

Town of Tupper Lake Organizational & Regular Town Board Meeting

January 8, 2015

Roll Call: Supervisor Patricia S. Littlefield
Councilman John Quinn
Councilman Michael Dechene
Councilwoman Kathleen Lefebvre
Councilman Rick Skiff

Recording Secretary: Laurie J Fuller – Town Clerk

Press: Dan McClelland – Tupper Lake Free Press
Tom Salitsky – Adirondack Daily Enterprise

Also: Paul O’Leary – Assessor/Code Officer
Mike Fritts – Youth Activity Director
William Dechene- Highway Superintendent

Guest: James Frenette, Sr.
Eric Lanthier
John Gillis
Melissa McManus / Conference Call

Government Class High School Students
Jesse Gaff
Malorie McLearn
Thomas Barton

Supervisor Littlefield called regular and organizational meeting to order at 7:00 P.M. opening with the Pledge of Allegiance.

Establish the Agenda

Add Melissa McManus conference call

Authorize Code officer to attend Northern Adirondack Code Enforcement conference in March

1. Recognition of James Frenette, Sr.

Supervisor Littlefield presented Mr. Frenette with a fleece vest embroidered with the new Town logo from board members, thanking him for all his hard work and dedication to the development and maintenance of the sport of cross country skiing in Tupper Lake.

2. Conference call with Melissa McManus:

Melissa McManus, grant writer for Town and Village wish to speak to board members about applying for a joint smart growth grant for Town and Village up to \$75,000 if successful.

After conference call with Melissa board members agreed to pass resolution.

Resolution #4 /2015

RESOLUTION IN SUPPORT OF

2015 SMART GROWTH GRANT FUNDING APPLICATION

WHEREAS, the Department of Environmental Conservation has issued a Notice of Funding Availability for Adirondack Park Smart Growth Implementation Grants, and

WHEREAS, the Town and Village of Tupper Lake are seeking funding to implement Smart Growth plans developed utilizing 2007 Adirondack Park Smart Growth grant funding, and

WHEREAS, the proposed funding will assist in improving the community's curb appeal from both the community's Scenic Byways and the digital information superhighway; and

WHEREAS, the proposed funding will advance the community's revitalization effort by funding essential façade improvements to commercial buildings in the community's core, and

WHEREAS, the proposed funding will also advance the community's Destination Master Plan by improving essential digital access to lodging offerings, and

WHEREAS, the Town of Tupper Lake fully supports the proposed projects included in the funding application; and

WHEREAS, the Town of Tupper Lake will support and leverage this project through donation of Codes Enforcement Officer and administrative staff time; and

WHEREAS, this project advances the Vision and the Strategies of the North Country Regional Economic Development Council Strategic Plan by improving the tourism infrastructure and implementing local community revitalization plans.

NOW HERE BE IT RESOLVED:

That Supervisor Patricia Littlefield is hereby authorized and directed to file an application for funds from the 2015 Adirondack Park Smart Growth Implementation Program of the New York State Department of Environmental Conservation, in an amount not to exceed \$75,000, and upon approval of said request to enter into and execute a state assistance contract with the Department of Environmental Conservation for such financial assistance.

Date: January 8, 2015

Motion: Councilman Quinn

Seconded: Councilman Dechene

Action: Carried 5/0 Vote Littlefield, Quinn, Dechene, Lefebvre, Skiff

CERTIFICATE OF RECORDING OFFICER

I, Laurie Fuller, the duly qualified and acting Clerk of the Town of Tupper Lake, New York, do hereby certify that the attached resolution was adopted at a regular meeting of the Tupper Lake Town Council held on January 8, 2015 and is incorporated in the original minutes of said meeting, and that said resolution has not been altered, amended or revoked and is in full force and effect.

