

A Regular Meeting of the Town Board of Long Lake, Hamilton County, New York was held August 27, 2025, 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 prayer by Supervisor Arsenault. Fourteen people were in attendance.

Roll Call: Members present:

Clay J. Arsenault	Supervisor
Mark A. Bird	Councilman
Thomas L. Donnelly	Councilman
Richard Dechene	Councilman
Nathan S. Hosley	Councilman

Also in attendance: Chief of Staff, Matthew Newby, Town Attorney, Carl Ferrentino and First Deputy Town Clerk, Amber Wambach.

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

BOARD APPROVALS

Motion by Councilman Dechene, seconded by Councilman Hosley to accept the Regular Meeting Minutes for July 30, 2025.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

Motion by Councilman Bird, seconded by Councilman Donnelly to pay encumbrances as listed on Abstract # 8 of 2025.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

Bills listed on abstract 8

General Fund #A 0650 – A 0730	in the amount of	\$128,143.06
Highway Fund #D 134 – D 147	in the amount of	45,178.07
Water District 1 #SW1 1091- SW1 119	in the amount of	2,356.89
Water District 2 #SW2 201 - SW2 223	in the amount of	21,979.15

SUPERVISOR'S REPORT

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

Businesses have received compliments from their customers on the biking and multi-use trails. A frequent trail user complimented the conditions of the trails to Craig Wamback while he was doing some maintenance. It really boosts the spirit of the employees to know that their hard work is making a difference for people.

The positive feedback for Music by the Lake on Fridays is overwhelming. Supervisor Arsenault thanked Alex Roalsvig, Jake Fisch, Alyssa Smith, Erik Arsenault and the summer labor force of the Parks and Recreation for all their hard work.

Surplus items will be going on Auctions International mid-September, items include trucks, snowmobiles, forklifts, and more equipment.

James Dillon drew up a proposal for a new 20-year lease for the Raquette Lake Transfer Station. This lease will allow him to build a new garage on the current site; this is a sole-source procurement. There will be a rent increase, this will be a huge improvement and a safer, cleaner environment for both residents and employees.

Supervisor Arsenault reminded the board to read over Code Officer, Paul Wilson's proposal, at September's meeting there will be a public notice and public hearing date to approve regarding Mr. Wilson's proposal for the Codes Office.

Supervisor Arsenault informed the Board and the public that he has changed Matthew Newby's title to Chief of Staff. This is only a local title change, and Delegation Memorandum was included in the Board's packets.

The Lake Champlain Lake George Regional Planning Board has begun the process of updating our Comprehensive Plan. The LCLGRP has been at the farmer's market with a survey for people to fill out, Alex has posted the link of the survey on the Town's website.

CHA, Town engineers have created a draft master plan for the Town Beach, Mt. Sabattis, and a new Town office building and courthouse building. CHA will be at the October 29th Town Board Meeting to present their high-level concepts, which the Town will work with the community to create a more tailored vision to use going forward.

Highway report was in the Board's packets for review.

Superintendent Lamphear commented that the parking situation on Dock and Becker is a problem during the summer, he is looking into widening the road or putting up no parking signs. If signs are put up a Town Ordinance will need to be passed to enforce the no parking.

Water Superintendent Keith Austin said he has found 3 leaks that were on private property, he has contacted the owners, all 3 should be fixed in a week or less.

The water main for 646 Deerland is being installed.

NEW BUSINESS

Resolution 40 of 2025

Adopting a new Procurement Policy and Procedures Manual

WHEREAS, the Town Board of the Town of Long Lake has reviewed the proposed Procurement Policy and Procedures Manual, including the Credit Card Use Policy and Fixed Asset Management Policy;

NOW, THEREFORE, BE IT RESOLVED,:

1. That the Town Board of the Town of Long Lake hereby adopts the Procurement Policy and Procedures Manual, including the Credit Card Use Policy, Fixed Asset Management Policy, and the forms titled "Purchase Requisition/Purchase Order" and "Credit Card Sign-Out Log," as the official policies and procedures governing procurement, credit card use, and fixed asset management for the Town of Long Lake; and
2. That this Procurement Policy and Procedures Manual shall replace and rescind the "Update Non-Bid Procurement Policy Procedures" adopted on February 29, 2014, and any other prior policies or resolutions of the Town Board that are inconsistent with or superseded by the provisions of this new policy; and
3. Directs the Town Clerk to attach a certified copy of this resolution to the adopted policy and maintain it in the official Town records.

