

TOWN OF TUPPER LAKE REGULAR BOARD MEETING

March 13, 2014

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

Recording Secretary: Laurie J Fuller – Town Clerk

Press: Mary Peryea – Tupper Lake Free Press
Shaun Kittle – Adirondack Daily Enterprise

Also: Paul O’Leary – Assessor/Code Officer
Mike Fritts – Youth Activity Director

Absent – Highway Superintendent William Dechene

Guest: Seth McGowan Rick Donah
Chris LaBarge Mary Casagrain
Fawn Tatro Leon LeBlanc
Adam Bourdeau Roger Gocking
Clarence Bell Jim McKenna
Sally Gross

Supervisor Littlefield called regular Town Board Meeting to order at 7:00 p.m. opening with the Pledge of Allegiance.

1. Mr. Roger Gocking
Tupper Lake 9 Miler Canoe & Kayak Race:

Mr. Gocking is requesting from the Town Board permission to use the town owned boat launch at the Rod & Gun Club to hold a 9 miler canoe and kayak race event on June 14, 2014. Permission was granted. An application for use of Town Owned Community Facility will have to be filled out and need to supply a certificate naming the Town as an additional insurer.

2. Chris LaBarge & Fawn Tatro
Franklin County Tourism Advisory Committee:

Chris LaBarge and Fawn Tatro represent the Franklin County Tourism Advisory Committee spoke to town board members about TAC promoting Franklin County Tourism and how it will benefit Tupper Lake. The destination master plan will incorporate the current data on Tupper Lake’s assets, as well as enumerate its unique resources. The local marketing plan will support the County’s plan and vice versa. Mr. LaBarge stated “it would seem reasonable for the town to request funding for its marketing plan from TAC through its local representatives, Michelle Clement and Stephanie Radcliff”.

3. Seth McGowan
Superintendent of TL School District:

Mr. McGowan appeared before the board to ask for the board’s support for the elimination of the Gap Elimination Adjustment. As well, he explained the school district’s finances and suggested the formation of a task force to explore sharing services. Mr. McGowan is requesting the town board to send a letter to the legislators requesting elimination of the GEA. A copy of letter is on the school website.

4. James McKenna
Roost Representative:

James McKeena, President of ROOST (Regional Office of Sustainable Tourism) gave a presentation on how successful ROOST can be for Tupper Lake before board members discuss the proposal. ROOST submitted the only bid in response to joint request for proposal by the town and village.

5. ROOST Resolution:

Councilman Quinn made motion to pass this resolution:
Seconded by Councilman Dechene

RESOLUTION #13 / 2014

WHEREAS; The Town of Tupper Lake, Village of Tupper Lake and Tupper Lake Chamber of Commerce have recently reaffirmed their commitment to tourism and are requesting proposals from qualified firms to develop and implement a strategic tourism plan for Tupper Lake.

THEREFORE BE IT RESOLVED; that the Town of Tupper Lake will accept the February 6, 2014 tourism and marketing and destination master planning proposal by the Regional Office of Sustainable Tourism at a cost to the Town not to exceed \$40,000 provided that the Village of Tupper Lake shares equally in the cost of this proposal.

FURTHER RESOLVED; that the Town's cost for this proposal will be reduced by one-half the amount of any grant monies and other funding secured to reduce the overall cost of the proposal.

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

Date: March 13, 2014

Laurie J Fuller – Town Clerk RMC

6. Approve minutes:

Town Clerk Laurie Fuller provided each board member a drafted copy of minutes for meeting dated January 2, 2014 for approval.

A motion to approve minutes as written for meeting dated January 2, 2014 was made by Councilwoman Lefebvre

Seconded by Councilman Skiff

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

7. Approve Monthly reports:

Code Officer

Monthly Report February 2014

4 Building Permits issued in February

3 Complaints filed

Completed 19 field inspections

February 2014 miles logged 87

Responded to one fire call and one police call

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 03-13-14

SUMMER EMPLOYMENT – Job notices have gone out and applications are starting to roll in. I’ve placed an April 3 deadline for day camp and lifeguard positions. I will then do interviews and have recommendations for the April meeting.

