



LONG LAKE TOWN BOARD REGULAR MEETING

Long Lake Town Hall

June 29<sup>th</sup> , 2022



TENTATIVE AGENDA

I. Call Regular Meeting to Order

II. Board Approvals:

III. Supervisor's Report:

IV. AGENDA:

1. Highway Department Class A and Class B stipends.
2. Approval of Mahoney Notify Contract
3. Approval of Town Supervisor to sign contract with Labella to write and submit CFA grant application.
4. A resolution approving request of funds for park improvements at the Town Beach and Mt. Sabattis recreation area through the NYS Environmental Protection Fund (EPF) Grant Program for Parks, Preservation & Heritage as administered by the NYS Office of Parks, Recreation & Historic Preservation.
5. A resolution approving accounting services contract with Bonadio.
6. A resolution creating a new job position.

V. Councilman Comments

VI. Public Comments

VII. Executive Session

VIII. Adjourn

The next Town Board Meeting will be 6/29/2022 at 7:00 P.M.  
at the Long Lake Town Hall.

**Resolution Recognizing the Long Lake Highway Department  
Employees that have Class A and Class B Licenses.**

WHEREAS, it is beneficial to the Town of Long Lake NY for Highway employees to have and maintain Class A or Class B licenses, and

WHEREAS, only drivers who have has their on job training, and have passed all necessary tests are eligible, and

WHEREAS, The Town Board has deliberated and determined that Highway Department employees obtaining their Class A or Class B from New York State, should be compensated, and

WHEREAS, each Highway employee obtaining their Class A CDL or Class B CDL will receive a yearly stipend, and

THEREFORE, BE IT RESOLVED that the Town shall pay a stipend of \$1,560 for Highway employees with a Class A CDL and \$1,040 for employees with a Class B CDL, annually starting in 2023, payable in the next to last paycheck before year end

**Long Lake Town Board Resolution of June 29, 2022**

**Town Of Long Lake, Hamilton County, New York**

Authorization of Requests of Funds For  
Park Improvements at the Town Beach and Mt Sabattis Recreational Area  
Through the NYS Environmental Protection Fund (EPF) Grant Program  
For Parks, Preservation & Heritage as Administered by  
the New York State Office of Parks, Recreation & Historic Preservation

**WHEREAS**, the NYS Office of Parks, Recreation & Historic Preservation (OPRHP) is accepting applications for the Environmental Protection Fund Grants Program for Parks, Preservation & Heritage (EPF) program through the 2022 Consolidated Funding Application (CFA) Round 12 process; and,

**WHEREAS**, EPF grant funding is available for acquisition, planning, development and improvement of parks, historic properties and heritage areas located within New York State; and

**WHEREAS**, the Town recently (1/27/2021) adopted a Comprehensive Plan that identified and prioritized Town's needs, including improving and enhancing its recreational facilities, specifically identifying improvements to the Town Beach and Mt Sabattis Recreational area as priority projects, and

**WHEREAS**, the Comprehensive Plan was developed through a robust public engagement process including stakeholder interviews, focus group meetings, community survey, and public workshops where the community overwhelmingly acknowledged and supported leveraging the Town's Recreational Assets to support tourism and boost local commerce, and

**WHEREAS**, the Comprehensive Plan encourages active work to request available grant funds for improvement to the Town Beach and Mt Sabattis Recreational Facilities including the addition of park benches, waste receptacles, additional mountain biking trails, ice rink/hockey boards and associated improvements; and

**WHEREAS**, Town staff estimates the cost of the planned improvements at approximately \$200,000 and proposes requesting approximately \$100,000 in grant funding; and

**WHEREAS**, the Town reserved funds in the 2023 Annual budget adequate to meet the required 50% funding match under the CFA parameters; and

**WHEREAS**, the grant application process recommends that the governing body of the applicant authorize submission of the application and related actions;

**THEREFORE, BE IT RESOLVED**, the Town Board hereby declares its support for the request of funds from OPRHP and pledges Town of Long Lake fiscal support for the planned improvements and authorizes and directs the Supervisor to submit the application to the OPRHP through the CFA process and to act in connection with the submission of the application, including execution of all required certifications and forms and to provide such additional information as may be required.