Laurie J Fuller – Town Clerk

Seal of Municipality

3. Approve Abstract Audited Vouchers:

Town of Tupper Lake
Abstract #1 – January 8, 2015
Vouchers #2014-0869-0876 & 2015 -0001-0019

Fund		Prepaid/Debit	Unpaid	Total
General	200.01	-	\$83,980.18	\$83,980.18
General (B)	200.02	-	-	-
Highway	200.03	-	\$17,238.00	\$17,238.00
Highway Outside	200.04	-	\$17,238.00	\$17,238.00
Fire District	200.06	-	-	-
Sewer #5	200.10	-	\$66.48	\$66.48
Sewer #8-1	200.12	-	-	-
Sewer #8-2	200.13	-	\$33.24	\$33.24
Sewer #16	200.14	-	-	-
Sewer #17	200.15	-	\$33.24	\$33.24
Sewer #17-1	200.16	-	-	-
Sewer #17-2	200.17	-	-	-
Sewer #23	200.19	-	-	-
Water #3	200.21	-	\$33.24	\$33.24
Water #5	200.23	-	-	-
Water #7	200.24	-	-	-
Water #8-2	200.26	-	-	-
Water #16	200.29	-	-	-
Moody Lighting	200.31	-	-	-
Water #15	200.36	-	-	-

Total For Abstract		-	\$118,622.38	\$118,622.38
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Motion to approve Abstract of Audited Vouchers as presented in the amount of \$118,622.38 was made by Councilwoman Lefebvre

Seconded Councilman Skiff

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

4. Approve Budget Transfers:

End of Year 2014 Budget Transfers

General

Appropriation \$28,592.35

Highway

Appropriation \$32,932.05

2015 Budget Transfers

	Account	Detail	Decrease	Increase
Highway	19904.03	Contingency	\$10,000.00	
	51302.03	Machinery EQ		\$9,500.00
	*This is Setting up the initial budget in Enhanced			
*contingency is not allowed in Highway & Formula error created the \$500.00 difference				
			\$10,000.00	\$9,500.00

Motion to approve Budget Transfers as presented was made by Councilman Dechene

Seconded by Councilwoman Lefebvre

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

5. Approve Monthly Reports:

Code Officer

Monthly Report
December 2014

2 Building Permits issued in December

0 Demolition Permits

1 Complaint filed

Completed 7 field inspections

December 2014 miles logged 92

Please contact me with any questions or concerns.

Respectfully submitted:

Paul O'Leary
Code Enforcement Officer
Town of Tupper Lake

Youth Activity Director

Recreation Report for End of Year Meeting on 01-08-15

STORAGE SHED

Attached are two quotes for storage sheds. The hope is to use leftover grant funds coupled with a donation from the Adult Softball league to purchase a facility both the league and the recreation department could share. I recommend going through Adirondack Storage Barns as they are cheaper and speaking from personal experience are nicely built. Considerations include style, color and size.

90-Miler

I've received an email from Roger Gocking, organizer of the 90-Miler Canoe Race. They would once again like to use the town facilities at the Rod and Gun Club. I wrote back saying I'd bring it to your attention. I also sent along a facility use form. This year's event will be held Sunday, June 14, 2015. He is seeking town approval so he can make a couple deadlines. His email below:

Hi Mike: we are planning on holding the Tupper Lake 9 Miler on Sunday 14 June 2015 at the Tupper Lake Boat Launch as was the case in 2014. I have sent Dave McMahon of the Rod and Gun Club an e-mail to make sure that this date will not clash with any events they have planned. I would appreciate if you would put our date on your calendar. We have to plan this far ahead as the New York Marathon Canoe Racing Association (NYMCRA) has to get out its racing calendar early in the year. The Tupper Lake 9 Miler will be one of these races. This date has to be finalized by 24 January 2015.

Roger Gocking

RESERVATION SOFTWARE

The new campground reservation software is up and running and we now have a computer designated for solely taking reservations.

CROSS COUNTRY SKI CENTER

Dog Waste – A huge reason I feel our system is unique is we allow four-footed friends on the ski trail. But a concern if the presents left behind, especially at the starting point. I've found a reasonably priced dog dropping station that would be a nice addition (see attached).

COMES WITH EVERYTHING!

Post

Sign

Bag Dispenser

Waste Can with Lid

400 Waste Bags

50 Can Liners

Instructions

Hardware

Commercial Grade Aluminum/Metal

(not poly-plastic)

FOREST GREEN -- Powder Coated to last

Signage – The map is being redone to reflect the added trails. Once in hand I will apply it to the new brochures. I've also checked into signage for the main entrance (see attached)

Dog Control Officer

Town of Tupper Lake

Dog Control Report

For the Month of: December

Date: 12-31-2014

Complaints Received	2
Complaints Answered	2
Dogs Captured	0
Dogs return to owner	0
Dogs turned over to DCO	0
Dogs transported to Humane Society	0
Dogs Adopted	0
Dogs Euthonized	0
Dogs treated by Vet	0
Dangerous Dog Complaints	0
Tickets issued	0
Mileage 9	DCO Shaheen R Shaheen

