

TOWN BOARD MEETING AGENDA

Date: January 8, 2015
Time: 7:00 P.M.
Location: Town Hall – Lower Level
Meeting: Organizational & Regular Meeting

1. Pledge of Allegiance
2. Call Meeting to Order
3. Establish the Agenda
4. Personal Appearance
 - 4.1) James Frenette Sr. Presentation
5. Approve Abstract of Audited Vouchers in the amount of \$118,622.38
6. Approve Budget Transfers
7. Approve Monthly Reports from Code Officer, Youth Activity Director, Dog Control Officer, & Highway Superintendent
8. Committee Reports
9. Organizational Meeting
 - 9.1) Approve 2015 Appointments
 - 9.2) Approve 2015 Committees
10. Old Business
11. New Business
 - 11.1) Swearing in of Councilman Rick Skiff
 - 11.2) Pass resolution authorizing payment for standard monthly statements
 - 11.3) Approve lease agreement with Franklin County Probation Department
 - 11.4) Discuss revising Procurement Policies and Procedures
 - 11.5) Authorize Board Members, Assessor, Planning Board Members ZBA & BAR Members to attend Local Government Day April 16th in Lake Placid
 - 11.6) Authorize for Town Planner and 1 member of the Planning Board to attend NYPF Conference April 13th in Bolton Landing
12. Public Comment (5 min.)
13. Executive (if needed)
14. Adjournment

TOWN OF TUPPER LAKE ABSTRACT OF AUDITED VOUCHERS

JANUARY 8, 2015
TOWN BOARD MEETING

TOWN CLERK'S ORIGINAL COPY & SUPERVISOR'S ORIGINAL COPY

I HEREBY CERTIFY THAT THE VOUCHERS LISTED ON THIS ABSTRACT FOR THIS PERIOD CONSISTING OF THESE ATTACHED PAGES WERE AUDITED AND ALLOWED IN THE AMOUNTS SHOWN. AUTHORIZATION IS HEREBY GIVEN AND DIRECTION IS MADE TO PAY EACH OF THE CLAIMANTS THE AMOUNT OPPOSITE HIS NAME.

ABSTRACT #1

VOUCHERS # 2014-0869-0876 & 2015-0001-0019

SUPERVISOR, Patricia Littlefield DATE

DEPUTY SUPERVISOR, John Quinn DATE

COUNCILMAN, Michael Dechene DATE

COUNCILWOMAN, Kathleen Lefebvre DATE

COUNCILMAN, Richard Skiff DATE

DATED: 1/8/2015

SIGNED - _____, TOWN CLERK

Town of Tupper Lake
Abstract #1 - January 8, 2015

<u>Fund</u>			<u>Prepaid/Debit</u>	<u>Unpaid</u>	<u>Total</u>
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

End of Year 2014 Budget Transfers

General	Account	Detail	Decrease	Increase
Appropriation	12201.01	Supervisor PS	\$1,249.95	
	10104.01	Town Board CE	\$394.43	
	10101.01	Town Board PS		\$1,644.38
	13204.01	Indep. Auditing CE	\$916.90	
	11101.01	Justice PS		\$141.99
	11104.01	Justice CE		\$388.81
	13301.01	Tax Collector PS		\$29.70
	13304.01	Tax Collector CE		\$356.40
	14102.01	Town Clerk EQ	\$500.00	
	14101.01	Town Clerk PS		\$500.00
	14304.01	Bookkeeper CE	\$621.51	
	14301.01	Bookkeeper PS		\$621.51
	16804.01	Central Data Processing	\$3,450.47	
	13401.01	Budget PS		\$76.93
	14101.01	Town Clerk PS		\$502.45
	14104.01	Town Clerk CE		\$310.60
	14301.01	Bookkeeper PS		\$547.14
	16204.01	Buildings CE		\$2,013.35
	14404.01	Engineering CE	\$1,358.27	
	14204.01	Attorney CE		\$1,358.27
	19904.01	Contingency	\$355.00	
	16204.01	Buildings CE		\$355.00
	51324.01	Garage CE	\$1,770.41	
	50104.01	Supt. Of Hwy CE	\$210.00	
	50101.01	Supt. Of Hwy PS		\$1,980.41
	19204.01	Municipal Dues	\$501.00	
	14404.01	Engineering CE	\$313.31	
	16204.01	Buildings CE		\$814.31
	14404.01	Engineering CE	\$335.12	
	64104.01	Publicity		\$335.12
	70202.01	Recreation EQ	\$470.06	
	70201.01	Recreation PS		\$212.06
	70204.01	Recreation CE		\$241.86
	70204.01.000.13	Recreation CE XC Tr. Syst		\$16.14
	75504.01	Celebrations CE	\$1,050.54	
	71804.01	Golf Course CE		\$1,050.54
			\$13,496.97	\$13,496.97