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**A Resolution of the Town Board of the Town of Long Lake  
to Outsource Certain Accounting Duties to Bonadio & CO, LLP.**

**June 29, 2022**

WHEREAS, the Town of Long Lake Town Supervisor's office endured the resignation of the Senior and Principle Account Clerks in the year 2021; and

WHEREAS, the process of migrating to new accounting software was not completed before these employees left Town employment; and

WHEREAS, the Town Board of the Town of Long Lake was made aware of these issues and the regular increase in regulatory scrutiny by the State of New York in municipal finance; and

WHEREAS, the Town Supervisor informed the Town Board that we were able to outsource the Annual Update Document completion, accounting software, bill pay, balance sheet and ledger maintenance, auditing, and other ongoing financial accounting services and guidance to ensure the accurate and lawful accounting of Town finances:

NOW, THEREFORE, BE IT:

RESOLVED, the Board hereby approves the signing of the agreement dated April 7, 2022 with Bonadio & Co., LLP. The Town will pay a one-time implementation fee of \$7,000, and then \$47,000 annually, plus an hourly rate for work beyond the scope of this agreement, billed monthly, to maintain these services.

RESOLVED, the Board hereby assigns the Confidential Secretary to the Supervisor and the Principle Account Clerk the duties of coordinating implementation of the Bonadio services, and to liaison with Bonadio in a cooperative effort to complete the financial accounting duties moving forward.

**A Resolution of the Town Board of the Town of Long Lake  
Creating a new Job Description**

**June 29, 2022**

WHEREAS, the Town Supervisor would like to hire a replacement for the departing “Laborer – Parks and Recreation” employee who is currently a Grade 5 employee with the Town; and

WHEREAS, this job description does not accurately match the education and experience qualifications of the position as it exists in the Town of Long Lake; and

WHEREAS, the existing position of “Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer” is an already existing position on file with the Hamilton County Civil Service Director, but only as a single job for the Town of Long Lake; and

WHEREAS, this position with an addendum at the Town level would most accurately describe the new employee’s duties with the Town of Long Lake; and

WHEREAS, as previously discussed with the Town Board, the current job market is extremely competitive for employers seeking qualified candidates;

NOW, THEREFORE, BE IT:

RESOLVED, the Board hereby approves the creation of a Grade 9 job titled “Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer(s)” with the Town of Long Lake Town Supervisor Office, to allow a plurality of this position to be approved by the New York State Department of Civil Service; and

RESOLVED, the Board hereby approves the attached addendum to the Civil Service job description to describe the local job duties of grounds maintenance for all town facilities; assisting with Parks and Recreation event set up and clean up; maintaining Parks and Recreation tools, facilities, and property; maintenance of numerous Town of Long Lake recreation trails; caretaking of Town owned United States Flags; and assisting the Cemetery Custodian Director. This employee may be assigned to any other task as directed by the Town Supervisor and overseen by the designated department head.

NPDS was approved by Hamilton County Civil Service. This document is what is on file in the HAMCO personnel office. 2016  
January 8, 2003  
(Date of approval is unknown)

**Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer**

stimulated  
time spent

DISTINGUISHING FEATURES OF THE CLASS:

1/3 yr

**Buildings:**

These duties involve responsibility for the efficient maintenance and operation of the Town buildings, grounds and **RELATED** equipment. An employee in this class may supervise but generally performs work of a general mechanical nature which may include masonry, carpentry, painting, plumbing, heating or electrical maintenance and repair, periodic maintenance of heating systems and operation of the HVAC at the Medical Building.

1/3 yr

**Equipment:**

These duties include the responsibility for the efficient maintenance and operation of grounds-keeping equipment and snowmobile equipment in the hamlet of Long Lake.

1/3 yr

**Snowmobile Trails:**

These duties include the maintenance and grooming of Town-operated snowmobile trails in and around the hamlet of Long Lake.

**All work:**

shall be performed under the general direction of the Town Supervisor, or in the case of snowmobile trails - under the direction of both the Supervisor and the Parks and Recreation Director, with considerable latitude given for the exercise of independent judgment in planning and carrying out the details of the work. Does related work as required.

TYPICAL SNOWMOBILE RELATED WORK ACTIVITIES:

Specific duties related to maintenance include clearing brush and blowdown, proper placement of snowmobile trail signage, determining the location of and construction/repair of bridges, making suggestions to the Supervisor and/or Parks and Rec Director on major excavation of or the relocation of trails which may be necessary for safe, enjoyable trails. The employee shall also, at his/her discretion, make other improvements and repairs as allowed by NYSDEC and NYSOPRHP regulations.