Report prepared by Shaheen R Shaheen DCO

Highway Superintendent

TOWN OF TUPPER LAKE HIGHWAY DEPARTMENT

PINE STREET

TUPPER LAKE, NY 12986

William E. Dechene Highway Superintendent

(Garage) 518-359-9241

(Cell) 518-524-7086

(Home) 518-359-3779

E-mail tlhighway@roadrunner.com

Highway Report: December 6, 2014 – January 5, 2015

- Picked up the cross country Ski-Doo at Robert's Sports Center in Malone after being serviced.
- Brought the cross country Artic Cat snowmobile to ADK Machines to be serviced and returned to the country club.
- Weekly dump runs for the Maddox Hall and town hall.
- Hauled four tandem loads of wood-chips from the hwy garage to the country club for the cross country ski trials and spread them on the new trial.
- Ryan worked at the Maddox Hall sealing up cold air drafts around the doors, secured loose wires under the BINGO sign and replaced two toilet valves, one upstairs and one downstairs in the food pantry.
- The main water line that goes into the Maddox Hall is broken, we ran a temporary water line from the adult center to the food pantry to feed the building.
- Ryan has installed 30 light fixtures at the hwy garage that we got from the village electric dept. That was enough for four rows of lights, we still need 30 more fixtures to be complete.
- The town's new gradall was delivered on December 15th.
- Went to Jefferson Concrete in Watertown and picked up a new sewer holding tank for the Maddox Hall to be installed at a later date.
- Plowed and sanded roads as needed per weather conditions.
- Plowed and sanded the Maddox Hall, town hall and the country club parking lots as needed.
- Cleaned the culverts on town roads so water could flow due to weather (thaws and Rain).
- Rinsed trucks off daily after use.

Fuel logs for December 2014 per other records.

Motion to approve monthly reports as submitted was made by Councilman Skiff

Seconded by Councilman Dechene

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

6. Approve 9 miler:

Motion to approve Roger Grocking request to hold the Tupper Lake 9 miler Canoe Race again this year using the town facilities at the Rod and Gun Club on June 14th 2015 pending paperwork and insurance certificate are in place was made by Councilman Dechene.

Seconded by Councilman Quinn

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

7. Organizational Appointments:

Supervisor Littlefield read appointments as listed:

2015 Organizational Meeting

January 8, 2015

Assessor	K. Paul O'Leary
Deputy Town Clerk & Registrar	Donna Maliszewski
Building Custodian	Donna Maliszewski
Court Clerk, Part Time	Laurie Fuller
Dog Officer	Ryan Shaheen
Tax Collector for the year 2015	Laurie J. Fuller
Deputy Tax Collector	Donna Maliszewski
Deputy Highway Superintendent	Derek Foote Highway Superintendent's Appt.
Deputy Supervisor	Councilman John Quinn Supervisor's Appt.
Hazardous Waste Control Officer	Safety Joe
Town Historian	John Kopp
Town Health Officer	Ron Simmons
Town Planner	Paul O'Leary
Deputy Town Planner	Mike Fritts
Land Use Code Administrator/Code Enforcement Officer	Paul O'Leary

Bookkeeper to Supervisor Budget Officer	Samantha Davies Supervisor Patricia Littlefield
Town Attorney	Kirk Gagnier
Town Emergency Manger	Carl Steffen
Youth Activity Director	Mike Fritts
Legal holidays observed	New Year's Day Lincoln's Birthday Washington's Birthday Memorial Day Independence Day Labor Day Columbus Day Election Day Thanksgiving Day Veteran's Day Christmas Day Martin Luther King Day

Town Clerk's Petty Cash	\$200.00
Mileage Allowance	.50 cents
Official Depository	Community Bank & NBT Bank
Official Newspapers	Tupper Lake Free Press Adirondack Daily Enterprise

Regular Monthly Board Meeting 2nd Thursday – 7:00 P.M.

