

**A regularly scheduled meeting of the Town Board of Long Lake, Hamilton County, New York was held February 22, 2023 at the Long Lake Town Hall at 07:00 PM and called to order with the Pledge of Allegiance to the Flag of the United States of America and a prayer by Clark Seaman. Seven people attended.**

**Roll Call: Members present:**      Clay J. Arsenault            Supervisor  
    Thomas L. Donnelly        Councilman  
    Clark J. Seaman            Councilman

**Members Absent:**  
 Dean H. Pohl and Richard B. Dechene

There was a quorum to conduct the business of the Long Lake Town Board.

**Motion** by Thomas Donnelly, seconded by Clark Seaman to accept the January Organizational Meeting minutes.

**Adopted:**      Clay J. Arsenault            Aye  
                          Thomas L. Donnelly        Aye  
                          Clark J. Seaman            Aye

**Motion** by Thomas Donnelly, seconded by Clark Seaman to accept the January Regular Meeting minutes.

**Adopted:**      Clay J. Arsenault            Aye  
                          Thomas L. Donnelly        Aye  
                          Clark J. Seaman            Aye

**Motion** by Clark Seaman, seconded by Thomas Donnelly to pay encumbrances as listed on Abstract 2, February 2023.

**Adopted:**      Clay J. Arsenault            Aye  
                          Thomas L. Donnelly        Aye  
                          Clark J. Seaman            Aye

**Bills as listed on abstract**

Audit of Claims

General Fund #A077 – A0152	in the amount of	\$134,438.46
Highway Fund #D015 – D036	in the amount of	37,013.84
Water District 1 #SW1012- SW1025	in the amount of	2,761.75
Water District 2 #SW2028 - SW2056	in the amount of	20,355.45
Trust and Agency #TA001	in the amount of	179.98

## **SUPERVISOR'S REPORT**

Revenue and Expenditure Reports were in Board's Packets for review.

The first leadership meeting for department heads was held on February 15<sup>th</sup>.

A letter was received from Geoffrey May of Adirondack Landfill Services LLC regarding the Post Closure Monitoring for the Town of Long Lake Landfill. The Long Lake Landfill sampling schedule requires a baseline sampling every 5 years and is due 2023. The baseline sampling is more expensive as it tests more compounds than the normal testing and Geoffrey sees no reason to continue the baseline testing. Geoffrey has drawn up a letter for the Board's review and would like their approval to send the letter to the DEC explaining the reason to stop the baseline testing.

Marlene Marin from NYS Department of Health conducted a Water Supply inspection and found no critical code violations observed during her inspection. 3 deficiencies were found; 1. The Dam at Sandy Creek should be evaluated by a structural engineer to determine its integrity and any repairs needed, 2. Wells should be labeled at the Bissell Pit and reseal the pressure transducer boxes to wells, 3. Address early stages of corrosion on pipes in treatment building.

Pam Bradley has submitted her notice of retirement, Pam has worked for the Town for the Last 12years, and has been a great asset to the medical building staff and the community. Pam's resignation will be effective August 30, 2023. She plans to help train the next employee. If her replacement is trained and feels comfortable before August 30, 2023, she will gladly step down sooner. Supervisor Arsenault thanked Pam for all her years of dedication and service.

Mahoney Alarms has sent an estimate for an upgrade in the Archives Building, Supervisor Arsenault would like to discuss this at March's board meeting.

The Adirondack Lake center of the Arts sent the Board a "Thank You" letter for the Town contribution for 2022.

Supervisor Arsenault and Alex Roalsvig, Parks and Recreation Director attended the Raquette Lake Winter Carnival on Saturday, February 18, 2023, the event was very well attended Raquette Lake was very busy, parking was hard to find.

## **OLD BUSINESS**

### **MY TECHS, INC INFORMATION TECHNOLOGY (IT) SUPPORT**

My Techs, Inc's upfront telephone cost is \$5,362 for 13 phones, for IT including email conversions, building a new backup, physical security as a locking cabinet, switches, software upgrade, and firewall is \$13,763. The total upfront will be \$19,125, monthly cost will be \$1,310 for phones and maintain IT. Monitoring, antivirus, ransomware, and unlimited support. There is a yearly cost of \$5,600 for security awareness training and penetration tests.

My Techs, Inc's references have been glowing.

