

A regularly scheduled meeting of the Town Board of Long Lake, Hamilton County, New York was held February 23, 2022 at the Long Lake Town Hall and called to order at 7:00 pm with the Pledge of Allegiance to the Flag of the United States of America. Three people attended.

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

Absent: Craig J. Seaman Councilman

BOARD APPROVALS

Motion by Richard Dechene, seconded by Dean Pohl to accept the minutes as submitted.

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

Motion by Thomas Donnelly, seconded by Richard Dechene to pay encumbrances as listed on Abstract 02 for February 2022.

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

Bills as listed on abstract.

Audit of Claims

General Fund	#A 0079 - A 014 in the amount of	\$ 73,993.90
Water District 1	#SW1 0009 - SW1 0012 in the amount of	1,233.83
Water District 2	#SW2 0026 - SW2 0042 in the amount of	10,210.20
Highway Fund	#D 0017 - D 0034 in the amount of	16,314.40

SUPERVISOR'S REPORT

Supervisor Arsenault reminded the members the Revenue and Expenditure Reports are in their packets for review.

LONG LAKE FIRE DISTRICT

Supervisor Arsenault attended the Fire District Board meeting on 02/09/2022 to discuss the issue of raising the rescue squad building to accommodate new size ambulances. They received a quote of \$35,000 to raise the building and the block work. They're waiting for another quote for the remainder of the project.

Mr. Arsenault also wanted to discuss fire hydrant maintenance because one malfunctioned at a recent fire. The Fire Department and Water Department will meet to develop a plan to remedy that happening again. Currently, hydrants cost \$3,500 apiece.

KEVIN BOLAN RETIRES

Kevin Bolan, Physician's Assistant (PA) under Dr. Russell Rider for both Newcomb and Long Lake's medical facilities has announced his retirement. The Town of Newcomb will be advertising for a PA, a Nurse Practitioner and/or a Physician, hoping to attract someone from one of those groups. Mr. Bolan and Dr. Rider have an agreement with the Town of Newcomb to work for one more year. The new hire will be working under Dr. Rider's license as was Kevin Bolan.

POWER OUTAGES

Supervisor Arsenault drew the members' attention to an Operational Summary of January 16, 2020 and the loss of power in Newcomb, Long Lake and Blue Mountain Lake at 1:04 am. due to loss of National Grid feed. The two generators at Harris Lake auto-started and picked up all associated customers. However, both generators tripped around 5:00 am. NYSEG contacted Milton Cat, requesting immediate emergency service support. Power was restored to Newcomb at 10 am. At 10:15 National Grid restored power and Milton Cat discovered a sensor needed replacing at Harris Lake. It was also found that the Long Lake and Blue Mountain Lake generators' fuel mix was too "rich" for the cold and added kerosene to make it a winter mix. Milton Cat recommended an auto-start feature for the Long Lake and Blue Mountain generators, which would auto start the diesels when a low temperature set point is reached. NYSEG is also evaluating larger storage tanks for Long Lake and Blue Mountain Lake, allowing for more than the current storage which allows for only around 8 hours of operation.

2020 CENSUS

The Adirondack Park population dropped from 130,000 to 123,316 by the 2020 census count. However, Hamilton County's population increased by 271 people, the only section of the Park having an increase.

BARTON MINES

Essex, Hamilton and Warren Counties all support Barton Mines having their mining permit modified to extend their residual mineral storage capacity and their mine capacity. The permit is before the Adirondack Park Agency for approval. Barton Mines spends about \$7,000,000.00 in wages and benefits for their one hundred employees.

AGENDA

RESOLUTION APPROVING AUDIT OF JUSTICE ACCOUNTS

Supervisor Arsenault reported that the Board members met with the Town Justices at 6:00 PM tonight, prior to this meeting, for their annual audit of the Justice accounts, as is required of municipalities. (Town Law Section 23 and Unified Justice Court Act Section 2019-a)

The Board members met with Town Justices Judge Brian Farr and Judge Mitchell Edelstein on this day, February 23, 2021 in the Town Hall. They examined the Long Lake Justice Court documents and dockets in compliance with Town Law and the Uniform Justice Court Act.

Motion by Clay J. Arsenault, seconded by Thomas L. Donnelly to accept the Justice Court accounts for the calendar year 2021 as submitted.

Adopted

Clay J. Arsenault

Aye

Richard B. Dechene Aye
Thomas L. Donnelly Aye
Dean H. Pohl Aye

ANNUAL AGREEMENT WITH TRI-LAKES HUMANE SOCIETY

THIS AGREEMENT, made this 23rd day of February, 2022, 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 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 11 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

Supervisor _____ Date _____

TRI-LAKES HUMANE SOCIETY

President _____ Date _____

Motion by Richard Dechene, seconded by Dean Pohl to approve this Agreement with Tri-lakes Humane Society for the 2022 calendar year.

Adopted Clay J. Arsenault Aye
 Richard B. Dechene Aye

Thomas L. Donnelly Aye
Dean H. Pohl Aye

AUTHORIZING COUNTY HIGHWAY SUPERINTENDENT TO POST WEIGHT RESTRICTIONS ON TOWN ROADS FOR 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 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 authorized the County Superintendent of Highways to post weight restrictions on Town roads within the Town of Long Lake when he deems necessary for the calendar year 2022.

