

A regularly scheduled meeting of the Town Board of Long Lake, Hamilton County, New York was held January 29, 2020 at the Long Lake Town Hall and called to order with the Pledge of Allegiance to the Flag of the United States of America by Supervisor Clay Arsenault and a prayer by Craig Seaman at 7:00 P.M. Seven residents attended.

Members present:	Clay J. Arsenault	Supervisor
	Richard B. Dechene	Councilman
	Thomas L. Donnelly	Councilman
	Dean H. Pohl	Councilman
	Craig J. Seaman	Councilman

RESOLUTIONS FOR JANUARY 2020 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, or the Raquette Lake Union Free School Gymnasium 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 7/15/19 must be submitted for payment prior to 7/15/20).
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 twelve holidays:
- | | |
|-----------------------------|------------------------------------|
| New Year's Day | Wednesday, 01/01/2020 |
| Martin Luther King, Jr. Day | Monday, 01/20/2020 |
| President's Day | Monday, 02/17/2020 |
| Good Friday | Friday, 04/10/2020 |
| Memorial Day observed | Monday, 05/25/2020 |
| Independence Day | Friday, 07/03/2020 |
| Labor Day | Monday, 09/07/2020 |
| Columbus Day | Monday, 10/12/2020 |
| Veteran's Day | Wednesday, 11/11/2020 |
| Thanksgiving | Thursday & Friday, 11/26 & 27/2020 |
| Christmas Day observed | Friday, 12/25/2020 |
- 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 2020. (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 D. Sean Curry as Deputy Supervisor.

15. A Resolution whereas the Town Board authorizes the Supervisor to designate a principal account clerk and bookkeeper; the designation is D. Sean Curry. (Town Law Section 29, Subdivision 15)
16. A Resolution appointing D. Sean Curry and Colleen King as bookkeepers for the Highway Superintendent and for Water Districts #1 and #2 Funds.
17. A Resolution that the Town Supervisor appoints Dixie Lee LeBlanc as Registrar of Vital Statistics; and Dixie Lee LeBlanc appoints Amber Wamback as Deputy Registrar of Vital Statistics.
18. 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 Jeanne F. Plumley, Long Lake and James Kammer, Raquette Lake. (Education Law Section 148.)
19. A Resolution that the Supervisor appoints the Long Lake Councilmen to the following committees:
- | | |
|-----------------------------|---|
| <u>Chairman / Sub Chair</u> | |
| Dechene / Pohl | Parks & Recreation Dept.
Snowmobile
Beach / Skate
E-911 Long Lake / EMS - Fire
Emergency Management |
| Donnelly / Seaman | Buildings / Property / Maintenance
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
Emergency Management |
| Seaman / Donnelly | Long Lake Highway
Long Lake Water
Commerce / Tourism |
20. A Resolution that the Town Clerk appoints Amber Wamback and L. Brian Castler as Deputy Town Clerks.

- 21. 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.)**
- 22. 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.**
- 23. 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.**
- 24. A Resolution to appoint Bruce Jennings as Long Lake Cemetery Custodian to map burials and maintain cemetery records.**
- 25. A Resolution to appoint Bruce Jennings as the E-911 Coordinator with Essex County.**
- 26. 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)).**
- 27. A Resolution that the Town Board contracts with Russell E. Rider, MD to provide medical services to the community for \$55,000.00 in 2020.**
- 28. 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 cents per mile as determined by the IRS; rate is subject to fluctuation.**
- 29. 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.**
- 30. 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.)**

31. 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.

32. A Resolution authorizing the attendance at the 2020 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.

33. 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.