**Motion** by Clark Seaman, seconded by Thomas Donnelly to approve My Techs, INC proposal for IT support.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**NEW BUSINESS**

**FINAL BUDGET AMENDMENTS FOR FISCAL YEAR 2022**

**WHEREAS**, the following budget amendments are necessary to close out the 2022 Fiscal Year, and

**WHEREAS**, the following expenditure lines are over their originally budgeted amount as set by the Town Board in the 2022 Final Budget by the shown amounts and the reasons are listed along with them, and

- |   |            |
|---|------------|
| 1. A00-1220.4 Supervisor Contractual  | \$7,293.13 |
| - <i>Due to Bonadio and ADP contracts added mid-year</i>                      |            |
| 2. A00-1640.1 Town Office Personal Services                                   | \$999.40   |
| - <i>Expended to Wrong Budget Line</i>  |            |
| 3. A00-1680.4 Central Data Services Contractual                               | \$570.46   |
| - <i>Expended to Wrong Budget Line</i>  |            |
| 4. A00-1920.4 Municipal Association Dues                                      | \$200.00   |
| - <i>Association of Towns Dues raised after budget passed</i>                 |            |
| 5. A00-3620.4 Safety Contractual  | \$4831.14  |
| - <i>Safety Consultant Fees associated with Accident</i>                      |            |
| 6. A00-7180.1 Buck Mt. Trail Personal Services                                | \$4043.20  |
| -   |            |
| 7. A00-7180.4 Buck Mt. Trail Contractual                                      | \$7937.75  |
| - <i>Material Cost Increase, and Change Orders Associated with APA Permit</i> |            |
| 8. A00-7620.1 Adult Recreation Personal Services                              | \$829.00   |
| - <i>Expended to Wrong Budget Code</i>  |            |
| 9. A00-8510.1 Community Beautification Personal Services                      | \$3242.99  |
| - <i>Expended to Wrong Budget</i>   |            |
| 10. A00-9010.8 NYSLRS   | \$474.98   |
| - <i>Associated with New Employees</i>  |            |
| 11. A00-9040.8 Workers' Compensation  | \$16446.00 |
| -   |            |

12. A00-9050.8 Unemployment Insurance	\$2180.11
- <i>Seasonal Employee from 2021 Collected in 2022</i>	
13. A00-9055.8 Disability Ins.	\$75.60
- <i>Due to New Employees</i>	
14. A00-9060.8 Medical Insurance	\$36623.95
- <i>Change of Coverage for Individual Employees</i>	
15. DA0-5110.4 Road Repair CE	\$107775.18
- <i>Road Work related to donation</i>	
16. DA0-5110.452 Road Repair Equipment Fuel	\$24072.62
- <i>Road work Related to Donation</i>	
17. DA0-5130.2 Machinery Equipment	\$33616.64
- <i>Approved Truck Purchase</i>	
18. DA0-5140.2 Brush & Weeds Personal Services	\$7411.61
- <i>Changes to Timekeeping Percentages</i>	
19. DA0-5140.4 Brush & Weeds Contractual	\$210.14
- <i>Expended to Wrong Line</i>	
20. DA0-5142.2 Snow Removal Equipment	\$3358.63
- <i>Expended to Wrong Line</i>	
21. DA0-9010.8 NYSLRS	\$106.85
- <i>Due to Changes in Employees</i>	
22. DA0-9040.8 Workers' Comp	\$15190.00
-	
23. DA0-9055.8 Disability Insurance	\$12.50
- <i>Due to changes in Employees</i>	
24. DA0-9060.8 Medical Insurance	\$5089.77
- <i>Due to Changes in Employees</i>	
25. SW1-8330.1 Purification Personal Services	\$363.88
- <i>Related to Water Emergency in July 2022</i>	
26. SW1-9060.8 Medical Insurance	\$2635.05
- <i>Due to Changes in Employees' Coverage</i>	
27. SW2-9010.8 NYSLRS	\$43.36
- <i>Due to Overtime Work</i>	

**WHEREAS**, overall expenditures during the 2022 fiscal year were under budget,

**NOW THEREFORE, BE IT RESOLVED THAT**

The Town Board approves the following budget expenditure appropriation increase amendments for the 2022 budget:

28. A00-1220.4 Supervisor Contractual	\$ 7293.13
29. A00-1640.1 Town Office Personal Services	\$ 999.44
30. A00-1680.4 Central Data Services Contractual	\$ 570.46
31. A00-1920.4 Municipal Association Dues	\$ 200.00
32. A00-3620.4 Safety Contractual	\$ 4831.14