ANDREW GOODMAN –

X-C SKIING – It has been an awful season but the times we’ve been able to get out have been wonderful. It’s amazing how the young skiers progress over the course of the season. We may still have a couple more days of skiing to make up for all the days it was bare, too cold or raining but for the most part the season is over. I wish to publicly thank the wonderful parents who volunteer their time. Also a huge thanks to Sarah Bencze and Margaret O’Leary who help out huge on Monday ski sessions.

BREWFEST – Things are set for this weekend. The event is from 1 to 4PM. Should be a fun time and I hope everyone can make it up. Admission is \$5 and the event is for adults and children. Adults will be able to sample beer from regional brewers. We’ll also have a green sledding competition. This is where folks take unusual objects, whether it be a shovel, trashcan lid, recyclable bin, etc., and use it as a sled. Each competitor will get 3 slides with the sled going the furthest being declared winner. Prizes will also be handed out to ‘most creative’ sled.

ZOMBIE WALK – I’m in preliminary talks with a local resident to plan this event for the second weekend in August. Preliminary plans call for a ‘Zombie Walk’ uptown where zombies will go to different businesses to collect canned goods. The walk will continue down to the municipal park for more fun activities. Potential plans include a zombie maze, games and live music. This would all be a benefit for the local food pantry. As some may know Zombies are a big thing. This event would have a huge draw and people would be encouraged to dress the part.

SUMMER CALENDAR – (see attached)

TRAIL MOWER – The budgeted trail mower had been ordered and is en route.

BASEBALL – Update at meeting

CAMPGROUND – We need to make sure those overflow spaces are set up for this summer. I have one person booked there for a couple days.

REVAMPED SWIM PROGRAM – The swim program is very popular; last year and the year before we even had to cut off registration due to the popularity. I’ve finished revamping the program so we might accommodate more this year. Instead of 4-weeks the program will now be 6-weeks.

Dog Control Officer

Town of Tupper Lake
Dog Control Report

For the Month of: February

Date: 2-28-14

Complaints Received	2
Complaints Answered	1
Dogs Captured	2
Dogs return to owner	2
Dogs turned over to DCO	2
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 20 DCO Shaheen R Shaheen

Report prepared by Shaheen R Shaheen DCO

Motion to approve Monthly reports for Code Officer, Youth Activity Director, Dog Control Officer & Highway was made by Councilman Dechene

Seconded by Councilman Quinn

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

- 8. Application for use of Town owned Community facilities:

Application for Use of Town Owned Community Facilities

Any facility can be reserved by a resident of the Town of Tupper Lake or a Town of Tupper Lake based organization only.

Please contact Recreation Department at (518) 359-8370 to determine availability on your preferred date(s).

The use of this facility requires a \$200 deposit. Complete the form, print, and remit with deposit (cash, check) to:

Town of Tupper Lake
120 Demars Blvd.
Tupper Lake, NY 12986

Your reservation will then be approved and confirmation/receipt will be emailed or mailed within 5 business days.

**Town of Tupper Lake
Community Facilities
120 Demars Blvd.
Tupper Lake, NY 12986
(518) 359-8370
(518) 359-2634 FAX**

Today's Date: _____

Facility Requested: _____

Date Facility Requested: _____

Time: _____ To: _____ Size in Group: _____
(Include set-up and clean-up time)

Any Special Requirements of Requests: _____
(Certain requests may be subject to an additional fee)

Purpose of Facility Use: (Be Specific): _____

Name of Organization/Individual: _____

Organization/Individual Address: _____

Organization/Individual Phone: _____

Name of Person Responsible: _____

Address: _____ Zip: _____

Phone (H): _____ (W): _____ (Cell): _____

Email: _____

- The reservation contact listed above is legally responsible for any and all actions of the facility use while they in use. This person will be held financially responsible for any and all damages to park property caused by a member of his/her group. This person is responsible for his/her group’s adherence to all permit guidelines including those pertaining to alcohol use.
- The reservation contact hereby acknowledges that he/she has read, understands and agrees to comply with the guidelines outlined in this permit request. The reservation contact further verifies that he/she is 18 years of age or older (21 or older is alcohol is being served).
- The reservation contact hereby request reservation of the Town of Tupper Lake facility for the date(s), times and purpose shown. He/she further agrees to hold harmless and completely indemnify the Town of Tupper Lake, its officer, agents and employees, in any claim of personal injury or property damage in any way arising from use of the facility.