Councilman Skiff made motion to approve 2015 appointments
 Seconded by Councilman Quinn
 All Town Board Members voted AYE 5/0

2015 Committees

HIGHWAY DEPARTMENT	Supervisor Patricia Littlefield Councilman John Quinn
LITTLE WOLF BEACH & CAMPSITE	Councilman John Quinn Councilwoman Kathleen Lefebvre
TOWN OFFICES, BUILDINGS & PROPERTIES	Councilman Michael Dechene Councilwoman Kathleen Lefebvre
TUPPER LAKE COUNTRY CLUB	Councilman Michael Dechene Supervisor Patricia Littlefield
AUDIT COMMITTEE	Councilwoman Kathleen Lefebvre

	Councilman Michael Dechene
DOG CONTROL	Supervisor Patricia Littlefield Councilman Rick Skiff
TOWN PLANNER & YOUTH ACTIVITY DIRECTOR	Supervisor Patricia Littlefield Councilman Rick Skiff
JOINT VILLAGE & TOWN FIRE COMMITTEE	Supervisor Patricia Littlefield Councilman John Quinn

Councilman Dechene made a motion to approve 2015 Committees as presented

Seconded by Councilman Quinn

All Town Board members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

8. Old Business:

Supervisor Littlefield reported still working on sewer odor on Racquette River Drive, will continue until solved.

Councilwoman Lefebvre asked about sale of Setting Pole Dam, Supervisor Littlefield asked Town Attorney Kirk Gagnier to attend February board meeting to give update on process of selling Town property.

9. Swearing in of Councilman Skiff:

Town Clerk administrated the oath of office to Councilman Rick Skiff.

10. Resolution authorizing standard payments
for Monthly bills:

RESOLUTION # 1/2015

RESOLUTION AUTHORIZING PAYMENT FOR STANDARD MONTHLY STATEMENTS

Councilwoman Lefebvre

WHEREAS; A Resolution authorizing Supervisor to approve payment for standard monthly statements prior to regular monthly board meeting in order to avoid late fees.

Councilman Skiff duly seconded this resolution, and adopted as follows:

Supervisor Littlefield	AYE
Councilman Quinn	AYE
Councilman Dechene	AYE
Councilwoman Lefebvre	AYE
Councilman Skiff	AYE

Date: January 8, 2015

Laurie J. Fuller
Town of Tupper Lake Town Clerk

11. Approve lease agreement
with Franklin County Probation:

Resolution #2/2015
LEASE AGREEMENT

This Agreement made this 8th day of January 2015 between the **TOWN OF TUPPER LAKE**, a municipality with offices at 120 Demars Blvd., Tupper Lake, New York 12986 ("Lessor") and **FRANKLIN COUNTY PROBATION DEPARTMENT**, Malone, New York 12953 ("Lessee")

Lessor does hereby lease to Lessee the office on the first floor of the Town of Tupper Lake Office Building, 120 Demars Blvd., Tupper Lake, New York, which has been previously occupied by Lessee, with the privileges and appurtenances for and during the term of one year from the 1st day of January 2015 to December 31, 2015.

Lessee will pay to Lessor for the use of said premises; the annual rent One Thousand Two Hundred (\$1,200.00)

In the event Lessee shall fail pay said rent, or any part thereof when it becomes due, it is agreed that Lessor may sue for the same, or re-enter said premises, or resort to any other legal remedy.

Lessor will provide heat and lights to the office space and office personnel of Lessee may use the lavatory facilities. Lessee will provide its own telephone services.

Lessee covenants that at the expiration of said term it will surrender said premises to Lessor in as good condition as now, necessary wear and damage by the elements excepted.

WITNESS the hands and seals of the said parties as of the day and year first above written.

In presence of

TOWN OF TUPPER LAKE

BY: _____

Supervisor Patricia S. Littlefield

Motion: Councilman Dechene

Seconded: Councilman Quinn

Action: Carried 5/0 vote Littlefield, Quinn, Dechene, Lefebvre, Skiff

Date: January 8, 2015

FRANKLIN COUNTY PROBATION

BY: _____

Probation Department Executive Director

12. Revised Procurement Policies:
Resolution #3 2015

Resolution #3 2015

PROCUREMENT POLICIES AND PROCEDURES

This Resolution sets forth the policies and procedures of the Town of Tupper Lake to meet the requirements of General Municipal Law, Section 104-b.

Purpose

Goods and services which are not required by law to be procured pursuant to competitive bidding must be procured in a manner so as to assure the prudent and economical use of public moneys, in the best interests of the tax-payers, to facilitate the acquisition of goods and services of maximum quality at the lowest possible cost under the circumstances, and to guard against favoritism, improvidence, extravagance, fraud and corruption. To further these objectives, the governing board is adopting internal policies and procedures governing all procurement of goods and services which are not required to be made pursuant to the competitive bidding requirements of General Municipal Law, Section 103, or of any other general or local law.