33. A00-7180.1 Buck Mt. Trail Personal Services	\$ 4043.20
34. A00-7180.4 Buck Mt. Trail Contractual	\$ 7937.75
35. A00-7620.1 Adult Recreation Personal Services	\$ 829.00
36. A00-8510.1 Community Beautification Personal Services	\$ 3242.99
37. A00-9010.8 NYSLRS	\$ 474.98
38. A00-9040.8 Workers' Compensation	\$ 16446.00
39. A00-9050.8 Unemployment Insurance	\$ 2180.11
40. A00-9055.8 Disability Ins.	\$ 75.60
41. A00-9060.8 Medical Insurance	\$ 36623.95
42. DA0-5110.4 Road Repair CE	\$107775.18
43. DA0-5110.452 Road Repair Equipment Fuel	\$ 24072.62
44. DA0-5130.2 Machinery Equipment	\$ 33616.64
45. DA0-5140.2 Brush & Weeds Personal Services	\$ 7411.61
46. DA0-5140.4 Brush & Weeds Contractual	\$ 210.14
47. DA0-5142.2 Snow Removal Equipment	\$ 3358.63
48. DA0-9010.8 NYSLRS	\$ 106.85
49. DA0-9040.8 Workers' Comp	\$15190.00
50. DA0-9055.8 Disability Insurance	\$ 12.50
51. DA0-9060.8 Medical Insurance	\$ 5089.77
52. SW1-8330.1 Purification Personal Services	\$ 363.88
53. SW1-9060.8 Medical Insurance	\$ 2635.05
54. SW2-9010.8 NYSLRS	\$ 43.36

**Motion** by Thomas Donnelly, seconded by Clark Seaman to approve the final budget amendments for 2022.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**LONG LAKE SOLE ASSESSOR 2022 ANNUAL REPORT**

James Bateman, Town Sole Assessor addressed the Board and presented his report. The report included 2022 sales, and that it is still a seller's market, houses are being sold significantly more than the assessed value. Mr. Bateman does not plan to do a reevaluation due to these trends.

**Motion** by Thomas Donnelly, seconded by Clark Seaman to accept Town of Long Lake's Sole Assessors annual report.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**APPROVAL OF THE 2022 TOWN JUSTICE AUDIT**

The annual Town Justice Audit was conducted before the meeting, the Board audited the books and records of the two Town Justices.

**Motion** by Clark Seaman, seconded by Thomas Donnelly to approve the 2022 annual Town Justice Audit.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**RESOLUTION TO APPROVE AN UPDATED AND AMENDED COPY FEE SCHEDULE**

*For Copies and Copy Room Services Produced at the Town Offices for the General Public*

**WHEREAS**, It is unknown when the previous copy schedule was calculated; and

**WHEREAS**, Since the last copy fee schedule was made costs have increased and new technologies have been added such as color copies and lamination which present an added expense to the Town; and

**WHEREAS**, the Business Office has reviewed the existing fee schedule, considered the current costs of each service, and calculated updated rates based on the current relative costs to the Town - including possible administrative and labor expenses; and

**WHEREAS**, The Business Office has presented the updated copy fee schedule to the Town Board;

**NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF LONG LAKE**

**THAT** The Town Board of the Town of Long Lake hereby approves the updated and amended copy fee schedule to be implemented as of March 1, 2023; and

**ALSO THAT** The fees defined in this schedule may be waived for legal not for profit organizations for up to 25 individual copies per year upon the approval of the Town Supervisor to assist efforts to support the community at large; and

**ALSO THAT** The fees defined in this schedule may not be waived for private persons and/or businesses that are to benefit the business operations of that specific private endeavor.

**Motion** by Thomas Donnelly, seconded by Clark Seaman to approve the updated and amended copy fee schedule.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**RESOLUTION TO DESIGNATE THE HAMILTON COUNTY EXPRESS AS THE SOLE OFFICIAL NEWSPAPER FOR THE TOWN OF LONG LAKE**

**To Designate the Hamilton County Express the Official Newspaper of the Town of Long Lake for 2023**

For the Publication of All Legal Notices to the Public

*WHEREAS*, in the 2023 Organization Resolution the Town Board designated both the Post Star and the Hamilton County Express as the official papers of the Town of Long Lake; and

*WHEREAS*, the Town Board asked that the Town Supervisor research the regulations for public notice put forth by the NYS Department of Health in regards to public and drinking water emergencies; and

*WHEREAS*, the research of the Town Supervisor has shown that it is not necessary to have a newspaper with daily distribution according to these regulations; and

*WHEREAS*, the Town Supervisor's Office works very closely with the NYS Department of Health engineer to ensure the proper notifications are made during an emergency; and

*WHEREAS*, in an effort to conserve both staff time resources and overall cost to the taxpayer it is best to limit public notification to the Hamilton County Express;

***NOW, THEREFORE, BE IT RESOLVED BY THE TOWN BOARD OF THE TOWN OF LONG LAKE***

***THAT*** The Town Board designates the Hamilton County Express as the sole Official Newspaper of the Town of Long Lake for 2023; and

***ALSO THAT*** The Town Supervisor is authorized to approve the Town Clerk to publish any public notice in additional newspapers, websites, or other media as may be necessitated in some unforeseen circumstances to improve the public's awareness of said notice; and

***ALSO THAT*** The expense of these public notices, whether for public emergency, job openings, or other events that require publication of legal notice, is to be appropriated from budget line A00-01-1480-400 for Public Information Contractual Expenses.