Signature

Date

RULES AND REGULATIONS

FACILITY HOURS: Daily: 10AM – 10PM

PETS: Dogs are allowed at Littlewolf Beach/Campground & Rod & Gun areas, however they must be leashed at all times and waste properly disposed. Dogs are not allowed in swimming area of beach.

ALCOHOL: Alcoholic beverages shall only be consumed only by those of age. No glass containers allowed. The permit holder is required to acquire a permit from the NYS Liquor Authority for parties of 50 or more. Alcoholic beverages may NOT be sold on the premises.

MUSIC: Amplified live music is allowed after 12PM at reasonable levels only.

ELECTRICITY: There are several outlets located in the pavilion area at the Municipal Beach. If multiple outlets or extension cords are needed please first consult with the caretaker.

RESTRICTIONS: Firearms, fireworks, profanity or objectionable language, unlicensed motorized vehicles, illicit drugs and soliciting are prohibited.

CLEAN UP AND DAMAGES: Cleanup and any damages are the responsibility of the group or individual holding the permit. Please make sure the area is properly cleaned for the enjoyment of the next user.

CANCELLATIONS: If you decide to cancel, this office must be notified at least 2 weeks prior to your event in order to receive your deposit back.

Corrections to be made are add insurance those utilizing the facility shall provide a certificate of insurance naming the town as additional insurer.

Motion to review & approve application for use of Town owned Community facilities with corrections was made by Councilman Quinn.

Seconded by Councilwoman Lefebvre

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

9. Airport Agreement with
Town of Harriestown:

Resolution #12 – 2014

WHEREAS; The Adirondack Regional Airport located in Lake Clear, New York owned by the Town of Harrietstown enters into an agreement with the Town of Tupper Lake and other towns; and

WHEREAS; at a regular town board meeting held March 13, 2014 town board members agreed to pay the Town of Harrietstown \$2,000.00 dollars annually for airport services.

NOW THEREFORE BE IT RESOLVED; upon signing agreement for the year 2014 the Town of Tupper Lake shall pay the Town of Harrietstown the sum of \$2,000.00 for the operation for the Adirondack Regional Airport.

Date: March 13, 2014

Motion: Councilman Quinn

Seconded: Councilwoman Lefebvre

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

Laurie J Fuller – Town Clerk RMC

10. Resolution for Shared Highway
Services for Neighboring Towns:

RESOLUTION #14 of 2014
AUTHORIZING TOWN SUPERVISOR TO SIGN A CONTRACT FOR SHARED
HIGHWAY SERVICES ON BEHALF OF THE TOWN

AT A MEETING of the Town Board of the Town of Tupper Lake held at 120 Demars Blvd., Tupper Lake, New York on the 13th day of March, 2014, upon calling of the roll by the Town Clerk the following members were:

Present:
Supervisor Littlefield
Councilman Quinn
Councilman Dechene
Councilwoman Lefebvre
Councilman Skiff

The following resolution was offered by Councilman Quinn who moved its adoption, and seconded by Councilman Dechene, to wit:

RESOLUTION authorizing the Town Supervisor to sign a contract on behalf of the Town to permit the Town Highway Superintendent to share services with highway department heads in other municipalities who possess similar authorization for the borrowing or lending of materials and supplies and the exchanging, leasing, renting or maintaining of machinery and equipment, including the operators thereof, for the purpose of aiding the highway department head in the performance of his duties.