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

35. 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 2020 as follows:

Town Supervisor (2-year term)	42,432.00
Town Justices, each (2) (4-year term)	12,448.00
Town Council Members, each (4) (4-year term)	4,758.00
Town Clerk (4-year term)	38,555.00
Town Highway Superintendent (2-year term)	44,185.00
Town Sole Assessor (6-year term)	33,058.00

36. 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	18.55 - 24.06
MEO/laborer	16.90 - 22.31
Laborers, temporary	13.30 - no limit
MEO/ <i>not</i> CDL/temporary	15.69 - no limit
Water District(s) Employees:	
Water Plant Operators	17.71 - 23.22
Water Supt.	20.12 - 25.43
Trainee WP Operators	14.49 - 19.99
Employees, seasonal laborer	13.30 - 16.47
General Fund employees:	
Employees, permanent	12.09 - 31.84
Employees, seasonal	13.30 - no limit

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

Historians (2) each	2,148.36
Dog Control Officer	3,499.11
Deputy Dog Control Officer	726.86
Deputy Town Supervisor	1,536.81
Cemetery Custodian (of records)	2,576.19
Deputy Highway Superintendent	No compensation
Town Attorney	3,327.20
Transfer Station Supervisor	6,000.00
E-911 Coordinator	2,545.92

38. 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)

39. A Resolution whereas the Town Board establishes the position of Dog Control Officer to the Town of Long Lake: Kathleen Buxton 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.

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

41. 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.

42. 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 \$10,000.00 or less; and utilizing the procurement policy where applicable.

43. 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)).

44. 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.

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

46. A Resolution that the Board appoints Thomas Suozzo of Cedarwood Engineering, Warrensburg, NY as Town Engineer.

47. 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 \$5,000.00 in value. With the agreement of the Town Supervisor, this authorization is extended to \$10,000.00 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.

48. A Resolution that the Town Board establishes the Office of Deputy Highway Superintendent; the Highway Superintendent appoints Michael M. Lamphear as Deputy Highway Superintendent.

49. 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.)

50. A Resolution that the Town Board appoints Dixie Lee LeBlanc, Records Management Officer and D. Sean Curry, Deputy Supervisor 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.

51. A Resolution to officially designate all Long Lake Town roads as snowmobile roads for the 2019 - 2020 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.

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

53. 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.

54. 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 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;

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 1/1/2020 – 12/31/21, 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 hereby set at 8 hours/day, term: 1 year, is given 21 - 22 days/month. (Standard Work Day and Reporting Resolution RS 2417)

55. 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)	

56. 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 2020.

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

57. A Resolution to establish the office of Confidential Secretary and that the Supervisor appoints Clark J. Seaman as Confidential Secretary to the Supervisor.

End of resolutions.

Motion by Richard Dechene, seconded by Craig Seaman to adopt the fifty-seven Town Organization Meeting resolutions as presented.

Adopted:	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

BOARD APPROVALS

Motion by Richard Dechene, seconded by Thomas Donnelly to accept the minutes as submitted.

Adopted:	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

Motion by Richard Dechene, seconded by Thomas Donnelly to pay encumbrances as listed on Abstract 01 for January 2020.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

Bills as listed on abstract.

Audit of Claims

General Fund	#A001 - A0106	in the amount of	\$201,543.00
Water District 1	#S001 - S013	in the amount of	4,545.31
Water District 2	#W001 - W033	in the amount of	26,714.59
Highway Fund	#D001- D026	in the amount of	87,155.91
Capital Projects	#HRL001	in the amount of	630.00

SUPERVISORS’S REPORT

Power Outages. On 01/03/2020, Supervisor Arsenault spoke with National Grid’s Steven Coleman on the issue of installing a back-up generator in Raquette Lake. Mr. Arsenault explained that NYSEG has installed back-up generators in Newcomb, Long Lake and Blue Mountain Lake, hoping National Grid would consider the same for Raquette Lake. Mr. Coleman’s response was “I’ve never heard of such a thing!” and he emailed his supervisor. Or, would it be possible for Raquette Lake to be back-fed from Blue Mountain’s generator. Tom Wind, National Grid’s Representative, has since contacted Mr. Arsenault and he’s scheduling a meeting to discuss these issues.

NYSEG. Regarding the generator project, on 01/03/2020 Michael Langlois of NYSEG, stopped at Supervisor Arsenault’s office and explained it is a three phase project, which is currently in phase two. Phase one is generator set-up and infrastructure update; Phase two is the installation of fiber, allowing the generators and switches to communicate. This is currently operated manually; Phase three is to run testing, and switch the generators to automatic. Currently, the entire system is in Phase two.

