Town inventory of equipment is up to date and the master file maintained.

4. In the past, records for Disposal have been identified and/or disposed of in accordance with "Record Retention and Disposition Schedule MU-1 by the University of the State of New York At the August 26, 2020 Town Board Meeting, a resolution was approved for the adoption of Records Retention and Disposition schedule LGS-1 by the University of the State of New York which supersedes and replaces the MU-1. This will keep the Town eligible to apply for Local Government Records Management and Improvement Funding Grants.
5. Boxes upon boxes of records have been sorted through and each document was carefully examined and dealt with as the State instructs. Currently, there are 482 boxes and 238 ledger type documents stored in the Archive building.
6. The Town Board Minute Index has been reorganized so that now the current index, including subcategories, is in one location on the Archives computer. That index has been updated from 2007 to January 2020 during the Archives Covid lockdown to the public since April 2020.
7. I continue to examine, sort, file, and store permanent Town Records as well as those Town Records that are required to be kept from one up to 55 years. Examples vary from timecards, payrolls, personnel files, to audits, Town Attorney files, court records, tax records and assessments, minutes, as well as vital records, birth, death, and marriage records, etc. In addition, the State requires that all records, before disposal, be reviewed for historical or other research importance. Archival records are worthy of preservation and special care because of the continuing importance of the information they contain for legal, fiscal, administrative, or historical purposes.
8. Scanning of pictures and documents has been conducted by Hilary (Guy) LeBlanc, Jr. as a volunteer. He has provided the Town Archives with over 76,000 photos in a digital format. We appreciate the time and effort Guy has provided to the Archives. All at no cost to the Town.
9. In June 2018, North Country Public Radio visited the archives and scanned several of our historical pictures for their North Country At Work Project. These pictures, as well as others, were used in the project and a display was

on exhibit at our Cornelius Vanderbilt Whitney Long Lake Public Library. Once the exhibit was done, the poster-like pictures were collected and are now part of our Archives collection.

10. I have answered 15 emails/telephone calls and 9 walk-in requests during the Pandemic. That does not include requests from the Supervisor's Office, Town Clerks Office, Codes, etc.
11. During 2021, the Archives had 11 visitors. In past years, the majority of the visits were during the summer months.
12. I fulfilled several research requests and inquiries that came from residents, non-residents, and government agencies, all looking for documents and information. The main interests were the steamers on Long Lake and the time frames they were in operation in the Town of Long Lake; the ferry between Endion and the Seaman Property; information on the Bible donated to the First Congregational Church (first church in Long Lake); locations of camps on Long Lake, information on family names that had lived here. Also copies of pictures and historical documents on many different subjects.
13. I fulfilled many requests for copies of births, deaths, and marriages for both genealogy and provided certified copies requested by agencies, assessment histories of property, property abstracts, etc.
14. Donations were received from 2 individuals consisting mainly of pictures and other Town related documents.
15. Worked with the Long Lake Historical Society assisting with programs and presentations as requested.
The Long Lake Historical Society Facebook page now has over 1,600 followers.
16. To remain current, the Archives keep in contact with and coordinate as needed with:
 - Hamilton County Historian
 - New York State Archives
 - New York State Office of State History
 - Adirondack Research Consortium
 - Museum Association of New York

- Adirondack Experience
- Other Town Historians and Historical Societies in the area
- Documentary Heritage and Preservation Services of New York
- Society of American Archives
- New York History Blog

In 2022, the Archives will continue to categorize and file Town and Historical Records and pictures in accordance with State requirements. We need to keep our tracking systems entries up to date, such as Town Board Minute Index, and keep Equipment Inventory Spreadsheet, Index of Archive contents, Listings of box contents, etc., up to date.

Once again, there's a need to continue to review our short/long term needs for Archival equipment (computers, printers, scanners) and storage and to develop a timeline/cost analysis to achieve the Archive's mission and purpose as necessary and in most cases, as required by the State of New York.

Those of you that have "toured" the Archives Building, have firsthand knowledge, and are aware of the critical need for additional record storage space, as it continues to increase every year.

That having been said, there are now eighty-four (84) storage boxes in the Town Office Building cellar which usually has a wet floor, sometimes 2" of standing water. There are 26 boxes currently stacked in the Building Code Officials office. Each year additional boxes are received from the Town Justice Court, the Town Attorney, all Town Departments, etc. All of them need to be stored permanently in the Archives to comply with State of New York Record Retention and Disposition Schedule LGS -1 for the safety and protection of Town Documents. At the beginning of 2022, the Town Justice Court delivered ten full boxes of court records to the Archives which compounds the issue of no remaining shelf space. These boxes are being stored on top of the worktable. As the new year progresses, more Town Records will be deposited in the Archives, creating a more massive problem of proper storage to stay in compliance with New York State laws and regulations.

This issue is not going away If nothing is done, the Town is just multiplying the problem and the cost.

They need to be moved permanently to the Archives to comply with New York State Record Retention requirements.

Now that we are entering a crisis on storage of Town documents, we need to get into compliance with New York State Requirements, **ACTION NEEDS TO BE TAKEN NOW AND NOT IN THE FUTURE.**

If you have any questions, feel free to call or make an appointment (COVID Guidelines).

Prepared by Brian Castler, Deputy Town Clerk

Records Management Aide

Archives Phone: (518)624-3088 Ext. 126

Email: llarchives@frontiernet.net

Dixie Lee LeBlanc, Town Clerk

Records Management Officer

Resolution Returning Principal Account Clerk to Full-Time Position

Whereas, the Town Board has approved a previous reduction of the Principal Account Clerk to part-time, and

Whereas, Over the past several years, as the reporting requirements for the New York State and Federal government have become more onerous, The Town Supervisor's Office has had to respond to these requests by devoting more time to them, and

Whereas, the revised job description for the position of Principal Account Clerk defines an extraordinary number of responsibilities and obligations for the position, and

Whereas, the Principal Account Clerk is intended to be the supervisor of the business office and all other Account Clerks therein, so

Whereas, the position of Senior Account Clerk has been left vacant by resignation and offers the opportunity to better organize the structure of the Office of the Town Supervisor and align the structure of these positions within the Town to the New York State Civil Service definitions of each, so

Therefore, be it resolved that the Town Board approves the promotion of the position of Principal Account Clerk to a full-time position, and

Be it further resolved, that the Town Board approves the revised job description for Principal Account Clerk which focuses the position on accounting and personnel matters.