

**TOWN OF TUPPER LAKE REGULAR TOWN BOARD MEETING**

April 10, 2014

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

Absent Councilwoman Kathleen Lefebvre

Recording Secretary: Laurie J Fuller – Town Clerk

Press: Dan McClelland – Tupper Lake Free Press  
 Shaun Kittle – Adirondack Daily Enterprise

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

Guest: Carl Steffen Diana Connor  
 Julie LaMere Fred Schuller  
 Adam Bourdeau Rick Donah  
 Clarence Bell Phil Wagschal  
 Neilson Snye

Supervisor Littlefield called regular town board meeting to order at 7:01 p.m. opening with the Pledge of Allegiance.

1. Adirondack Park Local  
 Government Day Plaque Presentation:

Supervisor Littlefield attended the Adirondack Park Local Government Day Conference in Lake Placid. Two awards were given to two local groups for their events in Tupper Lake.

1<sup>st</sup> place Best in Summer Category went to the Chamber of Commerce for the Annual Tin Man Triathlon. Adam Bourdeau, president of the Chamber accepted that plaque.

1<sup>st</sup> place Most Authentic Adirondack went to the Woodsmen’s Association for the Tupper Lake Woodsmen’s Day. Neilson Snye, treasurer for the Woodsmen’s Association accepted that plaque.

Tupper was also named first runner up for the Tupperpalooza Warrior Run hosted also by the Chamber of Commerce. Michele Clement not present for meeting, was complemented on that event.

2. Carl Steffen  
 Emergency Management:

Carl Steffen, Chief of the Tupper Lake Fire Department, and also the Community’s Emergency Manager. Carl has wrote a disaster plan for both Town and Village and recommends each board member read it and post on the town’s municipal web site. There are currently three public shelters, the first is the Knights of Columbus Hall, second is the Aaron Maddox Hall and the last is the Holy Ghost Academy. The emergency operation center will be the fire station if no electricity and the village office when there is electric service.

Councilman Quinn made a motion to appoint Carl Steffen to be the Town’s Emergency Manger.

Seconded by Councilman Dechene  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

3. Julie LaMere  
 Broker service for employee benefits:

Julie LaMere from Belleville & Associates has been the Town’s Broker of Record for the Town’s Health Insurance since 2011 gave broad members an update.

The Town saved about \$40,000.00 the first year she took over. This year after the implementation of the Federal Affordable Care Act, which produced many new rules in the health insurance industry, the town will see more savings in their various plans this time to about \$10,000.00. The Town has the "Cadillac plan" which gets a big break on premiums, making it more affordable.

Another savings was changing Dental plan from Guardian to Excellus.

4. Phil Wagschal  
Slic Solutions:

Supervisor Littlefield asked Mr. Wagschal from Slic Solutions to attend meeting. Last year Slic Solutions received a federal grant of \$33 million to install 800 miles of high speed fiber optics cable in St. Lawrence and Franklin Counties, in cooperation with the Development Authority of the North Country (DNAC). Mr. Wagschal said his company last year brought cable TC service to the Gull Pond Area, The Company has also received a \$6 million state grant to further its broadband work starting at the Wild Center and headed towards Long Lake by the end of this year. Slic Solutions and DANC already offer free fiber optics service to the Municipal Park, library, civic center, and public observatory and school district. Supervisor Littlefield asked how to get WIFI at Town owned Littlewolf campground. Mr. Wagschal stated it could be done through the DANC Company.

5. Update on Setting Pole  
Dam appraisal:

Supervisor Littlefield spoke with Richard Ley from Advance Appraisals who was awarded bid for appraising Setting Pole Dam. The appraisal is due on the 14<sup>th</sup> of this month has to consult with one more engineer before submitting.

6. Amend ROOST Resolution:

The original RFP looking for a firm to develop and implement a strategic tourism plan for Tupper Lake sent asked for a three year proposal, ROOST submitted a one year proposal.

They have amended that proposal to a three year RFP.

Inserted in proposal

Term and Renewal

The documentation above reflects year 1 of a proposed 3-year contract. At the end of year 1 and year 2, our office would perform an assessment and provide a work schedule and marketing plan for the following year.

For each year of the contract, the projected minimum expense would be \$80,000 for a total of \$240,000 minimum.