Motion by Councilman Dechene, seconded by Councilman Bird to accept Resolution 40 of 2025.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

Resolution 41 of 2025

Authorization to Engage Special Town Counsel

WHEREAS, The Town Board has been advised by representatives of the Estate/Trust of John F. Hendrickson that it is a named beneficiary of the Estate/Trust of the net proceeds of the sale of Whitney Park, and

WHEREAS, there has been public discussion by the Supervisor and Town Board within the communities of Long Lake about the need to prudently prepare and manage for the benefit of current and future generations of Long Lake in perpetuity the funds that may be given to the Town of Long Lake, and

WHEREAS, after an extensive national search for a qualified and well-regarded law firm to assist the Town Board in developing the strategies and structures needed to maximize the potential for doing good within the Town of Long Lake, and

WHEREAS, after interviews, review of qualifications and the responses from many law firms, a consensus recommendation of the Town Supervisor, Councilman Hosley, Confidential Secretary

Matthew Newby, and Town Attorney Carl Ferrentino, the Town Board was commended to approve the engagement of the law firm of Holland & Knight, and

WHEREAS, the Town Board is apprised of the urgency of being well prepared as soon as possible to look after the legal interests of the Town in the matters pertaining to the potential gift

NOW, THEREFORE, BE IT RESOLVED,:

1. That the Town Supervisor and Town Attorney are authorized to execute an engagement letter/agreement with the law firm of Holland & Knight, LLP. Substantially conforming to the draft engagement letter terms reviewed by the Town Board on this day;
2. That the Town Supervisor and Town Attorney shall prepare for each monthly regular board meeting and any special board meetings on this matter a report and budgetary review of the matters subject to the engagement;
3. That the Town Attorney shall be the Town Board's liaison and legal contact for the Holland & Knight engagement;
4. That the fees and expenses for the rest of the Town's fiscal year shall not exceed \$60,000 without further Board action;
5. That a confidential legal counseling session with Holland & Knight with the full Town Board shall be established as soon as practical;
6. That a public information session will be scheduled as soon as practical to obtain public input and share alternative strategies for going forward on first the structure of the arrangements to handle the finances of any potential gift to the Town and then to discuss ideas and methodologies for determining how best to use the funds over the coming years and generations; and,
7. That this Resolution shall take effect immediately.

Motion by Councilman Hosley, seconded by Councilman Donnelly & Councilman Dechene to accept Resolution 41 of 2025.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

COUNCILMAN COMMENTS

Councilman Hosley thanked Town Attorney Carl Ferrentino for all his hard work with selecting the Special Town Council.

Councilman Donnelly wished all a safe and happy Labor Day.

PUBLIC COMMENT

Ruth Howe thanked all who helped make the 2025 farmers market a great success, a special thank you to Clay and Alex.

Mike Farrell asked if there were any updates on the Steal Bridge over Shaw Brook.

Paul Wilson said NYSEG is moving the power lines, and Frontier will be moving their lines soon, once those projects are done work can start on the bridge.

EXECUTIVE SESSION

Motion by Councilman Bird, seconded by Councilman Hosley to move to executive session at 7:21 PM to discuss a personnel matter.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

The Board returned to Regular Session at 8:45 PM with no action having been taken in Executive Session.

ADJOURN

Motion by Councilman Bird, seconded by Councilman Hosley to adjourn at 8:45 PM.

Adopted:	Clay J. Arsenault	Aye
	Mark A. Bird	Aye
	Thomas L. Donnelly	Aye
	Richard B. Dechene	Aye
	Nathan S. Hosley	Aye

Attested by: _____



Amber L. Wambach, First Deputy Town Clerk