Whereas, all municipalities, including the Town of Tupper Lake have the power and authority to contract with other municipalities for the purpose of renting, leasing, exchanging, borrowing or maintaining of machinery and equipment, with or without operators; and

Whereas, all municipalities, including the Town of Tupper Lake, have the power and authority to borrow or lend materials and supplies to other municipalities; and

Whereas, it is hereby determined that the Town of Tupper Lake and other municipalities have machinery and equipment which is not used during certain periods; and

Whereas, it is determined that the Town of Tupper Lake and other municipalities often have materials and supplies on hand which are not immediately needed; and

Whereas, it is hereby determined that by renting, borrowing, exchanging, leasing or maintaining highway machinery and equipment and the borrowing or lending of materials and supplies, the Town of Tupper Lake and other municipalities may avoid the necessity of purchasing certain needed highway machinery and equipment and the purchasing, or storing, of a large inventory of certain extra materials and supplies, thereby saving money for the taxpayers; and

Whereas, it is recognized and determined, from a practical working arrangement, that no program of borrowing, exchanging, leasing, renting or maintaining of highway machinery and equipment or borrowing or lending of materials can be successful if each individual arrangement or agreement must receive prior approval by the Town Board and the governing board of each of the other municipalities which may be parties to such agreements, since such agreements must often be made on short notice and at times when governing boards are not in session; and

Whereas, it is incumbent upon each municipality to design a simple method whereby materials, supplies, equipment and machinery, including the operators thereof, may be obtained or maintained with a minimum of paperwork and inconvenience and with a swift approval process; and

Whereas, it is the intent of the Town of Tupper Lake Town Board to give the Town Superintendent of Highways the authority to enter into renting, exchanging, borrowing, lending or maintaining arrangements with the persons serving in similar capacities in other municipalities without the necessity of obtaining approval of the Town Board prior to the making of each individual arrangement; and

Whereas, a standard contract has been prepared which is expected to be adopted and placed into effect in other municipalities, and will grant the person holding the position comparable to that of the head of the highway department in each of those other municipalities the authority to make similar arrangements; and

Whereas, it is hereby determined that it will be in the best interests of the Town of Tupper Lake to be a party to such shared services arrangements.

NOW THEREFORE, BE IT RESOLVED that the Town Supervisor of the Town of Tupper Lake is hereby authorized to sign the following contract on behalf of the Town:

"CONTRACT FOR SHARED HIGHWAY SERVICES

"1. For purposes of this contract, the following terms shall be defined as follows:

"a) 'Municipality' shall mean any county, town or village which has agreed to be bound by a contract for shared services or equipment similar in terms and effect with the contract set forth herein, and has filed a copy of said contract with the Clerk of the Town of Tupper Lake.

"b) 'Contract' shall mean the text of this agreement which is similar in terms and effect with comparable agreements, notwithstanding that each such contract is signed only by the chief executive officer of each participating municipality filing the same, and upon such filing each filing municipality accepts the terms of the contract to the same degree and effect as if each chief executive officer had signed each individual contract.

"c) 'Shared Service' shall mean any service provided by one municipality for another municipality that is consistent with the purposes and intent of this contract and shall include but not be limited to:

"i) the renting, exchanging, or lending of highway machinery, tools and equipment, with or without operators;

"ii) the borrowing or lending of supplies between municipalities on a temporary basis conditioned upon the replacement of such supplies or conditioned upon the obtaining of equal value through the provision of a service by the borrower or by the lending of equipment by the borrower, the value of which is equal to the borrowed supplies;

"iii) the providing of a specific service for another municipality, conditioned on such other municipality providing a similar service, or a service of equal value, in exchange.

"iv) the maintenance of machinery or equipment by a municipality for other municipalities.

"d) 'Superintendent' shall mean, in the case of a county, the county superintendent of highways, or the person having the power and authority to perform the duties generally performed by county superintendents of highways; in the case of a town, the town superintendent of highways; and in the case of a village, the superintendent of public works.

"2. The undersigned municipality has caused this agreement to be executed and to bind itself to the terms of this contract, and it will consider this contract to be applicable to any municipality which has approved a similar contract and filed such contract with the Clerk of the Town of Tupper Lake.