Highway	Account	Detail	Decrease	Increase
Appropriation	36204.03	Safety CE	\$325.52	
	42304.03	Drugs & Alcohol Scr		\$50.85
	51301.03	Machinery PS		\$274.67
	51302.03	Machinery EQ	\$20,000.00	
	51304.03	Machinery CE		\$8,119.84
	51421.03	Snow Removal PS		\$11,880.16
	51424.03	Snow Removal CE	\$1,778.64	
	51421.03	Snow Removal PS		\$1,778.64
	90408.03	Workers Comp	\$5,779.11	
	51421.03	Snow Removal PS		\$2,781.12
	90308.03	Social Security		\$2,997.99
			\$27,883.27	\$27,883.27



Town of Tupper Lake Code Enforcement

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

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)

Town of Tupper Lake
Dog Control Report

For the Month of: December

Date: 12-31-15

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 Shahen R Shahen

Report prepared by Shahen R Shahen DCO

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	Samantha Davies	
Budget Officer	Supervisor Patricia Littlefield	
Town Attorney	Kirk Gagnier	
Town Emergency Manger	Carl Steffen	
Youth Activity Director	Mike Fritts	
Legal holidays observed	New Year's Day Washington's Birthday Independence Day Columbus Day Thanksgiving Day Christmas Day	Lincoln's Birthday Memorial Day Labor Day Election Day Veteran's 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	2 nd Thursday – 7:00 P.M.	

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

RESOLUTION #

RESOLUTION AUTHORIZING PAYMENT FOR STANDARD MONTHLY STATEMENTS

Councilperson

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

Councilperson duly seconded this resolution, and adopted as follows:

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

Laurie J. Fuller
Town of Tupper Lake Town Clerk

Date:

Resolution 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:
Seconded:
Action:
Date:

Franklin County Probation Department

BY: _____

Probation Department Executive Director

Revised 4-10-2014

Resolution #3 /2014

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	>3			
Purchase Contracts up to \$9,999:						
Under \$250	Discretion of Purchaser					
\$251 - \$3,000	X					
\$3,001 - \$9,999			X			
\$10,000 total or more				X		
Public Work Contracts Up to \$19,999:						
Under \$3,000	X					
\$3,001 - \$19,999						
\$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 Offerer

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 2, 2014.

Town Clerk, Town of Tupper Lake

Date: January 2, 2014

Motion: Councilman Dechene

Seconded: Councilman Quinn

Action: Carried 4/0 vote Littlefield, Quinn, Dechene, Lefebvre

11.5

Patricia Littlefield

From: Patricia Littlefield <ohlittle@roadrunner.com>
Sent: Wednesday, December 31, 2014 7:02 AM
To: Patricia Littlefield
Subject: FW: Adirondack Park Local Government Day Conference - Save-The-Date: April 15 & 16, 2015

Board Members, Assessor, Planning Board, ZBA & BAR members

From: "apa.sm.LocalGovernment" <LocalGovernment@apa.ny.gov>
Date: Wednesday, November 19, 2014 4:06 PM
To: "apa.sm.LocalGovernment" <LocalGovernment@apa.ny.gov>
Subject: Adirondack Park Local Government Day Conference - Save-The-Date: April 15 & 16, 2015

Please mark your calendars for the...