Real Estate Closings. On Tuesday, January 28th the Town closed on the sale of the remaining two lots on the Stanton Hill property to Keith Pritchett. The Town also closed on the purchase of property to straighten the property line and include the retaining wall between the old highway garage property and St. Henry’s parking lot. It also included an easement through the church parking lot, allowing the Town access to the back of this property.

Revenue and Expenditure Reports. These are in the Board’s packets for review.

Also in packets are two water inspection reports from the NYS Department of Health for Water District #1 in Raquette Lake and Water District #2 in Long Lake. There were no violations indicated in either inspection report.

AGENDA

ASSESSOR’S ANNUAL REPORT FOR 2019

James Bateman, Sole Assessor for Long Lake, gave a power-point presentation: “Informational Memorandum for the Town Board” which included a Sales Data Spreadsheet, several graphic pages of Sales Analysis from 2010 - 2019, 10 year Residential Waterfront Sales, Residential Sales by Price, Residential and Vacant Sales, a Sales Ration, & a Coefficient of Dispersion.

Motion by Clay Arsenault, seconded by Richard Dechene to accept the Assessor’s Annual Report for 2019.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

CODE ENFORCEMENT OFFICER'S ANNUAL REPORT FOR 2019

The issuing of permits for the Code Enforcement Department brought in a total of \$22,506.48 for 2019, the highest total annual revenue to date.

Motion by Craig Seaman, seconded by Richard Dechene to accept the Annual 2019 Year End Report of Harry D. Buxton, Code Enforcement Officer.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

ARCHIVES ANNUAL REPORT FOR 2019

Brian Castler, Deputy Town Clerk/Records Management Aide, addressed the Board members, citing the accomplishments, visitors, various requests from residents, non-residents, government agencies, donations, equipment inventory, disposal of records, boxes of files sorted and dealt with. He mentioned that volunteer Hilary (Guy) LeBlanc has provided the Town Archives with over 75,000 photos in a digital format at no cost to the Town. Mr. Castler emphasized that the main challenge regarding the Archives is and has been the need for more storage space.

Currently, there are 78 storage boxes in the cellar of the Town Office building, 15 boxes in the Code Officer's office, 13 boxes in the central office area, more in the Town Court, Assessor's office, and from the Town Attorney. These records must be moved to the Archives to comply with State of New York's Record and Retention and Disposition Schedule MU-1 for the safety and protection of Town documents.

[**Clerk's Note:** There are also several additional boxes stored on the top shelf of the shelving units in the Archives that must be moved to the new addition.]

The plans have been drawn up for an addition and grant money is available. The only thing holding us back, is the shell of the addition must be in place before we can apply for the grant. Meetings with Maria McCashion, Regional Advisory Office from the State Archives have been especially helpful. She has been on site, understands our situation and her advice is always available and logical.

Motion by Craig Seaman, seconded by Thomas Donnelly to accept the Archives Annual Report of Brian Castler.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

ANNUAL CONTRACT WITH CEDARWOOD ENGINEERING SERVICES, PLLC

CONTRACT FOR ENGINEERING SERVICES BETWEEN TOWN OF LONG LAKE, NEW YORK AND CEDARWOOD ENGINEERING SERVICES, PLLC

THIS AGREEMENT made the 29th day of January, 2020, by and between the Town of Long Lake, New York, located at Long Lake Town Offices, 1130 Deerland Road, PO Box 307, Long Lake, New York 12847 (herein referred to as the Town), and Cedarwood Engineering Services, PLLC, having a place of business at 3903 Main Street, Warrensburg, New York 12885 (herein referred to as Cedarwood).

WHEREAS, the Town wishes to obtain engineering services of Cedarwood for a period of one (1) year, commencing January 1, 2020, until December 31, 2020, and thereafter on a quarterly basis by mutual agreement of the parties.