"3. The Town of Tupper Lake by this agreement grants unto the Town Superintendent of Highways the authority to enter into any shared service arrangements with any other municipality or other municipalities subject to the following terms and conditions:

"a) The Town of Tupper Lake agrees to rent, exchange or borrow from any municipality any and all materials, machinery and equipment, with or without operators, which it may need for the purposes of the Town of Tupper Lake. The determination as to whether such machinery, with or without operators, is needed by the Town of Tupper Lake shall be made by the Superintendent of Highways. The value of the materials or supplies borrowed from another municipality under this agreement may be returned in the form of similar types and amounts of materials or supplies, or by the supply of equipment or the giving of services of equal value, to be determined by mutual agreement of the respective superintendents.

"b) The Town of Tupper Lake agrees to rent, exchange or lend to any municipality any and all materials, machinery and equipment, with or without operators, which such municipality may need for its purposes. The determination as to whether such machinery or material is available for renting, exchanging or lending shall be made by the Superintendent of Highways. In the event the said Superintendent determines that it will be in the best interests of the Town of Tupper Lake to lend to another municipality, the said Superintendent is hereby authorized to lend to another municipality. The value of supplies or materials loaned to another municipality may be returned to the Town of Tupper Lake by the borrowing municipality in the form of similar types and amounts of materials or supplies, or by the use of equipment or receipt of services of equal value, to be determined by the respective superintendents.

"c) The Town of Tupper Lake agrees to repair or maintain machinery or equipment for any city/county/town/village under terms that may be agreed upon by the Highway Superintendent, upon such terms as may be determined by the Highway Superintendent.

"d) An operator of equipment rented or loaned to another municipality, when operating such equipment for the borrowing municipality, shall be subject to the direction and control of the superintendent of the borrowing municipality in relation to the manner in which the work is to be completed. However, the method by which the machine is to be operated shall be determined by the operator.

"e) When receiving the services of an operator with a machine or equipment, the receiving superintendent shall make no request of any operator which would be inconsistent with any labor agreement that exists for the benefit of the operator in the municipality by which the operator is employed.

"f) The lending municipality shall be liable for any negligent acts resulting from the operation of its machinery or equipment by its own operator. In the event damages are caused as a result of directions given to perform work, then the lending municipality shall be held harmless by the borrowing municipality.

"g) Each municipality shall remain fully responsible for its own employees, including salary, benefits and workers compensation. Each municipality shall be liable for salaries and other compensation due to their own employees for the time the employees are undertaking a joint service pursuant to this contract, however the borrowing municipality shall reimburse the lending municipality for actual and necessary expenses upon receipt of written notice of such claim.

"4. The renting, borrowing, leasing, repairing or maintaining of any particular piece of machinery or equipment, or the exchange or borrowing of materials or supplies, or the providing of a specific service, shall be evidenced by the signing of a memorandum by the Town Superintendent of Highways. Such memorandum may be delivered to the other party via mail, personal delivery, facsimile machine, or any other method of transmission agreed upon. In the event there is no written

acceptance of the memorandum, the receipt of the materials or supplies or the acceptance of a service shall be evidence of the acceptance of the offer to rent, exchange or lend.

"5. In the event any shared services arrangement is made without a memorandum at the time of receipt of the shared service, the superintendent receiving the shared service shall, within five days thereof, send to the provider a memorandum identifying the type, time and date of the acceptance of the repair or maintenance shared service. In the event such shared service related to or included any materials or supplies, such memorandum shall identify such materials or supplies and the time and place of delivery.

"6. In the event a municipality wishes to rent machinery or equipment from another municipality or in the event a municipality wishes to determine the value of such renting for the purposes of exchanging shared services of a comparable value, it is agreed that the value of the shared Service shall be set forth in the memorandum.

"7. All machinery and the operator, for purposes of workers compensation, liability and any other relationship with third parties, except as provided in paragraph e of section three of this agreement, shall be considered the machinery of, and the employee of, the municipality owning the machinery and equipment.

"8. In the event machinery or equipment being operated by an employee of the owning municipality is damaged or otherwise in need of repair while working for another municipality, the municipality owning the machinery or equipment shall be responsible to make or pay for such repairs. In the event machinery or equipment is operated by an employee of the borrowing, receiving or renting municipality, such municipality shall be responsible for such repairs.