**Motion** by Clark Seaman, seconded by Thomas Donnelly to approve the resolution designating the Hamilton County Express the Town of Long Lake's official newspaper.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

## TOWN CLERK'S CONFERENCE APPROVAL

Amber Wambach, 1<sup>st</sup> Deputy Town Clerk has requested to attend the 41<sup>st</sup> Annual New York State Town Clerk's Association Conference held in Syracuse, NY April 23<sup>rd</sup> to April 26<sup>th</sup> 2023.

**Motion** by Clay Arsenault, seconded by Thomas Donnelly to approve Amber's request to attend the conference in April 2023.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

## TOWN HIGHWAY SUPERINTENDENT TO ADDRESS THE BOARD REGARDING THE TOWN'S FRONT-END LOADER.

Charles "Chip" Farr, Highway Superintendent presented the Board with quotes he received from Milton CAT and United Construction & Forestry.

### Milton CAT

Model: CAT 926M Wheel Loader  
Original Cost: \$195,986.00  
Trade in Value: \$25,876.00  
Total Amount to finance: \$170,110.00  
Finance Rate: 8.49%  
Total Cost to Finance purchase: \$200,817.32

### United Construction & Forestry

Model: John Deere 544 P-Tier Wheel loader  
Original Cost: \$213,563.60  
Trade in Value: \$25,000.00  
Total Amount Financed: \$188,563.60  
Finance Rate: 6.25%  
Total Cost of Financial Purchase: \$212,770.00

Both machines have a 5-year warranty.

Michael Lamphear, highway foreman commented that the County has a CAT front-end loader at the Long Lake County Garage and that the Town would be able to use the forks, if need be, if the Town purchased the CAT926M.

**Motion** by Thomas Donnelly, seconded by Clark Seaman to order the CAT 926M Wheel loader from Milton CAT.



**Discussion:** Supervisor Arsenault said he would give his approval this time but these kinds of large purchases need to be made through the budget process.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**COUNCILMAN COMMENTS**

Supervisor Arsenault expressed his deepest condolences to Mike Burke and his family for their loss of Kristopher.

**PUBLIC COMMENT**

Elizabeth Forsell asked the Board why the phone tree did not call everyone and inform the residents that the boil water order was lifted. She also asked if potable water should be provided in these kinds of instances?

Supervisor Arsenault informed her that the phone tree called all the landowners that have water and that had updated information in the call tree system, and potable water would have been provided if the boil water order was in effect for longer than it was.

1<sup>st</sup> Deputy Amber Wamback informed Mrs. Forsell that it is the landowner’s responsibility to inform renters of the boil water order or to provide the Town Water with the renter’s information so the renter can be contacted directly.

Mrs. Forsell asked the Board to write a “Thank You” letter to Kathryn Forsell, the contracted events coordinator for Raquette Lake for all her hard work at the Raquette Lake Winter Carnival. Supervisor Arsenault replied he is more than willing to write a “Thank You” letter to people, but has not yet had to write one to a contractor for the Town.

**Motion** by Clay Arsenault, seconded by Thomas Donnelly to enter into executive session at 7:46pm to discuss a personnel matter, Supervisor Arsenault invited Principal Account Clerk Paul Wilson into executive session.

<b>Adopted:</b>	Clay J. Arsenault	Aye
	Thomas L. Donnelly	Aye
	Clark J. Seaman	Aye

**Motion** by Thomas Donnelly, seconded by Clark Seaman to return to regular session at 8:43pm with no action having been taken.

**Adopted:** Clay J. Arsenault           Aye  
              Thomas L. Donnelly        Aye  
              Clark J. Seaman           Aye

**Motion** by Clark Seaman, seconded by Thomas Donnelly to adjourn at 8:43pm.

**Adopted:** Clay J. Arsenault           Aye  
              Thomas L. Donnelly        Aye  
              Clark J. Seaman           Aye

Attested by: \_\_\_\_\_  
                                  Amber L. Wamback, Deputy Town Clerk