NOW, THEREFORE, it is agreed before the parties that:

- 1. Cedarwood shall perform professional engineering services for the Town as deemed necessary by the Long Lake Town Board and/or the any Town official approved to authorize work by the Town Board.
- 2. Cedarwood shall attend up to one (1) Town Board meeting per month, to be billed accoring to attached Rate Schedule.
- 3. It is agreed that during the period of this Contract, Cedarwood shall provide engineering services to the town related to capital projects and non-capital projects. It is agreed that such services will be provided to the Town at the rates shown in the attached rate schedule or for and agreed upon fee.
- 4. Should it be necessary to hire subcontractors for services connected with the engineering services provided by Cedarwood, it is agreed that those subcontractors' fees shall be passed through to the Town with no surcharge or mark-up of any kind to the Town, unless otherwise agreed to with the Town.
- 5. Services to be provided by Cedarwood shall be approved by the Town prior to performing such services.
- 6. Parties further agree that should modifications of this contract be necessary, the parties will negotiate in good faith to conform this Contract to the needs of both parties.
- 7. This Contract shall continue without modifications unless notice is given by the Engineer to the Town by ordinary mail of that party's intention to terminate this Contract within ninety (90) days' notice.
- 8. Attachments
 - 2020 Rate Schedule
 - Standard Terms and Agreement

Signed by Clay Arsenault, Supervisor and Jonathan Soukup, P.E.

Motion by Richard Dechene, seconded by Thomas Donnelly to approve the Yearly Contract for Engineering Services with Cedarwood Engineering Services, PLLC.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

VOTING DELEGATE FOR ASSOCIATION OF TOWNS MEETING AND TRAINING SCHOOL

Motion by Richard Dechene, seconded by Craig Seaman to designate Councilman Dean H. Pohl the voting delegate at the annual business session of the Association of Towns on February 19, 2020. There is no alternate.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

AGREEMENT FOR THE EXPENDITURE OF HIGHWAY MONEYS Section 284

AGREEMENT between the Town Superintendent of Highways of the Town of Long Lake. Pursuant to the provisions of Section 28 of the Highway Law, we agree that moneys levied and collected in the Town for the repair and improvement of highways, and received from the State for State Aid for the repair and improvement of highways, shall be expended as follows:

1. GENERAL REPAIRS. The sum of \$206,555 shall be set aside to be expended for primaty work and 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 renewals thereof.

2. PERMANENT REPAIRS. The following sums shall be set aside to be expended for the permanent improvement of Town highways:

a. On Tarbell Hill Lane commencing at RT 28N and leading to Eagle Way, a distance of 1.14 miles, there shall be expended not over the sum of \$91,253.33.

Type	PPST
Width of traveled surface	20 feet
Thickness	1.5 inches

Executed in duplicate, this 29th day of January, 2020.

Signatures of Town Supervisor, Town Councilmen, County Superintendent of Highways, Town Superintendent of Highways.

Motion by Richard Dechene, seconded by Craig Seaman to accept the above agreement.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

EMPLOYEE HANDBOOK: REPRODUCTIVE HEALTH DECISION MAKING

Motion by Richard Dechene, Seconded by Dean Pohl that the Town of Long Lake complies with NYS Labor Law Section 203-e, which prohibits discrimination or retaliation against employees based on an employee’s or a dependant’s reproductive health decision making, including, but no limited to, the decision to use or access a particular drug, device, or medical service related to reproductive health. Said legislation was signed by Governor Andrew Cuomo on November 8, 2019.

Adopted	Clay J. Arsenault	Aye	
	Richard B. Dechene	Aye	
	Thomas L. Donnelly	Aye	
	Dean H. Pohl	Aye	
	Craig J. Seaman		Nay

[Clerk’s Note: Basically, the law says employers in New York State cannot penalize an employee unfairly or harshly because of the employee’s decisions regarding reproductive health. It also prohibits employers from accessing employees’ personal information regarding reproductive health; from discriminating against or taking retaliatory action regarding the employees’ reproductive health decisions; and the employer may not require the employee to sign a waiver denying the employee the right to make their own reproductive health decisions.

Employers are also prohibited from retaliating against employees who exercise their right to make a complaint, to file a claim in court, and/or to testify against their employer.