**18th Annual
Adirondack Park
Local Government Day Conference**

Save-The-Date

April 15 & 16, 2015

**Wednesday, April 15 - Forum & Training: 1 pm-5 pm
Evening Social begins at 5 pm
Thursday, April 16 - Conference: 8 am-5 pm**

Conference Information

Print your own Save-The-Date Card
Have an idea for a session... Suggest a Topic

Conference Location

**Crowne Plaza Resort & Golf Club
101 Olympic Drive
Lake Placid, NY 12946
www.lakeplacidcp.com**

Each year our conference is presented by the Adirondack Park Agency, Adirondack Association of Towns and Villages, Adirondack Park Local Government Review Board, Empire State Development, NYS Department of State, and NYS Department of Environmental Conservation.

We hope to see you there.

Registration Information

- Registration Forms will be available in February-

Please note all payments must be made to the:

Crowne Plaza Resort & Golf Club

Conference Fee

Before April 1, 2015: \$63.06

(tax exempt: \$58.75)

After April 1, 2015: \$79.26

(tax exempt: \$73.75)

You must provide a completed tax exempt form (ST-119.1) or letter from NYS Department of Taxation & Finance to qualify for tax exempt status.

Have Questions?

Contact the APA: (518) 891-4050 & mention Local Government Day Conference or email LocalGovernment@apa.ny.gov or check our website www.apa.ny.gov

Directions:

The Crowne Plaza hotel is located at 101 Olympic Drive in the center of the village. If you are driving in to Lake Placid from the east or south-east via route 86 or 73, look for the Olympic Arena complex on your left. Olympic Drive is the first street on the left past the Olympic Arenas, the hotel is located at the top of the hill on your left.

If you are arriving from the north-west via route 86, drive into town and look for a municipal parking lot on your right hand side as Main Street begins to curve to the right, Olympic Drive is the first right turn after the parking lot. There is a hotel sign at the end of the parking lot at the corner of Olympic Drive and Main Street.

To remove your name from our mailing list, please [click here](#).

11.6



April 12th - April 14th, 2015 NYPF CONFERENCE REGISTRATION FORM

NOTE: This form is for conference registration ONLY. Register Directly with

The Sagamore

110 Sagamore Road, Bolton Landing, NY 12814

Reservation Code NYPF2015* (866)385-6221* www.thesagamore.com

- **Full Registration**-includes: Sunday Reception, Monday lunch and breaks, Tuesday break
NYPF Members \$189.00. Non-Members \$229.00
- **Monday-Only Commuter Registration** - includes lunch and breaks
NYPF Members \$145.00. Non-Members \$185.00
*If attending Awards Luncheon only - Registration is required \$40.00
- **Tuesday-1/2 day Session Registration** - NYPF Members \$95.00. Non-Members \$125.00

*authenticate
Attendee
for Town Planner
& member of
Planning
Board*

Return completed forms to NYPF, 600 Broadway, Albany, NY 12207
Fax 518 512 5274 – nypf@nypf.org - Phone 518-512-5270
Please use a separate form for each registration.

Name (for Badge) _____

Title (for Badge) _____

Municipality/Organization(for Badge) _____

Email _____

Address _____ Daytime Phone _____

Pay Pal -Visit www.nypf.org - \$ Enclosed _____ or Voucher _____

Check One

Full Conference _____ Monday Only _____ Tuesday Only _____

Awards Lunch Only \$40.00 _____

Cancellation Notice:

Notice of cancellation must be received 10 days prior to event, (4/2/15) less a \$10.00 processing fee. NO REFUNDS after that deadline.