Supervisor Littlefield spoke with Town and Village grant writer Melissa McManus who stated there is a \$30,000 grant that will be applied the first year, ninety nine percent sure there will be \$30,000 grant for second year, and potential grant for third year.

\$5,000 each year from Town of Piercefield.

Supervisor Littlefield wrote a letter to the County Chairman Billy Jones on behalf of Town and Village asking for up to \$25,000 for each year to apply to ROOST.

Councilman Quinn made a motion to amended resolution #13

Seconded by Councilman Dechene

All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

**Amended**

**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 as amended 4/1/2014 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

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Laurie J Fuller – Town Clerk RMC

7. Aaron Maddox Hall:

Councilman Dechene stated the lighting has been changed over in the food pantry; work was done by Town employee Ryan Shaheen. The new lights were supplied by the village from the grant they received.

Supervisor Littlefield stated the generator has been looked out by a local electrician and he will get it working properly. Board members agreed if looking for someone to maintain generator prefer to stay local.

Diana Connor spoke on behalf of the Adult Center, the roof at the Aaron Maddox Hall needs to be repaired and they have offered to pay for it. Supervisor Littlefield stated who ever does repairs needs to get a building permit and supply a certificate of Insurance naming the town as an additional insurer.

8. Advertise for Contractor:

It was discussed that with repairs having to be done on Highway garage, Town Hall and Pavilion roof. Advertise for bids on a single contractor who is insured to do repairs on town owned buildings as needed.

9. Sewer District #5 Oder:

Supervisor Littlefield stated she has been in contact with Kestner Engineering and Abdellah's firm & Mark Robillard, Village Water & Sewer Superintendent they are reviewing their drawing and plans. In future we will have to sit down and discuss the best way to fix problem.

Councilman Dechene asked if we are being charge for this study, Supervisor Littlefield stated no.

10. Employee Handbook:

PublicSector HR Consultants LLC has given the Town a proposal of \$4500.00 dollars to do a Employee Handbook for the Town. This is the same company that did the Villages.

The Comptroller is suggesting we have one in place. Need to get another quote before any action is taken.

11. Approve Monthly Reports:

## Monthly Report March 2014

3 Building Permits issued in March

1 Complaints filed

Completed 4 field inspections

March 2014 miles logged 280

Successfully completed the required 24 hours of continuing education as required by New York State by attending the Northern Adirondack Code Official conference in Lake Placid on March 3<sup>rd</sup> thru the 6<sup>th</sup>

Please contact me with any questions or concerns.

Respectfully submitted:

Paul O'Leary  
Code Enforcement Officer  
Town of Tupper Lake

### **Recreation Report for 04-10-14**

#### **AUCTION –**

The Knight of Columbus has requested a donation for their upcoming auction taking place on Sunday, May 18. In years past we have provided a weekend of tent camping at Little Wolf Beach. Is this something we would like to do again?

#### **2014 BEACHFEST**

The second annual BeachFest date has been set for Saturday, August 16. This year we hope to expand the event a little bit. Firstly however I would like to ask the board's permission to reserve the services of Sand Sculptor Phil Singer for that date. Last year it cost us \$400 for his services. I think his creation was a big hit last year and created a big buzz for this year. In addition to the sand sculptor the day's events will also include the popular Paintball Triathlon, live music, food vendors, cardboard boat regatta and sand castle building contest.

#### **SUMMER WORKERS**

As always we have a fantastic pool of candidates to choose from for work at the beach and day camp. Please see attached recommendations.

#### **BOTTLE REDEMPTION**

I've been approached by a local scout master about setting up a bottle redemption center at the campground. They would maintain it twice a week and would build an attractive container to hold recyclables. I told him I would ask the board. Board gave Mike O.K.

#### **MOVIE NIGHT**

I would like to request \$200 budget for purchase of movies and DVD player, (I've been using my own for the past couple years). Also would we like to try and sponsor movie night again? I found the simplest way to do that was for \$50 I was able to buy 2 sheet pizzas.

Addition to report Mike added Newton Greiner has offered his services to be the photographer for the sports programs, at no cost to the Town.