Motion by Richard Dechene, seconded by Thomas Donnelly to approve the above resolution authorizing the County Highway Superintendent to post weight restrictions on Town Roads for 2022.

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

AGREEMENT WITH ADP TO PROVIDE PAYROLL SERVICES

Supervisor Arsenault said he realized soon after he'd been in office that an enormous amount of time was spent processing payroll at a cost of about \$23,000. He and Matthew Newby, his Confidential Secretary, began searching for and researching payroll companies. They have met with multiple payroll companies and have selected ADP, INC. for processing the Town's payroll services. ADP is a well established company, has the best services, and offered the best annual cost to the Town. ADP will provide payroll, HR, W2's and many other benefits for \$10,255.00 per year. By signing on, they offer a promotional discount for the first two years at \$7,753.00 per year.

GLOBAL MASTER SERVICES AGREEMENT

Effective Date: 02/28/2022

As between:

ADP, INC. (Referred to in this agreement as “**ADP**”)

One ADP Boulevard

Roseland, NY 07068

and

The Town of Long Lake, New York (Referred to in this agreement as “**Client**”)

P O Box 307

Long Lake, NY 12847-0307

ADP and Client agree that ADP shall provide Client with the following services in accordance with the terms set forth in the Global Master Services Agreement and the applicable Sales Order (as defined herein):

ADP Payroll Services - delivered via ADP Workforce Now

ADP Document Cloud

ADP Marketplace

ADP Time and Attendance Services

Benefit Services - delivered via ADP Workforce Now

Employment Verification Services

ESS & MSS Technology

Essential ACA Services

History Conversion Services

Human Resources Administration Services - delivered via ADP Workforce Now

Talent Activation Services - delivered via ADP Workforce Now

Signatures:

ADP, INC.: Tara Tucker, Inside Sales District Manager

and

The Town of Long Lake, New York: Clay J. Arsenault, Town Supervisor

[Clerk’s Note: The above is a write-up of the ADP Global Master Service Agreement, a document 25 pages long, double-sided, single-spaced, size 8 font, the length prohibits including here, and is on file in the office of the Town Supervisor.]

Motion by Thomas Donnelly, seconded by Dean Pohl to approve the agreement with ADP to provide the Supervisor’s office with payroll services.

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

ANNUAL ARCHIVES REPORT

The Supervisor called on Brian Castler, Records Management Aide, to speak regarding the report. Mr. Castler reiterated his presentations for the last 5 years regarding the issue of needing more storage space. There are over one hundred storage boxes in the Town Office Building that are required to be 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. Proceeding with the building addition and obtaining the grant has been hampered with suggestions of digital

storage and a temporary storage site. Even a temporary storage area must comply with all State laws and regulations regarding archival storage space.

Motion by Richard Dechene, seconded by Dean Pohl to accept the 2021 Archival Report.

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

DESIGNATING PRINCIPAL ACCOUNT CLERK POSITION AS FULL-TIME

Sean Curry was Principal Account Clerk until his resignation on September 14, 2022. At that time, the position was changed to Confidential Secretary to the Supervisor and Matthew Newby was subsequently hired as such to fill that position.

The Principal Account Clerk position was then changed to part-time.

Due to resignations, both the Principal Account Clerk and the Senior Account Clerk positions became vacant.

This became an opportunity to correct the structure of the Supervisor's office by returning the Principal Account Clerk position to full-time and a supervisory role.

Motion by Dean Pohl, seconded by Thomas Donnelly to return the Principal Account Clerk position to full-time supervisory role.

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

HIRE PRINCIPAL ACCOUNT CLERK

The Town advertised from December 28, 2021 to February 11, 2022 for a Principal Account Clerk and received only one application. Compensation was advertised as commensurate with education and experience. The sole applicant, Paul Wilson, worked as an engineer and a consultant in the food and beverage manufacturing industry. He spent years designing systems to provide accurate accounting in those businesses and his experience will fit perfectly restructuring the systems of operation in the business office. His education and experience put him at Grade 11, Step 8 at \$26.72 per hour. He will be a provisional employee until he passes the Civil Service Exam for the position.

Motion by Clay Arsenault, seconded by Richard Dechene to approve hiring Paul Wilson in the position of Principal Account Clerk in the Supervisor's office at Grade 11, Step 8, at \$26.72 per hour.

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

COUNCILMAN REPORTS

Councilman Donnelly had nothing to report.

Councilman Pohl said the Raquette Lake Winter Carnival was a great success; many thanks to Alex Roalsvig, PRT Director.

Councilman Dechene asked that the Town send a letter of thanks to William Farber, who has been Chairman of the Board of Supervisors. Mr. Farber has worked long and hard for many years.

PUBLIC COMMENTS

None.

EXECUTIVE SESSION

Motion by Clay Arsenault, seconded by Richard Dechene to recess into Executive Session at 7:25 pm to discuss a personnel issue.

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

Motion by Clay Arsenault, seconded by Richard Dechene to return to regular session at 7:38pm.

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

Motion by Richard Dechene, seconded by Thomas Donnelly to adjourn at 7:39 pm with no action having been taken.

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

Attested by _____
Dixie Lee LeBlanc, Town Clerk

and _____
Amber L. Wamback, Deputy Town Clerk