Specific duties related to grooming will include using the various Town of Long Lake equipment available, including Bombardier Skandics and 48" wide drags (or an equivalent make and model) and Bombardier Bombi and 72" wide drags (or an equivalent or larger make and model). He shall use his judgement to determine when there is sufficient snow cover to adequately use the various equipment to maintain smooth, safe trails without endangering the equipment and to determine which trails should be groomed.

### TYPICAL WORK ACTIVITIES:

Plans, schedules and participates in a program of preventive maintenance and repairs for building and equipment;  
Performs a wide variety of plumbing, heating, electrical and mechanical maintenance and repair activities;  
Inspects and exercises supervision over repair and alteration work performed by private contractors;  
Performs work in the maintenance and repair of buildings, including painting, roofing, carpentry and masonry;  
Conducts periodic inspections of the condition of buildings, grounds and equipment to ascertain maintenance needs, excluding the Town Hall, Masonic Hall, Cemetery and Town Office Building which will be inspected by other personnel. However, the employee holding this position may be asked to repair problems at any of those locations.  
Maintains a variety of records and accounts pertaining to equipment operation, purchase of supplies and equipment, and maintenance activities;  
Orders supplies and equipment, or coordinates with Supervisor's staff to order said supplies and equipment to insure continuous and efficient operation of the buildings, grounds functions and equipment.  
Prepares a variety of oral and written reports, including keeping a daily record of activities.

### FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Good knowledge of the town buildings and grounds operation, maintenance and repair principles and practices; good knowledge of the operation and maintenance of electrical, plumbing heating and ventilating equipment; good knowledge of the tools, terminology and practices of one or more of the mechanical or building trades; ability to plan, assign and supervise the work of others; ability to understand and carry out oral and written instructions; ability to read plans and blueprints; ability to prepare specifications and orders for the delivery of buildings and grounds supplies, equipment and services; mechanical aptitude; manual dexterity; physical condition commensurate with the demands of the position.

Good knowledge of small engine repair.

Good knowledge of the equipment needed to maintain snowmobile trails and the skills to perform the task.

Good knowledge of snowmobile trail grooming methods.

### MINIMUM QUALIFICATIONS:

Either:

A. Graduation from a regionally accredited or NYS registered 2 year college with an associate degree in construction or engineering technology and 2 years of supervisory experience in buildings and grounds maintenance activities, or

B. Four years of experience in buildings and grounds maintenance activities; 2 years of which shall have been in a supervisory capacity; or

C An equivalent combination of training and experience as outlined by A & B above.

**This job description may require a civil service test.**

## Town of Long Lake Job Description

# ADDENDUM

### Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trail Groomer(s)

#### GRADE 9

**Job Summary** This job performs many duties at the Town of Long Lake. The Town Supervisor's Office will assign this employee to department heads who will oversee the assigned tasks. Most work will be done for the Town of Long Lake Parks, Recreation, and Tourism Department. The Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trails Groomer(s) Grade 10 will not be included under this addendum, and will assume a supervisory role to the Building Maintenance and Grounds Equipment Mechanic and Snowmobile Trails Groomer (s) Grade 9 due to seniority.

#### **Job Duties in addition to those listed on Civil Service Job Description:**

- Grounds maintenance and caretaking for all Town properties and recreation facilities. This includes, but is not limited to, lawnmowing, grass trimming, pruning, tree cutting, stump removal, recreational trail maintenance, tennis court maintenance, skating rink maintenance, power washing monuments and buildings, and welcome sign maintenance.
- Flag caretaking, lower and raising.
- Cemetery assistance in digging graves, and other general caretaking duties if needed by the Cemetery director.
- Parks and Recreation Department event set up and clean up.
- Traffic directing if needed by the water, parks or highway departments.
- General labor for the water department which does not require a water operator training certificate.
- Organize, store, and maintain all Parks and Rec department assets. This includes signs, decorations, flower boxes, etc.
- Daily garbage removal for all Town receptacles in the Hamlet of Long Lake. This includes all garbage cans along the Town Beach, Town ballfield, Mt. Sabattis, Town Hall, Town Offices, Town Bathrooms, Buck Mt., and 646 Deerland Rd. Garage.

#### **Supervisory Responsibilities**

Directly supervises laborers, both seasonal and year-round, that are assigned to assist. Not responsible for any hiring recommendations, disciplinary actions, or recommendations of salary adjustments and promotions.

#### **Special Requirements**

This position will require work during late nights, early mornings, weekends, inclement weather and holidays. There will be a need to be called-in to work outside of regularly scheduled work hours.