### **Town of Tupper Lake Dog Control Report**

For the Month of: March

Date: 4-9-2014

Complaints Received            1

Complaints Answered	1
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 6 miles      DCO Shaheen Ryan Shaheen

Report prepared by Shaheen R Shaheen DCO

\*\*\*\*\*Add to report to authorize Highway Superintendent, William Dechene to attend Highway School in Ithaca in June.

Motion to approve Monthly reports from Code Officer, Youth Activity Director, Dog Control Officer and Highway Superintendent as submitted was made by Councilman Skiff.

Seconded by Councilman Dechene  
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

12. Approve sale of Groomer:

Highway Superintendent William Dechene reported the 1999 ASV Track Truck 2800 HPT Trial Groomer that was put out to bid through Auction International, Inc. sold for \$7,100.00. Supervisor Quinn suggested using this money towards bond on new groomer.

Motion to accept bid request of \$7,100.00 for 1999 groomer was made by Councilman Skiff

Seconded by Councilman Quinn  
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

13. Approve minutes:

Motion to approve minutes as written for meeting dated February 13, 2014 was made by Councilman Quinn.

Seconded by Councilman Dechene  
All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

14. Approve Cathy Persons  
Contract of Service;

Catherine Persons was hired on an as-needed basis to help Samantha Brunett, bookkeeper to the Supervisor. She will perform service as a contractor not as an employee at a rate of \$25.00 per hour.

Motion to approve Contract of Services for Catherine Persons was made by Councilman Quinn

Seconded by Councilman Dechene  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

15. Approve Standard Work Day Resolution:

Motion to approve Standard Work Day Reporting Resolution #16 / 2014 for Elected and Appointed Officials for the New York State Employee’s Retirement System was made by Councilman Dehene.

Seconded by Councilman Skiff  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

16. Revise Procurement Policy:

Supervisor Littlefield stated the only change would be the chart eliminating verbal quotes, and adding a \$100.00 amount required for purchase orders.

**Chart:**

	Written Quotes			Bid	RFP	Other
	2	3	>3			
<b>Purchase Contracts up to \$9,999:</b>						
Under \$250	Discretion of Purchaser					
\$251 - \$3,000	X					
\$3,001 - \$9,999			X			
<b>\$10,000 total or more</b>				X		
<b>Public Work Contracts Up to \$19,999:</b>						
Under \$3,000	X					
\$3,001 - \$19,999						
<b>\$20,000 total or more</b>				X		

Motion to revise Resolution # 3 of 2014 Procurement Policy taking out verbal quotes and adding \$100.00 minimum amount required when purchase order is needed was made by Councilman Quinn.

Seconded by Councilman Skiff  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

17. Repairs to Pro Shop:

The Pro Shop at the Tupper Lake Country Club has severe water damage caused by recent flood. It is estimated about \$20,000 dollars in damage.

The insurance company NYMIR was contact and the town is insured for flood damage but there is a \$25,000 dollar deductible.

Councilman Dechene made a motion to do repairs to pro shop not to exceed \$18,000.00.

Seconded by Councilman Skiff  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

18. AES Landfill Monitoring Agreement:

**RESOLUTION #15 – 2014**

**OF**

**THE TOWN BOARD OF THE TOWN OF TUPPER LAKE,  
 FRANKLIN COUNTY, NEW YORK**

Authorization of signing agreement with AES Northeast to monitor wells at landfill.

WHEREAS; the AES Northeast Engineering Short Form Agreement to conduct the year 2014 monitoring program for the landfill and,

WHEREAS; the total compensation for services and reimbursable expenses shall not exceed \$5,000.00 without prior written authorization of the owner.

THEREFORE BE IT RESOLVED; at a regular Town Board meeting held April 10, 2014 board members agreed to sign Short Form Agreement with AES Northeast to monitor wells at the Tupper Lake Landfill.

Date: April 10, 2014

Motion: Councilman Quinn

Seconded: Councilman Skiff

Absent: Councilwoman Lefebvre

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

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Laurie J. Fuller – Town Clerk, RMC

19. Authorize Supervisor to attend Schooling:

Motion for Supervisor Littlefield to attend Association of Towns 14<sup>th</sup> Annual Town finance School in May was made by Councilman Dechene

Seconded by Councilman Skiff  
 All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

20. Approve Abstract #4 /2014 of Audited Vouchers:  
 Vouchers #2014-0212 – 2014-0262

Motion to approve Abstract #4 of Audited Vouchers in the amount of \$61,580.46 was made by Councilman Quinn.