"9. Records shall be maintained by each municipality setting forth all machinery rentals, exchanges, borrowings, repair or maintenance and other shared services. Such records will be available for inspection by any municipality which has shared services with such municipality.

"10. In the event a dispute arises relating to any repair, maintenance or shared service, and in the event such dispute cannot be resolved between the parties, such dispute shall be subject to mediation.

"11. Any party to this contract may revoke such contract by filing a notice of such revocation. Upon the revocation of such contract any outstanding obligations shall be settled within thirty days of such revocation unless the parties with whom an obligation is due agree in writing to extend such date of settlement.

"12. Any action taken by the Town Superintendent of Highways pursuant to the provisions of this contract shall be consistent with the duties of such official, and expenditures incurred shall not exceed the amounts set forth in the Town budget for highway purposes.

"13. A record of all transactions that have taken place as a result of the Town of Tupper Lake participating in the services afforded by this contract shall be kept by the Town Superintendent of Highways, and a statement thereof, in a manner satisfactory to the Town Board, shall be submitted to the Town Board semiannually on or before the first day of June, and on or before the first day of December, of each year following the filing of the contract, unless the Town Board requests the submission of records at different times and dates.

"14. If any provision of this contract is deemed to be invalid or inoperative for any reason, that part shall be deemed modified to the extent necessary to make it valid and operative, or if it

cannot be so modified, then it shall be severed, and the remainder of the contract shall continue in full force and effect as if the contract had been signed with the invalid portion so modified or eliminated.

"15. This contract shall be reviewed each year by the Town of Tupper Lake and shall expire five years from the date of its signing by the Town Supervisor. The Town Board may extend or renew this contract at the termination thereof for another five year period.

"16. Copies of this contract shall be sent to the clerk and the superintendent of each municipality with which the Town Highway Superintendent anticipates engaging in shared services. No shared services shall be conducted by the Town Highway Superintendent except with the superintendent of a municipality that has completed a shared services contract and has sent a copy thereof to the clerk of his or her municipality and the Town Highway Superintendent."

"IN WITNESS THEREOF, the said Town of Tupper Lake has by order of the Town Board caused these presents to be subscribed by the Town Supervisor this 13th day of February, 2014.

ATTEST:

Town of Tupper Lake, by:

Laurie J. Fuller
Town Clerk

Patricia S. Littlefield, Town Supervisor

The Town Clerk is authorized and directed to file a copy of the foregoing contract as set forth in this resolution with the chief executive officer of the following municipalities:

Town of Franklin

Franklin County

Town of Brighton

VillageSaranacLake

Town of St. Armand

Village of Tupper

Town of Piercefield

Town of SantaClara

Town of Clifton

Town of Long Lake

This resolution shall take effect immediately.

The question of the adoption of the foregoing resolution was duly put to a vote on roll call which resulted as follows:

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

11. Advertise for Littlewolf
Caretaker position:

Supervisor Littlefield explained the previous Caretaker for Littlewolf Campground, Mike Gaff has accepted another job so he will not be returning for the summer of 2014, So we need to advertise to replace him.

Little Wolf Campground Caretaker

The Town of Tupper Lake is looking for a seasonal caretaker. This is a full time, May–September position. The person in this position will be responsible for all day-to-day operations, budgeting, reporting, inventory, facility and grounds maintenance and guest relations.

Applicants for this position must have proven management skills. As a caretaker the following skills and experiences are desired; mechanically inclined, basic electrical, plumbing and construction skills, accounting procedures, flexibility (able to adapt to change), exceptional customer service and an eye for detail. The caretaker will also be responsible for stocking and maintaining a concession stand.

Applicants need to be in good physical health as this can be a hands-on position that requires active participation in work projects. The ideal candidates must be self-motivated with an ability to maintain a positive attitude at all times. In exchange for services the caretaker will be provided housing site plus wage (dependant on qualifications).

Interested applicants may drop off cover letter, resume, references (3) and application to the Town Hall, 120 Demars Blvd., Tupper Lake, NY 12986, on or before 2:00 p.m. on April 10th 2014.