Except for procurements made through county contracts, or through state contracts, alternative proposals or quotations for goods and services shall be secured by use of written requests for proposals, written quotations, verbal quotations or any other method of procurement which furthers the purposes of General Municipal Law, Section 104-b.

Documentation of actions taken, in connection with each procurement is required as follows:

Purchasing Exhibit

Methods of competition to be used for non-bid procurement

Chart:

	Written Quotes		Bid	RFP	Other
	2	3			
Purchase Contracts up to \$9,999:					
Under \$1500.	Discretion of Purchaser				
\$1501 - \$3,000	X				
\$3,001 - \$9,999		X			
\$10,000 total or more			X		
Public Work Contracts Up to \$19,999:					

Under \$3,000	Discretion of Purchaser					
\$3,001 - \$19,999	X					
\$20,000 total or more				X		

Cooperative bids, state contracts, county contracts or preferred vendors must be utilized prior to initiating a non-bid procurement. Obtain procedures from the division office.

General Municipal Law requires that similar procurements that exceed \$10,000 in a fiscal year must be grouped together for the purpose of determining whether a particular item or group of items must be bid. Such bids will be made at the discretion of the Business Manager.

*An RFP may be required; however, contracts for professional services may be awarded without competitive bidding.

DEFINITIONS:

Purchase Contract: An order for supplies and/or equipment or other goods.

Public Works Contract: An order for the construction or repair of any building, structure, fixture or other improvement on real property including all materials used and all work, labor and other services rendered in connection with such construction or repair.

Professional Services: A service involving specialized skill, training and expertise, use of professional judgment or discretion, and/or a high degree of creativity.

RFP: Request For Proposal

Purchase order number needed for \$100.00 dollars or more.

Awards to Other Than Lowest Dollar Offer

Whenever any contract is awarded to other than the lowest responsible dollar offerer, the reasons such an award furthers the purpose of General Municipal Law, Section 104-b as set forth herein above shall be documented.

Comments concerning the policies and procedures shall be solicited from Town Board members prior to the enactment of the policies and procedures, and will be solicited from time to time hereafter.

The Town Board shall annually review these procedures. The town clerk shall be responsible for conducting an annual review of the procurement policy and for an evaluation of the internal control structure established to ensure compliance with the procurement policy.

The unintentional failure to full comply with the provisions of this General Municipal Law, Section 104-b, shall not be grounds to void action taken or give rise to a cause of action against the Town of Tupper Lake, or any officer or employee thereof.

The above RESOLUTION was unanimously adopted by the Town Board of the Town of Tupper Lake on January 8, 2015.

Town Clerk, Town of Tupper Lake

Date: January 8, 2015

Motion: Councilman Quinn

Seconded: Councilman Dechene

Action: Carried 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

13. Approve Members to attend
Local Government Day:

Councilman Dechene made a motion to authorize Board Members, Assessor, Planning Board Members ZBA & BAR Members to attend Local Government Day April 16th in Lake Placid.

Seconded by Councilwoman Lefebvre

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

14. Authorize Members to attend
NYPF Conference:

Councilwoman Lefebvre made motion to authorize Town Planner and 1 Member of the Planning Board to attend NYPF Conference April 13th in Bolton Landing, New York.

Seconded by Councilman Skiff

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

15. Authorize Code Officer Training:

Councilman Skiff made motion to authorize Code Officer to attend training in Lake Placid in March 2015.

Seconded by Councilwoman Lefebvre

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

16. Executive Session:

Motion to adjourn and enter into executive session at 8:35 P.M. to discuss pending litigation matter was made by Councilwoman Lefebvre

Seconded by Councilman Skiff

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

Motion to enter out of executive session at 8:40 P.M. and enter back into regular meeting was made by Councilman Quinn.

Seconded by Councilman Dechene

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

17. Motion in Pending litigation matter:

Councilman Quinn made a motion to have Attorney proceed with legal action in alleged zoning matter.

Seconded by Councilwoman Lefebvre

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre, Skiff

18. Adjournment:

Motion to adjourn at 8:41 P.M. was made by Councilman Skiff

Seconded by Councilman Dechene

All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Skiff

Laurie J Fuller – Town Clerk RMC