Seconded by Councilman Dechene

All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

Fund			Prepaid/Debit	Unpaid	Total
General		200.01	5978.55	39530.79	45509.34
Highway		200.03	111.98	12422.91	12534.89
Highway Outside		200.04	49.3	272.68	321.98
Fire District		200.06	0	0	0
Sewer #5		200.1	201.99		201.99
Sewer #8-1		200.12	0	5.52	5.52
Sewer #8-2		200.13	15.87	38.76	54.63
Sewer #17		200.15	0	38.76	38.76
Sewer #17-1		200.16	86.16	5.52	91.68
Sewer #17-2		200.17	121.45	5.51	126.96
Sewer #23		200.19	0	1020.88	1020.88
Water #3		200.21	213.33	692.04	905.37
Moody Lighting		200.31	679.54	0	679.54
Water #15		200.36	88.92	0	88.92
Total For Abstract #4			7547.09	54033.37	61580.46

21. Emergency Services Building Resolution:

**RESOLUTION # 17 – 2014**

Of

The Town Board of the Town of Tupper Lake  
Franklin County, New York

April 10, 2014

Emergency Services Building Resolution

Councilman Quinn offered the following resolution:

**WHEREAS**, the Town of Tupper Lake is aware that the both Village of Tupper Lake Fire Department Building and its separate Police Department offices are antiquated, in structurally poor condition and undersized for current and future needs.

**WHEREAS**, for the past three years the Town has worked cooperatively with Village representatives to develop plans to provide proper quarters for the Village Fire Department and Police Department in a combined Emergency Services Building. The plan that was developed totals approximately \$4.5 million which, at approximately \$180 per square foot, is very cost effective but one that is beyond the affordability of solely Village and Town taxpayers. The Village approved a bond resolution totaling \$3.2 million based upon the understanding from its consultant that \$1.3 million in federal grant (s) would be secured.

**WHEREAS**, the project was bid in August 2013 with the understanding that federal funding would be secured in a timely fashion. Bid contracts have been extended twice in hopes that an answer to the grant request would be received. The current bid contract is set to expire on May 1, 2014 and is likely not to be extended. To date, no decision has been made on this grant funding.

**THEREFORE BE IT RESOLVED**, that the Town urges its Federal & State representatives to do everything in their power to secure grant funding for the construction of the Tupper Lake Emergency Services Building as expeditiously as possible.

Motion to adopt said resolution was moved by Councilman Quinn, seconded by Councilman Dechene and adopted as follows:

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

Date: April 10, 2014

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Laurie J Fuller, Town Clerk RMC

22. Water level at Setting Pole Dam:

Supervisor Littlefield & Highway Superintendent William Dechene meet with representatives from Brookfield Power who controls the gates at Setting Pole Dam. All three gates are open and will maintain water level to 1543.5 court order states from April 1<sup>st</sup> to October 1st establish a low water level of 1543 and a high level of 1545.

23. Executive Session:

Councilman Quinn suggested we discuss comp time in open session and at a later date probably be put in employee handbook.

Motion to enter into executive session at 9:06 p.m. to discuss Little Wolf Caretaker position was made by Councilman Dechene.

Seconded by Councilman Quinn

All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene & Skiff

Motion to enter out of executive session at 9:37 p.m. and return to regular session was made by Councilman Dechene.

Seconded by Councilman Skiff

All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

24. Little wolf caretaker position:

Motion for Beach Committee board members and Mike Fritts to do interviews and determine a fair salary for the Little Wolf Caretaker position was made by Councilman Skiff.

Start date should be April 28<sup>th</sup> or May 5<sup>th</sup> to be ready for opening Memorial Day weekend

Seconded by Councilman Quinn

All Town Board Members voted AYE

25. Adjournment:

Motion to adjourn at 9:40 p.m. was made by Councilman Dechene

Seconded by Councilman Skiff

All Town Board Members voted AYE 4/0 Littlefield, Quinn, Dechene, Skiff

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Laurie J Fuller – Town Clerk RMC