Job and Responsibilities

- Snack Shack Operation (Concessionaire is responsible for inventory and operation)
- Maintain campground through mowing, weed wacking and general maintenance
- Reservation taking and handling of money
- Removing trash from campground
- Cleaning and maintenance of shower and bath facilities
- Mechanical, electrical and plumbing skills
- Available on site 24hrs. a day
- Offer tourism information and promote the community
- Maintain supplies
- Clean, rake, maintain beach & picnic area dailey

Knowledge, Skills and Abilities

- Customer service skills
- Good communication skills
- Mechanical Skills
- Certification in CPR/First Aid a plus
- Computer skills

Motion to advertise for Littlewolf/Beach Caretaker Position was made by Councilman Quinn

Seconded by Councilwoman Lefebvre

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

12. Andrew Goodman

Ceremony:

Councilman Quinn suggested the town to host a ceremony at the trail head of Goodman Mountain dedicating the trail in Andrew Goodman's name it is the 50th Anniversary of his death. Maybe have it sometime in July.

Councilman Quinn made a motion for the town to host a ceremony, dedicating the trail up Goodman Mountain in honor of Andrew Goodman sometime in July.

Seconded by Councilman Dechene

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

13. Approve Conference in Saratoga:

Motion for Town Clerk Laurie Fuller & Deputy Donna Maliszewski to attend Town Clerk conference April 27th thru April 30th 2014 in Saratoga was made by Councilwoman Lefebvre

Seconded by Councilman Quinn

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

14. Budget Transfers:

February 2014

Bank

Accounts

Accounts Payable	AP
Trust	TA
Money Market	MMA

Transfer Date	From Account	To Account	Amount	Reason for Transfer
2/3/2014	TA	AP	\$ 621.56	Employee portion for Clothing and Town Dental Reimbursement from Guardian
2/5/2014	AP	TA	\$(12,288.23)	Payroll 2/7/2014
2/14/2014	AP	TA	\$(13,816.81)	Payroll 2/14/2014
2/20/2014	AP	TA	\$(12,257.82)	Payroll 2/21/2014
2/28/2014	AP	TA	\$(12,055.05)	Payroll 2/28/2014
2/28/2014	TA	AP	\$1,732.57	Employee Contributions for Employee Insurance Bills
	Total Transfers		\$(48,063.78)	

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

Seconded by Councilman Skiff
 All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre & Skiff

15. Abstract #3 2014

Abstract #3

Vouchers # 2014-0066, 2014-0075, 2014-0084, 2014-0085, 2014-0096 to 2014-0211

Town of Tupper Lake
 Abstract #3 – March 13, 2014

Fund	Prepaid/Debit	Unpaid	Total
General	\$27,411.91	\$53,532.88	\$80,944.79
Highway	\$62.68	\$22,973.53	\$23,036.21
Highway Outside	-	-	-
Fire District	-	-	-
Sewer #5	185.36	69.86	255.22
Sewer #8-1	-	4.46	4.46
Sewer #8-2	14.80	37.15	51.95
Sewer #17	1,322.43	87.15	1,409.58
Sewer #17-1	73.68	159.70	233.38
Sewer #17-2	104.72	4.45	109.17
Sewer #23	-	4,047.22	4,047.22
Water #23	176.53	32.70	209.23
Moody Lighting	552.24	-	552.24
Water #15	55.25	-	55.25
Total for Abstract	\$29,959.60	\$80,949.10	\$110,908.70

Motion to approve Abstract #3 of Audited Vouchers in the amount of \$110,908.70 was made by Councilman Dechene

Seconded by Councilwoman Lefebvre
 All Town Board Members voted AYE 5/0 Littlefield, Quinn, Dechene, Lefebvre & Skiff

16. Employee Handbook:

Councilman Quinn stated most Towns have employee handbooks and feels we should have one in place. Should probably look into cost. Maybe have more information at next board meeting.

17. Adjournment:

Motion to adjourn at 10:20 p.m. was made by Councilman Quinn

Seconded by Councilman Skiff

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

Laurie J. Fuller – Town Clerk RMC