The new law requires that employees are provided with an employees’ handbook, including the notice of employee rights and remedies under New York Labor Law Section 203-e.]

SURPLUS TELEPHONE EQUIPMENT

Motion by Clay Arsenault, seconded by Thomas Donnelly to include old telephone equipment in surplus status enabling it to be auctioned as one lot.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

PURCHASE OF HIGHWAY DEPARTMENT TRUCK AND PLOW

Motion by Clay Arsenault, seconded by Richard Dechene to approve the Highway Department’s purchase of a 2021 Western Star 4700 SF w/plow through Mercedes-Benz Financial Services USA LLC in the amount of \$201,438.00 with seven equal payments of \$36,507.38 to be paid annually. The initial payment for this truck is appropriated in the 2020 budget, line DA-04-5130-300. This vehicle is replacing the Highway Department’s 2010 Mack single-axle truck.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

PURCHASE OF WATER DEPARTMENT TRUCK AND PLOW

Motion by Craig Seaman, seconded by Richard Dechene to approve the purchase of a 2020 Chevrolet Silverado 2500HD, 4WD, Regular cab with a Fisher VX2 Plow (yellow steel) from DeNooyer Chevrolet, Inc., for \$39,882.00, said price, on State contract, being the result of a bid by the Village of Cobleskill with the terms of the contract as awarded available for purchase by other municipalities in accordance with Sect 103, subparagraph 16 of GML. The payment for this truck is appropriated in the 2020 budget, lines SW1-07-8340-200 and SW2-07-8340-200. This vehicle is replacing the 2011 Chevrolet 3500 truck currently in the Water Department.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

PRT: 15th ANNUAL ADIRONDACK SPORTS SUMMER EXPO

This is a regional travel and tourism promotion show. Timothy Helms will have a booth set-up with a video, maps and promotional material to promote Long Lake/Raquette Lake as tourism destinations.

Motion by Richard Dechene, seconded by Thomas Donnelly to approve Tim Helms attending the 15th Annual Adirondack Sports Summer Expo at the Saratoga Springs City Center, March 21 &22, 2020.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

PRT: TRAVEL AND TOURISM CONFERENCE

PRT Director, Alexandra Roalsvig annually attends this particular conference, which provides educational information, networking and the I LOVE NY yearly meeting.

Motion by Clay Arsenault, seconded by Thomas Donnelly to approve this Travel and Tourism Conference on April 21-24, 2020.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

LETTER OF TOWN BOARD SUPPORT FOR RACHEL POHL AND JAMES POHL REGARDING THE PURCHASE OF RAQUETTE LAKE NAVIGATION

Councilman Dean Pohl recused himself from discussing and voting on this subject, as he and his wife, Donna, are owners of the business (Raquette Lake Navigation) their children (Rachel and James) plan to purchase.

Motion by Clay Arsenault, seconded by Richard Dechene, Thomas Donnelly, and Craig Seaman to approve the letter supporting the application for financial assistance of Rachel Pohl and James Pohl in the purchase of Raquette Lake Navigation Company, currently owned by their parents, Dean and Donna Pohl.

Adopted	Clay J. Arsenault	Aye	
	Richard B. Dechene	Aye	
	Thomas L. Donnelly	Aye	
	Dean H. Pohl		Abstained
	Craig J. Seaman	Aye	


COUNCILMAN COMMENTS

Councilmen Seaman and Donnelly each commended the Water Department for their quick response to the latest water main break.
Councilman Pohl requested that he be invited to the meeting with the power company regarding the Raquette Lake generator. Absolutely.
Councilman Dechene said the Winter Carnival in Long Lake was a great success. He guesstimated 200 people attended. He praised the Parks, Recreation & Tourism Department..

THERE WERE NO PUBLIC COMMENTS.

Motion by Clay Arsenault, seconded by Craig Seaman to adjourn at 7:35 PM.

Adopted	Clay J. Arsenault	Aye
	Richard B. Dechene	Aye
	Thomas L. Donnelly	Aye
	Dean H. Pohl	Aye
	Craig J. Seaman	Aye

Attested by 
Dixie Lee LeBlanc, Town Clerk